



**2013**

**Franklin County  
Candidate Guide**

## Letter from the Auditor

Election Partners,

We are pleased to provide you with this Candidate guide as one of many tools to help you navigate the 2013 elections season. Whether you are a candidate, campaign manager or citizen interested in the elections process this guide will answer many of your questions. Your most comprehensive resource, however, is the Franklin County Elections website: [www.co.franklin.wa.us/elections](http://www.co.franklin.wa.us/elections).

Additionally, the Franklin County Auditor's election staff will help you with questions you weren't able to answer in the guide or online. Contact them directly at (509) 545-3538 or [elections@co.franklin.wa.us](mailto:elections@co.franklin.wa.us).

Our goal is to provide an election process that is honest, transparent, and responsive to the needs of all eligible citizens. By consistently working to increase the accessibility and efficiency of Franklin County's elections services, we will promote an informed and participatory electorate confident in the integrity of all elections conducted in Franklin County; In that spirit we will be offering a candidate workshop to be held at the Franklin County Elections Center:

2013 Candidate Workshop  
116 N 3rd Avenue  
Pasco, Washington  
Monday, May 20 @ 6:00 p.m.  
Call 545-3538 or email [elections@co.franklin.wa.us](mailto:elections@co.franklin.wa.us) to RSVP

The elections staff and I appreciate the opportunity to serve you.

Sincerely,



Matt Beaton  
Franklin County Auditor

Please note that the Candidate guide does not take the place of local, state or federal laws.

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## 2013 Offices Open for Election

Office	Term	Incumbent	Filing Fee
<b>State Judicial (file with Secretary of State)</b>			
Court of Appeals Judge, Division 3, District 2, Position 1	3 year UE	Dennis Sweeney	\$1563.28
Benton/Franklin Superior Court Judge, Pos. 3	3 year UE	Salvador Mendoza, Jr.	\$1488.32
<b>Port of Kahlotus</b>			
Commissioner, District 1	6 year FT	Richard Halverson	\$0.00
<b>Port of Pasco</b>			
Commissioner, District 2	6 year S/F	Jean Ryckman	\$96.00
<b>Kahlotus School District No. 56</b>			
Director, District 2, Position 2	4 year FT	Arthur J. Roach	\$0.00
Director, District 3, Position 3	4 year FT	Richard Scott Moore	\$0.00
Director, At Large, Position 5	4 year FT	Gary W. Jennings	\$0.00
<b>North Franklin School District No. J51</b>			
Director, District 3, Position 3	4 year FT	Kara Booker	\$0.00
Director, District 4, Position 4	4 year FT	Diana K. Crowther	\$0.00
<b>Pasco School District No. 1</b>			
Director, At Large, Position 3	4 year FT	William Leggett	\$0.00
Director, At Large, Position 4	4 year FT	Sherry Lancon	\$0.00
Director, At Large, Position 5	4 year S/F	Darrell Toombs	\$0.00
<b>Star School District No. 54</b>			
Director, At Large, Position 3	2 year UE	Nicole VanHollebeke	\$0.00
Director, At Large, Position 4	4 year FT	Boyd Peterson	\$0.00
Director, At Large, Position 5	4 year FT	Nolan Van Hollebeke	\$0.00
<b>City of Connell</b>			
Councilmember, At Large, Position 1, Mayor	4 year FT	Garland D. Walton	\$72.00
Councilmember, At Large, Position 2	4 year S/F	Monty Huber	\$21.00
Councilmember, At Large, Position 3	4 year FT	Rhonda K. Quinton	\$21.00
Councilmember, At Large, Position 4	4 year FT	Lee Barrow	\$21.00
Councilmember, At Large, Position 5	2 year UE	Ray Minor	\$21.00
Councilmember, At Large, Position 6	2 year UE	Kathryn Silva	\$21.00
<b>City of Kahlotus</b>			
Councilmember, At Large, Pos. 1, Mayor	4 year FT	Patti Anne Hamilton	\$18.00
Councilmember, At Large, Position 2	4 year FT	Richard Halverson	\$0.00
Councilmember, At Large, Position 3	4 year FT	Eric Eugene McCaleb, Sr.	\$0.00

