

Candidate Statement of Qualifications

The Candidate Statement of Qualifications (CSQ) is an optional statement that candidates may file to be sent to voters in the sample ballot pamphlet. If a candidate chooses to file a CSQ, they pay a fee that covers the cost of printing the statement. This statement gives candidates the opportunity to tell voters about themselves. The statement may include the candidate's age, occupation, education, and a brief description of the candidate. [E.C. Sec. 13307]

Do not forget to fully proof your candidate statement of qualifications. They are printed exactly as they are submitted. Spelling and grammatical errors are not corrected by the Elections Division

Who may file

CSQ's may be filed by candidates for statewide office, the State Board of Equalization, and the United States Senate for inclusion in the state voter guide, and by candidates for the House of Representatives, the State Legislature, and local offices for inclusion in the county sample ballot pamphlet. [E.C. Sec. 13307, 13307.5, Gov. Code Sec. 85601]

Candidates for the House of Representatives and State Legislature

Proposition 34

Under the provisions of Proposition 34 adopted by voters in November 2000, all candidates for state constitutional and state legislative offices may agree to abide by voluntary expenditure limits. (These limits are adjusted in odd numbered years.) Only state candidates who accept the voluntary expenditure limits have the opportunity to publish a CSQ. Proposition 34 does not apply to candidates for House of Representatives. [Gov. Code Sec 85601]

Length

Candidates for the House of Representatives and State Legislature are permitted a maximum of 250 words. [E.C. Sec. 13307.5, Gov. Code Sec 85601]

Where to File

CSQ's are filed with the Elections Division.

Multi-County Districts

If there are two or more counties within a district's boundary, the candidate has the option to file a CSQ in all, some, or none of the counties. The candidate will need to file the CSQ with each county in which he or she would like it to be published. The candidate is not required to file an identical CSQ with each county. Because formatting guidelines (the use of bolding, bullets, capitalization, etc.) may differ among counties, candidates are encouraged to contact each county for guidelines, due dates, and a CSQ form.

When to File

Candidates file the CSQ when they file their DOC. If a candidate is filing a CSQ with a different county, the CSQ needs to be filed with that county by 5:00 PM on the last day of candidate filing. For example, if a candidate for State Assembly District 5 files his or her DOC in Placer County on February 21 he or she will need to file his or her CSQ in Placer County at the same time. However, they have until the end of candidate filing (March 9) to file a CSQ in the other counties in the 5th Assembly district. [E.C. Sec. 13307 (a) (2)]

A legislative candidate who is nominated by the voters in the primary election may file a CSQ for inclusion in the sample ballot pamphlet for the general election. The last day to file the CSQ for the general election is August 10, 2018. [E.C. Sec. 13307 (a) (2)]

Cost of CSQ

Please see below for the cost to publish a CSQ in Placer County. If you wish to file a CSQ in another county, please contact that county for its cost.

The estimate of the CSQ fee is an approximation of the actual cost of printing and distributing the statement. The actual cost varies from election to election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. If the cost of the printing is different from the estimate, the candidate may be required to pay the difference or may receive a refund.

OFFICE	COST	SPANISH	TAGALOG	KOREAN
United States Representative, 1 st District	\$710.00	\$785.00	\$785.00	\$785.00
United States Representative, 4 th District	\$3,990.00	\$4,065.00	\$4,065.00	\$4,065.00
State Senate, 4 th District	\$1,750.00	\$1,825.00	\$1,825.00	\$1,825.00
State Assembly, 1 st District	\$830.00	\$905.00	\$905.00	\$905.00
State Assembly, 5 th District	\$410.00	\$485.00	\$485.00	\$485.00
State Assembly, 6 th District	\$3,590.00	\$3,665.00	\$3,665.00	\$3,665.00

Local Candidates

Partisan Content

CSQ's for nonpartisan candidates shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. [E.C. Sec. 13307 (a) (1)]

Length

Local candidates are permitted a maximum of 200 words. [E.C. Sec. 13307 (a) (1)]

Where to File

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OFFICE	COST	SPANISH	TAGALOG	KOREAN
Superior Court Judge	\$2,340.00	\$2,415.00	\$2,415.00	\$2,415.00
County Supervisor, 1 st District	\$610.00	\$685.00	\$685.00	\$685.00
County Supervisor, 2 nd District	\$570.00	\$645.00	\$645.00	\$645.00
Assessor	\$2,340.00	\$2,415.00	\$2,415.00	\$2,415.00
Auditor-Controller	\$2,340.00	\$2,415.00	\$2,415.00	\$2,415.00
Clerk-Recorder-Registrar	\$2,340.00	\$2,415.00	\$2,415.00	\$2,415.00
District Attorney	\$2,340.00	\$2,415.00	\$2,415.00	\$2,415.00
Sheriff-Coroner-Marshal	\$2,340.00	\$2,415.00	\$2,415.00	\$2,415.00
Treasurer-Tax Collector	\$2,340.00	\$2,415.00	\$2,415.00	\$2,415.00
Superintendent of Schools	\$2,340.00	\$2,415.00	\$2,415.00	\$2,415.00
Sacramento County Board of Education Trustee Area 2	\$140.00	\$215.00	\$215.00	\$215.00
Twin Rivers Unified School District Trustee Area 4	\$140.00	\$215.00	\$215.00	\$215.00

Endorsements

Endorsements are allowed in the CSQ if the candidate provides written authorization from the endorser at the time of filing.

