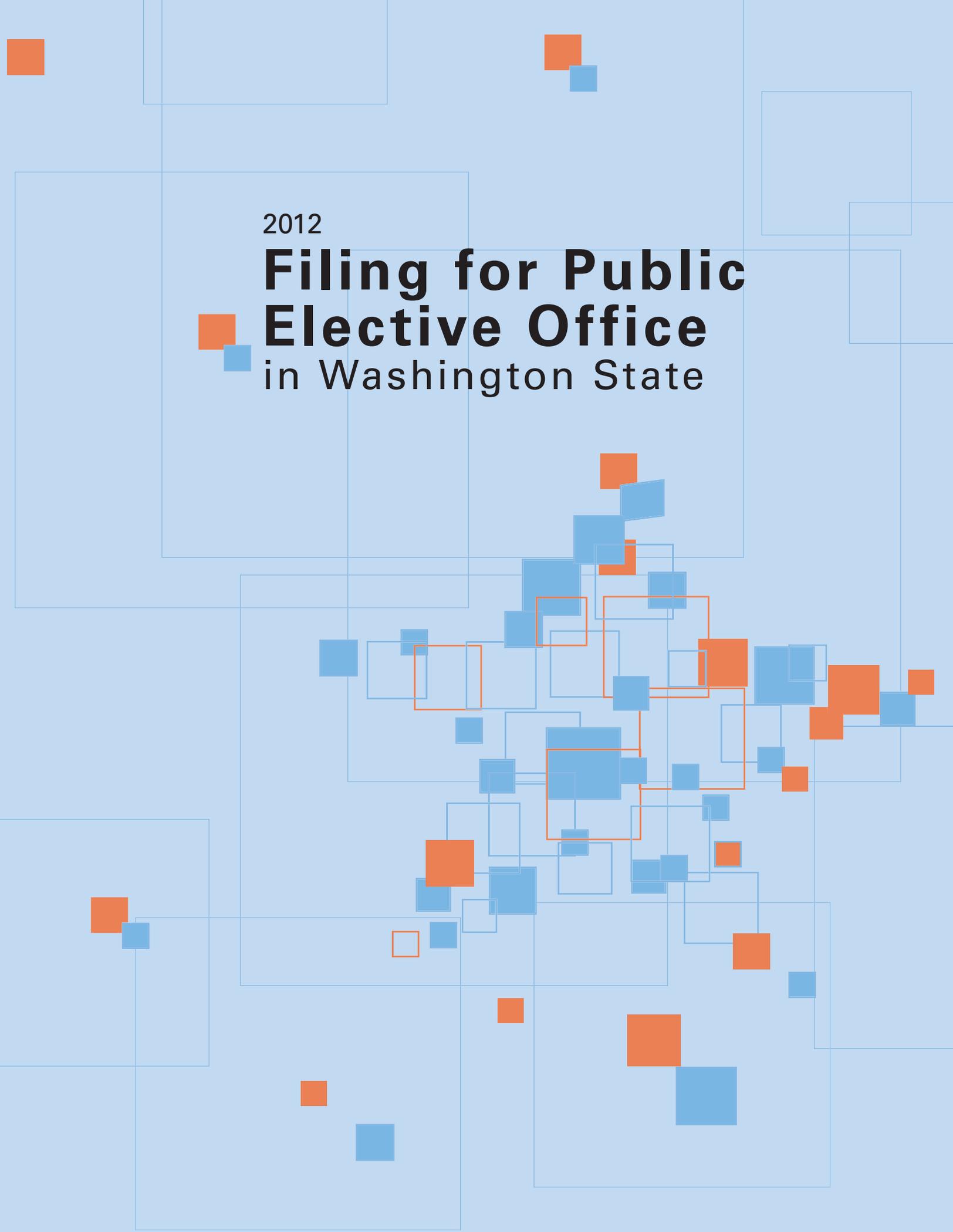


2012



Filing for Public Elective Office in Washington State



Filing for Public Elective Office in Washington State

Contents

| | |
|--|----|
| A message from Washington’s Secretary of State | 3 |
| Additional assistance | 3 |
| Overview | 4 |
| Candidate filing procedures | 5 |
| Special filings | 8 |
| Write-in candidates | 9 |
| Other information | 10 |

Presidential candidates will need to refer to the publication “Appearing on the Presidential Ballot in Washington State” available at www.vote.wa.gov.

