CHELAN COUNTY
~ ELECTIONS ~

2015 jurisdiction manual

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Updated: July 8, 2014

A letter from the Auditor, Skip Moore

Election partners,

I am pleased to provide you with the 2015 Jurisdiction Elections Manual. This manual provides you with a central source of information for everything related to elections in Chelan County including boundary changes and filing resources for special elections. Additionally, important time lines and deadlines are noted for your convenience.

Please review the information provided as election laws and requirements have changed for this year. The information in this manual does not, however, take the place of local, state, or federal laws. The Chelan County Elections website at www.Elections.ChelanCountyWA.gov offers an online version of this document as well as a information about voting.

You are also welcome to contact Elections directly for further assistance at 509-667-6808 or elections.ballots@co.chelan.wa.us.

Chelan County Elections is always looking for ways to better serve our elections partners. Please let our Elections staff know if you have suggestions for improving the information and tools we provide for you.

Best Regards,

Skip Moore, Auditor
Chelan County Elections

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Legend

This symbol denotes important deadlines.

This symbol denotes general information.

This symbol denotes important information.

This symbol denotes contact information.

Information contained in the Jurisdiction Manual is subject to change. Consult the manual online for the most updated information.

Chelan County Elections
509-667-6808
elections.ballots@co.chelan.wa.us
www.elections.ChelanCountyWA.gov

2015 Election Calendar

Important election dates and deadlines.

chapter 01

Primary and general election dates

The primary and general elections are held on the following days each year:

- Primary election: the 1st Tuesday in August.
- General election: the 1st Tuesday after the 1st Monday in November.

Even-numbered years are when federal, state, legislative, and some judicial offices appear on the general election ballot. Odd-numbered years are when county, port, some judicial, city, school, and special purpose district offices appear on the general election ballot.

Special election dates

Upon receipt of a resolution from the governing body of a jurisdiction, Chelan County Elections may hold a special election. The jurisdiction can request the special election be held on one of the following dates:

- February election: the 2nd Tuesday in February.
- April election: the 4th Tuesday in April.
- Primary election as noted in the above section.
- General election as noted in the above section.

The resolution requesting the special election must be presented to Chelan County Elections as follows:

- February election: 46 days prior to the date of the election.
- April election: 46 days prior to the date of the election.
- Primary election: no later than the Friday immediately before the first day of candidate filing.
- General election: no later than the day of the primary election.

All resolutions must be received by Chelan County Elections no later than 5:00 p.m. on the day of the deadline.

February 10, 2015 Special Election Calendar

December 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21	22	23	24	25 Elections office closed in observance of Christmas Day	26 Last day to file a resolution for the February 10, 2015, special election RCW 29A.04.330	27
28	29	30	31			

January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Elections office closed in observance of New Years' Day	2	3
4	5	6	7	8	9 Overseas and service ballots mailed	10
11	12 Deadline for mail-in registrations and transfers RCW 29A.08.140	13	14	15	16	17
18	19 Elections office closed in observance of Martin Luther King Jr. Day	20	21 Ballots mailed	22 24 hour drop boxes open	23 Accessible voting center opens at Elections Office	24
25	26 Matchbacks available	27	28	29	30	31

February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Deadline for in-person registrations RCW 29A.08.140	3	4	5	6	7
8	9	10 Election Day	11	12	13	14
15	16 Elections office closed in observance of Presidents' Day	17	18	19	20	21
22	23	24 Election certification RCW 29A.50.190	25	26	27	28

April 28, 2015 Special Election Calendar

March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13 Last day to file a resolution for the April 28, 2015, Special Election RCW 29A.04.330	14
15	16	17	18	19	20	21
22	23	24	25	26	27 Overseas and service ballots mailed	28
29	30 Deadline for mail-in registrations and transfers RCW 29A.08.140	31				

April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8 Ballots mailed	9 24 hour drop boxes open	10 Accessible voting center opens at Elections Office	11
12	13 Matchbacks available	14	15	16	17	18
19	20 Deadline for in-person registrations RCW 29A.08.140	21	22	23	24	25
26	27	28 Election Day	29	30		

May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12 Election certification RCW 29A.50.190	13	14	15	16

