



2015

**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 2015 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.

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.

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:

2015 Candidate Workshop
116 N 3rd Avenue
Pasco, Washington
Tuesday, May 19 @ 6:00 p.m.
Call 545-3538 or email elections@co.franklin.wa.us to RSVP

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

Sincerely,



Matt Beaton
Franklin County Auditor

P.S. Please note that the Candidate guide does not take the place of current local, state or federal laws. Laws and dates are subject to change.

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June

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Election staff reconciles and audits election						
16	17 Pre-certification at 1:30pm at Franklin County Election Center pg. 23	18 Primary Certification Day 1:30pm at Franklin County Election Center pg. 23	19	20	21 Final day for Secretary of State to certify Primary returns RCW 29A.60.240	22
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September

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		1	2	3	4	5
6	7 LEGAL HOLIDAY Labor Day Auditor's Office Closed	8	9	10	11	12
13	14	15	16	17	18 Target date for mailing Military and Overseas ballots	19 Deadline for Military and Overseas ballots to be mailed for the November General RCW 29A.40.070
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8	9 Election staff reconciles and audits election	10	11 LEGAL HOLIDAY Veterans' Day Auditor's Office Closed	12 Election staff reconciles and audits election	13	14
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Election staff reconciles and audits election						
22	23 Pre-certification at 1:30pm at Franklin County Election Center pg. 23	24 Certification Day 1:30pm at Franklin County Election Center pg. 23	25	26 Thanksgiving Day Auditor's Office Closed	27 LEGAL HOLIDAY Auditor's Office Closed	28
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2015 Offices Open for Election

Office	Term	Incumbent	Filing Fee	Office	Term	Incumbent	Filing Fee
Benton, Franklin Superior Court (file with the Office of Secretary of State)				City of Mesa			
Judge, Position 3	1 year UE	Alexander Carl Ekstrom	\$1563.63	Councilmember, At Large, Position 1	4 year FT	Jim Cronenwett	\$0.00
Port of Kahlotus				Councilmember, At Large, Position 2	4 year FT	Elizabeth Guizar	\$0.00
Commissioner, District 2	6 year FT	Wm Geo. Harder	\$0.00	Councilmember, At Large, Position 3	4 year FT	Patti Bailie	\$0.00
Port of Pasco				Councilmember, At Large, Position 4	2 year UE	Vacant	\$0.00
Commissioner, District 3	6 year FT	Jim Klindworth	\$96.00	Councilmember, At Large, Position 5	2 year UE	Vacant	\$0.00
Kahlotus School District #56				City of Pasco			
Director, District 1, Position 1	4 year S/F	William G. Harder Jr	\$0.00	Councilmember, District 1, Position 1	4 year FT	Al Yenney	\$119.99
Director, District 2, Position 2	2 year UE	Melanie D. Ayers	\$0.00	Councilmember, District 5, Position 5	4 year FT	Rebecca Francik	\$119.99
Director, District 3, Position 3	2 year UE	Lynn G. Blair	\$0.00	Councilmember, At Large, Position 6	4 year FT	Matt Watkins	\$119.99
Director, At Large, Position 4	4 year FT	Leonard Ramm Van Buren	\$0.00	Fire Protection District #1			
North Franklin School District #J51				Commissioner, At Large, Position 2	6 year FT	John Hart	\$0.00
Director, District 1, Position 1	4 year FT	Remie DeRuwe	\$0.00	Commissioner, At Large, Position 3	4 year UE	Jeff Hailey	\$0.00
Director, District 2, Position 2	4 year FT	Roger Bailie	\$0.00	Fire Protection District #2			
Director, District 5, Position 5	4 year FT	Tim Taylor	\$0.00	Commissioner, At Large, Position 1	6 year FT	Shawn Ayers	\$0.00
Pasco School District #1				Commissioner, At Large, Position 2	6 year FT	Reed Wiswall	\$0.00
Director, At Large, Position 1	4 year S/F	Scott D. Lehrman	\$0.00	Fire Protection District #3			
Director, At Large, Position 2	4 year FT	Ryan A. Brault	\$0.00	Commissioner, At Large, Position 3	6 year FT	Tom Hughes	\$0.00
Star School District #54				Fire Protection District #4			
Director, At Large, Position 1	4 year FT	Joe Zlabek	\$0.00	Commissioner, At Large, Position 1	6 year FT	Doug Smith	\$0.00
Director, At Large, Position 2	4 year FT	L. Wade VanHollebeke	\$0.00	Fire Protection District #5			
Director, At Large, Position 3	4 year FT	Nicole VanHollebeke	\$0.00	Commissioner, At Large, Position 2	6 year FT	Roger L. Richardson	\$0.00
Director, At Large, Position 4	2 year UE	Richard Wiswall	\$0.00	Cemetery District #1			
City of Connell				Commissioner, At Large, Position 3	6 year FT	Candi Roach	\$0.00
Councilmember, At Large, Position 5	4 year FT	Ray H. Minor	\$21.00	Cemetery District #2			
Councilmember, At Large, Position 6	4 year FT	Kathryn Silva	\$21.00	Commissioner, At Large, Position 2	6 year S/F	John Hart	\$0.00
City of Kahlotus				Hospital District #1			
Councilmember, At Large, Position 3	2 year UE	David A. Wooten	\$0.00	Commissioner, District 3, Position 3	6 year FT	Mike Harrington	\$0.00
Councilmember, At Large, Position 4	4 year FT	John Rogers	\$0.00	Basin City Water - Sewer District			
Councilmember, At Large, Position 5	4 year FT	Robert L. Hagans	\$0.00	Commissioner, At Large, Position 3	6 year FT	Daniel Lee Winder	\$0.00
Councilmember, At Large, Position 6	4 year FT	Shirley Ayers	\$0.00				

