

**U.S. REPRESENTATIVE / STATE LEGISLATIVE CANDIDATES  
CANDIDATE'S STATEMENT OF QUALIFICATIONS**

(INSTRUCTIONS AND STATEMENT OF WITHDRAWAL ON THE REVERSE SIDE OF THIS FORM)

Office: \_\_\_\_\_ District: \_\_\_\_\_

The estimated cost of printing a 250 word statement of qualifications in the Sonoma County Voter Information Guide for the office indicated is between \$ \_\_\_\_\_ and \$ \_\_\_\_\_. The candidate shall bear the cost of the statements and payment shall be required at the time of filing the statement.

***Estimates are based on two candidates sharing the cost of a single page. If the number of candidate statements submitted is not evenly divisible by two, and the statement cannot be printed with any others, the run charges and page set up fees increase. The charges are prorated among the candidates submitting statements for a particular contest.***

I hereby state that I prepared the following statement for printing and distribution in the Sonoma County Voter Information Guide. I understand that per federal and state law requirements, my statement will be printed in English and Spanish.

State Legislative Candidates only: I have accepted the Voluntary Expenditure Limits pursuant to G.C. §85400. \_\_\_\_\_ (Initial here)

DATE: \_\_\_\_\_ CANDIDATE SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

STATEMENT/WORD COUNT BEGINS HERE:

### CANDIDATE'S STATEMENT OF QUALIFICATIONS

Candidates for U.S. Representative, and candidates for California state legislative office who accept voluntary expenditure limits, may purchase space in the County Voter Information Guide to print a Statement of Qualifications. The Statement shall be filed in the office of the elections official in each county in which the candidate wishes to have the statements printed. The statement must be filed no later than the close of business on the deadline for filing nomination documents for the office, or by the 88<sup>th</sup> day before the election if it is for an election for which nomination papers are not required to be filed (i.e. General or runoff elections). Once filed, a statement may not be changed; however the statement may be withdrawn during the period for filing nomination papers and until 5 p.m. of the next working day after the close of the nomination period.

Statements shall be limited to a recitation of the candidate's own personal background and qualifications and shall not in any way make reference to other candidates for the office, or to another candidate's qualifications, character or activities.

### INSTRUCTIONS FOR PREPARING YOUR STATEMENT OF QUALIFICATIONS

**PROOFREAD YOUR STATEMENT. WE WILL NOT CORRECT SPELLING, GRAMMAR, OR PUNCTUATION.** All statements should be typewritten in upper and lower case, with paragraphs clearly indicated. Statements are printed in BLOCK PARAGRAPH STYLE with spacing between paragraphs (no indentations). Words in all capitals, indentations, italics, underlines, stars, dots, etc., are prohibited. Lists and enumerations will be wrapped as a single paragraph. Multiple single sentence paragraphs that do not fit in the space allotted will be wrapped. This office will not be responsible for the accurate printing of any statement which must be reconfigured to comply with these guidelines. Although we prefer that the statement be submitted on our form, we do accept statements which are typewritten (or computer generated) and attached to our form. However, it is extremely important that all pertinent information be included. We will not attempt to clarify information that is missing and/or unclear due to the attachment of your own form.

### WORD COUNT STANDARDS

- 1) Punctuation is not counted.
- 2) Each word shall be counted as one word except as specified.
- 3) All proper nouns/geographical names shall be counted as one word. (i.e., "City and County of San Francisco" or "Rincon Valley Union School District" shall be counted as one word).
- 4) Each abbreviation for a word, phrase, or expression shall be counted as one word; (i.e., S.R.J.C.).
- 5) Hyphenated words that appear in any generally available dictionary shall be counted 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) Digital numbers shall be counted as one word (i.e., 100). Numbers which are written out are counted as one word each (i.e., "one" shall be counted as one word and "one hundred" shall be counted as two words).
- 8) Telephone numbers shall be counted as one word.
- 9) Internet web site addresses shall be counted as one word.

### ESTIMATED COSTS OF STATEMENTS OF QUALIFICATIONS

Statements of Qualifications are optional and are printed at the expense of the candidate. Candidates who are required to prepay the estimated costs will either be billed for the additional costs or refunded any overpayment following the election. Estimated costs for Statements of Qualifications are based on the printer's price list, set-up fees and the number of registered voters within the jurisdiction. Estimates are for statements not exceeding 250 words. Final costs will be determined by the number of candidate statements, including English and Spanish, that are submitted for an individual office. If the number of candidate statements submitted is not evenly divisible by two, and the statement cannot be printed with any others, the run charges and set up fees are increased. These charges are prorated among the candidates for a particular contest. Candidates are required to submit a check with "not to exceed" the highest possible cost for 1, written under the amount line, (Elections Code §13307(c)). All checks will be held until after the final deadline to withdraw a candidate statement.

### STATEMENT OF WITHDRAWAL

In the event there is no opposition for this contest, please do not print this statement.

DATE: \_\_\_\_\_ CANDIDATE SIGNATURE: \_\_\_\_\_

I hereby withdraw my Statement of Qualifications. Statements may be withdrawn until 5:00 p.m. on the next working day following the close of the nomination period (extended nominations if applicable).

DATE: \_\_\_\_\_ CANDIDATE SIGNATURE: \_\_\_\_\_