August 4, 2015 Primary Election Calendar

May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8 Last day to file a resolution for the August 4, 2015, Primary Election. RCW 29A.04.330	9
10	11	12	13	14	15	16
	Candidate filing RCW 29A.24.050					
17	18 Last day for candidates to withdraw RCW 29A.24.131	19	20	21	22	23
24	25 Elections office closed in observance of Memorial Day	26	27	28	29	30
31						

June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 Overseas and service ballots mailed Online voter guide available	20
21	22	23	24	25	26	27
28	29	30				

August 4, 2015 Primary Election Calendar (continued)

July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Elections office closed in observance of Independence Day	4
5	6 Deadline for mail-in registrations and transfers RCW 29A.08.140	7	8	9	10	11
12	13	14	15 Ballots mailed	16 24 hour drop boxes open	17 Accessible voting center opens at Elections Office Last day to file as a write-in candidate RCW 29A.24.311	18
19	20 Matchbacks available	21	22	23	24	25
26	27 Deadline for in-person registrations RCW 29A.08.140	28	29	30	31	

August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Last day a void in candidacy causes that office to re-open filing RCW 29A.24.181	4 Election Day	5	6	7	8
9	10	11	12	13	14	15
16	17	18 Election certification RCW 29A.50.190	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 3, 2015 General Election Calendar

August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Last day to file a resolution for the November 3, 2015, General Election. RCW 29A.04.330	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Elections office closed in observance of Labor Day	8	9	10	11	12
13	14	15	16	17	18 Overseas and service ballots mailed Online voter guide available	19
20	21	22	23	24	25	26
27	28	29	30			

November 3, 2015 General Election Calendar (continued)

October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Deadline for mail-in registrations and transfers RCW 29A.08.140	6	7	8	9	10
11	12	13	14 Ballots mailed	15 24 hour drop boxes open	16 Accessible voting center opens at Elections Office Last day to file as a write-in candidate RCW 29A.24.311	17
18	19 Matchbacks available	20	21	22	23	24
25	26 Deadline for in-person registrations RCW 29A.08.140	27	28	29	30	31

November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Election Day	4	5	6	7
8	9	10	11 Elections office closed in observance of Veterans Day	12	13	14
15	16	17	18	19	20	21
22	23	24 Election certification RCW 29A.50.190	25	26 Elections office closed in observance of Thanksgiving	27 Elections office closed in observance of Thanksgiving	28
29	30					

Jurisdiction Survey

Confirming office holder information for candidate filing.

chapter 02

Purpose of the jurisdiction survey

The jurisdiction survey is sent to all jurisdiction administrators each year to confirming office holder information which Chelan County Elections must use to properly conduct candidate filing for each office.

Completing the jurisdiction survey

Prior to February 1st of each year, Chelan County Elections sends an email with a link to the Jurisdiction Survey. Administrators must provide the following information when completing the survey:

- Current contact information for the jurisdiction administrator
- Information about the current elected official (office title, position number, office holder's name, annual salary at the time of candidate filing, and term expiration)

Jurisdiction administrators must complete the survey prior to March 1st so that the filing information can be compiled and disseminated to the public at least 30 days prior to the candidate filing period.

Chelan County Elections will review and research the surveys once they are received and send all jurisdictions a current office holders report, confirming each office and the term expiration date.

Frequently Asked Questions

What if an office becomes vacant or there is a new appointment after I have submitted the jurisdiction survey?	You need to notify Chelan County Elections once an office becomes vacant. Prior to appointing a new person, contact Chelan County Elections to verify that they are a qualified registered voter for that office. Once a new official is appointed to that office you will need to notify our office in writing of the new appointment.
Where do I get the oath of office for a new appointee?	Chelan County Elections only sends oaths of office for newly elected official after the general election. Jurisdictions must provide newly appointed officials with the oath of office. One is available on our website. Jurisdictions must send the oath of office for your newly appointed official to the Chelan County Elections office.

Office Holders

Information about your current office holders, resignations, appointments, and oaths of office.

chapter 03

Importance of keeping Chelan County Elections informed

It is extremely important that Chelan County Elections has accurate, up-to-date information regarding current office holders, as this information is used to determine which office are subject to election. Our office must be notified immediately of all vacancies and appointments that occur throughout the year.

Resignations

Once an office becomes vacant, notify Chelan County Elections immediately. Notification must be in writing, and an email is sufficient. Please include the name of the office holder, the position number, and effective date of the resignation. Additional information can be found about vacancies in RCW 42.12.

