

Spokane County Local Voters' Pamphlet

Administrative Rules for Candidates

Spokane County Elections
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Spokane County
ELECTIONS

Purpose

These rules establish submission guidelines for when candidates appear on the ballot. Each candidate, with the exception of candidates running for Precinct Committee Officer, will have the opportunity to submit a biography, statement, contact information and a photograph for publication in the Local Voters' Pamphlet. Precinct Committee Officer candidates do not appear in the Local Voters' Pamphlet.

General Provisions Applicable to All Submissions

No changes will be allowed after the submission of the candidate's pamphlet information. The same statement, biography, and photograph will be used in both the Primary and General Election Pamphlets (if the candidate advances to the General Election).

Statement Length

- Each statement shall be limited to 100 words for local candidates. State candidates will utilize the State Online Voters' Pamphlet submission tools where word counts are specified in RCW 29A.32.121.
- Microsoft Word will be used to verify word counts.
- Hyphenated words count as two words.

The Elections Office is not responsible for candidates submitting a biography and/or statement that exceeds the word limit. Candidates must check their word count before submission. Submissions exceeding the word limit will be shortened by deleting full sentences from the end.

Biography

Biographical information should be organized in accordance with the four subsection headings listed below. The biographical information must be 100 words or less allocated between four subsection headings. Subsection headings are not included in the word count.

Elected Experience

Other Experience

Education

Community Service

When a candidate doesn't submit information for a particular subsection heading, "No information submitted" will appear in that subsection area.

Statement Format

Up to two paragraphs may be used for local races. Candidates for state and federal offices must use the number of paragraphs specified in the State Candidate Guide. Italics may be used to emphasize specific words or sentences. Other formatting such as all caps, bolding, underlining, lists, and bullets are not allowed and will be printed as italics.

Photograph

- You may submit one self-portrait of your head and shoulders.
- Photographs must be high resolution and may not be digitally altered.
- A color photograph is highly preferred.
- For best results, use a light-colored background, but not white.
- Photographs must be no more than five years old.

Photographs may not:

- Show judicial robes, law enforcement, fire, or military uniforms.
- Show clothing or insignia suggesting that you hold a public office.
- Be an informal candid photograph, cartoon, caricature or any other image that does not accurately portray the candidate.
- Be a group photograph.

Photographs may be rejected that do not meet the criteria outlined above. The Elections Office has discretion to accept updated photographs and crop or adjust photographs.

The Elections Office will not be responsible if a candidate photograph appears in publications other than the local voters' pamphlet.

Candidate Contact Information

A candidate's campaign mailing address, email address, website, and phone number may be printed in the local voters' pamphlet. If the candidate does not submit campaign contact information with their statement, the information from their Declaration of Candidacy will be used as contact information. Contact information is not part of the word limit for local candidate statements; however, long web addresses such as Facebook or blogs are not allowed.

Be certain that mail, email, web addresses, and phone numbers are accurate, functional, and not confidential or private.

Changes to contact information are subject to the discretion of the Elections Office.

How and When to Submit Statements, Photographs and Contact Information:

After your candidate filing has been approved, you will be sent an email with a link to submit your pamphlet information. Statements, photographs, and campaign contact information **must** be submitted electronically using this link. The Elections Office will confirm receipt of voter pamphlet materials.

The contents of candidate statements, photograph, and contact information are the sole responsibility of the authors. Candidates are responsible for ensuring their statements and photographs are received in the Elections Office by the deadline.

- Submissions for inclusion in the Primary and General Local Voters' Pamphlets are due on the Friday following filing week at 4:00 p.m.

If a submission is not received by the deadline, the text "No photo submitted", "No information submitted", and/or "No statement submitted" may be printed in the applicable sections.

Disclaimer

Submissions do not represent the position of the Spokane County Auditor or Spokane County. Neither the Spokane County Auditor nor Spokane County is responsible for the validity or accuracy of the submissions.

Submissions should be edited and prepared as carefully as one would edit and prepare a resume. Spelling, grammar and punctuation errors **will not** be corrected. Statement content will be printed exactly as received, as long as it complies with format and content rules.

Public Inspection of Statements (RCW 29A.32.100)

Statements submitted for publication in the local voters' pamphlet shall not be available for release to the public until all statements by all candidates who have filed for a particular office have been received, except those who informed the Elections Office that they will not submit statements, or until the deadline for submission of statements has elapsed. Requests for public inspection of statements shall be made in the same manner as requests for public records.

Content Rejection and Appeal Process (RCW 29A.32.230)

Rejection

The Elections Office reserves the right to reject any submission to the local voters' pamphlet if it does not meet submission requirements or is deemed to be libelous or otherwise inappropriate.

Material submitted for publication in the local voters' pamphlet may be rejected if:

- It is obscene.
- It is libelous.
- Contains a commercial advertisement.
- Contains matter prohibited by law from distribution through the mail.
- Contains matter not limited to the candidate themselves or to the political office for which the candidate is filing.
- Contains matter that is otherwise inappropriate or that does not comply with applicable law.
- Photograph does not meet statutory or administrative criteria.
- Was received after the submittal deadline.

If a statement, photograph or contact information is rejected by the Elections Manager, a written notice of rejection shall be sent to the candidate by email within 48 hours after receipt thereof and shall explain specific grounds for rejection.

The candidate will have 24 hours from the time of notification to submit an adjusted statement, photograph or contact information as long as their rejected material was submitted on time.

Appeal

Any candidate whose submission is rejected may appeal the Elections Manager's decision to the Spokane County Auditor. A written notice of appeal shall be submitted by email (pamphlet@spokanecounty.org) not more than 48 hours after notice of rejection was sent and shall set forth the specific grounds for appeal. The Auditor shall issue a written decision granting or denying the appeal by email not more than 48 hours after receiving the notice of appeal. The decision of the Auditor to grant or deny an appeal shall be final.

If material is rejected, the local voters' pamphlet will be printed with the rejected material omitted and the appropriate space left blank.