

2017 Spokane County Candidate Manual



Spokane County Elections Office

1033 West Gardner Avenue
Spokane, WA 99260

www.spokanecounty.org/elections
elections@spokanecounty.org
509-477-2320

Candidate Filing Week
May 15-19, 2017

Vicky M. Dalton, CPA
Spokane County Auditor

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About This Manual

This manual should be used in conjunction with state and local laws, not in place of them. The Revised Code of Washington (RCW), Washington Administrative Code (WAC) and other notations are offered as references for additional research. The material contained herein may change due to new legislation, judicial determination, or rule changes.



VICKY M. DALTON, CPA
SPOKANE COUNTY AUDITOR

Dear Candidate:

Congratulations on your decision to seek public office. Spokane County Elections has resources to assist you.

This manual is a valuable tool for your candidacy. Whether you are an experienced candidate or entirely new to this process, please take the time to review this manual thoroughly.

We invite candidates to include their photo, campaign contact information, biography and statement in the online voters' guide. To learn more about what you need for submission, please see pages 8-9 of this manual.

We will use the same photo, biography and statement in the Primary and General Election voters' guide. Your statement and photo are due by Friday, May 26th at 4:00 PM. **Late submissions will not be accepted.**

For more information:

- Website: spokanecounty.org/elections
- Email: elections@spokanecounty.org
- Phone: 509-477-2320

We take great pride in the work we do to ensure secure and accurate elections. We invite you to come and tour our office.

Sincerely,

Vicky M. Dalton, CPA
Spokane County Auditor

2017 Elections Calendar

May 1	First day candidate filings by mail may be accepted
May 15	First day for in-person candidate filing during office hours 8:30 a.m. - 4:00 p.m. Online filing opens at 9:00 a.m.
May 19	Last day for in-person, online and mail-in candidate filing - 4:00 p.m. deadline Lot draw for ballot position - 4:15 p.m.
May 22	Last day for candidates to withdraw - 4:00 p.m. deadline
May 26	Deadline for Online Voters Guide submission of statements/photos - 4:00 p.m. deadline
June 16	Military and overseas ballots mailed for the Primary Election
July 3	Last day for mail-in and online voter registrations and transfers for the August 1st Primary Election
July 12	Ballots and AutoMarks available for the Primary Election Begin mailing of Primary Election ballots Open Ballot Drop Boxes
July 14	Last day to file as a write-in candidate for the Primary Election - 4:00 p.m. deadline
July 24	Last day for in-person voter registration for voters not currently registered in Washington State for the August 1st Primary Election - 4:00 p.m. deadline
Aug 1	PRIMARY ELECTION First posting of Elections Results (Approximately 8:15 p.m. on website)
Aug 15	Certification of the Primary Election
Sept 22	Military and overseas ballots mailed for the General Election
Oct 9	Last day for mail-in and online voter registrations and transfers for the November 7th General Election
Oct 18	Ballots and AutoMarks available for the General Election Begin mailing of General Election ballots Open Ballot Drop Boxes
Oct 20	Last day to file as a write-in candidate for the General Election - 4:00 p.m. deadline
Oct 30	Last day for in-person voter registration for voters not currently registered in Washington State for the November 7th General Election - 4:00 p.m. deadline
Nov 7	GENERAL ELECTION First posting of Election Results (Approximately 8:15 p.m. on website)
Nov 28	Certification of the General Election

For other important dates, visit
www.spokanecounty.org/elections :

- Observer Classes
- Logic & Accuracy Tests
- Tabulation Dates & Times
- Canvassing Board Meetings

Online Candidate Filing

Candidate Checklist

- File a declaration of candidacy
- Pay the required filing fee
- Submit your statement, biography and photo (if desired)
- File with the Public Disclosure Commission (if required)

Filing Online Benefits

- It's Quick. It's Easy.
- No lines. No Hassles.
- No unnecessary traveling or parking meters
- May use home computer, mobile or other computer
- File online 24 hours a day starting Monday of filing week at 9:00 a.m. and ending Friday of filing week at 4:00 p.m.
- You enter your own information, so you know it is correct
- May use credit card at time of filing