Office	Term	Incumbent	Filing Fee
<b>City of Mesa</b>			
Councilmember, At Large, Position 2	2 year UE	Jessica Infante-Castro	\$0.00
Councilmember, At Large, Position 4	4 year FT	Gail S. Gonzalez	\$0.00
Councilmember, At Large, Position 5	4 year S/F	VACANT	\$0.00
Councilmember, At Large, Pos. 6, Mayor	4 year FT	David M. Ferguson	\$24.00
<b>City of Pasco</b>			
Councilmember, District 2, Position 2	4 year FT	Michael L. Garrison	\$119.99
Councilmember, District 3, Position 3	4 year FT	Robert B. Hoffmann	\$119.99
Councilmember, District 4, Position 4	4 year FT	Saul G. Martinez	\$119.99
Councilmember, At Large, Position 7	4 year FT	Thomas C. Larsen	\$119.99
<b>Fire Protection District 1</b>			
Commissioner, At Large, Position 3	6 year FT	Jeff Hailey	\$0.00
<b>Fire Protection District 2</b>			
Commissioner, At Large, Position 3	6 year FT	Jules J. VanHollebeke	\$0.00
Commissioner, At Large, Position 5	6 year FT	Lynn G. Blair	\$0.00
<b>Fire Protection District 3</b>			
Commissioner, At Large, Position 2	6 year FT	Ronald G. Shuck	\$0.00
<b>Fire Protection District 4</b>			
Commissioner, At Large, Position 3	6 year FT	Galen G. Koelzer	\$0.00
<b>Fire Protection District 5</b>			
Commissioner, At Large, Position 3	6 year FT	James G. Brook	\$0.00
<b>Cemetery District 1</b>			
Commissioner, At Large, Position 1	6 year FT	Connie L. Smith	\$0.00
<b>Cemetery District 2</b>			
Commissioner, At Large, Position 3	6 year S/F	VACANT	\$0.00
<b>Hospital District 1</b>			
Commissioner, District 2, Position 2	6 year FT	Dennis Nipper	\$0.00
<b>Basin City Water - Sewer District</b>			
Commissioner, At Large, Position 1	6 year S/F	VACANT	\$0.00

Filing fees are based on the salary at the time of filing for office.

FT = full term

S/F = short/full term

UE = unexpired term

## Online Resources

### **[www.co.franklin.wa.us](http://www.co.franklin.wa.us)**

The Franklin County Election Department website has everything a candidate will need to run for office. You will find the following resources online:

#### **Voter Turnout Data & Election Statistics**

This information is updated regularly to assist the candidates and the media.

#### **Archived Election Results**

Here you will find past results from 1990 up to the most current election. Also included in the Archived Elections page are precinct by precinct results.

#### **Commonly Used Forms**

Candidates can make requests for voter data, maps, and returned ballot information.

#### **Current Election Page**

New and updated information is posted here throughout the election.

### **[www.pdc.wa.gov](http://www.pdc.wa.gov)**

#### **Filings Required by the PDC**

Many local candidates are required to file campaign disclosure records with the Public Disclosure Commission (PDC). The PDC, a state agency, was created by an initiative of the people. It provides public access about finances of campaigns and candidates, including contributors and expenditures.

#### **Who Must File**

Each candidate or campaign should review the PDC rules to determine if they are required to file.

#### **Obtaining Rules and Forms**

Campaign rules and forms including political advertising information are available from the PDC website. Elections staff are not able to answer questions concerning PDC rules.

#### **Contacting the PDC**

Jennifer Hansen    (360) 586-4560    [jhansen@pdc.wa.gov](mailto:jhansen@pdc.wa.gov)

Chip Beatty        (360) 586-0616    [cbeatty@pdc.wa.gov](mailto:cbeatty@pdc.wa.gov)

# May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29 First day candidate filings may be submitted by mail	30	1	2	3	4
5	6	7	8	9	10	11
12	13 Candidate Filing Begins! In-Person: 8:30 AM Online: 9:00 AM	14 Candidate Filing	15 Candidate Filing	16 Candidate Filing	17 Last day to file for office In-Person: 5:00 PM Online: 4:00 PM	18
19 Last day for candidates to withdraw	20 First day to submit your candidate statement and photo Lot Drawing at 10:00am @ Courthouse-open to public Candidate Workshop Election Center, 116 N 3rd Ave Pasco WA, 6:00 - 7:30pm	21	22	23	24 Last day to submit your candidate statement and photo	25
26	27 LEGAL HOLIDAY Memorial Day Auditor's Office Closed	28 Video production week (Contact Mike Greif, Tri-Tech 509.222.5810)	29 Video production week (Contact Mike Greif, Tri-Tech 509.222.5810)	30 Video production week (Contact Mike Greif, Tri-Tech 509.222.5810)	31 Last day for candidate video production (Contact Mike Greif, Tri-Tech 509.222.5810)	

**Filing by Mail**

Beginning April 29, 2013, candidates may submit their Declaration of Candidacy by mail to the Auditor’s office. All filings must be received by May 17th at 5:00pm. Filings received earlier than April 29th or after May 17, 2013 will be considered invalid and returned to the candidate. Any applicable filing fee must also accompany the declaration of candidacy.

**Filing by E-mail or Fax**

Candidates may submit their Declaration of Candidacy by fax or e-mail beginning May 13th. Filing fees must be received by 5:00pm on May 17th. A hard copy of the candidate’s declaration must be received no later than 7 calendar days after filing.

**Filing In-person**

Candidates may file In-Person at the Auditor’s office beginning Monday, May 13th at 8:30am. In-Person filing will close on Friday, May 17, 2013 at 5:00pm.

**Online Filing**

Candidates may file online beginning at 9:00am on Monday, May 13, 2013. Online filing provides candidates with the option of paying their filing fee by credit or debit card. Online filing will close on Friday, May 17, 2013 at 4:00pm.

**Filing Fees**

Filing fees are based on the salary of the office at the time of filing. For offices with a salary over \$1,000 the filing fee is 1% of the total salary. For offices with a salary of \$1,000 or less, the filing fee is \$10.00. No filing fee is required if the position is paid for attending meetings (per diem), with no fixed annual salary. Filing fees are not refundable.

