

COUNTY OF SAN LUIS OBISPO
VOTER-NOMINATED AND NON-PARTISAN OFFICES
CANDIDATE FILING GUIDELINES



STATEWIDE GENERAL ELECTION
NOVEMBER 5, 2024

Office of the County Clerk-Recorder
1055 Monterey Street, Ste D-120
San Luis Obispo, CA 93408
805-781-5228
www.slovote.com

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IMPORTANT NOTICE:

These guidelines are intended to provide general information concerning the nomination and election of candidates and does not have the force and effect of law, regulation, or rule. In addition, these guidelines are not considered final, and are subject to additional updates and revisions.

It is distributed with the understanding that neither the Secretary of State, the County Elections Official or their staff is rendering legal advice, and, therefore, this information is not to be a substitute for legal counsel for the individual, organization, or candidate using it.

No duty is imposed upon the County Elections Official or their staff to determine whether a candidate meets the requirements for holding office. The Declaration of Candidacy, which each candidate must sign under penalty of perjury, states that the candidate meets the statutory and/or constitutional qualifications for office (including, but not limited to, citizenship, residency, etc.).

In the case of a conflict or amendments to law, the law, regulation, or rule that takes effect after publication of this document, the law, regulation, or rule will apply.

All references contained in this guide are to the [California Elections Code \(EC\)](#), [California Government Code \(GC\)](#) or [California State Constitution \(CaCONS\)](#).

Congratulations on your decision to run for office!

This is undoubtedly one of the most significant and meaningful decisions one can make. We trust this will be a positive experience for you and those involved in your campaign. This informational guide provides an overview of important forms and campaign deadlines related to the November 5, 2024, General Election. Please take the time to review the information; it may answer many questions you have regarding the rules and guidelines for running for public office.

Prospective Candidates' participation and compliance with the timelines and filing requirements are the keys to success in the candidate nomination process.

Although this office is precluded from providing legal advice on matters of campaign and candidate filing, we certainly can offer simple tips that will expedite the process:

- ✓ Review this guide in its entirety
- ✓ Make an appointment
- ✓ File Early

I wish you the best of luck!

Sincerely,

Elaina Cano

County Clerk-Recorder

Registrar of Voters

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ELECTION CONTACT INFORMATION

County of San Luis Obispo – Registrar of Voters
1055 Monterey Street, Ste. D-120
San Luis Obispo, CA 93405

Election information is also available at www.slovote.com

For further information or questions regarding these Candidate Filing Guidelines, please call (805) 781-5228 or email elections@co.slo.ca.us.

ADDITIONAL RESOURCES

State and Local Campaign Filing Information

Fair Political Practices Commission (FPPC) www.fppc.ca.gov (866) 275-3772

Federal Campaign Filing Information

Federal Elections Commission (FEC) www.fec.gov (800) 424-9530

State Election Information

Secretary of State – Elections www.sos.ca.gov (916) 657-2166

State Franchise Tax Board

Elections www.ftb.ca.gov (800) 852-5711

CONFIDENTIAL VOTER DATA REQUESTS

Voter Registration Data, Walking Lists, and/or Vote by Mail Extracts for candidates are available for purchase from the County of San Luis Obispo Elections Office. All applicants must complete and submit an Application for Confidential Voter Registration Information, which is subject to review prior to approval.

The Application for Confidential Voter Registration Information is available online at: <https://www.slocounty.ca.gov/Departments/Clerk-Recorder/All-Services/Elections-and-Voting/Voter-Information-Data-File.aspx>

Precinct and District maps and reference reports are available online at: [Precinct Maps - County of San Luis Obispo \(ca.gov\)](http://Precinct Maps - County of San Luis Obispo (ca.gov))

For additional information or questions regarding available voter, precinct, and district data, please call (805) 781-5228.

SETTING CANDIDATE APPOINTMENT

Prospective candidates **must** schedule an appointment prior to the issuance of any nomination documents.

To make candidate appointments efficient for everyone, candidates **must** call the Clerk Recorder's office at 805-781-5228 ahead of time and be prepared to provide the following information:

- District name
- Office Sought
- Name as Registered
- Residence Address
- Mailing Address
- Confidential Phone #
- Daytime Phone #
- Evening Phone #
- Fax #
- Email
- Website
- Name to Appear on Ballot
- Ballot Designation

Candidates will then be emailed a packet of forms to be completed and presented at their first appointment.

Certain candidates for a Non-Partisan office need to provide evidence of meeting the qualifications for the office they choose to file papers.



IMPORTANT DATES FOR CANDIDATES

November 5, 2024, Statewide Direct General Election

<u>DATE</u>	<u>EVENT</u>
Jul 15 – Aug 9, 2024 E-113 to E-88	Declaration of Candidacy and Nomination Period. Incumbents must file by Aug 9 th at 5:00 PM. EC §8020
July 31, 2024	Semi-Annual Campaign Statement Filing Deadline. (for: 01/01/2024-06/30/2024, OR 02/18/2024-06/30/2024) GC §§84200, 84218
July 30, 2024 E-98	Last day to change ballot designation for November 5, 2024, General candidates. EC §13107(h)
Aug 10 – Aug 14, 2024 E-87 to E-83	Extension of Nomination Period (Non-Incumbents Only) EC §§8022, 8024. Does not apply where there is no incumbent due to vacancy or term limits
Aug 12, 2024 E-85	Last day to withdraw Candidate Statement of Qualifications by 5:00PM for contests closing Aug. 9th. EC §13307(a)(3)
Aug 15, 2024 E-82	Random Alphabet Drawing EC §13112
Aug 15, 2024 E-82	Last Day to withdraw Candidate Statement of Qualifications by 5:00PM for races closing Aug 14th. EC §13307(a)(3)
Sept 9- Oct 22, 2024 E-57-14	Write-In Candidate Period EC§8601
Sept 26, 2024 E-40	1 st Pre-Election Campaign Statement Due (For 7/1/24-9/21/24) GC §84200.5, §84200.7(a)
Oct 7,2024 E-29	First day Vote by Mail Ballots (VBM) are available and mailed to all active registered voters EC §3003
Oct 21, 2024 E-15	Last day to Register to Vote in the General Election (15-day Close of Registration). Last day before the General Election for any voter to send a notice or letter advising of a change of address within the County. EC §§2102, 2116, 2119
Oct 22 – Nov 5, 2024 E-14 – E-Day	Conditional Voter Registration Period Period in which an elector can “conditionally” register and vote provisionally at the County Elections Office, a satellite office, or polling place after the 15-day close of registration deadline.
Oct 24, 2024 E-12	2 nd Pre-Election Campaign Statement Due (9/22/24-10/19/24) GC §84200.5, §84200.7(a)
Oct 25, 2024 E-11	Certified List of Write-In Candidates Secretary of State to release the certified list of write-in candidates eligible to receive votes in the General Election.