Things you should know before filing online

- First day to file is Monday, May 15, 2017 starting at 9:00 a.m.
- Last day to file is Friday, May 19, 2017 by 4:00 p.m.
- Must be registered to vote (and meet residency requirements)
- Must provide an email address
- If campaign contact information is not provided, then the candidate's voter registration address is used as contact information
- Candidate Filing is not complete until payment is received
- Credit Cards are accepted online only for candidate filing fees. Cash or check are accepted at the elections office
- All forms of payment must be received by 4:00 p.m. Friday, May 19, 2017 (No Exceptions)
- If Filing Fee petition is to be considered, you must file in-person

Filing fees are Non-Refundable

Online filing opens on Monday, May 15, 2017 at 9:00 a.m. and closes promptly at 4:00 p.m. on Friday, May 19, 2017. Please allow time to complete your filing before 4:00 p.m.

It is your responsibility to ensure your filing information is accurate. Be sure you:

- Read and follow instructions
- Contact Spokane County Elections if you need assistance or have questions
- Proofread your information before submitting

Candidate Filing Information

WHEN to File

Online

Candidates will be able to file online at www.spokanecounty.org/elections beginning at 9:00 a.m. on Monday, May 15, 2017 and ending at 4:00 p.m. on Friday, May 19, 2017. The filing fees for online filing must be received at the Elections Office by 4:00 p.m. on Friday, May 19, 2017 for the filing to be official. Credit card payments are only accepted at the time of filing online.

In Person

The period for filing in-person at the Spokane County Elections Office is from Monday, May 15, 2017 through Friday, May 19, 2017. The Elections Office is located at 1033 W. Gardner Ave. in Spokane. Office hours are 8:30 a.m. to 4:00 p.m., Monday through Friday. We will make and return any necessary copies. Only checks or cash are accepted for filing fees in-person.

By Mail

Filings through the mail can be accepted by the Elections Office beginning May 1, 2017. Any Declaration of Candidacy received prior to that date cannot be accepted. Filings by mail must be received no later than 4:00 p.m. on May 19, 2017. Filings received after this date, regardless of postmark, are invalid.

Before mailing the Declaration of Candidacy, we suggest you make a copy of the declaration and keep one for your records. Prior to returning the original copy to the Elections Office, please make sure your Declaration of Candidacy is signed and that you have enclosed the appropriate filing fee or filing fee petition* (see explanation under Filing Fees).

HOW to File

Candidates must complete a Declaration of Candidacy form and pay the proper filing fee. Forms are available at the Spokane County Elections Office or on the Spokane County Elections website. You may also file online on the Spokane County Elections website.

Once filed, a Declaration of Candidacy may not be altered. If the candidate decides during the filing period to change the Declaration of Candidacy, the candidate must first withdraw and then re-file, which includes the payment of any filing fees. All filing fees are nonrefundable.

WHERE to File

Online Candidate Filing may be used for all offices open for election.

If the District is WITHIN Spokane County

For any district that is wholly within Spokane County, the candidate must file with the Spokane County Elections Department at 1033 W. Gardner Avenue, Spokane, WA. or use Online Candidate Filing.

If the District CROSSES County Boundaries

For **partisan offices** that are partially within Spokane County and partially within another county, the candidate must file with the Secretary of State's Office at 520 Union Ave SE, PO Box 40220, Olympia, WA 98504-0220 or use Online Candidate Filing.

For **nonpartisan offices**, other than judicial offices and school directors in joint districts, call Spokane County Elections Office at 509-477-2320.

FILING FEES

The proper fee must accompany the Declaration of Candidacy. A current list of offices open for election along with the office filing fee is available on the Spokane County Elections website.

Annual Salary	Filing Fee
No Salary	\$0.00
\$1,000 or less	\$10.00
More than \$1,000	1% of the annual salary

A candidate who lacks sufficient assets or income at the time of filing may submit a Filing Fee Petition with the Declaration of Candidacy in lieu of the filing fee. The petition must contain a number of valid signatures at least equal to the number of dollars of the filing fee. The signatures must be from voters registered within the jurisdiction of the office for which the candidate is filing.

*A candidate submitting a filing fee petition must submit all signatures when filing the Declaration of Candidacy. The candidate cannot supplement the signatures at a later date and may not file the declaration of candidacy electronically. (WAC 434-215-025 (2) & *(3))

Candidate Filing Information

Residency Requirements

A candidate must meet the eligibility requirements of an office at the time of filing a Declaration of Candidacy. A candidate for public office must be a registered voter of the county, district or political subdivision in which the candidate intends to seek office.

