

# November 8, 2022, General Election Statewide Office Candidate Statement Guidelines



## PLEASE NOTE:

- All deadlines are final. It is **HIGHLY RECOMMENDED** to submit candidate statement packages early.
- Please proofread your submission. If a statement is accepted, the information as provided on the forms is exactly how it will appear in the state Voter Information Guide.
- These guidelines apply to statewide constitutional office and U.S. Senate candidates only. For other offices, such as U.S. Congress, State Senate, and State Assembly, please contact your county elections office.

## Candidate Statement Guidelines

- The deadline is 5:00 p.m. on **July 20, 2022**.
- The text of the statement shall not exceed 250 words. Word count standards are governed by Elections Code section 9.
- The statement should be typewritten, double-spaced, and in standard paragraph style. Do not use bullets, tables, lists, or other material requiring indentation.
- Words that are underlined, in italics, or in bold, will be typeset in italics. Statements that are entirely in upper-case letters will be typeset in italics.
- The statement may not make reference to any other candidate.
- The statement shall be limited to a recitation of the candidate's own personal background and qualifications.
- The candidate statement shall be accompanied by a declaration that the statement being submitted is true and correct and shall be attested to and signed by the candidate. A declaration is provided on the Candidate Statement & Declaration Form for your convenience.
- Statements shall be printed in the state Voter Information Guide in the order determined by a randomized alphabet drawn in substantially the same manner as set forth in Elections Code section 13112. The names and statements will remain in this order throughout the state and do not rotate as names do on actual ballots.

## Candidate Photograph Guidelines

- Candidate statements may also include photographs.
- The statement may include a recent photograph of the candidate.
- The photograph submitted must be taken on a light (not white) background and limited to the head and shoulders of the candidate. The resolution of the photograph should be around 300 dpi. Photographs will be printed in black and white.
- The photograph may be submitted one of the following ways:
- Via email to [candidate-statements@sos.ca.gov](mailto:candidate-statements@sos.ca.gov) and the files must be saved as the candidate's name (first\_last.jpg example: Jon\_Smith.jpg).
- In-person/Courier Service:

California Secretary of State  
1500 11<sup>th</sup> Street  
Sacramento, California 95814

Elections Division drop box located in 1<sup>st</sup> floor lobby.

**Building hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**In-person filings will NOT be accepted in the Secretary of State's Los Angeles office.**

- Express Delivery/Mail:

California Secretary of State  
Elections Division  
Attn: VIG Coordinator  
1500 11<sup>th</sup> Street, Fifth Floor  
Sacramento, CA 95814

- The photograph must not depict a judicial robe, uniform, or other type of apparel which could reasonably be construed as being indicative of the occupation, profession, or organizational affiliation. However, clothing or apparel required to be worn in accordance with the candidate's religious beliefs shall be acceptable. The candidate shall not wear or display, in his or her photograph, buttons, pins, insignias, emblems, any flags, other than the flag of the United States or California State flag, or other items which would indicate a specific political, professional, or occupational affiliation.

## Form 501 Filing

- Only candidates who filed a properly filed Form 501 accepting the voluntary expenditure limits may buy space for a 250-word statewide office candidate statement in the state Voter Information Guide.
- Please note, Form 501 filing requirements do not apply to candidates running for United States Senate.

## Payment for Statewide Office Candidate Statement

- The fee for a candidate statement to be included in the state Voter Information Guide for the General Election is \$25.00 per word, not to exceed \$6,250.00 (250 words).
- Payment in the amount of \$25.00 per word, not to exceed \$6,250.00, must be included with the candidate statement package by check, money order, or credit card, payable to the *Secretary of State*.
- If payment is made by check, the check amount should be left blank with a note on the check indicating that the check is “Not to exceed \$6,250.00.” The Secretary of State’s office will conduct a word count to determine the cost and will forward to the candidate a copy of the executed check in the appropriate amount for their records.
- If a payment for the candidate statement is not received by 5:00 p.m. on Wednesday, July 20, 2022, the candidate statement **will not** be printed in the state Voter Information Guide.
- If a payment is made by a check and it does not clear the candidate’s banking institution before the end of the state Voter Information Guide public display period (August 15, 2022), the candidate statement **will not** be printed in the state Voter Information Guide.

## Further Information

- The candidate statement must be received by the Secretary of State’s Elections Division no later than 5:00 p.m. on Wednesday, July 20, 2022.
- The candidate statement and accompanying forms may also be submitted via email or fax by the deadline. Candidate statements and accompanying forms may be scanned and emailed to [candidate-statements@sos.ca.gov](mailto:candidate-statements@sos.ca.gov) or faxed to (916) 653-3214 by the deadline. The original copies of the signed forms must be received at the SOS Elections Division within 72 hours of electronic or fax submittal. This does NOT apply to payment, which must be received by mail or in-person by the deadline.