Oct 29, 2024 E-7	Vote By Mail Ballot Issuance Deadline - Last day for Elections Office to mail Vote-by-Mail Ballots to registered voters. EC §3000.5
Nov 5, 2024	Election Day. Polls open 7:00AM-8:00PM
Nov 7, 2024 E+2	Official Canvass Begins
Nov 12, 2024 E+7	Mailed Voted by Mail Ballots – Last day to be considered timely with post mark of 11/5/24. EC §§3011, 3017, 3020(b),(c)
Dec 5, 2024	Complete Official Canvass
Jan 31, 2025	Semi-Annual Campaign Statement Due (10/20/2024 – 12/31/2024)

* If a filing deadline falls on a weekend or a holiday, it is moved to the next business day

GENERAL QUALIFICATIONS EC §13.5, 20, 201 and GC §24001

The California Elections Code requires all candidates for public office to be registered voters and otherwise qualified to vote for the office they are seeking at the time their nomination papers are issued, unless specified differently below.

In addition, a person cannot be considered a candidate for, and is not eligible to be elected to, any state or local elective office if the person has been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury or conspiracy to commit any of these crimes.

Beyond these general qualifications, some offices require more specific qualifications, and proof that candidates meet these qualifications.

Specific Qualifications

Community Services Districts GC § 61040(b)

Shall be a Registered Elector residing within the district.

Fire Protection Districts HSC §13885 & EC §10500

Shall be a Registered Voter of the District.

Harbor Districts HNC§ 6053

Shall be a Registered Voter of the District and **shall secure a nomination paper signed by not less than 25 but not more than 50 registered voters of the district.**

Upon taking the Oath of Office shall file a \$5000 bond with the election's official, subject to the approval of the Board of Supervisors.

Health Care Districts HSC § 32100 & EC § 10554

Shall be a Registered Voter residing in the District.

Sanitary Districts HSC § 6464

Shall be a Resident Elector of the District.

School Districts ED § 35107

Shall be a Registered Voter and Resident of the District and Trustee Area (if applicable). An employee of a school district may not be sworn into office as an elected or appointed member of the district's governing board unless and until he/she resigns as an employee.

Community College Districts

Shall be a Registered Voter and Resident of the District and Trustee Area. An employee of a community college district may not be sworn into office as an elected or appointed member of the district's governing board unless and until he/she resigns

as an employee. No member of the governing board shall during the term for which he/she was elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the college district.

Board of Education Candidates

Shall be a Registered Voter and Resident of the Trustee Area. The County Superintendent of Schools, and member of his/her staff, or any employee of a school district is not eligible to be a member of the County Board of Education.

INCOMPATIBILITY OF OFFICES

A person's legal right to hold more than one office at the same time is governed by the common law doctrine of incompatible offices. GC §1099 this section states a) An officer shall not simultaneously hold two public offices that are incompatible, as defined; and b) When two public offices are incompatible, a public officer shall be deemed to have forfeited the first office upon acceding to the second.

Additionally, pursuant to Elections Code Section 8003(b), no person may file Nomination Papers for a party nomination and an independent nomination for the same office, or for more than one office at the same election.

For questions regarding whether two public offices would be considered incompatible, contact the California Attorney General's Office at (916) 445-9555 or visit their website, www.oag.ca.gov. For further information about conflicts of interest or incompatibility of offices, contact the Fair Political Practices Commission's website at www.fppc.ca.gov, or call them at (866) 275-3772.

The San Luis Obispo County Election Official does not have the authority to determine incompatible offices. Pursuant to EC §10510, nomination documents may be issued to one candidate for separate offices provided those offices are in separate districts. In no way does this imply a determination to the compatibility of offices. Please contact the district offices for the offices of interest.

FILING REQUIREMENTS

DECLARATION OF CANDIDACY AND NOMINATION PAPERS

EC §8020, §8028, §8040, §8041, §8060, §8105

All candidates must file a Declaration of Candidacy. Candidates may file a Declaration of Candidacy for only one office.

It is the obligation of the candidate to ensure that all filing requirements and deadlines are met. Prospective candidates are encouraged to obtain the necessary candidate filing forms from the County of San Luis Obispo's Elections Division and file the candidate filing forms as soon as possible so any irregularities may be corrected before the filing deadline.

Not all candidates need to file Nomination Papers with the election's official. Circulators of Nomination Papers shall be voters in the district or political subdivision in which the candidate is to be voted upon and shall complete the Affidavit of Circulator in their own hand. A nomination paper will not be accepted for filing unless the Affidavit of Circulator section is completed.

No more signers shall be secured for any candidate than the maximum number allowed. The nomination paper shall be filed with the election's official of the county in which the signers reside and are registered voters.

If the incumbent of the office does not file by the last day to file (check the calendar), the filing period will be extended 5 calendar days, for any person **other than the incumbent** to file nomination documents. There shall be no extension of the filing period if the incumbent has already served the maximum number of terms permitted for that office or if there is a vacancy in the office.

AGENT AUTHORIZATION TO PICK UP AND/OR FILE NOMINATION DOCUMENTS E.C. § 8028(b)

If the candidate is out of the county during the Declaration of Candidacy period and is not able to be present in the elections official's office, the candidate may, in a written statement signed and dated by the candidate, designate a person to pick up the Declaration of Candidacy form and deliver it to the candidate. The statement shall include language explaining that the candidate is aware that the Declaration of Candidacy must be properly executed and delivered to the San Luis Obispo County Election's Division no later than **5:00 p.m., on the last day to file. POSTMARKS WILL NOT BE ACCEPTED.**

Election law does not specifically prohibit another person from filing a Declaration of Candidacy for a candidate. However, the County of San Luis Obispo Elections office staff strongly recommends that candidates file in person for the following reasons:

1. The oath, or affirmation, which is a part of the Declaration of Candidacy form, must be administered by an Elections Office clerk or a California notary public. It is much easier for a candidate to file in person and have the oath administered at the time they file; and,
2. The signature of the candidate (as well as other information) is required on many documents involved in the nomination process. If through an oversight the Declaration of Candidacy is incomplete, the problem can easily be rectified when the candidate files in person.

DEPLOYED ACTIVE MILITARY - AGENT AUTHORIZATION E.C. § 202

A person who is deployed on active military service outside of the State and is unable to appear in person to file a Declaration of Candidacy, Nomination Papers, or any other paper necessary to run for office may have their forms completed and filed by an attorney-in-fact who is commissioned and empowered in writing for that purpose through a power of attorney.