Prospective candidates may register to vote or transfer at any time prior to filing. Register to vote, check your voter registration status, and update your address online at www.myvote.wa.gov.

Some districts, such as cities, may have additional residency requirements. Please contact the individual city or district if you have any questions.

(WAC 434-215-070 (2) & WAC 434-215-170)

Campaign Finance Reporting

Depending on the office, candidates may be required to report campaign financing. Candidates for state or local offices should refer to the Washington State Public Disclosure Commission for reporting requirements. More information is available at www.pdc.wa.gov or by calling the PDC at (360) 753-1111.

Withdrawal of Candidacy

Candidates have until 4:00 p.m. Monday, May 22, 2017 to withdraw their Declaration of Candidacy. A written request to withdraw must be filed with the same office the Declaration of Candidacy was filed. The filing fee will not be reimbursed. A withdrawal form is available at the Spokane County Elections Office, or online at www.spokanecounty.org/elections.

2017 Key Filing Dates

Filing for office by mail	May 1 - May 19	(RCW 29A.24.081)
Filing Week (in-person 8:30 AM - 4 PM) (online Monday 9 AM - Friday 4 PM)	May 15 - May 19	(RCW 29A.24.040, 50)
Lot drawing to determine candidate order on ballot	May 19, 4:15 PM	(RCW 29A.36.131)
Last day to withdraw candidacy	May 22, 4 PM	(RCW 29A.24.131)
Last day to file as declared write-in candidate for primary	July 14, 4 PM	(RCW 29A.24.311)
Last day to file as declared write-in candidate for general	October 20, 4 PM	(RCW 29A.24.311)

Online Voters Guide Submission

All candidates have the opportunity to post a candidate statement and/or photograph on the Spokane County Elections' website - www.spokanecounty.org/elections.

Only local candidates in Spokane County should submit their information to Spokane County. State candidates need to submit their information to the Secretary of State's Office.

You may **not** submit a new statement for the general election. The statement you submit will be displayed online through the Primary and through the General if you advance to the General Election.

Online Submission

When you file for office, instructions for online submission will be emailed to you with confirmation of your successful candidate filing. All statements, biographies, and photographs must be submitted electronically.

The deadline is 4 p.m. on May 26, 2017. Late or incorrect submissions will not be accepted.

Please prepare the following in advance:

- Photograph**
- Statement**
- Biography**
- Campaign Contact Information**

Your campaign phone number, email, website, and address will be displayed regardless if the candidate submits a photo, statement or biography. If the candidate does not submit campaign information, then the address from their voter registration will be used as contact information.

1. Photograph

You may submit one self-portrait of your head and shoulders. Use a light-colored background, but not white. Photos must be no more than five years old. A color photo is required.

Digital photos must be high resolution and no smaller than 2.5 x 3 inches. Your photo may not be digitally altered.

Clothing or insignia that suggests a public office are banned. Examples: judicial robes, law enforcement, or military uniforms.

SAMPLE

1



Warren G. Magnuson

(Prefers Democratic Party)

Elected Experience: Washington House of Representatives, Legislative District 37.

Other Professional Experience: Farmer/Rancher, Owner of Hailey Company, Inc. our 4th generation family farm. Public service volunteer, Registrar and Attendance Specialist for North Franklin School District, Bailie Memorial Youth Ranch Foundation Board, Director, Past Director of Bailie Memorial Youth Ranch Board, former 4-H leader, PTA President, continuing classroom volunteer. Served as Regional Director for a US Senator.

Education: Graduate Paschal High School, Ft. Worth, TX. Graduate of Eastern Washington University, 1980. Law degree from Gonzaga University, 1956.

Community Service: Inland Northwest Humane Society; Walk for Life participant, 11 years; neighborhood watch participant; long time recycler.

Statement: Senator Magnuson has always given the highest priority to advocating for children and families, including veterans, the elderly and disabled. Scourges such as identity theft, methamphetamine users, and dealers have been the subject of his legislative efforts to increase penalties and protect victims. Warren advocated for in-home intervention, home health care, support and chore services for children with developmental or behavioral disabilities, seniors and the disabled.

