

Cowlitz County Elections

2018

Precinct Committee Officer Filing Guide

May 14 - 18, 2018

Cowlitz County Elections
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Contents



Chapter 1

Before you file for office

What you will need	1
How to file	1
Important dates	1
Qualifications	1
Filing Fee.	1
Local Voters’ Pamphlet	1
Approval	1
Party Contacts..	1

Chapter 2

Complete your declaration of candidacy

Office information	2
Personal information	2
Ballot name	2
Contact information	2
Oath	2

Other information and forms

Will my name appear on the ballot?	3
Ballot information	3
What if no one files?	3
Withdrawal of candidacy	3
Write-in candidates	3
Campaign assistance	3
Campaign finance reporting.	3
Campaign sign regulations	3
Declaration of Candidacy form	4
Withdrawal of Candicacy form	5

About this guide

Use this guide 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 determinations, or rule changes.

The requirements described in this guide are contained in the Cowlitz County Local Voters’ Pamphlet Administrative Rules as authorized by [RCW 29A.32.230](#).

Before You File for Office

What you will need, how to file, important dates, qualifications, filing fee, LVP, approval, and party contacts

What you will need

- Precinct Committee Officer Declaration of Candidacy

How to file

Online

Online filing starts May 14 at 9 a.m. and ends May 18 at 4 p.m. at www.vote.wa.gov/cowlitz. All you need is an email address.

By mail

Mail your Declaration (page 4) between April 30 and May 18 to:

Cowlitz County Elections
207 N 4th Ave Rm 107
Kelso WA 98626

In person

File in person between Monday, May 14 and Friday, May 18 from 8:30 a.m. until 5 p.m. at:

Cowlitz County Elections
207 N 4th Ave Rm 107
Kelso WA 98626

Important dates

- April 30 candidate filing by mail begins
- May 14 candidate filing online & in person begins
- May 18 candidate filing ends
- May 21 last day to withdraw

Qualifications

Candidates must, at the time of filing, be a registered voter in the precinct for which they are filing.

Candidates may only file as a Democratic Party PCO or a Republican Party PCO. Since voters do not register by political party in Washington State, a candidate declares to be a member of a political party at the time of filing.

Filing fee

No filing fee is required for the office of Precinct Committee Officer.

Local Voters' Pamphlet

This office is not included in the Local Voters' Pamphlet. You will not submit a photo or statement with your declaration of candidacy.

Approval

Please provide an email address with your Declaration of Candidacy. Once you have been approved as a candidate, you will receive a confirmation email.

Your name will not appear on any official lists as a candidate for office until your Declaration is approved.

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

Party Contacts

For more information contact your political party:

Cowlitz County Democratic Party
Phone: (360) 703-5470
Website: <http://cowlitz.wa-democrats.net>
Email: cowlitzdemocrats@gmail.com

Cowlitz County Republican Party
Phone: (541) 600-4562
Website: <http://cowlitzcountyrepublicanparty.nationbuilder.com/>
Email: cowlitzgop.chairman@gmail.com

Complete your Declaration of Candidacy

Office information, personal information, ballot name, contact information, and oath

1. Office information

Select the political party of which you are a member. You may only file as a Democratic Party PCO or a Republican Party PCO.

Enter the name and number of the precinct you wish to represent. This will be the voting precinct where you reside and are registered to vote.

If you do not know your precinct name and number, you can find it by logging in at www.myvote.wa.gov.

2. Personal information

Enter your name and address exactly as it appears on your voter registration. You may confirm your voter registration information at www.myvote.wa.gov.

3. Ballot name

Print 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.

4. Contact information

If you file online, you must provide an email address.

Enter your mailing address, if it is different from your residential address. You may also enter a contact phone number.

Your contact information will be published online in the list of candidates who have filed.

Government offices may not be used for contact information.

5. Oath

Read and sign the oath. Your filing will not be approved without your signature.

If you file online, no signature is required.