Withdrawal of Candidate Statement of Qualifications

A CSQ may be withdrawn, but not changed, during the period for filing nomination documents and until 5:00 PM of the next working day after the close of the candidate-filing period. Because CSQ's may not be changed, *it is strongly recommended that candidates thoroughly proof their statements before filing them.* The Elections Division must print the CSQs exactly as they are submitted. [E.C. Sec. 13307 (a) (3)]

Public Examination Period

The CSQ is confidential until the close of candidate filing, at which time the public examination period begins. The Elections Division will have copies of the candidate statements available for the public to view for 10 calendar days immediately following the

close of candidate filing. Copies are available for \$0.50 for the first page and \$0.25 for each additional page.

During the public examination period, any voter in the district or the county registrar of voters may seek a writ of mandate or an injunction requiring any or all of the material in the CSQ to be amended or deleted. The writ of mandate or injunction request must be filed no later than the end of the 10-calendar-day period.

A peremptory writ of mandate or an injunction shall issue only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with the requirements of the Elections Code. [E.C. Sec. 13311, 13313]

No Mention of Another Candidate

The CSQ may not be used to discuss the merits or demerits of another candidate. The candidate filing the CSQ may only discuss his or her own qualifications. Indirect references to other candidates are also prohibited. [E.C. Sec. 13307 (a) (1), 13307.5, 13308 Gov. Code Sec. 85601]

Printing Candidate Statements in Other Languages

As of the printing date, it is unclear what new language mandates Placer County must follow and the precincts in which those mandates apply. However, a candidate may choose to have their CSQ translated and printed in Spanish, Tagalog and/or Korean at their cost. Elections Code Section 13307(b) requires the Elections Division to use a translator from the list of approved Spanish translators and interpreters of the Placer County Superior Court or from an institution accredited by the Western Association of Schools and Colleges. The Elections Division is unable to accept translations provided by the candidate.

Formatting

CSQ's must be printed in a uniform style. All CSQ's will be set in a full-justified format. Generally, any characters that can be produced from a standard typewriter keyboard are acceptable. However, no paragraph or sentence may begin with a number or punctuation mark. Indentations or multiple underscoring will not be accommodated.

In order to avoid emphasizing words or phrases, Initial Capitalization, and **bolded**, CAPITALIZED, underlined, and "quoted" words or phrases are not acceptable if done to draw attention to the word or phrase in question. If quotations are used to quote an individual, the candidate must have written permission from the individual being quoted.

200-word CSQ's are printed in a ¼ page space and 250-word CSQ's are printed in a ½ page space. In order to fit within the space provided, items in a list will not be allowed unless the list is in paragraph form.

It is strongly recommended that CSQ's not be handwritten. If the handwriting is illegible the Elections Division may need to interpret the handwriting. In such cases there is a possibility the CSQ may not be typeset and printed as the candidate intended.

Electronic Versions

Candidates are encouraged to submit their CSQ's on a disc in Word format *in addition* to the hard copy printed on the CSQ form. It is best candidates do not submit their electronic copy in an e-mail. However, if that is the only means of submitting the electronic version, you may do so provided the e-mail is sent within one (1) business day and you identify the CSQ attached is the electronic version of a filed CSQ. Submitting an electronic version of the CSQ will help speed up the formatting process so that the Elections Division may send typesetting proofs to the candidates more quickly. The hard copy printed on the CSQ form is the official copy and will be used for proofing. Candidates may want to double check that the electronic version and the hard copy are identical.

Liability

Nothing in the Elections Code shall be deemed to make any CSQ or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, misleading, or libelous statements. [E.C. Sec. 13307 (d)]

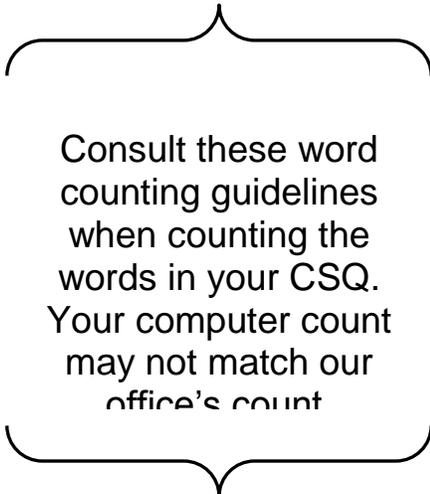
Word Counting Guidelines

The guidelines listed below are used by the Elections Division for counting the number of words in a CSQ. Please consult these guidelines when counting the words in your CSQ. Your computer count may not match ours.