At the time of filing the Declaration of Candidacy, the attorney-in-fact shall present the original power of attorney duly signed by the deployed person. The power of attorney shall state the office that the deployed person is seeking, including the district number, if any, and shall include a declaration that the deployed person meets the statutory and constitutional qualifications for office that they are seeking and that if nominated the deployed person will accept the nomination and will not withdraw. The power of attorney shall further state that the power of attorney is solely for the purpose of authorizing the attorney-in-fact to file a declaration or papers necessary to run for office. The original or a copy of the power of attorney shall be filed with and attached to the declaration or papers.

WRITE-IN CANDIDATES

EC §8600, 8605 & 8606

File between the dates of September 9, 2024, and October 22, 2024.

There is no filing fee to be a write-in candidate. To be a write-in candidate, a person must file a Statement of Write-In Candidacy and Nomination Papers with the requisite number of signatures as required for the office. Signers on the nomination papers shall be voters in the district or political subdivision in which the candidate is to be voted on.

INSUFFICIENT NOMINEES/APPOINTMENT OF CANDIDATES

In the event there are insufficient candidates, the elections official shall submit a certificate of these facts to the County Board of Supervisors and request that the Board of Supervisors appoint in lieu of an election to the office or offices the person or persons, if any, who have filed declarations of candidacy. If no person has filed a declaration of candidacy for any office, the Board of Supervisors shall appoint any person to the office who is qualified on the date when the election would have been held. The person appointed shall qualify and take office and serve as if elected at the formation election.

However, if a school or special district election is not held in accordance with EDC §5328 and EC §10515, and a petition requesting an election signed by either 10 percent of the voters or 50 voters, whichever is less, has not been received by the election official, the qualified nominees will be seated at the board's organizational meeting. If no one is nominated, or if the number of nominees is insufficient, the district's governing board shall appoint qualified individuals at a meeting held before the scheduled election date. These appointees will then be seated at the organizational meeting of the board as if they had been elected in a district election.

FEDERAL AND STATE SUBDIVISION OVERLAP

Below are the districts that overlap to multiple counties.

District	County Overlap
19 th Congressional	Monterey, Santa Clara, Santa Cruz
24 th Congressional	Santa Barbara
17 th State Senate	Santa Cruz, San Benito, Monterey
21 st State Senate	Santa Barbara, Ventura
30 th State Assembly	Monterey
37 th State Assembly	Santa Barbara

JUDICIAL CANDIDATE NAME ON BALLOT EC §8203

If a petition indicating that a write-in campaign will be conducted for the office at the general election, signed by at least 0.1 percent of the registered voters qualified to vote with respect to the office, is filed with the elections official not less than 83 days before the general election, the name of the incumbent shall be placed on the general election ballot if it has not appeared on the direct primary election ballot.

If, in conformity with this section, the name of the incumbent does not appear either on the primary ballot or general election ballot, the elections official, on the day of the

general election, shall declare the incumbent reelected. Certificates of election specified in Section EC §15401 or 15504 shall not be issued to a person reelected pursuant to this section before the day of the general election.

OFFICES TO BE FILLED – Subject to change due to the districts going from At-Large Elections to District/Trustee areas.

SCHOOL BOARD/DISTRICT (Ed Code §5000 & 5017)				
District	Trustee Area	Positions	Term Begins	Term Ends
San Luis Obispo County Board of Education	TA #1	2 Full Terms	12/6/2024	12/1/2028
	TA #3 TA #5	1 Short Term	12/6/2024	12/4/2026
Santa Barbara County Education Office	TA #4	1 Full Term	12/6/24	12/1/2028
SLO County Community College District (Cuesta College)	TA #1 TA #2 TA#5	3 Full Terms	12/6/24	12/1/2028
Atascadero Unified School District	At Large	3 Full Term	12/6/24	12/1/2028
Coast Unified School District	TA 1 TA 4 TA 5	3 Full Terms	12/6/24	12/1/2028
Cuyama Joint Unified School District	At Large	3 Full Terms	12/6/24	12/1/2028
Lucia Mar Unified School District	TA 1 TA 2 TA 4	3 Full Terms	12/6/24	12/1/2028
Paso Robles Joint Unified School District	TA 3 TA 5 TA 6 TA 7	4 Full Terms	12/6/24	12/1/2028
San Luis Coastal Unified School District	TA 3 TA 6 TA 7	3 Full Terms	12/6/2024	12/1/2028

San Miguel Joint Union School District	TA 4	2 Full Terms	12/6/2024	12/1/2028
	TA 5 TA 2	1 Short Term	12/6/2024	12/4/2026
Shandon Joint Unified School District	TA 1	1 Full Term in Monterey Co.	12/6/2024	12/1/2028
	TA 2	2 Full terms in SLO		
Templeton Unified School District	At Large	3 Full Terms	12/6/2024	12/1/2028
Santa Maria Joint Union High School District	TA1	1 Full Term	12/6/2024	12/1/2028
Cayucos Elementary School District	TA 4 TA 5	2 Full Terms	12/6/2024	12/1/2028
Pleasant Valley Joint Union Elementary School District	At Large	2 Full Terms	12/6/2024	12/1/2028
		1 Short Term	12/6/2024	12/4/2026
COMMUNITY SERVICES DISTRICT (GC §61042)				
District	Divisions	Positions	Term Begins	Term Ends
Avila Beach Community Services District	At Large	2 Full Terms	12/6/2024	12/1/2028
California Valley Community Services District	At Large	3 Full Terms	12/6/2024	12/1/2028
Cambria Community Services District	At Large	3 Full Terms	12/6/2024	12/1/2028
Ground Squirrel Hollow Community Services District	At Large	3 Full Terms	12/6/2024	12/1/2028
Heritage Ranch Community Services District	At Large	2 Full Terms	12/6/2024	12/1/2028
Independence Ranch Community Services District	At Large	3 Full Terms	12/6/2024	12/1/2028
		2 Short Terms	12/6/2024	12/3/2026
Linne Community Services District	At Large	2 Full Terms	12/6/2024	12/1/2028
		2 Short Terms	12/6/2024	12/3/2026
Los Osos Community Services District	Div 3 Div 5	2 Full Terms	12/6/2024	12/1/2028

Nipomo Community Services District	At Large	2 Full Terms	12/6/2024	12/1/2028
Oceano Community Services District	Div 1 Div 4 Div 5	3 Full Terms	12/6/2024	12/1/2028
San Miguel Community Services District	At Large	3 Full Term	12/6/2024	12/1/2028
San Simeon Community Services District	Area A Area C	2 Full Terms	12/6/2024	12/1/2028
Squire Canyon Community Services District	At Large	3 Full Term	12/6/24	12/1/2028
Templeton Community Services District	At Large	3 Full Terms	12/6/2024	12/1/2028

SPECIAL DISTRICTS (GC §61042)

District	Division	Positions	Term Begins	Term Ends
Port San Luis Harbor District HNC §6050	Div 1 Div 2 Div 4	3 Full Terms	1/06/25	1/08/29
Santa Margarita Fire Protection District	At Large	1 Full Term	2/6/2024	12/1/2028
Cambria Community Healthcare District	Div 1 Div 5 Div 3	2 Full Terms	12/6/2024	12/1/2028
		1 Short Term	12/6/2024	12/1/2026
Cayucos Sanitary District	Div 3 Div 5 Div 2	2 Full Terms	12/6/2024	12/1/2028
		1 Short Term	12/6/2024	12/1/2026
Garden Farms Community Water District	At Large	2 Full Terms	12/6/2024	12/1/2028

CITY OFFICES

City candidates file with the appropriate Elections Official within their respective City.