He believes the WASL should only be one of several tools used to measure academic success. Warren is honored to represent you and he is and always will be, there for you.

Contact:

(509) 123-4567

warren@magnuson.net

www.magnuson.com

Online Voters Guide Submission

2. Biography

In addition to your statement, you may provide a 100 word biography. Microsoft Word will be used to verify word counts. You must use the following headings, which do not count toward the word limit. "No information submitted" will be inserted next to each heading left blank.

- Elected Experience
- Other Professional Experience
- Education
- Community Service

3. Statements

Microsoft Word will be used to verify word counts.

Statement Word Limits:

- State Senator - 200 Words
- All Other Positions - 100 Words

Hyphenated words count as two words. Statements exceeding the word limit will be shortened by deleting full sentences from the end of the statement.

Use only italics to emphasize words or phrases. Bolding, underlining, and all caps are not allowed. Tables, lists, and bullets are not allowed.

Naming people, such as an opponent or endorsement, delays processing and could result in court-ordered changes to your statement. Obscene, profane, libelous, and defamatory language will be rejected.

Proofread carefully. Your statement and biography will be printed exactly as submitted. Changes are not allowed.

Tips from voters

- Treat this as a resume and edit carefully.
- Offer your vision. Be positive.
- What do you want to accomplish, if elected?
- Describe what sets you apart from your opponent.
- Avoid criticism of your opponent.
- Avoid technical terms and abbreviations.

4. Campaign Contact Information

The following campaign contact information will be published with your statement. Contact information does not count toward the word limits, but long web addresses such as Facebook or blogs are not allowed.

- Campaign phone number
- Campaign email
- Campaign website

SAMPLE



Warren G. Magnuson

(Prefers Democratic Party)

Elected Experience: Washington House of Representatives, Legislative District 37.

Other Professional Experience: Farmer/Rancher, Owner of Hailey Company, Inc. our 4th generation family farm. Public service volunteer, Registrar and Attendance Specialist for North Franklin School District, Bailie Memorial Youth Ranch Foundation Board, Director, Past Director of Bailie Memorial Youth Ranch Board, former 4-H leader, PTA President, continuing classroom volunteer. Served as Regional Director for a US Senator.

Education: Graduate Paschal High School, Ft. Worth, TX. Graduate of Eastern Washington University, 1980. Law degree from Gonzaga University, 1956.

Community Service: Inland Northwest Humane Society; Walk for Life participant, 11 years; neighborhood watch participant; long time recycler.

Statement: Senator Magnuson has always given the highest priority to advocating for children and families, including veterans, the elderly and disabled. Scourges such as identity theft, methamphetamine users, and dealers have been the subject of his legislative efforts to increase penalties and protect victims. Warren advocated for in-home intervention, home health care, support and chore services for children with developmental or behavioral disabilities, seniors and the disabled.

He believes the WASL should only be one of several tools used to measure academic success. Warren is honored to represent you and he is and always will be, there for you.

Contact:

(509) 123-4567

warren@magnuson.net

www.magnuson.com

Election Information

Primary Election

The State of Washington has a Top 2 Primary system. This allows voters to choose among all candidates running for each office regardless of their party preference. The top two candidates who receive the most votes in the Primary Election qualify for the General Election. Candidates need at least 1% of the votes cast in that race to advance to the General Election.

Each candidate for a partisan office may state a political party that he or she prefers. A candidate's preference does not imply that they are nominated or endorsed by the party, or that the party approves of or associates with that candidate.

General Election

Appearance on the ballot is determined by the most votes received in the Primary Election. (RCW 29A.36.170) The top two vote getters proceed to the General Election. The candidate with the greatest number of votes appears first and the candidate with the next greatest number of votes appears second.

For partisan races, each candidate will retain his or her party preference from the Primary Election to the General Election.

If there is no primary, appearance on the General Election ballot is determined by the outcome of the lot drawing. (RCW 29A.36.131)

Mailing of the Ballots

For the Primary and General Elections, ballots for military/overseas voters are mailed 45 days prior to the election. All other ballots begin being mailed to voters 20 days prior to the election. For a list of mailing dates, check the election website at www.spokanecounty.org/elections or call 509-477-2320.

Ballot drop boxes are located at all public libraries (city and county) and the STA Plaza. The opening date for the drop boxes is 20 days prior to the election.