**Filing Fee Petition**

A candidate who lacks sufficient assets or income at time of filing may submit a filing fee petition in lieu of the filing fee. The filing fee petition must contain valid signatures of registered voters who support the candidate and are registered within the district. Each signature is equal to a dollar of the filing fee. Candidates may not submit part filing fee petition and part filing fee.

**Candidacy Qualifications**

Each candidate must be an elector of the jurisdiction for which they are filing. If the position is noted by district number, the candidate must be an elector of the jurisdiction and must live within the district for which they are filing.

**Withdrawal of Declaration**

Any candidate may withdraw their Declaration of Candidacy until 5:00pm, on Monday, May 20, 2013. The withdrawal form can be submitted at the Franklin County Auditor’s Office.

**No Filings for an Office**

If no candidate files for a partisan, judicial, or non-partisan office, a special three day filing period will be called by the Secretary of State or County Auditor. If there are no filings after the special filing period, the office will be void and removed from the ballot.

**Primary**

All cities, towns and districts shall be subject to a Primary.

For Partisan offices, primaries are required. If more than two candidates file for the same position only the two candidates with the most votes will advance to the General Election. If a candidate does not receive at least one percent of the votes cast, they do not advance to the General Election.

For Nonpartisan offices, primaries will be required if more than two candidates file for the same position. Only those positions having more than two candidates filing will be on the Primary ballot. The top two candidates with the most votes will advance to the General Election.

**Lot Drawing**

A lot drawing will be held on Monday, May 20, 2013 at 10:00am in the Auditor’s Office located in the Franklin County Courthouse. All candidates and public are welcome. The drawing will determine the order in which the candidates’ names will appear on the Primary ballot.

Candidates for the General Election will appear on the ballot based off the number of votes received in the Primary Election. If the office did not appear on the Primary Election ballot, order will be determined by prior lot drawing results. The lot drawing is open to the public.

### Candidate Statement and Photo

After your filing has been approved, you will receive a confirmation e-mail from the Secretary of State's Office. This e-mail will guide you through the process of submitting your candidate statement and photo.

**Please note:** the candidate statement submitted will be used for print and video productions. Also, the same statement will be used for both the Primary and General Election.

### Candidate Statement Format

- Word limit - 200 words or less.
- No tables, images, signatures or letterhead.
- No bullets or special characters.

**Tip:** write your statement in first person as if you are having a conversation with someone.

In addition to your statement, you may provide a short biography limited to 100 words or less. The following headings will be provided in your biography (headings do not count as part of the 100 word limit):

**Elected Experience, Other Professional Experience, Education, Community Service.**

### Candidate Photograph Format

- Must have been taken within the last five years.
- Must show only the candidate's face, neck, and shoulders in the manner of a portrait.
- Must exclude other images, such as the candidate's hands, anything held in the hands, or other people.
- Must not show the candidate wearing a uniform (including judicial robes) or hat or any article of clothing or headpiece bearing an insignia.
- Must have a plain background.
- Must not be a cartoon, caricature, or image that does not accurately portray the candidate.

### Candidate Video - Format

- Video production week is **May 28 through May 31.**
- Videos will be hosted on the Franklin County Election Department website and YouTube page.
- Videos are provided as an audio alternative to the candidate statement, the same statement used for print must be used for video.
- Videos produced will be used for both the Primary and General.
- Videos are limited to 2 minutes in length.
- Must not show the candidate wearing a uniform (including judicial robes) or hat or any article of clothing or headpiece bearing an insignia.
- Contact Mike Greif at Tri-Tech (509) 222-5810 to schedule a video shoot.
- No charge to the candidates when the above conditions are met.

**Reminder:** This video is produced to accommodate voters with disabilities, please read the original statement submitted to our office. Any deviation from the written statement will disqualify the video and the candidate must reimburse the \$25.00 video production fee.

The videos are produced by high school students at the Tri-Tech Skills Center who are learning digital video and TV Production.

### Submitting your statement and photo

#### By Email:

Email to: [elections@co.franklin.wa.us](mailto:elections@co.franklin.wa.us)

#### CD:

You may bring a CD to the Auditor's Office 1016 N 4th Ave in Pasco.

**Statements and photos must be received by 5:00pm on May 24th.**

#### Questions or trouble submitting?

Contact our office immediately by phone or email at (509) 545-3538 or [elections@co.franklin.wa.us](mailto:elections@co.franklin.wa.us)

# 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	20	21	22 Last day to mail Military and Overseas ballots for the Primary Election
23	24	25	26	27	28	29
30						

# July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 LEGAL HOLIDAY Independence Day  Auditor's Office Closed	5	6
7	8 Last day for mail-in and online voter registrations and transfers for the Primary Election	9	10	11	12	13
14	15	16 Target date for mailing Franklin County ballots	17 Accessible Voting Units available	18	19 Last day for mailing Franklin County ballots  Final day to file as a write-in candidate for the Primary	20
21	22	23	24	25	26	27
28	29 Last day for in-person registration for the Primary Election	30	31			

# Voter Data & Map Requests

## Precinct Maps

Visit the Franklin County Election Department website to view or download electronic precinct maps or to order paper copies.

