

BALLOT DESIGNATION CHEAT SHEET

There are five categories of ballot designations. A candidate can choose from ONE of the designated categories listed below:

1. **EC §13107(a)(1): words designating the elective office which the candidate currently holds.** It can be the office title and or the jurisdiction name. There are no word limit requirements for this category. Appointed-in-lieu can use office title or “Incumbent.”

EXAMPLES: Governing Board Member, East Side Union High School District
 Member, Santa Clara County Board of Supervisors
 Director, Cupertino Sanitary District

2. **EC §13107(a)(2):** The word “**incumbent**” can be used if the candidate is currently running for and holding the same office. ***The word “incumbent” must stand alone.***
3. **EC §13107(a)(3): No more than 3 words** designating either a candidate’s current occupation(s) or profession(s), or the occupation(s) or profession(s) of the candidate during the calendar year immediately preceding the filing of nomination documents. Geographical names are counted as one word.
4. **EC §13107(a)(4):** The words “**appointed incumbent**” if the candidate was appointed to fill the remainder of a vacant seat and running for same office. ***The words “appointed incumbent” must stand alone.*** The words “**appointed [name of elected office]**” if the candidate was appointed to fill the remainder of a vacant seat and running for same office. ***The words “appointed [name of elected office]” must stand alone.***
5. “**Community Volunteer**” may be used if the candidate has no current occupation and is a volunteer. ***The words “Community Volunteer” must stand along.***

13107.

(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 he or she was elected by vote of the people.
- (2) The word “incumbent” if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people.
- (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 he or she holds and to which he or she 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.

The Following are Examples of Ballot Designations Identified as Acceptable or Not Acceptable

ACCEPTABLE	NOT ACCEPTABLE
Homemaker	Taxpayer Advocate
Mother	Volunteer
Father	Veteran
Retired Sergeant	“Anything”, Retired
Minister	Ret. Anything <i>(NO abbreviations of word “Retired”)</i>
Priest	Dad or Mom
School Board Member	Housewife
Governing Board Member	Honorary Professor
Retired <i>(Must Precede the Profession)</i>	Goodwill Ambassador
Incumbent	Activist
Appointed Incumbent	Taxpayer
Community Volunteer <i>(Must Stand Alone and be Primary Occupation)</i>	Philanthropist
Parent/Educator	Husband or Wife
Student	Expert, Honest, or Virtuous Anything
Businessman/Father	Incumbent/Business Owner
EC §13101(a) Different Rules for Candidate for Judicial Offices	School Board
	Civil Servant
	Director, Smith Foundation <i>(no specific names)</i>
	UCLA Professor <i>(no specific names: IBM, Nike, SJSU)</i>