New appointments

Prior to appointing an individual to file a vacancy, Chelan County Elections must verify that the potential appointee is a registered voter of the jurisdiction. The list of appointees with a date of birth and/or residential address can be emailed to our office and our staff will confirm their registration.

Once our office has confirmed the registration status and an individual has been appointed, notify Chelan County Elections of the appointment. Again, the notification must be in writing and an email is sufficient. Please include the name of the appointed person, contact information for that person, and the effective date of the appointment.

Oaths of office

Every person elected to an office in the State of Washington is required by state and federal constitutions to take an oath prior to serving in office. Depending on the office and tradition, the oath may be attested to either verbally or in writing.

Information on when regular terms begin for elected officials, how oaths must be administered, and how oaths must be retained can be found in the chart on the next page.

Chelan County Elections only sends an oath of office for newly elected official after a general election. It is the jurisdiction's responsibility to provide newly appointed official with an oath of office.

Jurisdictions need to send the completed oaths of office to Chelan County Elections Office.

Chelan County Elections
350 Orondo Ave, Level 3
PO Box 4760
Wenatchee, WA 98807

Office	Requirements	Administration and repository of oath	Citations
Court of Appeals Judge Superior Court Judge	Second Monday in January	Oath retained by Secretary of State.	Washington State Constitution Article IV, Sections 5, 28 RCW 2.04.080 RCW 2.06.070, 085
County Official Executive Offices	January 1	No earlier than 10 days prior to assuming office or at last regularly scheduled meeting. Oath retained by County Auditor.	RCW 29A.20.040 RCW 36.16.040, 060
District Court Judges	Second Monday in January	Prior to entering the duties of office.	RCW 3.34.070 RCW 3.34.080
City and Town Official Executive Offices Municipal Court Judges	January 1	No earlier than 10 days prior to assuming office or at last regularly scheduled meeting. Oath retianed by County Auditor.	RCW 29A.20.030, 040 RCW 35.27.120 RCW 35.23.081 RCW 35A.12.040, 080 RCW 35A.13.160
Port District Commissioners	January 1	No earlier than 10 days prior to assuming office or at last regularly scheduled meeting.	RCW 29A.20.030, 040 RCW 53.12.172
Public Utility District Commissioners	January 1	Administered by an office of the county in which the district is situated. No earlier than 10 days prior to assuming office or at last regularly scheduled meeting. Oath retained by County Auditor.	RCW 29A.20.030, 040 RCW 54.12.100
School Directors	Begins at first official meeting following certification of election	School official are authorized to administer all oaths or affirmations. Oath retained by County Auditor.	RCW 28A.343.360
Fire Protection District Commissioners	January 1	No earlier than 10 days prior to assuming office or at last regularly scheduled meeting. Oath retained by County Auditor.	RCW 29A.20.030, 040 RCW 52.14.070, 080
Sewer, Water, and Hospital District Commissioners	January 1	No earlier than 10 days prior to assuming office or at last regularly scheduled meeting.	RCW 29A.20.030, 040 RCW 57.12.030 RCW 70.44.040
Cemetery Districts	January 1	No earlier than 10 days prior to assuming office or at last regularly scheduled meeting. Retained by County Auditor.	RCW 29A.20.030, 040 RCW 68.52.260
Park and Recreation District Commissioners	January 1	No earlier than 10 days prior to assuming office or at last regularly scheduled meeting. Retained by County Auditor.	RCW 35.61.050
Jurisdictions requiring land ownership (e.g. diking / flood control districts)	Upon certification of election	No statutory reference available.	RCW 85.24.070 RCW 85.38.070 RCW 86.09.301

Candidate Filing

Information about your role during candidate filing and general filing guidelines.

chapter 04

Jurisdiction Administrators - your role during candidate filing

Jurisdiction administrators are not active participants in the candidate filing process. All candidates are responsible for submitting their own Declaration of Candidacy. Jurisdiction resources should not be used to assist an elected official or candidate to filing for office.

Candidate filing

All persons wishing to have his or her name printed on the ballot for election to office must file a valid Declaration of Candidacy. Any person filing a Declaration of Candidacy must meet the qualification specified by law for that office at the time of filing the Declaration of Candidacy. The candidate must be a registered voter of the jurisdiction for which they are filing, which is verified by Chelan County Elections. It is the responsibility of the candidate to ensure that he or she meets any and all other requirements for the office.