All offices up for election will file with the Franklin County Auditor's Office.
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

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. Information about candidate qualifications can be found on our website at www.co.franklin.wa.us/elections.

Candidacy Qualifications for Precinct Committee Officer - even years only

Each candidate must be a member of a major political party and a registered voter in the precinct for which they are filing. This office appears in the Primary election only. A race will only appear on the ballot if two or more candidates from the same party file in a precinct.

Filing by Mail

Beginning April 27, 2015, candidates may submit their Declaration of Candidacy by mail to the Auditor's office. All filings must be received by May 15th at 5:00pm. Filings received earlier than April 27 or after May 15, 2015 will be considered invalid and returned to the candidate. Any applicable filing fee must also accompany the declaration of candidacy.

Filing In-person

Candidates may file in-person at the Auditor's office beginning Monday, May 11 at 8:30am. In-person filing will close on Friday, May 15, 2015 at 5:00pm.

Online Filing

Candidates may file online beginning at 9:00am on Monday, May 11, 2015. Online filing provides candidates with the option of paying their filing fee by credit or debit card. Online filing will close on Friday, May 15, 2015 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.

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.

Lot Drawing

A lot drawing will be held on Monday, May 18, 2015 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.

Withdrawal of Declaration

Any candidate may withdraw their Declaration of Candidacy until 5:00pm, on Monday, May 18, 2015. The withdrawal form can be submitted at the Franklin County Auditor’s Office.

Candidate Filing

Write-ins

A write-in candidate may file a Declaration of Candidacy and pay the filing fee. Write-in declarations must be filed by 18 calendar days prior to the election. Write-in votes will only be tallied when they impact the outcome of the election. Votes cast for write-in candidates who have filed declarations need only specify the name of the candidate in the appropriate location on the ballot and connect the arrow in order to be counted.

No person may file a write-in declaration:

- For the general election, if the candidate lost the primary election, either as a candidate or a write-in candidate.
- A valid write-in declaration has already been filed for another office.
- The candidate already appears on the ballot for another office.

Write-in votes for candidates who have not filed a Declaration of Write-in Candidacy must include the office sought and, if applicable, position number and political party preference in order to be counted.

Election Guidelines

Primary

Partisan Offices

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

A Primary Election will be held for each partisan office open for election, regardless of the number of candidates filing.

