

# Franklin County



2018 Candidate Guidebook

## 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 2018 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 at [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 everyone. 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.

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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20	21 Candidate withdrawal deadline pg. 11 Lot drawing at 11:00am at the Courthouse (open to the public)	22 Candidate Workshop Election Center 116 N 3rd Ave Pasco, WA 99301 6:00-7:30pm	23	24	25 Last day to submit your candidate statement and photo pg. 14	26
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# June

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10	11	12	13	14	15	16
17	18	19	20	21	22 Target date for mailing Military and Overseas ballots	23 Deadline for Military and Overseas ballots to be mailed for the August Primary RCW 294.40.070
24	25	26	27	28	29	30

# July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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8	9 Last day for mail-in and online voter registrations and transfers for the Primary Election pg. 18	10	11	12	13	14
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# August

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Election staff reconciles and audits election						
19	20 Pre-certification at 2:00pm at Franklin County Election Center pg. 23	21 Primary Certification Day 2:00pm at Franklin County Election Center pg. 23	22	23	24 Final day for Secretary of State to certify Primary returns RCW 29A.60.240	25
26	27	28	29	30	31	

# September

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						1
2	3 LEGAL HOLIDAY Labor Day <b>Auditor's Office Closed</b>	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 Target date for mailing Military and Overseas ballots	22 Deadline for Military and Overseas ballots to be mailed for the November General RCW 29A.40.070
23	24	25	26	27	28	29
30						

Election activities are tentative, please call 545-3538 to verify schedule.

# October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 Last day for mail & online voter registration and transfers for the November General Election pg. 18	9	10	11	12	13
14	15	16 Target date for mailing Franklin County ballots	17 24 hour ballot drop boxes open	18	19 Deadline for ballots to be mailed for the November General RCW 29A.40.070  Final day to file as a write-in candidate for the General Election with no fee	20
21	22 Ballot inspection at 2:00pm at the Franklin County Election Center pg. 21	23 Ballot inspection at 2:00pm at the Franklin County Election Center pg. 21	24 Ballot inspection at 2:00pm at the Franklin County Election Center pg. 21	25 Ballot inspection at 2:00pm at the Franklin County Election Center pg. 21	26 Ballot inspection at 2:00pm at the Franklin County Election Center pg. 21	27
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11 LEGAL HOLIDAY Veterans' Day <b>Auditor's Office Closed</b>	12	13	14	15	16	17
Election staff reconciles and audits election						
18	19	20	21	22 Thanksgiving Day <b>Auditor's Office Closed</b>	23 LEGAL HOLIDAY <b>Auditor's Office Closed</b>	24
Election staff reconciles and audits election						
25	26 Pre-certification at 2:00pm at Franklin County Election Center pg. 23	27 Certification Day 2:00pm at Franklin County Election Center pg. 23	28	29	30	

Election activities are tentative, please call 545-3538 to verify schedule.

## 2018 Offices Open for Election

Office	Term	Incumbent	Filing Fee
<b>Federal (file with Secretary of State)</b>			
U.S. Senator (Partisan)	6 year term	Maria Cantwell	\$1740.00
U.S. Representative, Congressional District 4 (Partisan)	2 year term	Dan Newhouse	\$1740.00
<b>State Legislature (file with Secretary of State)</b>			
State Representative, 9th District, Position 1 (Partisan)	2 year term	Mary Dye	\$477.76
State Representative, 9th District, Position 2 (Partisan)	2 year term	Joe Schmick	\$477.76
State Representative, 16th District, Position 1 (Partisan)	2 year term	William 'Bill' Jenkin	\$477.76
State Representative, 16th District, Position 2 (Partisan)	2 year term	Terry R. Nealey	\$477.76
<b>Franklin County (file with County Auditor)</b>			
Assessor (Partisan)	4 year term	Steven Marks	\$902.76
Auditor (Partisan)	4 year term	Matt Beaton	\$902.76
Clerk (Partisan)	4 year term	Michael J. Killian	\$902.76
Commissioner, District 3 (Partisan)	4 year term	Rick Miller	\$943.25
Coroner (Partisan)	4 year term	Dan Blasdel	\$902.76
District Court Judge (Nonpartisan)	4 year term	Gerald F. Roach	\$1610.92
Prosecuting Attorney (Partisan)	4 year term	Shawn P. Sant	\$1404.15
Sheriff (Partisan)	4 year term	Jim Raymond	\$1151.90
Treasurer (Partisan)	4 year term	Josie Koelzer	\$902.76
<b>State and County Judicial (file with Secretary of State)</b>			
Supreme Court Justice, Position 2 (Nonpartisan)	6 year term	Susan Owens	\$1866.81
Supreme Court Justice, Position 8 (Nonpartisan)	6 year term	Steve Gonzalez	\$1866.81
Supreme Court Justice, Position 9 (Nonpartisan)	6 year term	Sheryl Gordon McCloud	\$1866.81
Benton, Franklin Superior Court Judge, Position 5 (Nonpartisan)	2 year unexpired term	Samuel Swanberg	\$1691.87
<b>Public Utility District (file with County Auditor)</b>			
Commissioner, District 3 (Nonpartisan)	6 year term	Stu Nelson	\$274.20
<b>Precinct Committee Officer (file with County Auditor)</b>			
One representative from each major party per precinct (Partisan)	2 year term	All Precincts	No Fee

