

Candidate Statements – Guidelines

(Elections Code, Sections 13307-13309)

The candidate statement is a brief description of **no more than 200 words** (unless the Office of Elections is notified by a special district otherwise) of the candidate's education and qualifications. It may include occupation and age.

The statement **shall not** include any of the following:

- Party affiliation of the candidate
- Membership activity in partisan political organizations
- Reference to other candidates for office or to another candidate's qualifications
- Typographic accents, such as:

Underlining

ALL CAPS

• Bullets

Bold Lettering

Italics

Candidate statements must be filed with the Office of Elections by the close of the candidacy period. (If an incumbent fails to file a declaration of candidacy for that race, the deadline is extended 5 days. The statement may be **withdrawn, but not changed**, during the candidacy period and until 5:00 pm of the next working day after the close of the candidacy period.

The candidate statement should be typed in the format provided by the Office of Elections. Handwritten statements will not be accepted for publication. Candidates who do not provide their candidate statement on a CD in Microsoft Word format **will be charged** an additional \$50 fee. Electronic submissions must be submitted with a hardcopy statement to the form provided. Electronic and hard copies must match; if the electronic and hard copies do not match, the Office of Elections will choose the version to be printed. Candidates requesting a translation of their candidate statement **will be charged** an additional \$75 fee.

Proofread your statement carefully before submitting it. Statements will be printed as submitted. Errors in spelling, punctuation, grammar, or intent will not be corrected by the Office of Elections.

Candidate statements remain confidential until the expiration of the filing deadline (Elections Code, Section 13311). Once the filing deadline has passed, there will be a ten day public examination period of all candidate statements prior to submittal for printing in the County Voter Information Guide and (Elections Code, Section 13313). During this period, the elections official, or any voter of the jurisdiction in which the election is being held, may seek a writ of mandate or an injunction requiring any or all of the material in the candidate statements to be amended or deleted.

The Office of Elections estimates the total cost of printing and handling the candidate statement, and requires each candidate filing a statement to pay at the time of submission. The costs are listed by district in the Candidate Guide on our webpage, <https://humboldt.gov/elections>. If more than one candidate files a candidate's statement for the same office, the cost will be shared among the candidates. A candidate may pay in one of two ways. He/she may pay the full amount by check and receive any refund within 30 days of the financial reconciliation of the election. Or he/she may submit a check that stipulates that the amount of the check shall not exceed the full amount.