CITY	TERMS UP
Arroyo Grande	1 Mayor 2 Council Members
Atascadero	1 Mayor 2 Council Members
Grover Beach	1 Mayor 2 Council Members
Morro Bay	1 Mayor 2 Council Members
Paso Robles	3 Council Members 1 Treasurer
Pismo Beach	1 Mayor 2 Council Members
San Luis Obispo	1 Mayor 2 Council Members

BALLOT NAMES AND DESIGNATIONS

NAME ON BALLOT

The candidate indicates on the Declaration of Candidacy how his/her name should appear on the ballot. This notation should be recognizable as the name under which the candidate is registered, though the two need not be identical. (Example: A candidate registered as “Jonathan William Smith” may use such variations as “John W. Smith”, “John Smith”, or “J. William (Bud) Smith”.)

No title or degree may appear on the same line on a ballot as a candidate’s name.
EC §13106

RULES FOR PRINTING CANDIDATE’S NAME ON BALLOTS

Names of candidates shall be printed on the ballot in accordance with the following rules:

Local Candidates

1. If the office is to be voted upon wholly within, but not throughout, one county, as in the case of Municipal, District, County Supervisor, and County Central Committee offices, the official responsible for conducting the election shall determine the order of names in accordance with the randomized alphabet as provided for in EC §13111(f), §13112
2. If the office is to be voted on throughout a single county and there are not more than four Assembly Districts wholly or partly in the county, the County Elections Official shall determine the order of names in accordance with the randomized alphabet as provided for in EC §13112 for the 1st Supervisorial District. Thereafter, for each succeeding Supervisorial District, the name appearing first for each office in the last preceding Supervisorial District shall be placed last and the order of the other names will remain unchanged. EC §13111(g)

RANDOMIZED ALPHABET DRAWING

For each election, the Secretary of State shall conduct a drawing of the letters of the alphabet pursuant to the procedures set forth in EC §13112, 13113. The result of this drawing shall be known as the randomized alphabet and will be used to determine the order of candidates as specified above.

If two or more candidates for the same office have the same first letter in their last name, the subsequent letters in the last name will determine the order. For example, if two candidates with the surnames Campbell and Carlson are running for the same office, their order on the ballot will depend on the order in which the letters M and R were drawn in the randomized alphabet drawing.

BALLOT DESIGNATION

A ballot designation describes a candidate's current profession, vocation, occupation or incumbency status. The ballot designation will appear below the candidate's name on the ballot. A ballot designation is optional. However, candidates selecting to have a ballot designation **must** file a Ballot Designation Worksheet and include their chosen ballot designation on their Declaration of Candidacy. The statute mandates that no designation will appear under the candidate's name on the ballot if the candidate fails to file the required worksheet. EC §13107.3

All fields on the Ballot Designation Worksheet must be completed. Acceptable ballot designations are governed by EC §13107 and Secretary of State Regulations. EC §13107, CA Code of Regulations §20710-20719

The ballot designation must be chosen from one of the four categories below:

(1) ELECTIVE OFFICE - EC §13107(a)(1), SOS Reg. §20712.

Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he/she was elected by vote of the people, or to which he/she was appointed, in the case of a superior court judge.

Example 1: An acceptable ballot designation for an assembly representative from the 35th Assembly District, would be "Member of the Assembly, 35th District."

Example 2: For local offices, a candidate who is currently in office as mayor may use the designation "Mayor, City of San Luis Obispo."

Example 3: Proposed ballot designations indicating a position of legislative leadership or leadership in another elected body, such as "Majority Leader of the California Senate," "Speaker of the California State Assembly," or "City of San Luis Obispo Mayor Pro Tem" are not elective offices and therefore not allowed. However, they may, subject to the three-word limit, be considered as an occupation – see (4) below.

(2) INCUMBENT

EC §13107(a)(2), SOS Reg. §20713

The word "Incumbent" may be used if the candidate is a candidate for the same office which he/she holds at the time of filing the nomination papers and was elected to that office by a vote of the people, or, in the case of a superior or municipal court judge, was appointed to that office.

- The term “Incumbent” must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjectives or modifiers. For example, “Incumbent Assembly Member, 33rd Assembly District” or “Incumbent City Councilmember” would be impermissible designations.
- Incumbent cannot be combined with any other designation and must stand alone. For example: Incumbent/Rancher is not permissible.

(3) APPOINTED INCUMBENT

EC §13107(a)(4), SOS Reg. §20715

The phrase “Appointed Incumbent” may be used if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word “Appointed” and the title of the office. In either instance, the candidate may not use the unmodified word “Incumbent” or any words designating the office unmodified by the word “Appointed.”

- If an incumbent was appointed in lieu of an election because the number of candidates did not exceed the number required to be elected at the last election for that office, the candidate is not required to use “appointed”.

(4) 3-WORD PROFESSION/OCCUPATION/VOCATION

EC §13107 (a)(3)., SOS Reg. §20714

No more than three words designating either the current principal professions, vocations, and/or occupations of the candidate, or the principal professions, vocations, and/or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

Definitions of some of the above terms as they are used in EC §13107(a)(3), are defined as follows:

“Profession” means a field of employment requiring special education or skill and requiring knowledge of a particular discipline. Examples of an acceptable designation of a “profession,” as defined in this subdivision, include, but are not limited to, “attorney,” “physician,” “accountant,” “architect,” and “teacher.”

“Occupation” means the employment in which one regularly engages or follows as the means of making a livelihood. Examples of an acceptable designation of an “occupation,” as defined in this subdivision include, but are not limited to, “rancher,” “restaurateur,” “retail salesperson,” “manual laborer,” “construction worker,” “computer manufacturing executive,” “military pilot,” “secretary,” and “police officer.”

“Vocation” means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his or her time. Examples of an acceptable designation of a “vocation,” as defined in this subdivision include, but are not limited to, “minister,” “priest,” “mother,” “father,”

“parent”, “homemaker,” “dependent care provider,” “carpenter,” “plumber,” “electrician,” and “cabinetmaker.”

