

# 2018 Spokane County Candidate Manual



## **Spokane County Elections Office**

1033 West Gardner Avenue  
Spokane, WA 99260

[www.spokanecounty.org/elections](http://www.spokanecounty.org/elections)  
[elections@spokanecounty.org](mailto:elections@spokanecounty.org)  
509-477-2320

Candidate Filing Week  
May 14-18, 2018

**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.



SPOKANE COUNTY COURT HOUSE

# SPOKANE COUNTY

## ELECTIONS DEPARTMENT

1033 W. Gardner Ave., Spokane, WA 99260-0025  
(509) 477-2320 • Fax (509) 477-6607 • TDD: (509) 477-2333

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 25<sup>th</sup> at 4:00 PM. **Late submissions will not be accepted.**

For more information:

- Website: [spokanecounty.org/elections](http://spokanecounty.org/elections)
- Email: [elections@spokanecounty.org](mailto: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,

Spokane County Elections Office

## 2018 Elections Calendar

April 30	First day candidate filings by mail may be accepted
May 14	First day for in-person candidate filing during office hours 8:30 a.m. - 4:00 p.m. Online Candidate Filing opens at 9:00 a.m.
May 18	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 21	Last day for candidates to withdraw - 4:00 p.m. deadline
May 25	Deadline for Online Voters' Guide submission of statements/photos - 4:00 p.m. deadline
June 22	Military and overseas ballots mailed for the Primary Election
July 9	Last day for mail-in and online voter registrations and transfers for the August Primary Election
July 18	Ballots and AutoMarks available for the Primary Election Begin mailing of Primary Election ballots Open Ballot Drop Boxes
July 20	Last day to file as a write-in candidate for the Primary Election - 4:00 p.m. deadline
July 30	Last day for in-person voter registration for voters not currently registered in Washington State for the August Primary Election - 4:00 p.m. deadline
Aug 7	<b>PRIMARY ELECTION</b> First posting of Elections Results (Approximately 8:15 p.m. on website)
Aug 21	Certification of the Primary Election
Sept 21	Military and overseas ballots mailed for the General Election
Oct 8	Last day for mail-in and online voter registrations and transfers for the General Election
Oct 17	Ballots and AutoMarks available for the General Election Begin mailing of General Election ballots Open Ballot Drop Boxes
Oct 19	Last day to file as a write-in candidate for the General Election - 4:00 p.m. deadline
Oct 29	Last day for in-person voter registration for voters not currently registered in Washington State for the General Election - 4:00 p.m. deadline
Nov 6	<b>GENERAL ELECTION</b> First posting of Election Results (Approximately 8:15 p.m. on website)
Nov 27	Certification of the General Election

For other important dates, visit  
[www.spokanecounty.org/elections](http://www.spokanecounty.org/elections) :

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

# Where to File for Office

## Where to File

The Secretary of State accepts candidate filings for federal and statewide offices and for any legislative, court of appeals, and superior court offices serving more than one county. For more information, visit [www.sos.wa.gov](http://www.sos.wa.gov).

The Spokane County Elections Office accepts filings for all other offices. If you have questions about where to file, contact our office.

There are three ways you may file:

### 1. *Online*

For the best possible service, file online at [www.spokanecounty.org/elections](http://www.spokanecounty.org/elections). Online filing begins May 14, 2018 at 9 a.m. and ends May 18, 2018 at 4 p.m. You will need an email address and a credit card for your filing fee (if applicable).

### 2. *By mail*

Filings through the mail can be accepted by the Elections Office beginning April 30, 2018. 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 18, 2018. Filings received after this date, regardless of postmark, are invalid.

If you file with the Spokane County Elections Office, you may mail your declaration and filing fee (if applicable) to:

Candidate Filing  
Spokane County Elections Office  
1033 W Gardner Ave  
Spokane, WA 99260

### 3. *In person*

The period for filing in-person at the Spokane County Elections Office is from Monday, May 14, 2018 through Friday, May 18, 2018. 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.

