

2018

Jurisdiction Manual



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Election partners,

This Jurisdiction Manual provides you with information you'll need including boundary changes, petitions, and filing resources for special elections.

This guide should be used in conjunction with state and local laws, not in place of them. The Revised Code of Washington, Washington Administrative Code and other notations are offered as references for additional research. The material contained herein may change due to new legislation, judicial determination or rule changes.

On our website, we offer an online version of the manual as well as information about voting.

For more information:

Website: www.co.franklin.wa.us/elections

Email: elections@co.franklin.wa.us

Phone: 509-545-3538

Contents

Jurisdiction Survey		Resolution Filing	
Purpose of the Jurisdiction Survey.....	6	Deadlines for requesting placing a measure on the ballot.....	13
Completing the Jurisdiction Survey.....	6	Resolution process.....	13
Frequently Asked Questions.....	7	Ballot titles.....	14
Office Holders		Filing a resolution.....	14
Importance of keeping Franklin County Elections informed.....	8	Amending or withdrawing a resolution.....	14
Resignations.....	8	Ballot Order	
New appointments.....	8	Ballot order.....	15
Oaths of office.....	8-9	Order of offices.....	15
Vacancies.....	10	Order of local measures.....	15
Candidate Filing		Order of candidates.....	16
Jurisdiction Administrators - your role during candidate filing.....	11	Validation Rates	
Candidate filing.....	11	Levy and Bond election validations.....	17
Withdrawal of candidacy.....	11	Levy validation for school districts.....	17
Candidate filing - voids and lapses.....	12	Levy validation (excluding school levies).....	17
Write-in candidates.....	12	Bond validation.....	18
Residency requirements.....	12	Validation figures.....	18-20
No double filings.....	12	Local Voters' Pamphlet	
Shared districts.....	12	Local voters' pamphlet administrative rules.....	21-22

Recounts

Mandatory recounts.....	23
Requested recounts.....	23-24

Petitions

Information about petitions.....	25
Recall petitions.....	25

Boundary Changes

City annexation process.....	26
Annexation methods - code cities.....	26-27
Redistricting.....	28
Precincts.....	28
Boundary information.....	28

Election Costs

Cost of participating in an election.....	29
Local voters' pamphlet cost.....	29-30
Equipment depreciation costs.....	30

2018 Election Calendar

February 13, 2018 Special Election Calendar.....	31
April 24, 2018 Special Election Calendar.....	32
August 7, 2018 Primary Election Calendar.....	33-34
November 6, 2018 General Election Calendar.....	35-36



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



Franklin County Elections
509-545-3538
elections@co.franklin.wa.us
www.co.franklin.wa.us/elections

Jurisdiction Survey

Confirming office holder information for candidate filing.

chapter 01

Purpose of the Jurisdiction Survey

The Jurisdiction Survey is sent to all jurisdiction administrators each year to confirm office holder information which Franklin County Elections must use to properly conduct candidate filings for each office.

Completing the Jurisdiction Survey

Prior to February 1st of each year, Franklin County Elections mails a Jurisdiction Survey. Administrators must provide the following information when completing the survey:

- Current contact information for the jurisdiction administrator
- Information about the current elected officials (office title, position number, office holder's name, annual salary at the time of candidate filing, term expiration)
- A map will be included in your jurisdiction's election year for review

Jurisdiction administrators must complete the survey prior to March 1st so that the filing information can be compiled and disseminated to the public at least 30 days prior to the candidate filing period.

Franklin County Elections will review and research the surveys once they are received and send all jurisdictions a current office holders report, confirming each office and the term expiration date.

Frequently Asked Questions

What if an office becomes vacant or there is a new appointment after I have submitted the Jurisdiction Survey?

You need to notify Franklin County Elections once an office becomes vacant.

Prior to appointing a new person, contact Franklin County Elections to verify that they are qualified registered voters for that office.