For office with an annual salary greater than $1,000, a filing fee equal to 1% of the annual salary must accompany the Declaration of Candidacy at the time of filing. A filing fee is not charged for any office that is compensated on a per diem or per meeting basis.

Filing fees are not refundable. If a candidate withdraws their Declaration of Candidacy, he or she forfeits the filing fee.

Filing fees are not transferable. If a candidate withdraws their Declaration of Candidacy and re-files for a different position, a second filing fee must be paid for the new position.

The candidate filing period begins Monday two weeks prior to Memorial Day and ends the following Friday.

Withdrawal of candidacy

Candidates may withdraw their Declaration of Candidacy prior to the deadline to withdraw.

There is no withdrawal period for Declarations of Candidacy file during special candidate filing periods.

No filing fees will be refunded to any candidate that withdraws.

Candidate filing deadlines

Mail
April 27 - May 15, 5:00 p.m., regardless of postmark

In-person
May 11, 9:00 a.m. - May 15, 5:00 p.m.

Online
May 11, 9:00 a.m. - May 15, 4:00 p.m.

Deadline to withdraw candidacy

May 18, 2015, at 5:00 p.m.

Candidate filing - voids and lapses

A void in candidacy occurs when no valid Declarations of Candidacy have been filed for a position, or all candidates that did file a valid Declaration of Candidacy have withdrawn, died, or been disqualified.

If a void in candidacy occurs after the regular candidate filing period, but before the primary election day, a special three day candidate filing period will be held. The date of the special filing period will be determined by Chelan County Elections. Notice of the void in candidacy will be given, and include the time and place for individuals to file a Declaration of Candidacy.

All candidates that file a valid Declaration of Candidacy during the special candidate filing period will appear on the general election ballot. A primary election will not be held for that office. The candidate receiving the most votes for that office in the general election is deemed elected.

If after the regular and special candidate filing periods have passed no candidate has filed a valid Declaration of Candidacy, the election for that office is deemed lapsed and the office will not appear on the ballot.

If a lapse of election occurs, the current office holder will remain in office and continue to serve until the next succeeding general election that the office is allowed by law to have an election.

Candidate filing - vacancies

When a vacancy in office occurs, certain factors determine when the office will appear on the general election ballot; such as the date the vacancy occurs and whether the office was scheduled for election that year.

If, prior to the first day of the regular candidate filing period, a vacancy occurs in an office that is not scheduled to appear on the general election ballot valid Declarations of Candidacy for that office will be accepted during the regular candidate filing period. Chelan County Elections will give notice of the vacancy, and the notice will include the date, time, and place for filing Declarations of Candidacy.

If, on the first day of the regular candidate filing period or later, a vacancy occurs in an office that is not scheduled to appear on the general election ballot, then Declarations of Candidacy will not be accepted for that office during the regular candidate filing period. That office will instead occur at the next succeeding general election that the office is allowed by law to have an election.

Voids in candidacy to require a special filing period

General Election: May 19 to August 3, 2015

Examples

John Smith, a first district commissioner, resigns on April 1, 2015. His position was not scheduled for election until 2017, leaving an unexpired 2-year term. Since the vacancy occurred before the first day of the regular candidate filing period, declarations of candidacy will be accepted for that office and it will appear on the general election ballot.

Jane Jones, a city council member, resigns on July 31, 2015. Her position was not scheduled for election until 2017. Since the regular candidate filing period has passed, this office will not appear on the general election ballot. By law, city office are elected in odd-year elections. Therefore, this office will appear on the 2017 general election ballot as a short and full term. Declarations of candidacy will be accepted during the regular candidate filing period in 2017.

Deadline for vacancies to appear on the ballot On or before May 10, 2015

Write-in candidates

If an individual wishes to file for an office after the candidate filing period has passed, he or she can file a Declaration of Write-in Candidacy and pay the filing fee, if any. The Declaration of Write-in Candidacy must be filed no later than the legal deadline to mail ballots.

Deadline to File as Write-in Candidate

Primary Election: July 17, 2015, at 5:00 p.m.

General Election: October 16, 2015, at 5:00 p.m.

Residency Requirements

All candidates must be a registered voter of the jurisdiction for which they have filed a Declaration of Candidacy. It is the candidate's responsibility to ensure he or she meets any and all other requirements.