### Online filing is fast and easy!

The online filing tool will give you step-by-step instructions, email a confirmation of your filing, alert you when other candidates file in your race, and provide a link to submit your Voters' Pamphlet content.

File online at [spokanecounty.org/elections](http://spokanecounty.org/elections)

## Important dates

April 30	Candidates may file by mail
May 14	Online and in-person candidate filing begins
May 18	All candidate filing ends
May 21	Last day to withdraw from ballot
May 25	Last day to submit Voters' Pamphlet content

## Approval

Please provide an email address when you file. This is how we communicate with you.

Once you have been approved as a candidate for an office, an email will confirm your candidacy.

After your filing is approved and your filing fee has been paid, your name will appear on an official list as a candidate for office.

The final ballot order of candidates in your race will be determined by lot draw after candidate filing ends.

## Qualifications

You must be a registered voter and possess the qualifications specified by law.

If a candidate must be selected by voters from a geographic subdivision of a jurisdiction in the primary, the candidate must be registered to vote within that subdivision. [RCW 29A.24.075](http://RCW 29A.24.075)

Contact the jurisdiction of the office to learn if there are additional qualifications.

## Precinct Committee Officers

To become a candidate for precinct committee officer (PCO), you must complete and file a *Declaration of Candidacy for Precinct Committee Officer* form or file online during candidate filing week. At the time of filing, you must be registered to vote in the precinct for which you are filing. You may only file as a Democratic Party PCO or Republican Party PCO. There is no filing fee for PCOs. PCOs are not eligible to submit candidate statements.

PCO races only appear on even-year primary election ballots. If only one candidate files for either the Democratic or Republican position, that candidate is considered elected after the last day to withdraw (May 21, 2018). If two or more candidates file, the candidate receiving the highest votes in the Primary will be elected. PCOs do not advance to the General Election ballot. If no one files for office, the political party may fill the position by appointment. View [WAC 434-230-100](http://WAC 434-230-100) for more information.

# Complete Your Declaration of Candidacy

All candidates must submit a Declaration of Candidacy during the regular filing period. This can be done online or at a kiosk available in the Spokane County Elections Office.

If you need to file by mail, [visit our website](#) to print a paper form to fill out and mail in. Mailed declarations cannot be received by our office before April 30.

## Personal information

Enter your name and address exactly as it appears on your voter registration.

## Campaign information

If you do not provide a campaign mailing address, your voter registration address will be published online in the list of candidates who have filed. It is strongly recommended that you also provide a campaign mailing address, telephone number, website, and email address.

Government offices may not be used for campaign contact information.

## Office information

Choose the jurisdiction, office name and position or district number for which you want to be a candidate.

You are responsible for meeting all qualifications and filing for the correct office. The list of offices open for election is available online at [www.spokanecounty.org/elections](http://www.spokanecounty.org/elections).

## Ballot name

Enter your name exactly as you want it to appear on the ballot. Nicknames are acceptable.

Titles denoting occupations, including military rank, positions on issues, political affiliation, symbols, or anything intentionally designed to mislead voters are not acceptable.

## Washington's Top 2 Primary

Washington State's Top 2 Primary is a process of winnowing a field of candidates. The two candidates receiving the highest number of votes cast in a primary race will advance to the General Election ballot. Party preference plays no role in determining how candidates are elected to public office.

## Party preference

If you are filing for a partisan office, you may state the party name you prefer using 16 characters or less.

The first letter of each word of the party preference will be capitalized (example: Progress For All). Acronyms or initialisms will be printed in all caps with or without periods. No changes to party preference will be accepted after the deadline for withdrawal of candidacy.

Your party preference will appear on the ballot and in the Online Voters' Guide. If left blank, "States No Party Preference" will be printed.

Party preference plays no role in determining how candidates are elected to public office.

Party preference is entirely your decision and does not imply you have been nominated, endorsed, or approved by the party.

Judicial and most local offices are nonpartisan. Do not list your party preference if you are running for a nonpartisan office.

## Filing fee

Your declaration will not be approved until the required filing fee is paid. A current list of offices open for election along with the office filing fee is available on the [Spokane County Elections website](#).