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

### **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](http://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 30, 2018, candidates may submit their Declaration of Candidacy by mail to the Auditor's office. All filings must be received by May 18th at 5:00pm. Filings received earlier than April 30 or after May 18, 2018 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 14 at 8:30am. In-person filing will close on Friday, May 18, 2018 at 5:00pm.

### **Online Filing**

Candidates may file online beginning at 9:00am on Monday, May 14, 2018. Online filing provides candidates with the option of paying their filing fee by credit or debit card. Online filing will close on Friday, May 18, 2018 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 21, 2018 at 11:00am 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 21, 2018. 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. A candidate who lacks sufficient assets or income at the time of filing to pay the filing fee required shall submit with his or her declaration of candidacy a filing fee petition. Any person who desires to be a write-in candidate shall file a declaration of candidacy with the County Auditor's Office not later than 8:00 p.m. on the day of the primary or election. A write-in declaration of candidacy is timely if filed by this deadline. No votes shall be counted for a write-in candidate who has not properly filed a write-in declaration of candidacy. Votes cast for write-in candidates who have filed such declarations of candidacy need only specify the name of the candidate in the appropriate location on the ballot 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.
- The office filed for is precinct committee officer.

Political party preference is required in order to be counted for the office of President/Vice President.

# 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.

The names of candidates for City of Pasco councilmembers will appear only on ballots within their city district.

### 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.

The names of candidates for City of Pasco councilmembers will appear only on ballots within their city district.

# Candidate Statements, Photos and Videos

## Candidate Statement and Photo - May 14-25

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 2½ X 3 inches, no larger than 8 X 10 in (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 or USB:** you may bring it to the Auditor's Office, 1016 N 4th Ave in Pasco

## Statements and photos must be received by 4:30pm on May 25

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 29 - June 1

- Video production week is **May 29 through June 1.**
- 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 original 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, C.B.O.**

**Building Official/Fire Marshal**

525 North Third Avenue | Pasco, WA 99301  
(509) 543-5736 phone | (509) 543-5728 fax  
[www.Pasco-WA.gov](http://www.Pasco-WA.gov) | [HendrenT@pasco-wa.gov](mailto: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.

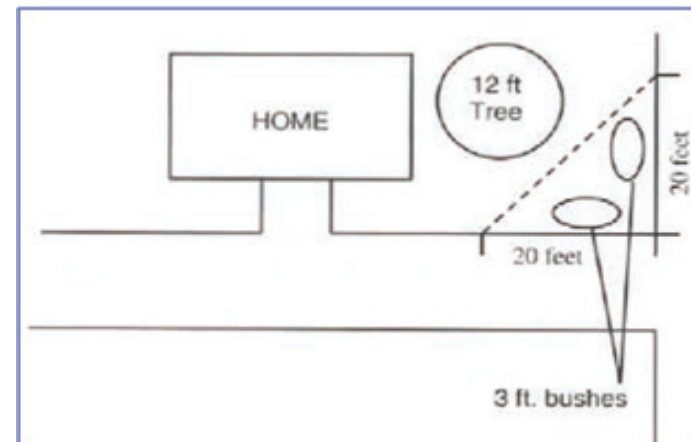
Last, posting of signs on utility poles, light poles or on public sidewalks is prohibited and placement of signs on private property without the property owner's permission is strongly discouraged. All election signs, regardless as to their location must be removed no later than ten (10) days following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

If you have any questions regarding election sign placement please call me at (509) 543-5736.