In Washington we enjoy a unique tradition of promoting citizen involvement in our political system. Under the populist provisions of our state constitution, every voter has the right to run for office and to have his or her name appear on the ballot without prior approval from a political party.

Washington residents also enjoy other special rights, such as the right to initiative and referendum, the right to recall elected officials, and the right to a state Voters' Pamphlet containing detailed information on ballot issues and candidates.

The procedures for seeking elective office in Washington are grounded in our heritage of encouraging citizens to participate in our political process. This publication explains the major features of state election law relating to filing for office. Please note that this publication is not intended to be a substitute for the statutes and regulations governing this process but rather should be read in conjunction with them.

If you have questions or need additional information, please contact your County Elections Department or the Secretary of State's Elections Division. We will be happy to assist you.



A handwritten signature in cursive script that reads "Sam Reed".

SAM REED
Secretary of State

**Additional
assistance**

Washington State Elections Division
Office of the Secretary of State
520 Union Avenue SE
PO Box 40229
Olympia, Washington 98504-0229

Phone: (360) 902-4180
Fax: (360) 664-4619
Email: elections@sos.wa.gov
Internet: www.vote.wa.gov



Alternate document formats are available upon request.

Overview

The information contained in this publication is specific to Washington State public elective offices. Further information regarding local elective offices is available from your County Auditor or County Elections Department.

Types of offices

Partisan offices

A partisan office is a public office for which a candidate may choose to indicate a political party preference on his or her Declaration of Candidacy. Federal, statewide, legislative and most county executive positions are partisan offices.

Statement of party preference is entirely the decision of the candidate and does not imply that the candidate is nominated, endorsed or approved by the party.

A candidate's party preference will appear on the primary and general election ballots in conjunction with his or her name.

A primary is a process of winnowing a field of candidates for public office. In even years all partisan races will appear on the primary and general election ballot.

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.

Nonpartisan offices

A nonpartisan office is an office for which candidates do not indicate a party preference. All judicial and most special purpose offices are nonpartisan offices. No party preference appears on the ballot for these races.

Candidate filing procedures for nonpartisan offices are the same as for partisan offices, except that a statement of party preference does not appear on the ballot.

If there are fewer than three candidates for a nonpartisan office, the race will skip the primary ballot and appear only on the general election ballot, with the exception of some judicial offices.

Candidate filing procedures

When to file

In 2012, the filing period is from **May 14 through May 18**. Candidate filing week is scheduled to begin Monday two weeks before Memorial Day and end the following Friday.

Filing will be conducted during regular business hours, which may vary from county to county. The Secretary of State's office is open Monday through Friday, 8:00 a.m. to 5:00 p.m. Contact your County Auditor's office for information on local business hours.

Online candidate filing is held during the same period as regular candidate filing. The online candidate filing website is available during filing week beginning 9:00 a.m. Monday until 4:00 p.m. Friday.

Declarations of Candidacy may be submitted by mail beginning 10 business days before the regular filing period begins. However, processing does not begin until the opening of candidate filing week.

Reference RCW 29A.24.050 and 29A.24.081

How to file

All candidates, except those for President or Vice President of the United States, must submit a completed Declaration of Candidacy form when filing for office during the filing period. The filing officer is the person with whom a candidate files for office or withdraws from candidacy.

The Declaration of Candidacy is submitted to the Secretary of State, Legislative Building, PO Box 40220, Olympia, WA 98504-0220 or to the appropriate County Auditor, depending upon the office the candidate is seeking.

Only the appropriate filing officer for the office may accept a candidate filing. Information regarding where to file for specific offices may be found at www.vote.wa.gov under the candidate information section.



Filing in person or by mail

Candidates must submit a Declaration of Candidacy form to the filing officer. Forms are available online, at the Office of the Secretary of State, and from any County Auditor's Office. Candidates choosing to use the online filing option will electronically submit the form.



Filing online

Online candidate filing opens 9:00 a.m. on the first day of regular filing and continues through 4:00 p.m. on the last day of regular filing.

Candidates seeking state, federal, legislative and most judicial offices filing

with the Office of the Secretary of State must go to www.vote.wa.gov.