## Mailing Labels

Candidates interested in direct mailing can purchase pre-printed mailing labels.

## Voter Data

Registered voter data including name, address, precinct, registration date and last election voted is available upon request. These lists are limited by state law for political use only. To request a voter data file visit our website or call our office at (509) 545-3538.

## Matchback

Matchback reports include the names of voters who have returned a ballot for the current election. Reports are made available the first day ballots have been returned. Requests for these reports can be made online.

## Pricing Chart

<b>Prices for Lists, Disks, Labels and Maps</b>	
Information on registered voters is available on paper printouts, formatted disks, or laser labels. When requesting information, please complete the form available from the Elections Department. All services must be paid in Advance. Lists and labels of voters obtained shall be used for political purposes, and cannot be used for commercial purposes (RCW 29A.08.720)	
<b>Printed Listings</b>	\$0.10 per page + \$10.00 basic charge
Lists are available for voters, as well as absentees, in precincts or districts. Information may be sorted by either name, address, precinct, or district. (In estimating the cost, 12 registrant records are on each page.)	
<b>Printed Labels</b>	\$0.006 per label + \$10.00 basic charge
"Matchback" absentee labels are available beginning eighteen days prior to the election and ending on Election Day.	
<b>Printed Copies</b>	\$0.15 per page
Election results, lists, reports, etc.	
<b>Matchback Files</b>	\$10.50 + \$2.00/day
"Matchback" files / labels are available beginning eighteen days prior to the election and ending on Election Day.	
<b>Electronic File Transfers (except for matchbacks)</b>	No Charge
<b>Precinct by Precinct Election Results</b>	\$5.00 per election printed
<b>Precinct Maps</b>	\$10.00 per map set
<b>Formatted Disc</b>	\$25.00 per disc
For further inquiries on pricing and information, please contact the Elections Department at (509) 545-3538.	

# Local Sign Ordinances



**CODE ENFORCEMENT DEPARTMENT** (509) 543-5743 / Fax (509) 545-3499  
P.O. Box 293, 525 North Third Avenue, Pasco, Washington 99301

This courtesy notice is provided to inform you of certain City of Pasco requirements regarding the placement and retrieval of temporary campaign and election signs.

First and most importantly, election signs placed in the City right-of-way, especially signs larger than 2-3 square feet in area or more than 3 feet in height, pose a public safety hazard if they are situated in a manner that obstructs the view of oncoming traffic at street intersections and driveways.

The best way to ensure your signs do not obstruct line of sight at corner lots and intersections, is to locate the points 20 feet to the rear of intersections (with streets, alleys or driveways) by projecting a straight line from one point to the other, across the abutting lot or yard. The triangle formed by the connection of the points is considered a clear view triangle wherein signs cannot exceed 3 feet in height. In other areas on the property or lot outside and behind the triangle, you may place signs that stand over 3 feet in height.

Second, in planting strips requiring regular City maintenance and mowing, and at corners with decorative landscaping, campaign signs may be removed without notice to protect City equipment and personnel from harm caused by signs or sign parts tangling with their equipment. Election signs should not be posted in those particular areas.

Last, posting of signs on utility poles, light poles or on public sidewalks is prohibited and placement of signs on private property without the property owner's permission is strongly discouraged. All election signs, regardless as to their location must be removed no later than ten (10) days following the date of the election.

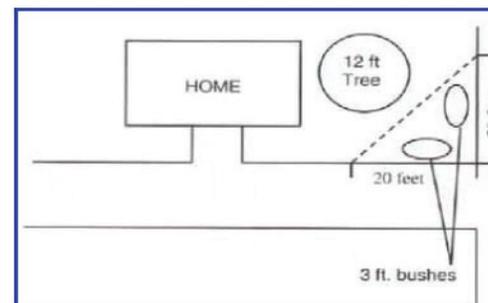
If you have any questions regarding election sign placement please call me at (509) 545-3441.

Sincerely,

A handwritten signature in black ink, appearing to read "Mitch Nickolds".

Mitch Nickolds, CBO  
Inspection Services Manager

View Triangle Example:



# State Sign Ordinances



**Transportation Building**  
310 Maple Park Avenue S.E.  
P.O. Box 47300  
Olympia, WA 98504-7300  
360-705-7000  
TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

Dear Candidate:

The Washington State Department of Transportation (WSDOT) wishes to take this opportunity to advise political candidates about the placement of campaign signs and placards along state highways.

Revised Code of Washington (RCW) 47.42, the Highway Advertising Control Act, regulates signing on Interstate highways, Primary highways, and highways that are part of the Scenic and Recreational system. Signs erected on private property adjacent to these highways must comply with the Highway Advertising Control Act, rules contained in Washington Administrative Code (WAC) 468-66, and applicable local agency sign codes.