Candidates for partisan office may state a political party that he or she prefers. A candidate's preference does not indicate endorsement by the party. No changes to party preference will be accepted after the deadline for withdrawal of candidacy.

On the Primary Election ballot, candidates shall be listed in the order determined by lot.

The names of candidates for County Commissioner will appear only on ballots within their county district.

The two candidates who receive the greatest number of votes cast will advance to the General Election ballot regardless of party preferences. They will appear on the ballot with the top vote getter appearing first.

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.

A Primary Election will be held if three or more candidates file in any nonpartisan office, or a city, town, school, special purpose district or district court office. The two candidates with the most votes continue on to the General Election. The top vote getter appears first.

Judicial Offices

Judicial candidates will only appear on the Primary Election ballot when three or more candidates file for the office. The candidates' names will appear in lot draw order. See the [chart](#) for more judicial office ballot information.

General

On General Election ballots, the name of the candidate who receives the greatest number of votes for the position in the Primary Election shall be listed first, followed by the name of the candidate who receives the next greatest number of votes. If a Primary Election was not required for a nonpartisan office, the candidates' names will appear in lot draw order.

Candidate Statements, Photos & Videos

Candidate Statement and Photo - May 11-22

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, bolding, underlining, all caps or special characters.
- Use *italics* only to emphasize specific words or statements.

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

- Digital (.JPEG or .TIFF format - 300 dpi or larger resolution).
- No smaller than 4 X 5 inches (1200 X 1500 pixels).
- 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.

How and When to Submit Statements and Photos

State provided link: link provided in your candidate filing email

By email: 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 4:30pm on May 22

If a submission is not received by the deadline, the text "No Photo Submitted", "No Information Submitted", and/or "No Statement Submitted" will appear in the applicable sections.

Questions or trouble submitting?

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

Candidate Video - May 26-29

- Video production week is **May 26 through May 29.**
- 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 off 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.

Local Sign Ordinances



Building Division

Troy Hendren, Inspection Services Manager

525 North Third Avenue | Pasco, WA 99301

(509) 543-5736 phone | (509) 543-5728 fax

www.Pasco-WA.gov | HendrenT@pasco-wa.gov

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.

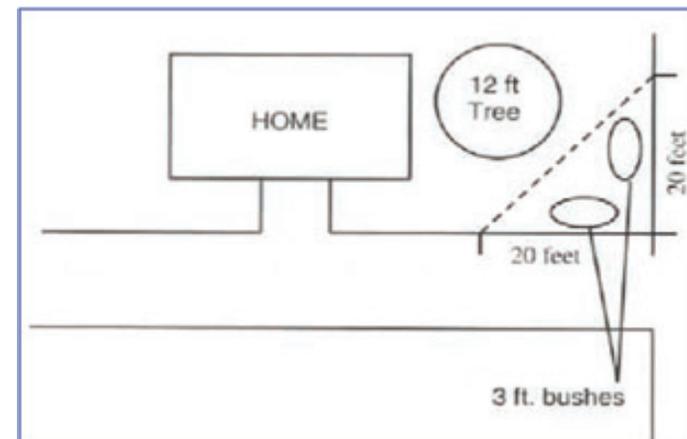
If you have any questions regarding election signs please call me at 543-5736.

Best regards,

A handwritten signature in black ink, appearing to read "Troy Hendren".

Troy Hendren,
Inspection Services Manager

View Triangle Example:



State Sign Ordinances



**Washington State
Department of Transportation**

Lynn Peterson
Secretary of Transportation

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

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 permission to place the sign and to determine property line location. 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 that 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

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.

Washington State Department of Transportation

Voter Data & Map Requests

Precinct Maps

Visit the Franklin County Elections Department website to view or download electronic precinct maps or call (509) 545-3538 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. State law does not allow phone numbers or email addresses to be made public.

Matchback

Data file of voters who have returned a ballot for the current election. Reports are available beginning the first day ballots are returned. A cumulative file is sent on certification day.