No double filing

A candidate cannot file for more than one office appearing on the ballot, with the exception of filing as a Precinct Committee Officer.

Shared districts

Below are the districts that are shared by more than one county. The primary county issues certificates of election and accepts Declarations of Candidacy for that jurisdiction.

Jurisdictions	Counties that share the district
School districts	
Lake Chelan School District No. 129 Pateros School District No. 170-J	Chelan*, Douglas Chelan, Okanogan*
Special purpose district	
Stevens Pass Sewer District	Chelan, King*

* indicates primary county

Resolution Filing

Information about filing a resolution to place a measure on the ballot and ballot titles.

chapter 05

Deadlines for requesting placing a measure on the ballot

Upon receipt of a resolution from the governing body of a jurisdiction, Chelan County Elections may hold a special election. The jurisdiction can request the special election be held on one of the following dates:

- February election: the 2nd Tuesday in February.
- April election: the 4th Tuesday in April.
- Primary election: the 1st Tuesday in August.
- General election: the 1st Tuesday after the 1st Monday in November.

The resolution requesting the special election must be presented to Chelan County Elections as follows:

- February election: 46 days prior to the date of the election.
- April election: 46 days prior to the date of the election.
- Primary election: no later than the Friday immediately before the first day of candidate filing.
- General election: no later than the day of the primary election.

All resolutions must be received by Chelan County Elections no later than 5:00 p.m. on the day of the deadline.

Filing a resolution

Resolutions can be submitted to Chelan County Elections by email, mail, fax, or in-person.

A ballot measure submission cover sheet is required for each resolution being submitted. The cover sheet is available on our website.

Withdrawing a resolution

If a jurisdiction wishes to withdraw a submitted resolution, a resolution withdrawing the previously submitted resolution must be submitted to Chelan County Elections.

The deadline to withdraw a resolution is the same as filing a resolution calling for an election.

Resolution deadlines

Resolutions must be submitted to Chelan County Elections no later than 5:00 p.m. on the following dates:

Election date:	Resolution deadline:
February 10, 2015	December 26, 2014
April 28, 2015	March 13, 2015
August 4, 2015	May 8, 2015
November 3, 2015	August 4, 2015
February 9, 2016	December 25, 2015

Ballot titles

Ballot titles consist of three elements: ballot caption (name of jurisdiction and a statement of the subject matter); a concise description of the measure; and a question. The concise description must not exceed seventy-five words.

The ballot title is prepared by the Prosecuting Attorney's Office; except ballot titles for a city or town which are prepared by the city attorney.

Chelan County Elections will send an order of election containing the official ballot title to the jurisdiction.

Appealing a ballot title

Within ten business days of a ballot title being filed, any persons dissatisfied with the ballot title may file a petition with the superior court to appeal the ballot title. The date the ballot title is filed is the date that the ballot title was first filed with Chelan County Elections. The decision of the superior court is final. More information about appealing a ballot title can be found in RCW 29A.36.090.

Ballot Order

Information about the order in which candidates and measures appear on the ballot.

chapter 06

Ballot order

State law determines the order of offices and measures on the ballot at the federal or state level. For local offices and measures, the order they appear on the ballot is established by the county.

Order of offices

The offices will appear in the following order:

- Federal Offices
  - President and Vice-President of the United States
  - United State Senator
  - United States Representative
- State Offices
  - Governor
  - Lieutenant Governor
  - Secretary of State
  - State Treasurer
  - State Auditor
  - Attorney General
  - Commissioner of Public Lands
  - Superintendent of Public Instruction
  - Insurance Commissioner
  - State Senator
  - State Representative
- County Offices
  - Assessor
  - Auditor
  - Clerk
  - Commissioner
  - Coroner
  - Prosecuting Attorney
  - Treasurer
  - Sheriff
- State and County Judicial Offices. These appear on the ballot sequentially by district and/or position within each category.
  - Justices of the Supreme Court
  - Judges of the Court of Appeals
  - Judges of the Superior Court
  - Judges of the District Court
- County wide Special Purpose Districts
  - Port of Chelan
  - Public Utility District
- Cities and Towns
  - Mayor
  - Council
- Special Purpose Districts. Directors or commissioners within each district shall be in the order of the position or director district numbers assigned to those offices.
  - School
  - Fire
  - Public Hospital
  - Cemetery
  - Water
  - Sewer
  - Park and Recreation Districts