In accordance with WAC 468-66-050, ***Sign Classifications and Specific Provisions***, temporary political campaign signs are identified and regulated as a type of on-premise sign intended to express a property owner's endorsement of a political candidate or initiative. Prior to placing signs, WSDOT recommends checking with the property owner for approval, and to determine property line locations. Campaign signs are allowed under the following regulations:

- 1) Temporary political campaign signs are limited to a maximum size of thirty-two square feet
- 2) Temporary political campaign signs must be removed within ten days following the election
- 3) Sign installers must have permission of the underlying property owner prior to placing signs
- 4) Temporary political campaign signs are subject to all other applicable provisions of RCW47.42 and WAC 468-66 that pertain to Type 3 on-premise signs

In addition to the above restrictions, **the erection of temporary political campaign signs within the right-of-way of all state highways is prohibited. Accordingly, signs placed within the right-of-way of any state highway are subject to removal by the Washington State Department of Transportation.**

Also, RCW 47.36.180(1) states in part that it is unlawful to erect any structure, sign, or device visible from a city street, county road, or state highway the simulates any directional, warning, or danger sign likely to be mistaken for such a sign. Therefore, a campaign sign cannot be designed in a manner that resembles an official traffic control sign.

If you should have any questions about the placement of campaign signs along state highways, please contact Pat O'Leary at (360) 705-7296 or [olearyp@wsdot.wa.gov](mailto:olearyp@wsdot.wa.gov)

We sincerely hope that candidates for public office will observe the laws and regulations enacted to limit driver distraction and protect and preserve the roadside beauty of our state. Thank you in advance for your courtesy in this matter.

## Primary Election Day

### Where can I find Election Results?

Election officials will begin tabulating results at 8:00pm on Election Night. Results will first be released to our Media/Election Center at 8:15pm and then posted online at [www.co.franklin.wa.us](http://www.co.franklin.wa.us).

### Where is the Election Center?

The Election Center is located at 116 N 3rd Ave in Pasco. Everyone is welcome to gather at the Election Center to await the Election Results.

### When will the results be updated again?

The Election Department will process all newly returned ballots and update the results daily following Election Day. You can see when the next update is scheduled by viewing the Election Results online.

### Can I come observe?

The entire election process is completely open to the public, candidates and media. You can come observe the Election Staff receive, open, and prepare the ballots for tabulation and tabulate the ballots.

### It's the day after Election Day, who was elected?

No one yet. Not until the results are certified by the Canvassing Board is anything official. Primary Elections are certified 15 days after Election Day.

This time allows for Military and Overseas voters' ballots to arrive. Voters also have the opportunity to clear up any challenged ballots prior to Certification Day.

### Will there be a recount?

In a Primary Election, with 3 or more candidates, the candidate with the most votes advances to the General Election. When 2 of the 3 candidates have a margin of votes that is less than 150 votes and a quarter of 1 percent, a recount will be conducted to determine the 2nd candidate to move forward to the General Election.

For ballot measures, if the margin is less than 2,000 votes and less than one-half of 1 percent of the votes cast, then a recount is mandatory. The state decides whether to use a machine or hand recount. There are no recounts on local measures.

# August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 Ballot Inspection at 9:00am at the Franklin County Election Center
4 Ballot Inspection at 2:00pm at the Franklin County Election Center	5 Ballot Inspection at 2:00pm at the Franklin County Election Center	6 <b>Election Day!</b> Ballot tabulation at 10:00am Election results available at 8:15pm	7 Ballot Inspection at 2:00pm Ballot Tabulation at 4:00pm	8 Ballot Inspection at 2:00pm Ballot Tabulation at 4:00pm	9 Ballot Duplication at 10:00am Ballot Tabulation at 4:00pm	10
11	12	13	14	15	16	17
Election staff reconciles and audits election						
18 Pre-certification at 1:30pm at Franklin County Election Center	19 Pre-certification at 1:30pm at Franklin County Election Center	20 Primary Certification Day 1:30pm @ Franklin County Election Center	21	22	23 Final day for Secretary of State to certify Primary returns	24
25	26	27	28	29	30	31

# Ballot Processing

## Securing the Ballots

All voted ballots are kept in secure storage when not being processed. Secure storage must enable detection of unauthorized access and may include the use of numbered seals and seal logs, or a mechanism to document entry. Secure storage, when used in regard to balloting, does not necessarily require a locking mechanism.

## Ballot Processing

### The Outer Envelope

County Auditors may begin processing envelopes containing voted ballots as soon as they are received. The County Canvassing Board, or a designated staff member of the Elections Department, will verify the voter's signature on the outer envelope to the signature on the voter's registration record. The postmark on the outer envelope is also verified. With the exception of overseas and service voters, the envelope must either be postmarked no later than the day of the election or deposited in the County Auditor's Office, a polling location, or a designated deposit site not later than 8 p.m. on Election Day. The date of signature on the oath on the outer envelope is considered the date of mailing for overseas and service voters. If the signature on the outer envelope matches the signature on the voter's registration and has a valid postmark, the envelope moves to the next step in the process. If the signature on the envelope is missing or does not match the signature on the registration record, the voter is notified.