Best regards,

Troy Hendren, C.B.O.  
Building Official/Fire Marshal

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 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 WA 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 Trevor McCain at (360) 705-7282 or email at [mccaint@wsdot.wa.gov](mailto:mccaint@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](http://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, CD, 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
<b>Printed Copies</b>	
\$0.15 per page	
Election results, lists, reports, etc.	
<b>Matchback Files</b>	\$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.	
<b>Electronic File Transfers (except for matchbacks)</b>	No Charge
Precinct by Precinct Election Results	\$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 by phone: (509) 545-3538 or email: <a href="mailto:elections@co.franklin.wa.us">elections@co.franklin.wa.us</a>	

# Registration Deadlines, Military Ballots, Accessible Voting Units

## Registration Deadlines:

### Mail & Online Transfer/Registration Deadline

Primary: Monday, July 9, 2018

General: Monday, October 8, 2018

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 election.

### In-person Registration Deadline

Primary: Monday, July 30, 2018

General: Monday, October 29, 2018

Voters who are new to Washington State or first time voters can register in person at the Franklin County Auditor's Office's located at 1016 N 4th Ave, Pasco. Regular business hours are 8:30am - 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 by Friday, June 22 for the Primary Election and by Friday, September 21 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](mailto: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

## 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 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);
- 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

## Franklin County Election Center

The Election Center is where all ballots are processed and results are tabulated. The public is invited to visit our observation room and see the entire process in action. Security restricts physical access to the central ballot processing area to only employees and political observers.

## Voting by mail

Washington votes entirely by mail. Ballots and voters' pamphlets are mailed about three weeks before Election Day. Ballots must be returned to a designated drop box or post-marked by Election Day. Overseas and military ballots are mailed even earlier to ensure they have enough time to vote and return their ballots.

Voters can register by mail, online or in person. After registration, they receive a voter notification card in the mail.

From our observation room, you can see ballots being processed. Before ballots are mailed to voters, the ballot packets are assembled offsite. Each election, we assemble a small number of ballot packets at our office as needed.

## Security

There are a number of measures in place to ensure that elections are secure. We also work with formal groups and partners who provide oversight.

- Cameras monitor the building 24 hours a day.
- Ballots and ballot processing centers are safeguarded by key pad controls and seals.
- Observers from both political parties are requested to be on site for every election as added assurance of oversight and accountability.

**Step One: Signature Verification**  
 Before any ballot is counted, the signature on every returned ballot envelope is visually compared with the voter's signature on file, typically from their registration form. Elections employees, trained by the Washington State Patrol fraud unit, examine the signatures. If the signatures are a match, the ballot packet is approved to move forward to opening.

Approximately 3 percent of ballots returned in each election have signature challenges. While there are many reasons this could happen, the common reasons include the length of time since the voter first registered to vote, or a voter initialing or simply forgetting to sign. These issues are all resolved differently and the voter is contacted by mail and by telephone. Voters have until the day before certification to correct their signature issue for their ballot to be counted.

