

Contest ID: \_\_\_\_\_  
Candidate ID : \_\_\_\_\_  
# Words: \_\_\_\_\_  
[ ] 200 [ ] 400  
November 8, 2016

# Candidate's Statement of Qualifications

**CITY OF:** \_\_\_\_\_  
**OFFICE SOUGHT:** \_\_\_\_\_  
**WARD/DISTRICT #:** \_\_\_\_\_ (if applicable)

NAME:

AGE:  
(Optional)

OCCUPATION:

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INSTRUCTIONS: (Elections Code § 13307)

(City to customize here)

Date \_\_\_\_\_

\_\_\_\_\_  
Candidate's Signature

**SEE BACK-SIDE OF THIS PAGE FOR CANDIDATE'S STATEMENT FORMATTING GUIDELINES.**

## CANDIDATE'S STATEMENT FORMATTING GUIDELINES

The Registrar of Voters office has a semi-automated system for Sample Ballot input/layout of Candidate's Statement of Qualifications. Due to the volume of statements and printing deadlines, it is necessary to have a standardized format for candidates' statements. We have prepared the following guidelines to assist candidates in the preparation of their statements.

1. The following paragraph styles are acceptable with this system.

### INDENTED PARAGRAPHS:

Xxxxx xxxxx xxxxxxxxxxx xxxxx xxxxx. X xxxx xx xxxxxxxxxxx xxxxxxxxxxx xxxxxxxxxxx xxxxxxx xxxxxxxxxxx  
xx xxx xxxxx. Xxx xxxxx xxxxxxx xxxxx xx xx.

Xxxx xxxxxxx xx x x xxxxxxxxxxx x xxxxxx xxxxx. Xxx xxxxxx xxxxxx xxxxx xx xxx xxxxx xxx xxxxxx.  
Xx xxxxx xxx.

### BLOCK PARAGRAPHS:

Xxxxx xxxxxxx xxxxx. Xxxx x xx xxxx xxxxxxxxxxx xxx. Xxxx xxx xxx xxxxxxxxxxx. Xxxxxxx xx x xxxxxxx xx  
xx  
xxxx. X xxx xxxxx xxx x xx xxx. Xxx xxx xxx xxxxxxx xxxxx xxx.

Xxx xxxxxx xxx. Xx xxx xxxxxxx xxxxxxx xxxxx. X xxx xxxxxx xxxxxx xxxxx xxx. Xxxxx xxxxxxxxxxxxxxxxx xx  
xx  
x xx xxx xxx. Xxx xxxxxx xxxxxxx xxxxx xxx. Xxx xxxxxx xxxxxx xxxxxx xxxxxx.

**DO NOT USE ANY PARAGRAPH/FORMAT STYLE OTHER THAN THOSE LISTED ABOVE.**

2. All statements must be submitted on our form or typed or printed by automated equipment. **DO NOT PRINT ANY STATEMENT ON LINED PAPER.**

3. NOTE: Name, age, and occupation lines are not included in the word count. Only the text is counted. **The words reflected in the "Occupation" field must follow the ballot designation guidelines.**

4. Do not underline or **bold** WORDS; words may NOT be all CAPITAL letters. §13307

5. Do not use *italics* or different type styles or type sizes to highlight portions of the statement. §13307

6. A 200-word statement must fit on one quarter of a Sample Ballot page. A 400-word statement must fit on a half page of a sample ballot. If your statement exceeds this limitation we will be forced to adjust your format to fit in the space allowed.

7. Do not use bullet points, stars, asterisks, or numbers that function as bullet points to off-set paragraphs. **Excessive number of paragraphs or block-indentation in a Candidate's Statement may cause the statement to not fit in the allotted space even though the word count hasn't exceeded the maximum number of words. If the statement does not fit into the box, you will be asked to edit your statement. Keep this in mind as you write and format your statement.**

8. You may block indent a paragraph as long as you do not use bullet points, stars, asterisks or numbers.

9. All statements are printed in the sample ballot pamphlet with the following titles which are not included in the word count:

**NAME OF CITY  
TITLE OF OFFICE**

Use these general guidelines to assist you in the preparation of your statement.

**CHECK YOUR STATEMENT CAREFULLY FOR ERRORS IN SPELLING, PUNCTUATION, AND GRAMMAR BEFORE FILING. WITH THE EXCEPTION OF THE FORMATTING REQUIREMENTS, YOUR STATEMENT WILL BE PRINTED EXACTLY AS SUBMITTED.**