Order of measures

The measures will appear on the ballot in the following order:

- Initiatives to the people
- Referendum measures
- Referendum bills
- Initiatives to the Legislature and alternate proposals, if any
- Proposed Constitutional amendments
  - Senate Joint Resolutions
  - House Joint Resolutions
  - Advisory votes
- County wide ballot measures

All other local measures, if any, appear in the area dedicated to that jurisdiction and follow the offices. For example, a ballot measure for a city would appear on the ballot after the city council races. Local measures would appear in the following order:

- Initiatives
- Referendum measures
- All other propositions

Measures are numbered sequentially within each of the above categories in the order they are received by Chelan County Elections, unless otherwise indicated by the jurisdiction proposing the measures.

Order of candidates

After the close of the regular candidate filing period, Chelan County Elections will conduct a lot draw to determine the order in which candidate names will appear on the primary election ballot.

For the general election ballot, the candidate receiving the most votes in the primary election will appear first and the candidate receiving the second highest number of votes will appear second. If a primary election is not required for an office, the candidate names will appear on the general election ballot in the order determined by the lot draw.

Validation Rates

General information about validation rates and how they are calculated.

chapter 07

Bond and levy election validations

Passing a levy or bond issue is not always a simple matter of majority rules. State law requires bond issues and some types of levies to have a "super majority" in order to pass; while other levies, such as a levy lid lift, only require a simple majority.

Levy validation for school districts

A school district levy requires a simple majority to pass.

Levy validation (excluding school levies)

Non-school district levies have two thresholds that must be met in order for the levy to pass: (1) the levy must receive a minimum 60% majority, and (2) a minimum number of "Yes" votes must be cast, which is determined by calculating 60% of 40% of the number of voters in the jurisdiction that cast ballots in the previous general election.

Bond validation

Bond issues also have two thresholds that must be met in order for the bond to pass: (1) the bond must receive a minimum 60% majority, and (2) the voter turnout for that jurisdiction must equal 40% of the voters who cast ballots in the previous general election.

Levy validation (not school) example:

If there were 10,000 votes cast in the last general election for the district:

10,000 x 40% = 4,000

4,000 x 60% = 2,400

To pass the levy, the district must have at least 2,400 yes votes, even if only a total of 2,500 people voted on the levy.

Bond validation example:

If there were 10,000 votes cast in the last general election for the district:

10,000 x 40% = 4,000

To pass the bond issue, the district must have at least a 60% "Yes" vote and a minimum turnout of at least 4,000 voters.

Validation summary

Following certification of the general election each year, the validation summary will be made available on our website.

The validation summary contains information complied from the general election and includes the following statistics for each jurisdiction:

- The total number of "active registered voters" at the time of the general election
  - "Active registered voters" does not include voters who are inactive due to the return as non-deliverable of official documents such as a mail ballot or voter registration card.
- The number of votes cast for the general election
- The minimum number needed (40% of votes cast) to validate a measure; and
- The minimum number of "Yes" votes needed to approve a measure (60% of the 40% of the number of voters who voted in the general election)

If a jurisdiction is shared with another county, you will need to add that county's figure to get the total number needed for validation.

Recounts

General information about mandatory recounts and how to request a recount.

chapter 08

Mandatory recounts

Recounts are conducted in accordance with RCW 29A.64. Once an election is certificated, a mandatory recount is required for candidate races that meet certain thresholds. Depending on the thresholds, either a machine or manual (by hand) recount is required. There are no mandatory recounts for ballot measures.

A mandatory machine recount is required when the vote total difference between two candidates is less than 2,000 votes and also less than one-half of one percent of the total number of votes cast for both candidates.

A mandatory manual (by hand) recount is required when the vote difference between two candidates is less than 150 votes and also less than one-fourth of one percent of the total number of votes cast for both candidates.

Mandatory machine recount example

Candidate A receives 5,050 votes and Candidate B receives 5,000 votes for a total of 10,050 votes cast for both candidates.

5,050 - 5,000 = 50 vote difference

50 / 10,050 = 0.4975%

For this race, there is less than a 2,000 vote difference between the candidates (50 votes) and also less than one-half of one percent of the total votes cast for both candidates (0.49%). Thus, a machine recount is required.

Mandatory manual recount example

Candidate A receives 6,105 votes and Candidate B receives 6,080 votes for a total of 12,185 votes cast for both candidates.