- The original copy of the candidate statement and accompanying forms must be mailed or delivered to:

California Secretary of State  
Elections Division  
Attn: VIG Coordinator  
1500 11<sup>th</sup> Street - Fifth Floor  
Sacramento, CA 95814

- If the Secretary of State's Elections Division has not received a candidate statement, accompanying forms, and payment by the established deadline, the statement will not be printed in the state Voter Information Guide.
- Should the Secretary of State's office disqualify any statement or photograph based on these provisions, the Secretary of State's office shall immediately notify the candidate of the specific objections. The candidate may address the objections by making appropriate changes prior to the submission deadline or within 24 hours of the notification of disqualification.
- No statement filed shall be made public or shall be available for viewing by the Secretary of State's office until the state Voter Information Guide is available for public examination, pursuant to Government Code section 88006 and Elections Code section 9092.
- A filed statement may be withdrawn and resubmitted before the deadline. However, once a statement is filed and the deadline has passed, it may be withdrawn completely, but shall not be changed nor resubmitted, unless required by the Secretary of State's office.
- Every candidate statement that is to be included in the state Voter Information Guide will include a heading, consisting of the candidate's name and the candidate's qualified political party preference. If the candidate does not have a qualified political party preference, the term "no qualified party preference" will appear in the heading. The heading is not part of the candidate statement and will not count toward the 250-word count.

# November 8, 2022, General Election Statewide Office Candidate Contact Information Form



The following form shall be used for statewide office candidate statements submitted to the Secretary of State's office for inclusion in the state Voter Information Guide for the **General Election**. This form must be submitted to the Elections Division of the Secretary of State's office **no later than 5:00 p.m. on Wednesday, July 20, 2022.**

- A maximum of 250 words may be used. Word count standards shall be pursuant to [Elections Code section 9](#).
- The statement may not make reference to any other candidate.
- The statement must be limited to a recitation of the candidate's own personal background and qualifications.
- All statements should be typewritten, double-spaced, and in standard paragraph style. Do not use bullets, tables, lists, or other material requiring indentation.
- Words that are underlined, in italics, or in bold, will be typeset in italics. Statements that are entirely in upper-case letters will be typeset in italics.
- Please refer to the section in this packet entitled "Candidate Statement Guidelines" for a complete list of requirements.

Candidate's Name: \_\_\_\_\_

Political Party Preference\*: \_\_\_\_\_

The following optional information will appear with your candidate statement (**this information is not included in the 250 word count**):

Mailing Address: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook: \_\_\_\_\_

Twitter: \_\_\_\_\_

Instagram: \_\_\_\_\_

Other: \_\_\_\_\_

**\*Please list your political party preference as it is reflected on your current affidavit of registration. If you are not registered with a qualified political party, your political party preference will be indicated in the Voter Information Guide as "No Qualified Party Preference."**

# November 8, 2022, General Election Statewide Office Candidate Statement & Declaration Form



Candidate's Name: \_\_\_\_\_

Political Party Preference\*: \_\_\_\_\_

\*Please list your political party preference as it is reflected on your current affidavit of registration. If you are not registered with a qualified political party, your political party preference will be indicated in the Voter Information Guide as "No Qualified Party Preference."

**Please attach the statement on a separate sheet.**

Please sign and attach this form to the Statewide Office Candidate Statement.

I, the undersigned author of the attached candidate statement hereby declare that I have read, fully understand, and will comply with the requirements contained in this packet and that the candidate statement submitted herewith is true and correct to the best of my knowledge.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

# November 8, 2022, General Election Statewide Office Candidate Statement Checklist



- Candidate Statement (typewritten and double-spaced)
- Candidate photograph (submitted via email or delivered)
- Candidate Contact Information Form
- Signed Candidate Statement & Declaration Form
- Check, Money Order, or Credit Card payable to the Secretary of State

## **IMPORTANT: Person to Contact Regarding Candidate Statement**

The following information for the candidate's contact person is critical to ensure communication between the candidate and Elections Division staff. **This information will not appear in the state Voter Information Guide:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

Fax Number: \_\_\_\_\_

# November 8, 2022, General Election Statewide Office Candidate Statement Word Count Standards

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Each word shall be counted as one word except as specified below.

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.
9. Internet Web site addresses shall be counted as one word.

See [California Elections Code section 9](#)