Jurisdictions must provide newly appointed officials with the oath of office and send a copy to the elections department.

Where do I get the oath of office for a new appointee?

Franklin County Elections prepares and sends oaths of office for newly elected officials after the general election. Jurisdictions must prepare and provide newly appointed officials with the oath of office. A link to a blank form is available on our [website](#).

Return the original signed oath of office to Franklin County Elections, PO Box 1451, Pasco, WA 99301.

Office Holders

Information about your current office holders, resignations, appointments, and oaths of office.

chapter 02

Importance of keeping Franklin County Elections informed

It is extremely important that Franklin County Elections has accurate, up-to-date information regarding current office holders, as this information is used to determine which offices are subject to election. Our office must be notified immediately of all vacancies and appointments that occur throughout the year.

Resignations

Once an office becomes vacant, notify Franklin County Elections immediately. Notification must be in writing, and an email is sufficient. Please include the name of the office holder, the position number, and effective date of the resignation. Additional information can be found about vacancies in [RCW 42.12](#).

New appointments

Prior to appointing an individual to fill a vacancy, Franklin County Elections must verify that the potential appointee is a registered voter of the jurisdiction. The list of appointees with a date of birth and/or residential address can be emailed to our office, and our staff will confirm their registration.

Once our office has confirmed the registration status and an individual has been appointed, notify Franklin County Elections of the appointment. Again, the notification must be in writing and an email is sufficient. Please include the name of the appointed person, contact information for that person, director or commissioner district (if any), position number, and the effective date of the appointment.

Oaths of office

Every person elected to an office in the State of Washington is required by state and federal constitutions to take an oath prior to serving in office. Depending on the office and tradition, the oath may be attested to either verbally or in writing.

Information on when regular terms begin for elected officials, how oaths must be administered, and how oaths must be retained can be found in the chart on the next page.

Franklin County Elections only sends an oath of office for newly elected officials after a general election. It is the jurisdiction's responsibility to provide newly appointed officials with an oath of office.



Franklin County Elections Office

509-545-3538

elections@co.franklin.wa.us

www.co.franklin.wa.us/elections

Send the Oath of Office to Franklin County Elections

Offices	Regular Term Begins	Administration and Repository of Oath	Applicable Citations
Court of Appeals Judge Superior Court Judge	Second Monday in January	Oath retained by Secretary of State	Washington State Constitution Article IV, Sections 5, 28 RCW 2.06.070, 085
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 Court Judges	Second Monday in January	Prior to entering the duties of office	RCW 3.34.070 RCW 3.34.080 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 the County Auditor.	RCW 29A.60.280 RCW 35.27.120 RCW 35.23.081 RCW 35A.12.040, 080 RCW 35A.13.160
Municipal Court Judges	Second Monday in January	Prior to entering the duties of office	RCW 35.20.150
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	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 52.14.070, 080
Sewer, Water, and Hospital District 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

Vacancies

When a vacancy in office occurs, certain factors determine when the office will appear on the general election ballot; such as the date the vacancy occurs and whether the office was scheduled for election that year.

If, prior to the first day of the regular candidate filing period, a vacancy occurs in an office that is not scheduled to appear on the general election ballot valid declarations of candidacy for that office will be accepted during the regular candidate filing period. Franklin County Elections will give notice of the vacancy, and the notice will include the date, time, and place for filing declarations of candidacy.

If, on the first day of the regular candidate filing period or later, a vacancy occurs in an office that is not scheduled to appear on the general election ballot then declarations of candidacy will not be accepted for that office during the regular candidate filing period. That office will instead occur at the next succeeding general election that the office is allowed by law to have an election.

Examples

John Smith, a fire district commissioner, resigns on April 1, 2015. His position was not scheduled for election until 2017, leaving an unexpired 2-year term. Since the vacancy occurred before the first day of the regular candidate filing period, declarations of candidacy will be accepted for that office and it will appear on the general election ballot.