6,105 - 6,080 = 25 vote difference

25 / 12,185 = 0.2052%

For this race, there is less than a 150 vote difference between the candidates (25 votes) and also less than one-fourth of one percent of the total votes cast for both candidates (0.20%). Thus, a manual recount is required.

Requested recounts

To request a recount for a candidate race, a political party representative or any candidate for whom votes were cast may file an application to request a recount of the votes or a portion of the votes cast for all candidates in that race.

To request a recount for a ballot measure, a group of five or more registered voters may file an application to request a recount of the votes or a portion of the votes cast for any ballot measure. The group must designate one person as chair; and include the voting residence of each group member.

Applications requesting a recount of local offices or measures must be filed with Chelan County Elections within two business days after the election has been certified. An application to request a recount is available on our website. For shared county jurisdictions, an application must be filed with the county with whom filing are made for that jurisdiction.

The application must specify whether the requested recount will be done manually or by machine. A deposit is required at the time of filing the application. The deposit must be either cash or a certified check. The amount of the deposit is determined by the type of recount requested and the number of ballots cast.

- $0.15 per ballot cast for a machine recount
- $0.25 per ballot cast for a manual recount

The deposit is only a security deposit, and is not the total cost of the recount. The total charges are determined by the county canvassing board. The deposit will be deducted from the total amount, and the party requesting the recount is responsible for paying the difference. If the result of the recount changes the result of the election, the amount of the deposit will be returned.

The county canvassing board will determine the date and time of the recount. The applicant or affected parties will be notified of the date, time, and location of the recount not less than one day prior to the recount. Each person entitled to receive notice of the recount may attend and be accompanied by counsel.

City Annexation Process

General information about the city annexation process and informing the elections office of boundary changes.

chapter 09

City annexation process

Under the State's Growth Management Act:

- A City may only annex areas contiguous to its borders.
- Only territory within the urban growth area may be annexed by a city. Rural areas cannot be annexed.
- If territory is claimed by one city as part of its potential annexation area, that territory may not be annexed by a different city.

Annexation methods

In Washington State there are five methods of annexation.

- The Election Method
- Direct Petition Method (the 60% Petition)
- Direct Petition Method (the 50/50 Method)
- Annexation of Small Unincorporated Islands Method
- Annexation by Interlocal Agreement Method

Boundary Information

The legislative authority of each county and each city, town, and special purpose district which lies within the county shall provide the county auditor accurate information describing its geographical boundaries and the boundaries of its director, council, or commissioner districts and shall ensure that the information provided to the auditor is kept current. RCW 29A.76.020

Election Costs

Information about calculating the cost of participating in an election.

chapter 10

Cost of participating in an election

Election costs are based upon a jurisdiction's proportionate share. Each jurisdiction's cost is determined by taking the total number of registered voters in the jurisdiction and dividing it by the total number of all registered voters in all participating jurisdictions in the election.

Election costs vary from one election to the next, depending on a variety of factors. For instance, whether or not the election is held in an odd or even-numbered year is a significant factor for determining costs in a primary or general election; but less of a factor for a special election held in February or April. This is primarily due to the number of participating jurisdictions in an odd-numbered year as opposed to an even-numbered year. Although the overall cost of a primary or general election from one year to the next is somewhat comparable, a general election shared by ten jurisdictions is going to cost more per voter for each jurisdiction than an election shared by 42 jurisdictions.

Example:

Jurisdiction A has 30,000 registered voters

Jurisdiction B has 50,000 registered voters

Jurisdiction C has 20,000 registered voters

100,000 total registered voters participating in the election

Based on the numbers above, Jurisdiction A would have 30% of the cost allocation, Jurisdiction B would have 50%, and Jurisdiction C would have 20%.

Special elections in February and April are often shared by a smaller number of jurisdictions, thus the proportional share is often greater. In the case of a single jurisdiction election, the cost would be 100%.

Chelan County Elections will prepare and send billing notifications at the end of each year to the jurisdictions. Payment is processed via inter-fund transfer; jurisdictions typically do not process direct payment for election costs.

Prior to deciding what election to place a measure on the ballot, jurisdictions may contact Chelan County Elections to request an estimated election cost. Estimates will be based on a reasonable range, taking historical information into account, as well as specific known information about a particular election date. A specific cost or quote cannot be provided, as there are unknown factors such as the number of jurisdictions participating in an election.