

FAQ for Candidates — 2018

2018 Candidate Filing begins Monday, May 14 and ends Friday, May 18.

This guide is published by the Auditor's Office for candidates planning to run for elective office. We hope that it will answer the most frequently asked questions. Please visit our website at www.clallam.net/elections or call our staff at (360) 417-2217 if you need more information.

Key Dates for Candidate Filing

- **April 30** – First day filing officer may receive candidate declarations by mail
- **May 14** – Official Candidate Filing Week opens
- **May 18** – Final day for all candidates to file for office
- **May 21** – Candidate withdrawal deadline
- **May 22** – Last day for Secretary of State to certify candidates to County Auditors
- **June 1** – Candidate statements and photographs for Voters' Guide/Pamphlet due

What are the required qualifications to be a candidate?

You must be a registered voter and possess the qualifications specified by law. Most offices require the candidate to be registered within the district. Exceptions are US Congress and Superior Court.

If a candidate must be selected by voters from a geographic subdivision of a jurisdiction in the primary, the candidate must be properly registered to vote within that subdivision. RCW 29A.24.075

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

How and where can I file for office?

Candidate filing week – May 14-18

1. Online – fast and easy!

File online at www.clallam.net/elections.

Online filing begins May 14 at 9:00 a.m. and ends May 18 at 4:00 p.m. Pay your filing fee online with Visa or MasterCard.

2. In person

Clallam County Auditor's Office
223 E 4th St, Suite 1
Port Angeles WA 98362

Filings accepted Monday, May 14 at 8:00 a.m. through Friday, May 18 at 4:30 p.m.

3. **By mail** (can only be received up to 10 business days before the start of filing week and must be received by the Auditor's Office no later than 4:30 p.m. on Friday, May 18)

Mail your declaration and filing fee to:

Candidate Filing
Clallam County Auditor's Office
223 E 4th St, Suite 1
Port Angeles WA 98362

Make checks payable to: Clallam County Auditor*

**Candidates for Port Angeles or Sequim City Councils should make checks out to the appropriate city.*

When can I file for office?

Candidates may submit by mail	Starting April 30
In person filing begins	May 14, 8:00 a.m.
Online Filing begins	May 14, 9:00 a.m.
Online filing ends	May 18, 4:00 p.m.
Candidate filing ends	May 18, 4:30 p.m.
Last day to withdraw from ballot	May 21, 4:30 p.m.

How much does it cost to file for office?

For a list of office filing fees, visit www.clallam.net/elections.

Filing fees are nonrefundable.

What are the accepted forms of payment?

Online filing requires a Visa or MasterCard.

If you file in person or by mail, pay via:

- Check
- Cash
- Visa or MasterCard (not by mail)
- Money order
- Valid filing fee petition

Filing fee petitions:

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

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. Forms are available at www.clallam.net/elections.

The petition shall contain at least one valid signature per dollar 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 with the Declaration of Candidacy.

Petition sheets, even if the petition is insufficient, are not returned to the candidate.

How is the order of candidates determined?

Candidate order is determined by lot draw. After the close of business on the last day for candidates to file for office, the filing officer shall determine by lot the order in which the names of those candidates will appear on the ballot. The lot draw will be held in the Auditor's Office as soon as all filings have been approved after the close of filing on Friday.

How can I withdraw my candidacy?

If you decide you do not want your name on the ballot, your signed withdrawal form must be received by the Auditor's Office by the end of business on **Monday, May 21**.

Candidate withdrawal forms are available at www.clallam.net/elections.

Filing fees are nonrefundable, even if you filed for the wrong office. RCW 29A.24.131

Do I have to file my campaign finance information?

Candidates for local office should refer to the Washington State Public Disclosure Commission (PDC) for reporting requirements. Forms and information are available at www.pdc.wa.gov.

Your campaign finance information is public information. A link to your campaign finance information will appear on your page in the Online Voters' Guide.

For further questions, contact the PDC at 1-877-601-2828.

How do I submit my Online Voters' Guide/Voters' Pamphlet statement and photo?

There will be an Online Voters' Guide, available on our website, for both the Primary and General Elections. There will also be a printed local Voters' Pamphlet for the General Election. The local Voters' Pamphlet, produced in conjunction with the Office of the Secretary of State, will be printed and distributed in combination with the Washington State General Election Voters' Pamphlet prior to the General Election.

We recommend you submit your statement and photo online.

If you file **online**, you will be directed to submit your statement and photo after you have completed your office filing.

If you file **in person** or **by mail**, you will receive an email with a link included to allow you access to the online submission tool.

The deadline to submit for the Online Voters' Guide/Voters' Pamphlet is 4:30 p.m. on June 1.

For submission specifications, visit www.clallam.net/elections.

What is a public record?

- All approved candidate declarations
- Voter pamphlet submissions
- Campaign contact information
- Public Disclosure Commission Documents

What information or services can the Auditor's Office provide for candidates?

The Auditor's Office can provide the following information:

- Voter registration materials
- Candidate information via our website: www.clallam.net/elections
- Maps of individual precincts (free via our website)
- Lists of registered voters by districts or precincts (free if emailed)
- Lists of voters who have returned their voted ballot (free if emailed)
- Various information regarding past elections (free via our website, under "Archived Elections")

Additional information regarding candidate filing procedures can be found under the "Information for Candidates" tab on our website at www.clallam.net/elections.