

Butte County Candidate Statement of Qualifications Requirements and Instructions

Community Colleges Offices School District Offices



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Cost to Candidate for Printing Statement in County Voter Information Guide November 3, 2020 General Election

Jurisdiction	Cost
Butte County Board of Education – Trustee Area 1	\$657.66
Butte County Board of Education – Trustee Area 4	\$231.76
Butte-Glenn Community College District	\$1,031.06
Biggs Unified School District	\$226.10
Chico Unified School District	\$657.66
Durham Unified School District	\$226.10
Gridley Unified School District	\$226.10
Marysville Joint Unified School District	\$226.10
Paradise Unified School District	\$231.08
Oroville Union High School District	\$360.56
Bangor Union Elementary School District	\$226.10
Golden Feather Union Elementary School District	\$226.10
Manzanita Elementary School District	\$226.10
Oroville City Elementary School District	\$266.14
Palermo Union School District	\$226.10
Pioneer Union Elementary School District	\$226.10
Thermalito Union School District	\$226.10

Preparation of Statement

STEP 1: Do you wish to have a candidate statement printed in the County Voter Information Guide?

- Yes Follow instructions below for preparation of your statement.
- No You do not need to do anything further.

STEP 2: Guidelines for writing your statement

1. The statement can be printed on the form provided or on a separate sheet of paper. If using a separate sheet of paper, allow a 2" top margin for our file stamp. Your name must be included and at your option; age and occupation. These items are not included in the word count.
2. The statement must be typed and not exceed 200 words (word count guidelines are included in

this package).

3. Use block paragraph style with spacing between paragraphs. Do not use more than 3 to 4 paragraphs, as the statement will be reformatted to fit in the space provided for the statement.
4. Do not use symbols, signs, tables, lists or any other materials requiring unusual spacing or indentation.
5. Limited use of CAPITALS, bold, underline, italics and bullets.
6. The statement shall be written in the first person. It shall be limited to the candidate's own personal background, education, qualifications, and shall not make reference to other candidates; their qualifications, character or activities.
7. Do not make reference to any political party; membership or activity in any political organization.
8. Statements shall not, in any way, make false comments or remarks intending to mislead the voter. They may not contain any demonstrably false, slanderous or libelous statements or contain any obscene or profane language.

STEP 3: Proof your statement, as it will be printed as submitted. Spelling, punctuation and grammatical errors will not be corrected.

STEP 4: Prepare the statement for filing.

1. Print a hard copy of the statement.
2. You must provide an electronic copy of the statement, however, if you cannot provide the statement by email to this office, the hard copy will be used.

Email your statement to: **elections@buttecounty.net**

STEP 5: TO BE COMPLETED IN OUR OFFICE

Please allow time and do not wait until the last minute!

1. Staff will print a copy of the statement you have provided from email.
2. You will be required to review the printed copy of the electronic statement submitted. If the statement is ok, you will sign the statement.
3. Staff will complete a word count of the statement and review the content to make sure it meets the statement guidelines.

STEP 6: Payment

Payment is required at the time the statement is filed. All forms of payment accepted. There is a \$2.50 transaction fee for credit/debit transactions. Checks or money orders may be made payable to "Butte County Clerk-Recorder".

1. Candidate will provide payment for printing the statement in the County Voter Information Guide.
2. Staff will file the statement, cashier the payment and provide receipt.

Confidentiality

Notwithstanding the California Public Records Act (Chapter 3.5 (commencing with section 6250) of Division 7 of Title 1 of the Government Code), Candidate Statements of Qualifications shall remain confidential until the expiration of the filing deadline. (Elections Code section 13311)

Withdrawal of the Statement

If you choose to withdraw your statement, this may be done prior to 5pm on the next business day following the filing deadline. You will receive a refund for the payment made.

Public Examination and Challenges

The 10-day public examination period of all candidate statements filed will begin 2 days after the final filing deadline. Statements will be posted on website and available for review at the office.

County Voter Information Guide Format and Style

The heading at the top of each page that has candidate's statements of qualifications shall have the following wording: Candidates have the option to prepare and pay for a statement to be printed in this booklet. The statement is not corrected for grammar or spelling errors. Statements are printed in the random alphabet order. (Elections Code section 13312)

Alleged Indigency

If a candidate alleges to be indigent, the county will follow the procedures set forth in Elections Code Section 13309 to determine indigency. Even if a candidate is determined to be indigent, he or she is still required to pay the cost of providing the statement; however, payment may not be required prior to the election.

Word Count Guidelines

(Elections Code Section 9)

All words shall be counted as one word with the following exceptions:

- Punctuation Not Counted
- Proper Nouns, including Geographical Names Counted, one word
Examples: "County of Butte", "City and County of San Francisco", "City of Oroville"
- Abbreviations for a word, phrase or expression Counted, one word
Examples: "CSUC", "USAF"
- Hyphenated Words..... Counted, per word

Note: This applies to 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.

- Dates..... Counted, one word
- Numbers – digits (1, 10, etc) or spelled out (one, ten, etc)..... Counted, one word
- Telephone Numbers Counted, one word
- Internet Website addresses Counted, one word

This guidelines above do not apply to counting words for ballot designations under Elections Code section 13107.

CANDIDATE STATEMENT OF QUALIFICATIONS 2020

Candidate Name: _____

Office: _____

Check the appropriate box(es):

- I DO NOT wish to have a statement printed in the Sample Ballot/Voter Information Booklet. However, if I change my mind and wish to submit a statement, I may do so no later than the deadline for filing nomination documents.
- I DO wish to have a statement printed in the Sample Ballot/Voter Information Booklet. I agree to pay the cost determined by the county.
- I wish to have my statement translated and printed in Spanish in addition to English. I will pay additional actual cost of incurred for translation and printing.

I certify to the accuracy of the statement provided that the contents are, to the best of my knowledge, true and correct.

Signature: _____ Date: _____

Age: _____ Occupation: _____
(Optional) (Optional)