Filing fee petitions, submitted in lieu of money by candidates with insufficient funds or assets, must be submitted at the time of filing a declaration of candidacy. No signatures may be submitted later.

All filing fees are non-refundable.

## Oath

You need to read and approve the oath on your online filing to complete the filing.



## Filing Fees

You must submit your filing fee when you file for office.

### Cost of filing

The filing fee is based upon the salary of the office.

Offices without a fixed annual salary and Precinct Committee Officers have no filing fee.

For any office with a fixed annual salary of \$1,000 or less, candidates pay a filing fee of \$10.

For all offices with salaries exceeding \$1,000, candidates pay a fee equal to one percent of the office's fixed annual salary.

Specific filing fees are on the [Offices Open for Election](#) list at [www.spokanecounty.org/elections](http://www.spokanecounty.org/elections).

### Accepted forms of payment

Online filing for an office with a filing fee requires a credit card (Visa or MasterCard).

Candidates who file in person or by mail with the Office of the Secretary of State or Spokane County Elections Office may pay via:

- Check
- Cash
- Money order
- Valid filing fee petition

Filing fees are nonrefundable, even when you withdraw or file for the wrong office.

### Filing fee petitions

Candidates without sufficient assets or income may submit a filing fee petition to pay the filing fee.

Candidates submitting petition signatures may not file electronically.

Filing fees may not be paid by combining petition signatures and currency.

Only signatures of registered voters in the same jurisdiction as the office are valid. Each petition sheet must:

- Be printed on uniform paper size and color
- Include a place for each voter's registration name, signature, address, city, and county
- Provide 20 numbered lines or less
- Display the required warning and statement found in RCW 29A.24.101 and 29A.72.140

A reproducible filing fee petition form is available online at [www.spokanecounty.org/elections](http://www.spokanecounty.org/elections) or at the Spokane County Elections Office.

Petitions must include a total number of valid signatures equal to the dollar amount of the filing fee.

Without the required number of signatures, the petition is insufficient and your Declaration of Candidacy is invalid.

No additional signatures are accepted after initial submission at time of filing.

Petition sheets are not returned to the candidate.

## Write-in Candidates

Effective June 2018:

- Write-in Candidates who file 19 or more days before an election are not required to pay a filing fee.
- Write-in Candidates who file on or after 18 days before an election pay a filing fee. Filing fees must accompany the declaration. The amount depends on the office and annual salary:
  - Fee equal to 1% of the office's annual salary if salary is greater than \$1000.
  - Fee is \$25 for offices with an annual salary of \$1000 or less.

# Online Voters Guide Submission

All candidates (except Precinct Committee Officers) have the opportunity to post a candidate statement and/or photograph on the Spokane County Elections website - [www.spokanecounty.org/elections](http://www.spokanecounty.org/elections).

Only local candidates in Spokane County submit their information to Spokane County. State candidates need to submit their information to the Secretary of State's Office. More information at [www.vote.wa.gov](http://www.vote.wa.gov).

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 25, 2018.** 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 the candidate's 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.

## 2. Biography

Candidates may provide a 100 word biography. You must use the following headings, which do not count toward the word limit. "No information submitted" will be inserted next to each heading that is left blank.

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

\*\* Judicial candidates—use Legal/Judicial Experience instead.

## 3. Statement

In addition to your Biography, you may provide a Candidate Statement. State law sets maximum word limits. Hyphenated words count as two words.

### Statement Word Limits:

- |                        |                          |
|------------------------|--------------------------|
| 300 words—6 paragraphs | 200 words—4 paragraphs   |
| • U.S. Senator         | • State Senator          |
| • U.S. Representative  | • Supreme Court Justice  |
| 100 words—2 paragraphs | • Court of Appeals Judge |
| • State Representative |                          |
| • All Other Positions  |                          |

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

Correct:

I approve of justice for all, fairness of the law, and rehabilitation

Incorrect:

I approve of:

- JUSTICE for all
- Fairness of the law
- Rehabilitation

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.