Some County Auditor's Offices provide online candidate filing. Candidates for county, city or town, and special purpose district positions need to contact the appropriate County Auditor for information regarding online filing.

Reference RCW 29A.24

Filing fees

Some offices require submission of a filing fee with the Declaration of Candidacy based on the following fee structure.

- For offices without a fixed annual salary, or the offices of President and Vice President, candidates pay no filing fee;
- For any office with a fixed annual salary of \$1,000 or less, candidates pay a filing fee of \$10; and
- For all offices with salaries exceeding \$1,000, candidates pay a fee equal to one percent of the office's fixed annual salary. For example, if the office has an annual salary of \$41,280, the filing fee is \$412.80.

A fee schedule for state offices is available at www.vote.wa.gov. Information regarding local offices is available from the County Auditor.

Reference RCW 29A.24.091

Alternative to filing fees

Candidates who do not have sufficient assets or income at the time of filing to pay the filing fee may submit a filing fee petition. The filing fee petition must accompany the Declaration of Candidacy form.

The filing fee petition must contain at least one valid signature for each whole dollar of the required filing fee. For example, if the filing fee is \$412.80, a filing fee petition must contain at least 412 valid signatures.

Valid signatures are those of registered voters from the jurisdiction for which the candidate is filing. For example, if the candidate is filing for State Representative of Legislative District No. 1, the signatures must be of voters registered in the 1st Legislative District.

The filing officer may reject any filing fee petition that is not in proper form, clearly bears insufficient signatures, not accompanied by the Declaration of Candidacy, or filed after the close of the filing period.

Candidates may not pay a portion of the fee and submit the balance in petition signatures.

Reference 29A.24.091

Political party preference

A candidate for partisan office may state a preference for a political party, or choose to state no party preference when filing for office. A candidate is not required to obtain approval from a political party in order to state a preference

for that party on the Declaration of Candidacy form.

Stated preference for a political party does not imply that the candidate is nominated or endorsed by that party. Statement of party preference does not indicate that the party approves of or associates with that candidate.

The candidate is limited to sixteen or fewer letters for the name of the political party. No symbols are permitted. Abbreviations must be defined by using periods.

A candidate's party preference, or the fact that the candidate states no party preference, will be printed in conjunction with the candidate's name on the ballot and in any Voters' Pamphlets printed by the Office of the Secretary of State or a County Auditor's office.

Reference RCW 29A.24

Where to file for office

For federal offices, statewide offices, and legislative or judicial districts that cross county lines, Declarations of Candidacy are filed with the Office of the Secretary of State. (Information for Presidential candidates is found in "Appearing on the Presidential Ballot in Washington State.")

For all other offices, file Declarations of Candidacy with the County Auditor. In King County, the Elections Division Director is responsible for elections.

Reference 29A.24.070

Withdrawal

A Declaration of Candidacy may be withdrawn until the close of business on the Monday following the last day of the regular filing period.

All withdrawals must be submitted in writing, signed by the candidate, and received by the filing officer prior to the Monday deadline.

A withdrawal form is available on the Secretary of State's website at www.vote.wa.gov.

No refund

Filing fees are not refundable, even if a candidate erroneously files for an office.

Reference 29A.24.131

Special filings

Special filing period

Filing opens for three business days if a void in candidacy occurs.

A void in candidacy for a scheduled election occurs if, after the regular filing week but prior to the day of the primary

- No candidate has filed for the office,
- All candidates who filed have withdrawn, or
- All candidates who have filed died or have been disqualified.

There is no void in candidacy as long as there is at least one viable candidate.

The filing officer will notify the press and other available media of the time and place for filing Declarations of Candidacy for the specific office. Special filing periods close at the end of business on the third day.

Candidates file in a special filing period file following the same procedures as in the regular filing period. Online filing during a special filing period begins at 9:00 a.m. the first day of the special filing and continues until 4:00 p.m. the last day of the special filing period.

If a void in candidacy is filled by special filing period, no primary will be held. All candidates who file during the special filing period appear on the general election ballot.

Reference RCW 29A.24.181

There is no withdrawal permitted for a candidate who files during a special filing period.

Reference 29A.24.131

Lapsed election

If no candidate files during the regular filing period and subsequent special filing period, an election for an office will not be held until the next applicable general election.