Name, age, and office title (located at the top of the form) are not counted.

9. (a) Counting of words, for purposes of this code, shall be as follows:

- (1) Punctuation is not counted.
- (2) Each word shall be counted as one word except as specified in this section.
- (3) All proper nouns, including geographical names, shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word.
- (4) Each abbreviation for a word, phrase, or expression shall be counted as one word.
- (5) Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
- (6) Dates shall be counted as one word.
- (7) Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word.
- (8) Telephone numbers shall be counted as one word.



Consult these word counting guidelines when counting the words in your CSQ. Your computer count may not match our office's count

CANDIDATE WORKSHEET

Candidate's Name

Office Sought (including district, ward, division, or trustee area number, if applicable)

Please complete this form fully. Then checkmark the boxes for the contact information you would like us to release to the public. *Candidates must release at least one address (with the exception of judges) and one phone number to the public.*

_____ Initial here to authorize the Placer County Office of Elections to publish your public contact information on the online Candidate Watch.

Residence Street Address (required) City or Town Zip

Mailing Address City or Town Zip

Campaign Address City or Town Zip

_____ _____
Daytime Telephone Number **Evening Telephone Number**

_____ _____
Campaign Telephone Number **Fax Telephone Number**

_____ _____
Cell Telephone Number **E-mail Address**

Website Address

On occasion, the Office of Elections may need to quickly reach you. Which telephone number should we use to reach you? _____

COMPLETE THE INFORMATION BELOW ONLY IF APPLICABLE

Nomination Papers received by (if other than candidate)

Representative Address **City or Town** **Zip**

Representative Telephone Number

Candidate Statement of Qualifications (CSQ)

(Elections Code Sections 13307-13311)

RECEIVED IN COUNTY

Name:

Office:

for a Term of _____ Years

Election Name:

By: _____

Instructions to Candidate: Your Statement

- is only accepted at the time filing is completed and cannot be accepted after filing a Declaration of Candidacy.
- must be typed on the form provided.
- may include your age, occupation, and education along with a description of qualifications.
- shall not include your party affiliation, or membership or activity in partisan political organizations for nonpartisan candidates.
- shall not make reference to another candidate's qualifications, character, or activities.
- must be accompanied by copies of any endorsements used in the statement.
- will be printed as you submit it.

The Office of Elections will not correct errors in spelling, punctuation, or grammar and will format any statement that does not conform to formatting rules to assure uniformity of appearance.

Formatting Rules: (for a list of rules, please refer to page 39 of the Placer County Candidate Guidelines Handbook)

- The candidate statement must be typed in block paragraph form.
- No **bolding**, underlining, or *italics*.
- Text typed in ALL CAPS is not allowed.
- No vertical or indented lists or tables. Listed items must be formatted as a sentence.
- No bullets •, stars ★, or asterisks *.
- The statement will be no more than _____ words in length.

Estimated Costs to print Candidate Statement of Qualification:

	English	Spanish	Tagalog	Korean
Placer County	\$ _____	\$ _____	\$ _____	\$ _____
	Paid Ck# _____	Paid Ck# _____	Paid Ck# _____	Paid Ck# _____

The cost of printing the candidate statement is to be paid by the candidate. If the actual cost of printing differs from the estimate provided, any additional cost is the responsibility of the candidate.

Check all that apply:

- I wish to have my statement translated and printed in Spanish in addition to English with the understanding that I will pay any additional cost incurred.
- I wish to have my statement translated and printed in Tagalog in addition to English with the understanding that I will pay any additional cost incurred.
- I wish to have my statement translated and printed in Korean in addition to English with the understanding that I will pay any additional cost incurred.

I wish to have my statement and check held until the close of filing (including extension period, if applicable). If I remain uncontested as a candidate for the office above, I request that the candidate statement not be published and the check returned.

E-mail Address:

(required)

Signature: _____ Date: _____

PLEASE TYPE CANDIDATE STATEMENT ON THE FORM PROVIDED

Candidate Statement of Qualifications Form

Please provide one copy printed on this form and one copy on a disc in Word format (if possible).
The hard copy printed on this form is the official copy.

Name: _____ **Age:** _____
(Print name as you would like it to appear with your CSQ in the sample ballot pamphlet. Not required to match official ballot.) (Optional)

Occupation: _____
(Optional. Can be more descriptive than what will appear on the official ballot.)

Education and Qualifications: (Word count begins with your first word below.)

I submit this Candidate Statement of Qualifications for inclusion in the sample ballot pamphlet to be mailed to the registered voters of my district. I understand this statement will be printed as submitted and that changes to content are not permitted after the statement has been filed. However, I do have the option of withdrawing the statement during the period for filing nomination papers and until 5 PM of the next working day after the close of the nomination period. I understand formatting is at the discretion of the Placer County Office of Elections to fit sample ballot pamphlet size, rules, and constraints.

Signature: _____ **Date:** _____

**Thank you for completing the Placer County
Office of Elections Candidate Statement of
Qualifications Form.**

For any questions please call (530) 886-5650