Walking List

Data file includes voters in address/precinct order. It does not include voter history.

To Order Data or Lists

See page 26 for a copy of the data request form. An online printable form is available at www.co.franklin.wa.us/elections. Pre-payment is required for all data orders.

Your order will generally be completed within 48 hours.

Pricing Chart

Prices for Lists, Disks, Labels and Maps	
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).	
Printed Listings	\$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).	
Printed Labels	\$0.006 per label + \$10.00 basic charge
Printed Copies	
\$0.15 per page	
Election results, lists, reports, etc.	
Matchback Files	\$50.00 flat rate
"Matchback" files / labels are available beginning the first day ballots are returned. A cumulative file will be sent on certification day.	
Electronic File Transfers (except for matchbacks)	No Charge
Precinct by Precinct Election Results	\$5.00 per election printed
Precinct Maps	\$10.00 per map set
Formatted Disc	\$25.00 per disc
For further inquiries on pricing and information, please contact the Elections Department by phone: (509) 545-3538 or email: elections@co.franklin.wa.us	

Registration Deadlines, Military Ballots, Accessible Voting Units

Registration Deadlines:

Mail & Online Transfer/Registration Deadline

Primary: Monday, July 6, 2015

General: Monday, October 5, 2015

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.

In Person Registration Deadline

Primary: Monday, July 27, 2015

General: Monday, October 26, 2015

Voters who are new to Washington State or first time voters can register in person at the Franklin County Auditor's Office's. Regular business hours are 8:30 - 5:00pm.

Military & Overseas Voters

Ballots for Military & Overseas Voters will be mailed 45 days prior to each primary and general election and 30 days prior to special elections. This additional time allows for those located in remote locations to receive their ballots. The Franklin County Elections Department will be sending paper ballots on Friday, June 19 for the Primary Election and on Friday, September 18 for the General Election.

Military & Overseas voters also have the option to obtain their ballots electronically. Please contact the elections department at elections@co.franklin.wa.us or 509.545.3538 to request this option.

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.

Voter Registration Guidelines

Voter Registration Drives

It is the policy of the state of Washington to encourage every eligible person to register to vote and to participate fully in all elections and to protect the integrity of the electoral process by providing equal access to the process while guarding against discrimination and fraud. Make sure the people of your community have a voice in the next election.

Tips for a successful drive:

- Plan your drive well in advance of voter registration deadlines.
- Consider coordinating with other groups to maximize your efforts.
- Obtain permission from the owner or manager before conducting drives on private property.
- Obtain forms from your local elections office or the Secretary of State's Office.
- Treat everyone the same.
- Know how to complete the form so you can assist individuals.
- Allow people to take a registration form and submit it themselves.
- Let people know they may fill out a form to update their existing registration (name change, address change, etc.)
- Assist people with disabilities only when they ask for help.
- Have contact information for the local elections office available to aid in referring people.
- Submit completed forms within five business days, by mail or in person, to the local elections office or Secretary of State's Office. (RCW 29A.08.115)
- Return unused forms to the local elections office or Secretary of State's Office.

The "don'ts" for conducting a voter registration drive:

- Don't refuse to give anyone a registration form.
- Don't offer gifts or promotional items for registering someone to vote unless you offer the same item to someone who does not register to vote.
- Don't accept registrations you know to be fraudulent.

Voter Registration Guidelines

Who Can Register to Vote

To be eligible to vote in Washington State, a person:

- must be a citizen of the United States;
- must be at least 18 years old on or before election day;
- must have lived in Washington State for 30 days prior to the election (exceptions apply to overseas and service voters);
- must not maintain a registration in two or more counties or states or with two or more names;
- must not be under the Department of Corrections supervision for a Washington felony conviction; and
- must not be disqualified from voting due to a court order.

Completing the Voter Registration Form

The below information is required on voter registration forms:

- must mark citizenship checkbox;
- must include the date of birth (check for the proper year);
- must include full name (i.e., last, first, middle initial, suffix);
- must include a Washington State residential address;
- must include both mailing and residential addresses if mail is not delivered to the residential address; and
- must sign the oath (signature is used to verify ballots).