### The Secrecy Sleeve

After signatures are verified, ballots are removed from envelopes in two distinct steps. First, outer envelopes are opened and all inner secrecy sleeves are removed and placed aside in a tray or batch. All empty outer envelopes are then secured away from the work area prior to the next step. Second, all ballots are removed from the secrecy sleeves. This two-step process prevents the identity of a voter being connected to a ballot. Election staff will verify that no ballots remain in the envelopes by looking through the small viewing holes punched through both the outer envelopes and secrecy sleeves.

## Ballot Inspection

Ballots must be inspected prior to tabulation. The inspection process consists of thoroughly examining each face of every voted ballot and each target area. Election workers look for physically damaged ballots, ballots that are unreadable and might not be correctly counted by the machine, marks that are different from those specified in the voting instructions, stray marks, tears or creases in the ballot, and write-in votes. Such ballots may be duplicated or referred to the County Canvassing Board for determination.

## Ballot Duplication

Ballots that are damaged or not readable by the tabulator must be duplicated when the intent of the voter's mark is clear. A voter's intent is determined by guidelines provided by the Secretary of State in "Statewide Standards of What is a Vote." The guide is available at [www.vote.wa.gov/elections](http://www.vote.wa.gov/elections).

Ballots are duplicated, resolved, or adjudicated by teams of two employees from the County Auditor's Office or Elections Department. A unique control number is assigned to each duplicated ballot. This number is recorded on both the original and duplicate ballots. A duplication log records the unique control number, the initials of the two people who conducted the duplication, and the total number of ballots duplicated. Original ballots and duplicate ballots are secured when not in process.

## Ballot Tabulation

The tallying of ballots may begin at 8:30am on Election Day. The results of the tally of votes processed during the day shall not be produced until after 8pm on Election Day. After Election Day, we process and canvass ballots every day, excluding Saturdays, Sundays, and holidays.

# September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 LEGAL HOLIDAY Labor Day  Auditor's Office Closed	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21 Last day to mail Military and Overseas ballots for the November General Election
22	23	24	25	26	27	28
29	30					

# Registration Deadlines, Military Ballots, Accessible Voting Units

## **Registration Deadlines:**

### **Monday, October 7 - Transfer/ Mail & Online Registration Deadline**

This deadline applies to voter registration forms and address changes submitted by mail or online.

All voter registration forms must be postmarked by this deadline in order for the form to be valid. All registrations postmarked after the deadline will be processed after the General Election.

### **Monday, October 28 - In Person Registration Deadline**

Voters who are new to Washington State or first time voters can register in person at the Franklin County Auditor's Office's until 5:00pm on Monday, October 28.

## **Military & Overseas Voters**

Ballots for Military & Overseas Voters will be mailed 45 days prior to Election Day. This additional time allows for those located in remote locations to receive their ballots. The Franklin County Election Department will be sending paper ballots by Friday, September 20.

Military & Overseas voters also have the option to obtain their ballots electronically. Voters who request this method of delivery will begin receiving their ballot on Friday, September 20.

## **Accessible Voting Units (AVU)**

Accessible Voting Units are equipped with audio and visual technology that allows voters that need assistance to vote more independently.

AVU's are available at the Franklin County Auditor's Office beginning 18 days prior to each election during office hours. On Election Day, accessible voting units are available from 8:30am until 8:00pm.

# October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Last day for Mail & Online Voter Registration and transfers for the November General Election	8	9	10	11	12
13	14	15 Target date for mailing Franklin County ballots	16 Accessible Voting Units available.	17	18 Last day for mailing Franklin County ballots  Final day to file as a write-in candidate for the General	19
20	21	22	23	24	25	26
27	28 Last day for In-Person registration for the November General Election.	29	30	31		

# November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 Ballot Inspection @ 9:00am at the Franklin County Election Center
3	4 Ballot Inspection @ 2:00pm at the Franklin County Election Center	5 <b>Election Day!</b> Ballot tabulation at 10:00am Election results available at 8:15pm	6 Ballot Inspection at 2:00pm Ballot Tabulation at 4:00pm	7 Ballot Inspection at 2:00pm Ballot Tabulation at 4:00pm	8 Ballot Duplication at 10:00am Ballot Tabulation at 4:00pm	9
10 VETERAN'S DAY LEGAL HOLIDAY Auditor's Office Closed	11	12	13	14	15	16
Election staff reconciles and audits election						
17	18	19	20	21	22	23
Election staff reconciles and audits election						
24	25 Pre-Certification Day at 1:30pm at Franklin County Election Center	26 Certification Day 1:30pm @ Franklin County Election Center	27	28 Thanksgiving Day Auditor's Office Closed	29 LEGAL HOLIDAY Auditor's Office Closed	30

# Understanding Election Night Results

## **Ballots Left to Count After Election Day**

While Election Results are released at 8:15 PM they are in no way the final numbers. The Election Department tabulates as many ballots as possible up to Election Night. However, there are more ballots to be counted.

Voters have until 8:00 PM on Election Day to drop their ballot at one of the ballot drop boxes located throughout the county. Ballots returned by mail must be postmarked on or before Election Day. Even after Election Day the Election Department is accepting and processing ballots.

Results will be tabulated daily and updated on our website by 5:00 PM. Candidates can follow the number of ballots left on hand to count on our website, as well.