Jane Jones, a city council member, resigns on July 31, 2015. Her position was not scheduled for election until 2017. Since the regular candidate filing period has passed, this office will not appear on the general election ballot. By law, city offices are elected in odd-year elections. Therefore, this office will appear on the 2017 general election ballot as a short and full term. Declarations of candidacy will be accepted during the regular candidate filing period in 2017.

Deadline for vacancies to appear on the ballot

On or before May 11, 2018

Candidate Filing

Information about your role during candidate filing and general filing guidelines.

chapter 03

Jurisdiction Administrators - your role during candidate filing

Jurisdiction administrators are not active participants in the candidate filing process. All candidates are responsible for submitting their own Declaration of Candidacy. Jurisdiction resources should not be used to assist an elected official or candidate to file for office.

Candidate filing

All persons wishing to have his or her name printed on the ballot for election to office, must file a valid Declaration of Candidacy. Any person filing a Declaration of Candidacy must meet the qualifications specified by law for that office at the time of filing the Declaration of Candidacy. The candidate must be a registered voter of the jurisdiction for which they are filing, which is verified by Franklin County Elections with the registered voter list. It is the responsibility of the candidate to ensure that he or she meets any and all other requirements for the office.

For offices with an annual salary greater than \$1,000, a filing fee equal to 1% of the annual salary must accompany the Declaration of Candidacy at the time of filing. **A filing fee is not charged for any office that is compensated on a per diem or per meeting basis.**

Filing fees are not refundable. If a candidate withdraws their Declaration of Candidacy, he or she forfeits the filing fee.

Filing fees are not transferable. If a candidate withdraws their Declaration of Candidacy and re-files for a different position a second filing fee must be paid for the new position.

The candidate filing period begins Monday two weeks prior to Memorial Day and ends the following Friday.

Withdrawal of candidacy

Candidates may withdraw their Declaration of Candidacy prior to the deadline to withdraw.

There is no withdrawal period for Declarations of Candidacy filed during special candidate filing periods.

No filing fees will be refunded to any candidate that withdraws.



Candidate filing deadlines

Mail
April 30 - May 18, 5:00 p.m., regardless of postmark

In-person
May 14, 8:30 a.m. - May 18, 5:00 p.m.

Online
May 14, 9:00 a.m. - May 18, 4:00 p.m.



Deadline to Withdraw Candidacy

May 21, 2018, at 5:00 p.m.

Candidate filing - voids and lapses

A void in candidacy occurs when no valid Declarations of Candidacy have been filed for a position, or all candidates that did file a valid Declaration of Candidacy have withdrawn, died, or been disqualified.



Voids in candidacy to require a special filing period

General Election: July 8-10, 2018

If a void in candidacy occurs after the regular candidate filing period, but before the primary election day, a special three day candidate filing period will be held. The date of the special filing period will be determined by Franklin County Elections. Notice of the void in candidacy will be given, and include the time and place for individuals to file a Declaration of Candidacy.

All candidates that file a valid Declaration of Candidacy during the special candidate filing period will appear on the general election ballot. A primary election will not be held for that office. The candidate receiving the most votes for that office in the general election is deemed elected.

If after the regular and special candidate filing periods have passed no candidate has filed a valid Declaration of Candidacy, the election for that office is deemed lapsed and the office will not appear on the ballot.

If a lapse of election occurs, the current office holder will remain in office and continue to serve until the next succeeding general election that the office is allowed by law to have an election.

Write-in candidates

If an individual wishes to file for an office after the candidate filing period has passed, he or she can file a Declaration of Write-in Candidacy and pay the filing fee, if any. The Declaration of Write-in Candidacy must be filed no later than the legal deadline to mail ballots.



Deadline to File as Write-in Candidate

Primary Election: July 20, 2018, at 5:00 p.m.

General Election: October 19, 2018, at 5:00 p.m.