Reference RCW 29A.24.191

Vacated offices

When an incumbent in public office resigns, dies or is disqualified mid-term, and candidate filings have not been held for the office, one of the following occurs:

- If the county auditor is notified of a vacancy before regular candidate filling, the office will be included in regular filing.

-
- If the vacancy in office or void in candidacy occurs on or after regular candidate filing has begun, no election is held for that office. The jurisdiction will fill the vacant position with an appointment until the next election for that office.

Reference RCW 29A.24.171

Write-in candidates

Filing as a write-in candidate

A person who desires to be a write-in candidate may file a Declaration of Write-in Candidacy with the appropriate filing officer. The Declaration of Write-in Candidacy, accompanied by the applicable filing fee, must be filed no later than 18 days before the election or primary.

 Declaration of Write-in Candidacy filing forms are available from the Office of the Secretary of State, the Secretary of State's website www.vote.wa.gov, and by contacting any Washington County Auditor or County Election Department.

Who may not file as a write-in candidate

A person may not file as a write-in candidate if:

- For a general election, the person filed as a regular or write-in candidate for the same office in the preceding primary;
- The person has already filed a valid Declaration of Write-in Candidacy for another office in the same primary or election; or
- The person already appears on the ballot as a candidate for another public office.

Reference 29A.24.311

Voting for write-in candidates

Voters casting a vote for a candidate who has filed a Write-in Declaration of Candidacy form only need to write the name of the candidate in the appropriate location on the ballot. Some variation of name is permitted if the intent of the voter can be determined.

Write-in votes for candidates who did not file a Declaration of Write-in Candidacy are also valid. However, determining the voter's intent or identifying the correct individual for whom the vote is cast is more difficult unless the write-in candidate has filed a Declaration of Write-in Candidacy form.

Write-in votes are not tallied for the individual candidate, declared or undeclared, unless the sum of write-in, blank and over-voted responses for an office have the potential to change the outcome of the primary or election.

Reference RCW 29A.60.021

Other information

Qualifications

A person filing a Declaration of Candidacy form for an office shall, at the time of filing, be a registered voter and possess the qualifications specified by law for persons who may be elected to the office.

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

Reference RCW 29A.20.021

Voters' Pamphlet information

Candidates for the offices of U.S. President, Vice President, U.S. Senate, U.S. House of Representative, statewide office, state Senate, state House of Representative, the Court of Appeals and Superior Court are eligible for inclusion in the official State Voters' Pamphlet published by the Office of the Secretary of State.

Candidates have until the Friday following filing to submit candidate statements and photographs for inclusion in the official State Voters' Pamphlet. Specific information regarding fees, space, photographs, statement specifications and submission requirements is available in the brochure "Getting Your Information to Voters" located at www.vote.wa.gov.

The State Voters' Pamphlet provides information about candidates, ballot measures and other material related to the election. A copy of the State Voters' Pamphlet is mailed to every household in Washington.

The Office of the Secretary of State also provides information through electronic media, including the Internet. Information about participating in an electronic voter guide is available to candidates at the time of filing. Candidate inquiries regarding the official State Voters' Pamphlet should go to the Elections Division in the Office of the Secretary of State.

Reference WAC 434-381-120

County Voters' Pamphlets and voter guides

A county or city may publish a local Voters' Pamphlet, electronic voter guides or other material relating to a primary, special election, or general election. Those persons filing for local elective office should contact the County Auditor about the requirements for inclusion in such publications.

Information for campaigns

Depending on the office, candidates may be required to report campaign financing. Candidates for offices of the U.S. Senate or U.S. House of Representatives must report campaign finance information to the Federal Elections Commission. Candidates for state or local office should report to the Washington State Public Disclosure Commission found at www.pdc.wa.gov.

The Washington State Department of Transportation reminds candidates and supporters that campaign signs must meet state and local restrictions. For local restrictions, contact the appropriate county or city agency.