## **Do you continue counting through the night?**

No, the process begins again the following morning with ballots received on Election Day.

## **What are Over & Under Votes?**

Over Votes occur when a voter selects more than one candidate in a particular race. This error made by the voter is tabulated; however, no credit is given to either candidate.

Under Votes occur when a voter chooses not to vote in a particular race. The percentage of under votes is traditionally higher when a candidate is running unopposed.

## **Understanding Write-Ins**

Votes cast for write-ins are tabulated for each contest that appears on the ballot. The number of write-in votes for each office must be reported, but votes for individual candidates do not need to be tallied unless it could make a difference in the outcome of the election.

# Certification

## Who certifies the results?

The Canvassing Board certifies all election results. The Board is comprised of the Franklin County Auditor, the Chair of the County Commissioners, and the Prosecuting Attorney. The Board reviews all challenged ballots.

## What is a challenged ballot?

As ballots are returned, election staff compares the signature of each voter against the signature that is on file to validate the ballot. Ballots that are not validated are placed into challenged status. Voters have until the day before certification to resolve their challenged status.

## Challenged Ballot Reasons:

### No Signature

In this case, the voter has forgotten to sign his or her envelope. When voters fail to sign their affidavit, election staff is unable to compare the signature of the voter against what is on file. The voter will receive a letter and phone call requesting that they submit a signature for second review.

### Signature mismatches

When we are unable to match the voter's original signature. Election law provides voters with two options for re-signing their voter affidavit:

- in person at the election office
- by mail or electronically with two witnesses

### Postmarked too late

Ballots returned through the United States Postal Service must be postmarked on or before Election Day. Ballots postmarked after Election Day will be reviewed by the County Canvassing Board.

## Can I come observe?

The entire process is completely open to the public, candidates and media. Certification of the General Election results by the Canvassing Board will take place Tuesday, November 26, 2013 at 1:30pm in the Franklin County Election Center located at 116 N 3rd Ave in Pasco. No need to make a reservation, our doors are always open.

## Oath of Office

### When will I take my oath?

After the General Election results are certified on Tuesday, November 26, 2013 oaths will be mailed to candidates. Oaths will be administered to the candidates by the district to which they were elected. See the chart on the right to find when you can assume office.

County Special Purpose Districts	Regular Term Begins	Administration and Repository of Oath	Citations
County Officials Executive Officers	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
Court of Appeals Judges	Second Monday in January	Prior to entering the duties of the office.	RCW 2.06.080 RCW 2.06.070, 85
Superior Court Judges	Second Monday in January	Prior to entering the duties of the office.	RCW 2.08.080 RCW 2.08.070, 85
District Court Judges	Second Monday in January	Prior to entering the duties of the office.	RCW 3.34.070 RCW 3.34.080
City and Town Officials Executive Officers Municipal Court Judges	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. Oath filed with 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 officer 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 officials are authorized to administer all oaths or affirmations. Retained by County Auditor.	RCW 28A.343.360
Fire Protection District Commissioners District Secretary	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, Hospital Districts 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

# Voter and Election Data Request Form

Franklin County Elections Department  
1016 N. 4<sup>th</sup> Avenue / PO Box 1451 / Pasco, WA 99301  
Phone: (509) 545-3538 Fax (509) 543-2995  
www.co.franklin.wa.us/elections

## 1. Print your contact information

Name: \_\_\_\_\_ Candidate/Campaign: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Election Staff will not disperse political advice or strategy. We will do our best to provide you with any information we have using the options available below. For specialized services, there are several commercial vendors listed on the reverse side who would be able to meet your customized data processing needs.

## 2. What are you interested in purchasing?

Option 1  Active voter list / no history By Household: yes no Jurisdiction: \_\_\_\_\_ or Specify Precinct(s)

Option 2  Active voter list / with history (not available by household) Jurisdiction: \_\_\_\_\_ or Specify Precinct(s)  
 History of last five elections  
 List specific elections: (up to 5) \_\_\_\_\_

Option 3  Newly registered Voter List From \_\_\_\_\_ to \_\_\_\_\_ (dates) By Household: yes no Jurisdiction: \_\_\_\_\_

Option 4  Walking List (Does not include voter history, Adobe PDF format only) Jurisdiction: \_\_\_\_\_ or Specify Precinct(s)

Option 5  Daily Added Voters (\$25.00) From \_\_\_\_\_ to \_\_\_\_\_ (dates)  Labels Emailed List By Household: yes no Jurisdiction: \_\_\_\_\_

Option 6  Matchback Data Format: Email (\$10.50 + \$2.00/day) (Tab delimited text file only) or Specify Precinct(s)  
 Mailed Ballot List  
Lists for current election and date(s) requested are: \_\_\_\_\_  
 Countywide Jurisdiction: \_\_\_\_\_

Option 7  Challenged Ballot List

## 3. What format would you like your data in, if applicable?

Excel  Tab delimited text file

## 4. How do you want your data delivered?

Email file to me (no charge) except for matchbacks  CD (+ \$25.00)  Labels (+ \$10 basic charge and \$.006 per label)

## 5. Acknowledge and finalize your request

It is the responsibility of the purchaser to know how to use the data in the format provided. **Electronic orders are not processed until payment is received.** Electronic orders not paid for within 5 days will be cancelled. Any corrections or other concerns with data must be brought to our attention within 48 hours of purchase.