“Principal” as that term is used in this subdivision, means a substantial involvement of time and effort such that the activity is one of the primary, main or leading professional, vocational, or occupational endeavors of the candidate. Involvement that is only nominal, pro forma, or titular in character does not meet the requirements of the statute.

- If a candidate holds a current and active license from the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of his/her **“principal”** professions, vocations, or occupations.
- A candidate may not claim such profession, vocation, or occupation as one of his or her **“principal”** professions, vocations, or occupations if (i) the candidate’s licensure status is “inactive” at the time the candidate files his or her nomination document, or (ii) the candidate’s license has been suspended or revoked by the agency issuing the license at the time the candidate files his or her nomination documents.
- A candidate may designate **multiple principal professions**, vocations and/or occupations. If more than one profession, vocation or occupation is listed, it shall be separated by a slash (“/”). **Example:** An Assembly representative who happens to be a lawyer and rancher can use the designation “Legislator/Lawyer/Rancher”.
- If a candidate proposes a ballot designation including multiple principal professions, vocations or occupations, the proposed ballot designation must comply with the following: Each such proposed profession, vocation or occupation must independently qualify as a **“principal”** profession, vocation, or occupation, as that term is defined above.

“Community Volunteer” means a person who engages in an activity or performs a service for or on behalf of, without profiting monetarily, one of more of the following:

1. A charitable, educational, or religious organization as defined by the United States Internal Revenue Code §501(c)(3);
2. A governmental agency; or
3. An educational institution.

The activity or service must constitute substantial involvement of the candidate's time and effort such that the activity or service is the sole, primary, main or leading professional, vocational or occupational endeavor of the candidate, who is not engaged concurrently in another principal profession, vocation or occupation. Community Volunteer cannot be used in conjunction with any other Profession, Occupation or Vocation.

OTHER RULES

- The proposed ballot designation shall be grammatically correct, generic, and all words must be spelled correctly.
- 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.
- Punctuation shall be limited to the use of a comma (e.g., District Attorney, San Luis Obispo County) and a slash (e.g., Legislator/Rancher/Physician). A hyphen may be used if, and only if, the use of a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary of the English language published in the ten calendar years preceding the election.
- All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties, and states. The names of special districts and political subdivisions are not "geographical names." If the candidate desires, the geographical name may be used in the form of "City of....." "County of.....," or "...County."
- An acronym shall be counted as one word.
- A ballot designation may not comprise or include commercial identification information such as a trademark, service mark, trade name, or the specific name of a business, partnership, corporation, company, foundation, or organization.
- Examples of an improper use of commercial identification information include, but are not limited to, "Acme Company President," "Smith Foundation Director," and "UCLA Professor."
- A candidate who does not want a ballot designation should indicate this in the space provided for ballot designation on the Declaration of Candidacy, by writing "NONE".

DESIGNATIONS NOT ACCEPTED

Neither the Secretary of State nor any other election official shall accept a designation of which any of the following would be true:

- It would **mislead** the voter.
- It would **suggest an evaluation** of a candidate: A laudatory adjective that would suggest an evaluation of the candidate's qualifications shall not be permitted. Examples of ballot designations usually considered to suggest an evaluation of a candidate, may include but are not limited to, "outstanding", "leading", "expert", "virtuous", "eminent", "senior," "emeritus," "specialist," "magnate," "best," "famous," "respected," "honest," and "prominent".
- It would suggest a **Status**: A status is a state, condition, social position, or legal relation of the candidate to another person, persons, or the community as a whole. Examples of a status include, but are not limited to, "veteran," "proponent," "reformer," "scholar," "founder," "philosopher," "philanthropist," "activist," "taxpayer," "husband," "wife," "patriot", "citizen", "appointee" and "advocate."
- It abbreviates the word "**retired**" or places it is following any word or words that it modifies.
 - o Examples "Ret. Army General," "Navy Admiral, Retired" and "City Attorney, Retired" are not permissible
 - o Generally, a **retired** status may be allowed if the candidate can demonstrate retirement. The following are examples of evidence supporting retired status:
 - Served in the position being requested to be listed as retired from for more than 5 years.
 - Is collecting or eligible to collect retirement benefits/pension.
 - Is 55 or more years old.
 - Left the position voluntarily after serving a minimum of 5 years.
 - If requesting the use of a retired public office designation, was not recalled from or did not fail to win that office or surrender it to run for another office in a previous election campaign.
 - Has not had another more recent occupation.
 - Retirement benefits are providing a principal source of income.
- It uses a word or prefix, such as "former" or "ex-," which means a **prior status**. The only exception is the use of the word "retired."
 - o Examples: "Former Congressman," "Ex-Senator," and "Former Educator" are not permissible.
- Retired cannot be used in conjunction with another principal profession, occupation, or vocation.
 - o Example: Retired Educator/Salesperson is not permissible.
- It uses the name of any **political party**, whether or not it has qualified for the ballot.

- o Example: “Democratic Party Chair”, “Republican Central Committee member”, and “Socialist” are not permissible.
- It uses a word or words referring to a **racial, religious, or ethnic** group.
 - o Examples: “Indian Sculptor,” “Latino Notary,” “African American Firefighter,” “Christian Physician,” and “Caucasian Policeman” are not permissible.
 - o If the candidate is a member of the clergy, the candidate may not make reference to his or her specific denomination. However, the candidate may use his or her clerical title as a ballot designation: for example, “Rabbi,” “Pastor,” “Minister,” “Priest,” “Bishop,” “Deacon,” “Monk,” and “Nun.”
- It refers to any activity **prohibited by law**.

DESIGNATION REJECTED

If upon checking the ballot designation worksheet and accompanying nomination documents, the election official finds the designation to be in violation of any of the restrictions set forth in this section, the candidate shall be notified by registered or certified mail, return receipt requested, addressed to the mailing address appearing on the candidate’s nomination documents.

It is important for the candidate to include a correct telephone number, facsimile number (if available) email, and mailing address on the ballot designation worksheet in order to expedite communication in the event the ballot designation is rejected.

1. The candidate shall, within three days from the date of receipt of the notice, appear before the election officer or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide an alternate designation.
2. In the event the candidate fails to provide an alternate designation, no designation shall appear after the candidate’s name.

FORMAT, CHANGES, ETC.

1. No designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the election official.
2. The designation shall remain the same for all purposes of both Primary and General Election, unless the candidate, at least 98 days prior to the General Election, requests in writing a different designation which the candidate is entitled to use at the time of the request.
3. In all cases, words shall be printed on the ballot in 8-point Roman uppercase and lowercase type **except** that, if the designation selected is so long that it would conflict with the space requirements of EC §13207 & §13211, the election official shall use a type size for the designation for each candidate for that office sufficiently smaller to meet these requirements.