Key Dates in 2012 for Candidates

| | |
|---------------------|---|
| 4/30/2012 | First day candidate filings may be submitted by mail |
| 5/14/2012 | First day for all candidates to file for office |
| 5/14/2012 | Offices vacated on and after this date will be held for filing until the next succeeding regularly scheduled general election |
| 5/18/2012 | Final day for all candidates to file for office |
| 5/21/2012 | Last day for candidates to withdraw |
| 5/22/2012 | Official Certification of 2012 Primary candidates by Secretary of State |
| 5/28/2012 | Memorial Day |
| 6/23/2012 | Overseas and military ballots mailed for the 2012 Primary |
| 7/9/2012 Primary | Last day for mail-in and online voter registrations and transfers for the 2012 Primary |
| 7/20/2012 | Ballots mailed for the 2012 Primary |
| 7/20/2012 | Final day to file as a write-in candidate for the 2012 Primary |
| 8/6/2012 | Last day a void in candidacy will open a special filing period for the 2012 General Election |
| 8/7/2012 | Primary |
| 8/24/2012 | Final day for Secretary of State to certify returns of the 2012 Primary |
| 10/8/2012 | Last day for mail-in and online voter registrations and transfers for the 2012 General Election |
| 10/19/2012 | 2012 General Election ballots mailed |
| 10/19/2012 | Final day to file as a write-in candidate for the 2012 General Election |
| 11/6/2012 | 2012 General Election |

Washington State Declaration of Candidacy

how to file for elective office

when to file

The filing period begins the first Monday in June and ends the following Friday. All declarations of candidacy must be received before the close of business on the last day of the filing period. Declarations of candidacy received after this date, regardless of the postmark, are invalid.

Mailed declarations of candidacy may be submitted in advance up to ten business days before the filing period begins. Declarations of candidacy filed in person must be during business hours.

where to file

- File with the Office of the Secretary of State if the office sought is federal, statewide or is a legislative, court of appeals,

or superior court office that includes more than one county. You may file in person or online at www.vote.wa.gov.

- File with the County Elections Office for all other offices. Contact their office to see if online filing is available.

cost to file

The filing fee is nonrefundable even in the event of withdrawal.

Filing fees or filing fee petitions must accompany the declaration of candidacy at the time of filing. The filing fee, described on the declaration of candidacy form, is based on the salary in effect at the time of filing.

Candidates without sufficient assets or income to pay the filing

fee may instead submit a filing fee petition that contains the valid signatures of registered voters equal to the dollar amount of the filing fee.

withdrawals

The deadline for withdrawing from a partisan office is the Thursday following filing week.

The deadline for withdrawing from a nonpartisan office is set by the County Elections Office.

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.

other requirements:

public disclosure and campaign finance reporting with the Public Disclosure Commission

Reporting requirements are based on the office, campaign revenues and size of jurisdiction, and are outlined in the chart below. More information can be found at www.pdc.wa.gov.

| type of jurisdiction and fundraising thresholds | public disclosure reporting requirements |
|---|--|
| <ul style="list-style-type: none"> • Federal districts | Federal Election Commission reporting |
| <ul style="list-style-type: none"> • Cemetery districts • Precinct committee officers • Districts requiring voters to own property | No state disclosure reporting |
| <ul style="list-style-type: none"> - District has less than 1,000 voters* and - Campaign does not expect to exceed \$4,999 in contributions | No state disclosure reporting |
| <ul style="list-style-type: none"> - Office is less than entire county and - District has 1,000 to 4,999 voters* and - Campaign does not expect to exceed \$4,999 in contributions | Form F-1 (Financial Affairs Statement) |
| <ul style="list-style-type: none"> • Office is county wide or larger • Jurisdiction has 5,000 or more voters • Campaign expects to receive \$5,000 or more in contributions | Form F-1 (Financial Affairs Statement) C- series forms (Campaign Finance Reports) |

*as of the last general election

Washington State Declaration of Candidacy

how to complete the form

1. office

Print the jurisdiction, the office name and any position or district number defining the office for which you are a candidate.

The responsibility for filing for the correct office is yours.

2. personal information

Your name and address must match your voter registration.

Update your voter information prior to submitting a declaration of candidacy.

You are responsible for ensuring that you meet all qualifications of the office.

3. ballot information

Print your name exactly as you wish 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.

party preference information:

For a partisan office, you may choose to state a political party that you personally prefer.

A preference does not imply that you have been nominated or endorsed by the party, or that the party approves of or associates with you.