By accepting terms below, I agree that I will not use this data for commercial purposes and I acknowledge receipt of the state laws that pertain to the use of voter registration data printed on the reverse side of this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

OFFICE USE ONLY Date Received \_\_\_\_\_ Base Cost \_\_\_\_\_ Initials \_\_\_\_\_

## Report Descriptions

Option 1 & 2	<b>Voter List</b> includes data such as voter ID number, voter name, residential and mailing address, precinct, registration date and elections voted. Voter lists can be requested countywide or for a specific district.
Option 3	<b>Newly Registered Voter List</b> includes newly registered voters from the time the County initially mails ballots through the in-person registration cutoff date.
Option 4	<b>Walking List</b> is a specific report that comes in Adobe PDF format only. It can be requested for a specific district and is ordered by precinct number and street address. This report is primarily used by candidate and campaigns to “walk the district.”
Option 5	<b>Daily Added Voters</b> is a computer file or printed mailing labels of voters added each day prior to an election.
Option 6	<b>Mailed / Returned Ballot (Matchback) List</b> is a list of voters that have been mailed ballots and information about whether or not their ballot has been returned. Fields include voter id number, issue date, return date, and precinct.
Option 7	<b>Challenged Ballot List</b> is a list of ballots currently challenged during the signature verification stage of returned processing. Please note that just because a person’s name appears on this list it cannot be assumed that their ballot will not be counted

All files are in tab delimited format unless specified by in #3 of the order form or other arrangements have been made. Basic instructions and data field descriptions come with all orders. Data is only current as of the time the report is run and is subject to change based on normal voter registration and election activities.

## Legal limits on the availability and use of voter registration data

### RCW 29A.08.720

#### Registration, voting records – As public records – Information furnished – Restrictions, confidentiality.

(1) In the case of voter registration records received through the department of licensing or an agency designated under RCW [29A.08.310](#), the identity of the office or agency at which any particular individual registered to vote is not available for public inspection and shall not be disclosed to the public. Any record of a particular individual's choice not to register to vote at an office of the department of licensing or a state agency designated under RCW [29A.08.310](#) is not available for public inspection and any information regarding such a choice by a particular individual shall not be disclosed to the public.

(2) Subject to the restrictions of RCW [29A.08.710](#) and [40.24.060](#), poll books, precinct lists, and current lists of registered voters are public records and must be made available for public inspection and copying under such reasonable rules and regulations as the county auditor or secretary of state may prescribe. The county auditor or secretary of state shall promptly furnish current lists of registered voters in his or her possession, at actual reproduction cost, to any person requesting such information. The lists shall not be used for the purpose of mailing or delivering any advertisement or offer for any property, establishment, organization, product, or service or for the purpose of mailing or delivering any solicitation for money, services, or anything of value. However, the lists and labels may be used for any political purpose. The county auditor or secretary of state must provide a copy of RCW [29A.08.740](#) to the person requesting the material that is released under this section.

### RCW 29A.08.740

#### Violations of restricted use of registered voter data – Penalties – Liabilities.

(1) Any person who uses registered voter data furnished under RCW [29A.08.720](#) for the purpose of mailing or delivering any advertisement or offer for any property, establishment, organization, product, or service or for the purpose of mailing or delivering any solicitation for money, services, or anything of value is guilty of a class C felony punishable by imprisonment in a state correctional facility for a period of not more than five years or a fine of not more than ten thousand dollars or both such fine and imprisonment, and is liable to each person provided such advertisement or solicitation, without the person's consent, for the nuisance value of such person having to dispose of it, which value is herein established at five dollars for each item mailed or delivered to the person's residence. However, a person who mails or delivers any advertisement, offer, or solicitation for a political purpose is not liable under this section unless the person is liable under subsection (2) of this section. For purposes of this subsection, two or more attached papers or sheets or two or more papers that are enclosed in the same envelope or container or are folded together are one item. Merely having a mailbox or other receptacle for mail on or near the person's residence is not an indication that the person consented to receive the advertisement or solicitation. A class action may be brought to recover damages under this section, and the court may award a reasonable attorney's fee to any party recovering damages under this section.

(2) Each person furnished data under RCW [29A.08.720](#) shall take reasonable precautions designed to assure that the data is not used for the purpose of mailing or delivering any advertisement or offer for any property, establishment, organization, product, or service or for the purpose of mailing or delivering any solicitation for money, services, or anything of value. However, the data may be used for any political purpose. Where failure to exercise due care in carrying out this responsibility results in the data being used for such purposes, then such person is jointly and severally liable for damages under subsection (1) of this section along with any other person liable under subsection (1) of this section for the misuse of such data.

## Commercial Vendors

- Labels & Lists, Bellevue (800) 842-5478 • Mail Northwest/FPS, Tacoma (253) 565-2866
- Data Resources, Olympia (360) 754-8220 • Data Supply, Tacoma (253) 922-3494