Ballot Designation Worksheet

The following Ballot Designation Worksheet is for candidates for the following offices:

- **School Boards**
- **Community Services Districts**
- **Special Districts**



**California Secretary of State
BALLOT DESIGNATION WORKSHEET**

November 5, 2024, General Election (Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

This entire form **must be completed**, or it will not be accepted, and you will **not** be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.** If information requested is not applicable, please write "N/A" in the space provided, otherwise the information **MUST** be provided. **UPON FILING, THIS WORKSHEET WILL BE A PUBLIC DOCUMENT.**

Candidate Information

1

Candidate Name: _____
 Office: _____ Email: _____
 Home Address: _____
 Mailing Address: _____
 Business Address: _____
 Phone Number(s) _____
 Business: _____ Home/Mobile: _____ Fax: _____

Attorney or Other Authorized Person Information

2

Attorney Name (or other person authorized to act on your behalf): _____
 Address: _____
 Phone Number(s) _____
 Business: _____ Mobile: _____ Fax: _____

You may select as your ballot designation one of the following designations:

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a slash ("/")].
- (b) The full title of the public office you currently occupy and to which you were elected.
- (c) "Appointed [full title of public office]" if you currently serve by appointment in an elective public office and are seeking election to the same office or to some other office.
- (d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, you are a candidate for the same office that you hold) to your current public office and seek election to the same office.
- (e) "Appointed Incumbent" if you were appointed to your current elective public office and seek election to the same office.

Proposed Ballot Designation(s)

3

Proposed Ballot Designation(s): _____
 Alternate Ballot Designation(s) 1: _____
 Alternate Ballot Designation(s) 2: _____

If your proposed ballot designation is pursuant to Elections Code § 13107(a)(3):

The professions, vocations or occupations relied upon to support my proposed ballot designation(s) constitute my primary, main or leading professions, vocations or occupations. **Initial** _____

Translation of Proposed Designation: Gender specific translations will default to the masculine form for uniformity in translation unless you specify otherwise: () Masculine () Feminine

In the spaces provided on the next page(s):

- (a) Describe why you believe you are entitled to use the proposed ballot designation.
- (b) If your proposed ballot designation contains one or more slashes ("/") separating words in your ballot designation for separate principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.
- (c) Attach any documents or exhibits that you believe support your proposed ballot designation. **(Note: It is not necessary to provide copies of Certificates of Election if you are currently a seated member for a voter-nominated office).**
- (d) If using the title of an elective office, attach a copy of your certificate of election or appointment.
- (e) Any supporting documents will not be returned to you. **Do not submit originals.**

It is your responsibility to justify your proposed ballot designation and to provide all requested details.



California Secretary of State
BALLOT DESIGNATION WORKSHEET

November 5, 2024, General Election (Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

Page 2

If your proposed ballot designation includes the word "volunteer," indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved.

If your proposed ballot designation contains one or more slashes ("/") separating multiple principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.

Justification for use of Proposed Ballot Designation(s)
If you are proposing alternate ballot designations, please provide justification for use of those on Page 3.

Form with 4 sections for justification of PVOs. Each section includes fields for job title, start/end dates, employer name, and verification contact information.

Before signing below, answer/initial the following questions. Does your proposed ballot designation:

- 1) Use only a portion of the title of your current elected office?
2) Non-judicial candidates: Use only the word "Incumbent" for an elective office to which you were appointed?
... 12) Refer to any activity prohibited by law?

If the answer to any of these questions is "yes," your proposed ballot designation is likely to be rejected.

X [Red box for signature]
Candidate's Signature Date Signed: Month/Day/Year

For your reference, attached are Elections Code sections 13107, 13107.3, and 13107.5, and California Code of Regulations (CCR), title 2, section 20711. You also may wish to consult CCR, title 2, sections, 20712-20719 (found at www.sos.ca.gov).



COMPLETE THIS PAGE ONLY IF one or more **Alternate Ballot Designation(s)** are provided. If this page is not applicable, **please initial:** _____.

Justification for
Alternate Ballot
Designation(s) 1

A

Justification for use of 1st PVO:		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 2nd PVO:		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 3rd PVO:		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:

Justification for
Alternate Ballot
Designation(s) 2

B

Justification for use of 1st PVO:		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 2nd PVO:		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 3rd PVO:		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:



For your reference, the relevant provisions of Elections Code section 13107 are reproduced below:

(a) With the exception of candidates for Justice of the State Supreme Court or court of appeal, immediately under the name of each candidate, and not separated from the name by any line, unless the designation made by the candidate pursuant to Section 8002.5 must be listed immediately below the name of the candidate pursuant to Section 13105, and in that case immediately under the designation, may appear at the option of the candidate only one of the following designations:

(1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which the candidate was elected by vote of the people.

(2) The word "incumbent" if the candidate is a candidate for the same office which the candidate holds at the time of filing the nomination papers, and was elected to that office by a vote of the people. A candidate shall not use the word "incumbent" if the candidate was elected to their office in an at-large election and is a candidate in a district-based election.

(3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

(4) The phrase "appointed incumbent" if the candidate holds an office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which the candidate holds and to which the candidate was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

(b) (1) Except as specified in paragraph (2), for candidates for judicial office, immediately under the name of each candidate, and not separated from the name by any line, only one of the following designations may appear at the option of the candidate:

(A) Words designating the city, county, district, state, or federal office held by the candidate at the time of filing the nomination documents.

(B) The word "incumbent" if the candidate is a candidate for the same office that the candidate holds at the time of filing the nomination papers.

(C) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

(2) For a candidate for judicial office who is an active member of the State Bar employed by a city, county, district, state, or by the United States, the designation shall appear as one of the following:

(A) Words designating the actual job title, as defined by statute, charter, or other governing instrument.

(B) One of the following ballot designations: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

(3) A designation made pursuant to subparagraph (A) of paragraph (1) or paragraph (2) shall also contain relevant qualifiers, as follows:

(A) If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words "City of."

(B) If the candidate is an official or employee of a county, the name of the county shall appear preceded by the words "County of."

(C) If the candidate is an official or employee of a city and county, the name of the city and county shall appear preceded by the words "City and County."

(D) If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included.