Voter Registration Deadline Information

New voter registrations and changes to voter registration records received after the deadlines will be effective only for future elections.

By mail or online:

- 29 days before an election.
- Changes to residential address, mailing address, name or other voter registration record information must be made before this deadline. (If the deadline is not met, voters may still vote using their previous voter registration record information).
- The registration must be postmarked no later than the deadline.

In-person at the local elections office:

- Eight days before an election.
- Only registrations for voters not currently registered in the state of Washington.

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/Rectification

Ballots that are damaged or not readable by the tabulator must be rectified 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.

Ballots are rectified 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 rectified 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 rectified 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.

Election Results

Where can I find election results?

Initial tally results will be released at our Election Center by 8:15pm and posted online at www.co.franklin.wa.us/elections.

Do you continue counting through the night?

No, all verified ballots on hand on Election Day will be tabulated and included in the initial tally released on Election night.

Ballots left to count after Election Day

While Election Results are released at 8:15pm they are in no way the final numbers. The Election Department is processing valid ballots after Election Day because voters have until 8:00pm on Election Day to drop their ballot at one of the ballot drop boxes located throughout the county. Also, ballots returned by mail must be postmarked on or before Election Day and may be received after Election Day.

When will the results be updated again?

The Election Department will update the results daily following Election Day until all ballots are counted. You can see when the next update is scheduled by viewing the Election Results online.

What are over and 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.

Will there be a recount?

An automatic recount applies to statewide candidate races and statewide measures and will occur if less than 2,000 votes and also, less than one-half of 1% of votes cast separates candidates or issues. If separated by less than one-fourth of 1% and if the number of votes is less than 1,000 votes, a mandatory manual recount is required for a candidate race. (RCW 29A.64.021)

For elective offices which are less than statewide, an automatic manual recount will occur if less than 150 votes and also, less than one-fourth of 1% of votes cast separates candidates. (RCW 29A.64.021)

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.

Can I come observe on election night?

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.

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.

Certification

Who was elected?

No one yet. Not until the results are certified by the Canvassing Board is anything final. Primary Elections are certified 14 days after Election Day. General Elections are certified 21 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. The Auditor's election staff uses this time to reconcile and canvass the results. (WAC 434-262-015)

Who certifies the election?

The Canvassing Board is comprised of the Franklin County Auditor, the Chair of the County Commissioners, and the Prosecuting Attorney or their designees. 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 three options for re-signing their voter affidavit:

- in person at the election office
- by mail
- 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 certification?

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

Primary Election: Tuesday, August 18, 2015 at 1:30pm

General Election: Tuesday, November 24, 2015 at 1:30pm

Oath of Office

When will I take my oath?

After the General Election results are certified on Tuesday, November 24, 2015 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
State Judicial Supreme Court Justice Court of Appeals Judge Superior Court Judge	Second Monday of January	Oath retained by Secretary of State.	Washington State Constitution Article IV, Sections, 5 28 RCW 2.04.080 RCW 2.06.070, 085
State Legislature Senator Representative	Second Monday of January	Oath is administered orally by a Supreme Court justice on the first day of session. Oaths retained by the House and Senate.	Article VI of the U.S. Constitution; RCW 29A.04.133
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.60.280 RCW 36.16.040,060
District and Municipal Court Judges	Second Monday of January	Prior to entering the duties of the office. Oath filed with the County Auditor.	RCW 2.08.080 RCW 3.34.070 RCW 3.34.080 RCW 35.20.150 RCW 3.50.097
City and Town Officials Executive Officers	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. Oath filed with County Auditor.	RCW 29A.60.280 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.60.280 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.60.280 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.60.280 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.60.280 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.60.280 RCW 68.52.260
Precinct Committee Officers	December 1		RCW 29A.80.051

Online Resources

www.co.franklin.wa.us/elections

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.

Maps

Here you will find current maps of Franklin County districts.

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

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

Chip Beatty (360) 586-0616 cbeatty@pdc.wa.gov