

Guide for Submission of Candidate Statements for the 2012 Retirement Board Election

Preface

This guide has been prepared to assist candidates for the 2012 Retirement Board Election who wish to submit a Candidate Statement. Candidate Statements, which meet the specifications described below, will be included, at no charge to the candidates, with the ballots sent to members of the San Francisco Retirement System.

Due Date

Candidate Statements must be submitted to the San Francisco Department of Elections not later than 12:00 p.m., Friday, August 3, 2012. If Candidate Statements are not filed with the Department of Elections by that time, the candidate's statement(s) will not appear in the Voter Information Pamphlet. On Thursday, August 9 and Friday, August 10, 2012 the Department of Elections will allow Candidates to review and correct typeset Statements.

Candidates are strongly encouraged to submit an electronic copy with the signed and dated hard copy of their statement (Microsoft Word format preferred). Where a discrepancy exists between the hard copy and election version of the statement, the hard copy will be relied upon for all purposes.

Confidentiality

The Statements filed pursuant to Section 13307 shall remain confidential until the expiration of the filing deadline. (CEC13311)

Number of Words

The Candidate's Statement of Qualifications is limited to a maximum of 200 words, not counting the introduction. The 200-word count begins after the preprinted introduction: "My qualifications are:"

If you include names and identifications of nominators, they will be part of the 200-word Statement. Each name, including middle initial, counts as a word. If you include names of people for who are not your nominators, you must include letters of endorsement from these individuals.



If a statement is more than 200 words, that candidate will be contacted and allowed 24 hours (e.g. one business day) to appear at the Department of Elections to delete words to meet the word count limitation.

No editorial changes will be allowed even if the deletions make for awkward or improper grammar. If the Candidate does not make any changes, the Department of Elections will delete words starting with the last word until the word count is corrected.

Words are counted using the following protocols:

- 1) Punctuation is not counted;
- 2) Proper Geographic names are counted as one word (e.g. "San Francisco" equals one word (CEC 9) ;
- 3) Each part of a name and each initial count as a word (e.g. "Willie Lewis Brown" and "J.R. Ewing" equal three words);
- 4) Each part of an abbreviation counts as a word (e.g. "Bd. of Ed." equals three words);
- 5) Numbers and dates written numerically are counted as one word (e.g. "100" and "10/8/01") equal one word each;
- 6) Numbers and dates written out are counted by the number of words used (e.g. "one hundred" equals two words and "October 8, 2001" equals three words.

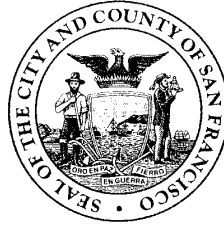
Any list of supporters, endorsements, sponsors, etc. are included as part of the 200 word limit.

A Candidate's Statement of Qualifications may not include the party affiliation of the candidate or endorsers, nor membership or activity in partisan political organizations. The statement shall not refer to other candidates. (CEC13307)

False, Slanderous or Libelous Statements

Nothing in this section shall be deemed to make any statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous, or libelous statement offered for printing or contained in the Voter Information Pamphlet. (CEC 13307)

Any candidate who knowingly makes a false statement of a material fact in a Candidate's Statement, with the intent to mislead the voters in connection with his or her campaign for nomination or election to a nonpartisan office, is punishable by a fine not to exceed one thousand dollars (\$1,000). (CEC 18351)



Format

- 1) Candidate Statements must be typed with lettering dark enough to be legible and easily copied (please type or print neatly);
- 2) Margins should be one inch from the top, bottom, left and right;
- 3) Double or triple spaced;
- 4) The number of words in each line should be written in the right margin at the end of each line;
- 5) The total number of words should be written at the bottom of the right margin;
- 6) The Statement of each candidate will be printed in type of uniform size and darkness, and with uniform spacing. (CEC 13307) **Bold**, *italic*, and underlined text will not be used.

Grammar and Spelling

Candidate Statements will be typeset and printed as submitted. The Department of Elections will not correct any errors in grammar or spelling, including typographical errors.

Inspection of Typeset Copy:

Candidates may come to the Department of Elections to review and correct a typeset copy of their statement. Candidates may only request corrections to typesetting, grammatical or spelling errors due to or as a consequence of the typesetting process. Editorial and/or substantive changes may not be made during this inspection period.