(c) A candidate for superior court judge who is an active member of the State Bar and practices law as one of the candidate's principal professions shall use one of the following ballot designations as the candidate's ballot designation: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

(d) For purposes of this section, all California geographical names shall be considered to be one word. 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, including a generally available standard reference dictionary published online, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

(e) The Secretary of State and any other elections official shall not accept a designation of which any of the following would be true:



- (1) It would mislead the voter.
 - (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
 - (3) It abbreviates the word “retired” or places it following any word or words which it modifies.
 - (4) It uses a word or prefix, such as “former” or “ex-,” which means a prior status. The only exception is the use of the word “retired.”
 - (5) It uses the name of any political party, whether or not it has qualified for the ballot.
 - (6) It uses a word or words referring to a racial, religious, or ethnic group.
 - (7) It refers to any activity prohibited by law.
- (f) If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate’s ballot designation worksheet.
- (1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date the candidate receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a) or (b).
 - (2) If a candidate fails to provide a designation that complies with subdivision (a) or (b) within the three-day period specified in paragraph (1), a designation shall not appear after the candidate’s name.
- (g) A designation given by a candidate shall not be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (f) or as provided in subdivision (h). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.
- (h) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days before the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.
- (i) In all cases, the words so used shall be printed in a manner consistent with the space requirements of Sections 13207 and 13211.
- (j) If a foreign language translation of a candidate’s designation is required under the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length.

For your reference, Elections Code section 13107.3 is reproduced below:

- (a) A candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.
- (b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.
- (c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate’s name on the ballot.

For your reference, Elections Code section 13107.5 is reproduced below:

- (a) A candidate’s ballot designation as “community volunteer” shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:
- (1) A candidate’s community volunteer activities constitute his or her principal profession, vocation, or occupation.
 - (2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.
 - (3) A candidate may not use the designation of “community volunteer” in combination with any other principal profession, vocation, or occupation designation.
- (b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.



For your reference, California Code of Regulations section 20711 is reproduced below:

(a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code § 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.

(b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.

(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

(1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;

(2) A designation of the office for which the candidate is seeking election;

(3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;

(4) The proposed ballot designation submitted by the candidate;

(5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;

(6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:

(A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;

(B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;

(C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate shall indicate:

(i) The title of the position or positions which he or she claims supports the proposed ballot designation;

(ii) The dates during which the candidate held such position;

(iii) A description of the work he or she performs in the position;

(iv) The name of the candidate's business or employer;

(v) The name and telephone number of a person or persons who could verify such information; and

(vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).

(D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.

(d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

(e) If a candidate requests a change of his or her ballot designation pursuant to Elections Code § 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

CANDIDATE'S STATEMENT OF QUALIFICATIONS

EC §13307, §13311, §13313

Filing a Candidate Statement of Qualifications (candidate statement) is **optional**. Candidates for United States Representative in Congress, state legislative offices (State Senate and State Assembly), and county offices may file a candidate statement to be printed and mailed to voters in the County Voter Information Guide. However, in order to be eligible to file a candidate statement to be printed in the County Voter Information Guide, candidates for state legislative offices must accept the state voluntary expenditure limits in accordance with Proposition 34 when filing a Fair Political Practices Commission (FPPC) Candidate Intention Statement Form 501.

If the congressional or legislative district to be voted on is shared with multiple counties, the candidate must contact each county to file a candidate statement in the respective county's County Voter Information Guide.

In the event a qualified incumbent does not file by the candidate filing deadline, the extension deadline to file Nomination Documents and other filing forms including the candidate statement is 5:00 p.m. on August 14, 2024.

The statement **MAY** include:

- Name, Age, Occupation of the Candidate
- A brief description (no more than 200 words (Non-Partisan offices) or no more than 250 words (Voter Nominated offices)) of the candidate's education and qualifications expressed by the candidate in his/her own words (first person singular).

The statement **MAY NOT** include:

- The party affiliation of the candidate.
- Membership or activity in any partisan political organizations.
- References to other candidates for that office or to another candidate's qualifications, character, or activities. The elections official shall not cause to be printed or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited in this section. (EC §13308)

The statement must be typed and follow the format on the form. Handwritten statements will not be accepted. Boldface type, bullets, boxes, arrowheads, diamonds, asterisks, all capital letters, or underlining are not allowed.

Candidates must file a hard copy of the statement as well as submit the statement electronically. The statement should be set out in block style paragraphs in type of uniform size and darkness and with uniform spacing.

PLEASE DOUBLE AND TRIPLE CHECK YOUR STATEMENT BEFORE SUBMITTING. IT WILL BE ACCEPTED AND PRINTED AS IS.

The statement may be **WITHDRAWN**, by the candidate in writing, **BUT NOT CHANGED**, during the nomination period or the extension of the nomination period

for non-incumbents only - and until 5:00 p.m., on the next working day after the close of the nomination period or the next working day after the close of the extension of the close of the nomination period for non-incumbents only.

Each candidate who files a statement of qualification will be required to pay an estimated deposit at the time the statement is filed to cover the cost of the printing and handling. The estimated deposit amount is an approximation of the actual cost and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements.

Accordingly, the elections official is not bound by the estimate and will bill the candidate for additional actual expense or refund any excess amount paid depending on the final actual cost.

The Candidate's Statement of Qualifications shall remain **confidential** until after the close of the nomination period and will be available for public examination for 10 days after the close of nominations. Any challenges to a statement must be made during this 10-day period. (EC§13313)

CANDIDATE'S STATEMENT WORD COUNTING GUIDELINES

For purposes of this code, the following shall apply to the counting of words (EC §9.) This section shall not apply to counting words for Ballot Designations under EC §13107:

1.	Title and Signature and punctuation.	Not Counted
2.	Each word shall be counted as one word except as specified in this section.	One Word
3.	All proper nouns, including geographical names such as, "County of San Luis Obispo"	One Word
4.	Abbreviations for a word, phrase, or expression, such as UCLA, PTA, U.S.M.C., etc.	One Word
5.	Hyphenated words that appear in any generally available standard reference dictionary, published in the US in the last 10 yrs. All other hyphenated words shall be counted as a separate word.	One Word
6.	Dates.	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.	One Word One for each Word Two Words One Word
8.	Telephone numbers.	One word
9.	Internet web site address	One Word
Example	Numbers: Digits, such as 1, 10, 100 Spelled out - one, ten, one hundred Numerical Combinations - 2002, 5%, 2001-2002 Telephone Number/Email address	One Word One for each Word One Word One Word
Example	Monetary Amounts: Dollar Sign and Figures - \$500,000.00 Spelled Out - Five Hundred thousand dollars	One Word Four Words

ESTIMATED COSTS OF CANDIDATE STATEMENTS

This estimate is for San Luis Obispo County only. If the office is multi-county jurisdictional, please contact that county for information to have a candidate statement published in their sample ballot. If your district crosses county lines, you need to contact that county to pay the fees and file in that county.