SAMPLE
of the printed candidate filing declaration

Declaration of Candidacy

Precinct Committee Officer

instructions	File this form with your county elections department. No filing fee is required. Note: This document becomes public record once filed.		
1 office information	member of the	<input checked="" type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party Crawford 18 <small>precinct representing (name / number)</small>	
2 personal information as registered to vote	John <small>first name</small>	Quincy <small>middle</small>	Public <small>last</small>
	03/22/1970 <small>date of birth (mm / dd / yyyy)</small>		(360) 423 <small>phone number</small>
	207 N 4th Ave <small>residential address</small>		Kelso 986 <small>city / ZIP</small>
3 ballot information	Johnny Q Public <small>exact name I would like printed on the ballot (only contested races will appear on the ballot)</small>		
4 contact information	PO BOX 123 <small>mailing address (if different from residential address)</small>		Kelso 986 <small>city / ZIP</small>
	johnpublic@campaign.com <small>email address</small>		(360) 425 <small>phone number</small>
5 oath	<p>I declare that the above information is true, that I am a registered voter residing at the residential address and precinct listed above, and that I am a candidate for Precinct Committee Officer for the race identified above.</p> <p>Further, I declare, under penalty of perjury, that I will support the Constitution and laws of the State of Washington.</p> <p>sign here John Q. Public <small>date here</small></p>		
for office use only	<small>voter registration number</small> _____ <small>date</small> _____ <input type="checkbox"/> <small>precinct verified</small> <small>office code</small> _____ <small>staff</small> _____		

Online filing is fast and easy!

For the best possible service, file for office online at www.vote.wa.gov/cowlitz

The online filing tool will give you step-by-step instructions, email you a confirmation of your filing, and alert you when other candidates file in your race.

Other Information and Forms

Will my name appear on the ballot?

Only contested PCO races within each political party will appear on the Primary ballot. If only one person files for office, the candidate is deemed elected and the Cowlitz County Elections Office will issue a Certification of Election and Oath of Office. Certificates of Election and Oaths of Office are provided to the Democratic Party and Republican Party; they are not provided directly to the candidate.

Ballot information

PCO races only appear in the Primary. If both party positions appear on the ballot, the order of the parties is determined by the statewide results of the last Presidential Election. Candidate order within each party is determined by lot. The lot draw is done on Friday, May 18, 2018 after the close of candidate filing at the Cowlitz County Elections Office.

What if no one files?

If no one files for office, there will be no special filing period. The position is filled by the chair of the central committee of the appropriate political party.

Withdrawal of candidacy

If you wish to withdraw, your signed withdrawal form must be received by the Elections Office by the end of business on Monday, May 21. Print a candidate withdrawal form at www.vote.wa.gov/cowlitz or see page 5 of this guide.

Write-in candidates

Write-in candidates have been eliminated from PCO elections. A candidate cannot file as a declared write-in. A write-in line is not printed on the ballot and no write-in votes will be counted.

Campaign assistance

Voter information is available for political purposes only. Candidates must complete an Election Data Request form available at www.vote.wa.gov/cowlitz.

Campaign finance reporting

Precinct Committee Officers are exempt from the record keeping and reporting requirements of the state public disclosure law. All candidates for state, local, or judicial office must still adhere to the law and rules governing political advertising and the prohibition against using public equipment or other resources to support or oppose a candidate or ballot measure regardless of whether they are exempt from the record keeping and reporting requirements of the state public disclosure law.

Campaign sign regulations

If you plan to post campaign signs, please note that it is the responsibility of each candidate to contact the jurisdiction in which they plan to place political signs for sign regulations and rules. Jurisdictions may have size restrictions, deadlines for removal, and/or require a deposit.

Sign violation complaints do not fall under the jurisdiction of the Cowlitz County Elections Office. Please contact the following jurisdictions for rules and to report potential violations.

Washington State Department of Transportation
360-705-7282

Cowlitz County Public Works
360-577-3030

City of Castle Rock
360-274-8181

City of Kalama
360-673-5211

City of Kelso
360-577-3320

City of Longview
360-442-5040

City of Woodland
360-225-1048

Declaration of Candidacy

Precinct Committee Officer

instructions | File this form with your county elections department.
 No filing fee is required.
 Note: This document becomes public record once filed.

office information | member of the Democratic Party
 Republican Party

 precinct representing (name / number)

personal information as registered to vote | _____
 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 (only contested races will appear on the ballot)

contact information | _____
 mailing address (if different from residential address) city / ZIP

 email address phone number

oath | I declare that the above information is true, that I am a registered voter residing at the residential address and precinct listed above, and that I am a candidate for Precinct Committee Officer for the party and precinct identified above.
 Further, I declare, under penalty of perjury, 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 | voter registration number _____ date _____
 precinct verified _____ office code _____
 staff _____

Withdrawal of Candidacy (for PCOs)

RCW 29A.24.131

important
information

The deadline for withdrawing is the Monday following candidate filing week, May 21, 2018.

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.

Note: Filing fees are nonrefundable.

office
information

jurisdiction and office name

position number *(if applicable)*

personal
information

first name

middle

last

signature

I withdraw my candidacy for the office listed above and understand that the filing fee is nonrefundable.

sign
here

[]

date
here

[]