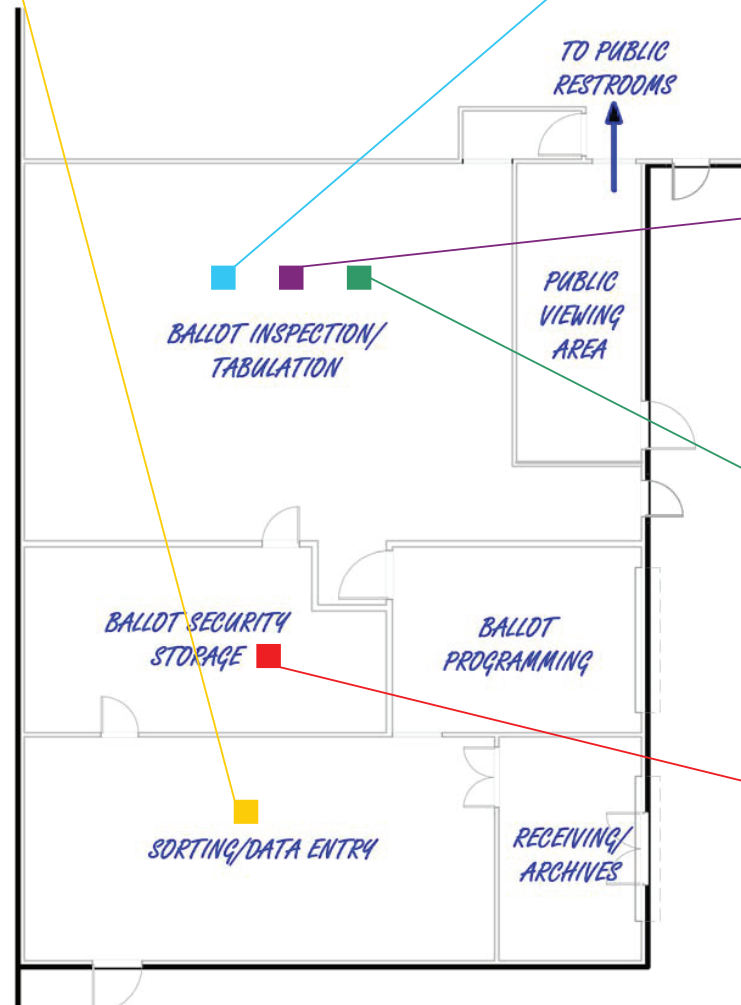
**Step Two: Opening**  
 Opening is a three step process:

1. The security envelope, containing the voted ballot, is removed from the signature envelope and separated.
2. Once all the signature envelopes have been emptied and set aside, the security envelopes are opened and the ballot is extracted.
3. A 100 percent visual inspection is performed. Ballots that are physically ready for scanning, proceed straight there. Ballots with physical damage are sent to duplication, step three.

**Step Three: Duplication**  
 If there is damage to a ballot, or if the voter makes stray marks, corrections or uses the wrong type of pen, the scanners will not be able to read the ballot. Teams of two examine these ballots, determine the voter's intent, and make a copy of these ballots so that the votes can be recorded properly. The original ballots are securely stored.

**Step Four: Tabulation**  
 Ballots are tabulated in the final step of the process. Results are first released at 8 p.m. on Election Night. Limited access is given to the tabulation room. Tabulation will continue until the election is certified and all eligible votes are counted.

**Ballot Security Room**  
 Limited access is given to the ballot security room. This space is monitored by security cameras and requires two people for access.



# 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](http://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 total number of write-in votes for each office must be recorded and reported with the canvass for 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 statewide 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 scan 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.

## Common 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
- by email or fax

If you cannot sign, make a mark in the signature line in the presence of two witnesses. The witnesses should then sign below your mark.

### 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 21, 2018 at 2:00pm

General Election: Tuesday, November 27, 2018 at 2:00pm



## Oath of Office

### When will I take my oath?

After the General Election results are certified on Tuesday, November 27, 2018 oaths will be mailed to districts. 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

Information contained in the candidate guidebook is subject to change. Consult the online manual for the most updated information.

## Online Resources

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

# 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)  Labels  Emailed List By Household: yes no  
From \_\_\_\_\_ to \_\_\_\_\_ (*dates*) Jurisdiction: \_\_\_\_\_

Option 6  **Matchback Data** Format: Email (*\$50.00 flat rate*) (**Tab delimited text file only**)  
 **Mailed Ballot List** 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

<b>Option 1 &amp; 2</b>	<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.
<b>Option 3</b>	<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.
<b>Option 4</b>	<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.”
<b>Option 5</b>	<b>Daily Added Voters</b> is a computer file or printed mailing labels of voters added each day prior to an election.
<b>Option 6</b>	<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. Matchback files are available beginning eighteen days prior to the election and ending on the Friday after Election Day. A cumulative file will be sent on certification day.
<b>Option 7</b>	<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