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



# Online Voters Guide Submission

## 4. Campaign Contact Information

The following campaign contact information will be published with your statement.:

- Campaign phone number
- Campaign email
- Campaign website

Contact information does not count toward the word limits, but long web addresses such as Facebook or blogs 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.

## After Submission

Your submitted statement will be displayed on the Spokane County Elections website before the Primary Election. If you advance to the General Election, the same statement will appear on the website. You may not submit a new statement after the Primary.

## Campaign Finance Information

Your campaign finance information is public information. A link to your campaign finance information will appear on your page in the online voters' guide.

Candidates for state or local office should refer to the Washington State Public Disclosure Commission for reporting requirements. Forms and information are available at [pdc.wa.gov](http://pdc.wa.gov).

Candidates for U.S. Senate or U.S. House of Representatives must report campaign finance information to the Federal Commission at [fec.gov](http://fec.gov).

### 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 4<sup>th</sup> 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

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# 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](http://www.spokanecounty.org/elections) or call 509-477-2320.

Ballot drop boxes are located throughout the county. A current list of ballot drop box locations can be found on the [Spokane County Elections website](#). 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

Unofficial election 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](http://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.

## Additional Information

### Withdrawal of candidacy

If you decide you no longer want your name on the ballot, A signed withdrawal form must be received by the office where you filed by the end of business on the Monday immediately following Candidate Filing Week (May 21). Candidate withdrawal forms are available at [www.vote.wa.gov](http://www.vote.wa.gov).

Filing fees are nonrefundable, even if you filed for the wrong office. ([RCW 29A.24.131](#))

Withdrawals are not permitted if you filed during a special filing period.

### Special filing periods & vacated offices

If a race lacks a candidate after the close of the regular filing period and before the Primary, a special filing period opens for three business days.

Filings during special filing periods are conducted in the same manner as regular candidate filing periods.

If an office is filed for during a special filing period, the race skips the Primary to appear on the General Election ballot. ([RCW 29A.24.181](#))

Withdrawals are not permitted if you filed during a special filing period.

## 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](http://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 (Flash Drive, CD or email)
- Paper printouts
- Labels

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

## Precinct Maps

Precinct maps are available on the Spokane County Elections website at [www.spokanecounty.org/321/precinct-maps](http://www.spokanecounty.org/321/precinct-maps).

The following prepared printed maps are available for sale at the Spokane County Elections Office: Countywide, County Commissioner District, Legislative District, School District, Fire District, Cemetery District, Water District, Public Transportation Benefit Area, Precincts with Zip Codes, and Aquifer Protection Area.

Custom maps are also available. Contact the Spokane County Elections Office at [elections@spokanecounty.org](mailto:elections@spokanecounty.org) or 509-477-2320 for pricing.

## 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](http://www.spokanecounty.org/elections):

[Offices Open for Election](#)

[Online Candidate Filing](#)

[Candidates Who Have Filed](#)

### Printable Forms

[Declaration of Candidacy](#)

[Declaration of Write-in Candidacy](#)

[Declaration of Candidacy—Precinct Committee Officers](#)

[Withdrawal of Candidacy](#)

[Filing Fee Petition](#)

[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](#)



#### Spokane County Elections Office

1033 West Gardner Avenue  
Spokane, WA 99260  
Monday - Friday 8:30AM - 4:00PM

[www.spokanecounty.org/elections](http://www.spokanecounty.org/elections)  
[elections@spokanecounty.org](mailto:elections@spokanecounty.org)  
(509) 477-2320

#### Washington Secretary of State

520 Union Avenue SE  
PO Box 40229  
Olympia, WA 98504

[www.vote.wa.gov](http://www.vote.wa.gov)  
[elections@sos.wa.gov](mailto:elections@sos.wa.gov)  
(360) 902-4180

#### Washington Public Disclosure Commission

711 Capitol Way, Room #206  
PO Box 40908  
Olympia, WA 98504

[www.pdc.wa.gov](http://www.pdc.wa.gov)  
[pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov)  
(877) 601-2828