Counting Center

Prior attendance of an observer class is required to be an official observer. Interested members of the public, candidates and representatives of political parties may observe election activities during the election period. All observers must sign in at the Spokane County Elections Office.

Logic and Accuracy Test

The Logic and Accuracy test is a public test of the election tabulation system. The test is witnessed by party representatives. Interested members of the public may also attend. Testing is conducted by the Spokane County Elections Department using the same software and hardware that will be used Election Day. The date and time of the L&A will be posted on the Spokane County Elections website.

Election Results

Results may be obtained beginning at approximately 8:15 p.m. Election Night on the Spokane County Elections website, at the Spokane County Elections office, or by calling 509-477-2320. The Office of the Secretary of State's website, www.vote.wa.gov, lists all state-wide results.

After Election Day

Spokane County Elections staff will continue to process ballots until certification. Under RCW 29A.60.160, interim ballot tabulations are normally scheduled after a Primary or General Election excluding weekends and holidays. Exact tabulation dates are determined by voter turnout and will be posted on the Spokane County Elections website. For dates and times of interim ballot tabulations, please call 509-477-2320 or go to the Spokane County Elections website.

Canvassing Board Review of Ballots

The Spokane County Canvassing Board is comprised of the County Auditor, chair of the Board of County Commissioners and the County Prosecuting Attorney or their designated representatives. One of the official duties of the Canvassing Board is to accept or reject ballots submitted by voters whose validity or intent is in question.

Ballots that require review by the Canvassing Board are brought before the Board prior to the official certification of the election. Notice of all Canvassing Board meetings are subject to publication in the Spokesman Review newspaper. Canvassing Board meetings are open public meetings. Dates and times are posted on the Spokane County Elections website.

Certification

All elections must be certified by the Spokane County Canvassing Board. The process of certification includes a review of the final election tabulation report and the signing by each board member. The election certification process is an open public meeting. Notice of certification is published in the Spokesman Review and will be posted on the Spokane County Elections website.

Voter Information Requests

Please use the *Request for Voter Information* form to request information. This form is available at the Spokane County Elections Office and at www.spokanecounty.org/elections.

Per RCW 29A.08.710 (2) The following information contained in voter registration records or files regarding a voter or a group of voters is available for public inspection and copying, except as provided in RCW 40.24.060: The voter's name, address, political jurisdiction, gender, date of birth, voting record, date of registration, and registration number. No other information from voter registration records or files is available for public inspection or copying.

Information formats:

- Electronic (CD or email)
- Paper printouts
- Labels

Fee schedule for service and materials

Effective February 1, 2014

- **Electronic copy or CD of registered voter records:** \$20.00
- **Listing of matchbacks for current election:** \$35.00
- **Precinct maps:** \$10.00
Custom maps vary in price. Call (509) 477-2320 for a quote.
- **Miscellaneous photocopies:** \$.15 per page
- **Mailing labels:** \$.025 per record

For further information, please contact the Spokane County Elections Office at elections@spokanecounty.org or (509) 477-2320.

Additional Campaign Information

Additional Information and Forms are available under the Candidates and Campaigns tab on the Spokane County Elections Website at www.spokanecounty.org/elections:

Printable Forms

Offices Open for Election
Online Candidate Filing
Candidates Who Have Filed

Declaration of Candidacy
Declaration of Write-in Candidacy
Withdrawal of Candidacy

Request for Election Matchbacks
Request for Voter Information
Voter Registration Forms

Additional Information

Campaign Finance Reporting
Campaign Sign Regulations
Election Calendar
Political Party Contact Information
Precinct Maps
Registration Drives
Washington 811 - Call Before You Dig



**Know what's below.
Call before you dig.**

Spokane County Elections Office
1033 West Gardner Avenue
Spokane, WA 99206
Monday - Friday 8:30AM - 4:00PM

Washington Secretary of State
520 Union Avenue SE
PO Box 40229
Olympia, WA 98504

Washington Public Disclosure Commission
711 Capitol Way, Room #206
PO Box 40908
Olympia, WA 98504

www.spokanecounty.org/elections
elections@spokanecounty.org
(509) 477-2320

www.vote.wa.gov
elections@sos.wa.gov
(360) 448-4881

www.pdc.wa.gov
pdc@pdc.wa.gov
(877) 601-2828