If you choose to state a party preference, enter the name of the party (limited to 16 characters).

The first letter of the party preference will be capitalized (e.g., Democratic). If you want to use initials, separate each letter with a period (e.g., G.O.P.). Your party preference will appear below your name.

| Washington State Declaration of Candidacy | | |
|---|---|---------------------|
| 1 office | City of Olympia Councilman POS. 4 <small>jurisdiction and office name position number</small> | |
| 2 personal information | Elizabeth Christina Brown <small>first name middle last</small> | |
| as registered to vote | 08/30/1970 (360) 555-2385 <small>date of birth (mm / dd / yyyy) phone number</small> | |
| | 1500 Capital Way S Olympia 98501 <small>residential address city / zip</small> | |
| 3 ballot information | Liz C. Brown <small>exact name I would like printed on the ballot</small> | |
| | political party I prefer, if filing for partisan office: <input checked="" type="checkbox"/> (Prefers Democratic Party) <input type="checkbox"/> (States No Party Preference) | |
| 4 campaign information | liz.c.brown@campaign.com (360) 555-1800 <small>campaign address (if different from residential address) city / zip email address phone number</small> | |
| | www.lizforcouncil.com <small>website</small> | |
| 5 filing fee | <input type="radio"/> The office has no fixed annual salary: no filing fee <input type="radio"/> The office has a fixed annual salary of \$1,000 or less: \$10 <input checked="" type="radio"/> The office has a fixed annual salary over \$1,000: 1% of salary <input type="radio"/> I am submitting a filing fee petition instead of a filing fee | |
| 6 oath | I declare that the above information is true, that I am a registered voter residing at the address listed above, that I am a candidate for the office listed above, and that, at the time of filing this declaration, I am legally qualified to assume office. I swear, or affirm, that I will support the Constitution and laws of the United States, and the Constitution and laws of the State of Washington. | |
| | sign here  | date here 6/8/10 |
| for office use only | date voter registration number | |

If you choose to not state a party preference, "(States No Party Preference)" will be printed on the ballot.

No changes to party preference will be accepted between the primary and the general election.

4. campaign information

If you do not provide campaign information, your information as a registered voter will be used. A telephone number, email address, or website is not required, but recommended.

Government office addresses may not be used for campaigns.

5. filing fee

Fill in the appropriate circle.

Applicable filing fees must accompany the declaration of candidacy.

6. oath

Read, sign, and date the oath. The declaration of candidacy is not complete and ready for submission until signed.

This page has been intentionally left blank in order to facilitate use of the declaration of filing form.

Washington State Declaration of Candidacy

| | | | |
|---------------|------------------------------|--|-----------------|
| office | jurisdiction and office name | | position number |
|---------------|------------------------------|--|-----------------|

| | | | |
|---|--------------------------------|--------|--------------|
| personal information <i>as registered to vote</i> | first name | middle | last |
| | date of birth (mm / dd / yyyy) | | phone number |
| | residential address | | city / zip |

| | | |
|---------------------------|---|--|
| ballot information | exact name I would like printed on the ballot | |
| | political party I prefer, if filing for partisan office: <input type="radio"/> (Prefers <input type="text"/> Party) <input type="radio"/> (States No Party Preference) | |

| | | | |
|-----------------------------|--|--|--------------|
| campaign information | campaign address (if different from residential address) | | city / zip |
| | email address | | phone number |
| | website | | |

| | |
|-------------------|---|
| filing fee | <input type="radio"/> The office has no fixed annual salary: no filing fee <input type="radio"/> The office has a fixed annual salary of \$1,000 or less: \$10 <input type="radio"/> The office has a fixed annual salary over \$1,000: 1% of salary <input type="radio"/> I am submitting a filing fee petition instead of a filing fee |
|-------------------|---|

| | | |
|-------------|--|-------------|
| oath | I declare that the above information is true, that I am a registered voter residing at the address listed above, that I am a candidate for the office listed above, and that, at the time of filing this declaration, I am legally qualified to assume office. | |
| | I swear, or affirm, that I will support the Constitution and laws of the United States, and the Constitution and laws of the State of Washington. | |
| | sign here [| date here [|

| | | | |
|----------------------------|-------------|--|---------------------------|
| for office use only | date | | voter registration number |
| | office code | | fee |