OFFICE	ESTIMATED COST: ENGLISH ONLY	ESTIMATED COST: ENGLISH AND SPANISH
US Congress – 19 th District	\$525	\$1,125
US Congress – 24 th District	\$815	\$1,715
State Senate – 17 th District	\$1,000	\$2,100
State Senate – 21 st District	\$350	\$775
State Assembly – 30 th District	\$1,100	\$2,300
State Assembly – 37 th District	\$250	\$575
SCHOOL DISTRICTS		
San Luis Obispo County Board of Education	TA# 1 - \$330	\$760
	TA# 3 - \$350	\$800
	TA# 5 - \$320	\$740
Santa Barbara Co Board of Education	TA# 4 - \$125	\$350
San Luis Obispo Community College District (Cuesta College)	TA# 1 - \$330	\$760
	TA# 2 - \$315	\$730
	TA# 5 - \$325	\$750
Atascadero Unified School District	\$265	\$630
Cayucos Elementary School District	TA#4 - \$125	\$330
	TA#5 - \$125	\$330
Coast Unified School District	TA# 1 - \$125	\$350
	TA# 4 - \$125	\$350
	TA# 5 - \$125	\$350

Cuyama Joint Unified School District	\$100	\$200
Lucia Mar Unified School District	TA# 1 - \$175	\$450
	TA# 2 - \$160	\$420
	TA# 4 - \$170	\$440
Paso Robles Joint Unified School District 2024 General 400 words per resolution of District Board	TA#3 - \$230	\$500
	TA#5 - \$240	\$520
	TA#6 - \$230	\$500
	TA#7 - \$240	\$520
Pleasant Valley Joint Union Elementary School District	\$115	\$330
San Luis Coastal Unified School District	TA# 3 - \$150	\$400
	TA# 6 - \$175	\$450
	TA# 7 - \$130	\$360
San Miguel Joint Union School District	TA# 2 - \$120	\$340
	TA#4 - \$120	\$340
	TA# 5 - \$120	\$340
Santa Maria Bonita Joint Union School District	\$100	\$200
Santa Maria Joint Union High School District	TA#1 - \$100	\$200
Shandon Joint Unified School District	TA#2 - \$120	\$340
Templeton Unified School District	\$160	\$420
COMMUNITY SERVICES DISTRICTS		
OFFICE	ESTIMATED COST: ENGLISH ONLY	ESTIMATED COST: ENGLISH/SPANISH
Avila Beach Community Services District	\$115	\$330
California Valley Community Services District	\$115	\$330
Cambria Community Services District	\$140	\$380
Ground Squirrel Hollow Community Services District	\$120	\$340

Heritage Ranch Community Services District	\$125	\$350
Independence Ranch Community Services District	\$115	\$330
Linne Community Services District	\$115	\$330
Los Osos Community Services District	Div 3 - \$125	\$350
	Div 5 - \$125	\$350
Nipomo Community Services District	\$170	\$440
Oceano Community Services District	Div 1 - \$120	\$340
	Div 4 - \$120	\$340
	Div 5 - \$120	\$340
San Miguel Community Services District	\$125	\$350
San Simeon Community Services District	Area A - \$115	\$330
	Area C - \$115	\$330
Squire Canyon Community Services District	\$115	\$330
Templeton Community Services District 2024 General 400 words per resolution of District Board	\$240	\$520
SPECIAL DISTRICTS		
OFFICE	ESTIMATED COST: ENGLISH ONLY	ESTIMATED COST: ENGLISH/SPANISH
Port San Luis Harbor District	Div 1 - \$215	\$530
	Div 2 - \$215	\$530
	Div 4 - \$200	\$500
Santa Margarita Fire Protection District	\$120	\$340
Cambria Community Healthcare District	Div 1 - \$120	\$340
	Div 3 - \$120	\$340
	Div 5 - \$120	\$340
Cayucos Sanitary District	Div 3 - \$115	\$330

	Div 5 - \$115	\$330
Garden Farms Community Water District	\$115	\$330

SAMPLE STATEMENT OF QUALIFICATIONS

It is recommended the candidate's statement contain no more than twenty-five (25) lines and carriage returns. The Elections Official is not responsible for the correct typesetting of statements that must be reconfigured to comply with these guidelines.

Although "Occupation" is not restricted by ballot designation limitations and may be more descriptive, words exceeding one line will be shortened.

NOTE: In order to ensure that submitted text will fit in the limited half-page space, the following may occur:

1. Lists and enumerations will be wrapped as a single paragraph.
2. Multiple single sentence paragraphs will be wrapped.
3. Indented text will be run together as a sentence.

Candidates utilizing the guidelines and suggestions will make their candidate statements uniform, fair, and legible.

STATEMENT OF CANDIDATE FOR OFFICE
Jurisdiction/District

CANDIDATE NAME

Age:

(Optional) Occupation: Incumbent, Former Member Chamber of Commerce, Businessman, Former Chair of the County Area Advisory Community

Education and Qualifications: Community Colleges provide educational opportunities for all students.

Over the past four years we have been forced to make some very difficult decisions.

- I have always made decisions based on how we can best serve our students and District during this time of economic uncertainty.

It has been my privilege to serve on the Cuesta College Board.

- I ask for your vote on June 5th so that I can continue to support our faculty, staff and administration to meet the needs of our students and business community of our District.

Since 1972 I have served at various times, the following SLO County and State organizations.

Playhouse Nursery School

PTA & Classroom Aid

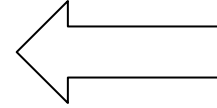
SLO County Civil Service Commission

4H Leader

SLO County Board of Education

SLO County School Boards Association, Atascadero State Hospital Advisory Board, Friday Night Live Board, Partnership for the Children Board, State Advisory Group on Juvenile Justice, Grizzly Youth Academy. I have lobbied for public education at both the State and National level.

Thank you for your continued support of Cuesta College.



**INCORRECT
FORMAT**

**STATEMENT OF CANDIDATE
FOR OFFICE**
Jurisdiction/District

CANDIDATE NAME

Age: (Optional)

Occupation: Incumbent, Former Member Chamber of Commerce, Businessman

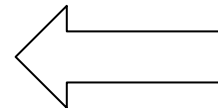
Education and Qualifications: Community Colleges provide educational opportunities for all students. Over the past four years we have been forced to make some very difficult decisions. I have always made decisions based on how we can best serve our students and District during this time of economic uncertainty.

It has been my privilege to serve on the Cuesta College Board. I ask for your vote on June 5th so that I can continue to support our faculty, staff and administration to meet the needs of our students and business community of our District.

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Playhouse Nursery School, PTA & classroom aid, SLO County Civil Service Commission, 4H Leader, SLO County Board of Education, SLO County School Boards Association, Atascadero State Hospital Advisory Board, Friday Night Live Board, Partnership for the Children Board, State Advisory Group on Juvenile Justice, Grizzly Youth Since Academy. I have lobbied for public education at both the State and National level.

Thank you for your continued support of Cuesta College.



**CORRECT
FORMAT**