Residency Requirements

All candidates must be a registered voter of the jurisdiction for which they have filed a Declaration of Candidacy. It is the candidate's responsibility to ensure he or she meets any and all other requirements.

No double filings

A candidate cannot file for more than one office appearing on the ballot, with the exception of filing as a Precinct Committee Officer.

Shared districts

Below are the districts that are shared by more than one county including Franklin. The primary county issues certificates of election and accepts Declarations of Candidacy for that jurisdiction.

Jurisdictions	Counties that share the district
School districts	
North Franklin School District No. J51 Washtucna School District Othello School District	Franklin*, Adams Franklin, Adams* Franklin, Adams*

* indicates primary county

Resolution Filing

Information about filing a resolution to place a measure on the ballot and ballot titles.

chapter 04

Deadlines for requesting placing a measure on the ballot

Upon receipt of a resolution from the governing body of a jurisdiction, Franklin County Elections may hold a special election. The jurisdiction can request the special election be held on one of the following dates:

- February election: the 2nd Tuesday in February.
- April election: the 4th Tuesday in April.
- Primary election: the 1st Tuesday in August.
- General election: the 1st Tuesday after the 1st Monday in November.

The resolution requesting the special election must be presented to Franklin County Elections as follows:

- February election: 60 days prior to the date of the election.
- April election: 60 days prior to the date of the election.
- Primary election: no later than the Friday immediately before the first day of candidate filing.
- General election: no later than the day of the primary election.

All resolutions must be received by Franklin County Elections no later than 5:00 p.m. on the day of the deadline.

Resolution Process

The role of Franklin County Elections is administrative and its responsibility begins when the resolution from a jurisdiction calling for an election is received. The process required to prepare a resolution calling for election is determined by the jurisdiction based on the applicable laws. Franklin County Elections does not provide legal interpretation. If contacted, Franklin County Elections will provide as much assistance as possible and point jurisdiction administrators to any other available resources for help. One valuable [ballot measure resource guide](#) is provided by the Department of Revenue and is also linked on our website.

Tax information can be obtained from the Franklin County Assessor's Office. It is highly recommended that the [Franklin County Assessor](#) or Assessor's levy staff review the ballot measure prior to filing with the Auditor/Franklin County Elections. This provides the Assessor an opportunity to bring forward potential issues they may have with interpreting the levy.

Ballot titles

Ballot titles consist of three elements: name of jurisdiction and a statement of the subject matter; a concise description of the measure; and a question. The concise description must not exceed seventy-five words.

The ballot title is prepared by the Prosecuting Attorney's Office. If a ballot title is submitted with the resolution calling for election, the Prosecuting Attorney's Office will review and approve as to form. Ballot titles for a city or town are prepared by the city attorney.

Franklin County Elections will provide a layout copy of the official ballot title to the jurisdiction.

There is an appeal process that may be filed within 10 days from the time of filing of the ballot title. For more information please read [RCW 29A.36.090](#).

Filing a resolution

A [ballot measure submission cover sheet](#) is required for each resolution being submitted. The cover sheet is available on our website.

Resolutions can be submitted to Franklin County Elections by email, mail, or in-person.

A receipt of resolution form will be provided.

Amending or withdrawing a resolution

If a jurisdiction wishes to amend or withdraw a submitted resolution, a new resolution amending or withdrawing the previously submitted resolution must be submitted to Franklin County Elections.

The deadline to withdraw a resolution is the same as filing a resolution calling for an election.



Resolution deadlines

Resolutions must be submitted to Franklin County Elections no later than 5:00 p.m. on the following dates:

Election date	Resolution Deadline
February 13, 2018	December 15, 2017
April 24, 2018	February 23, 2018
August 7, 2018	May 11, 2018
November 6, 2018	August 7, 2018
February 12, 2019	December 14, 2018

Ballot Order

Information about the order in which candidates and measures appear on the ballot.

chapter 05

Ballot order

State law determines the order of offices and measures on the ballot at the federal or state level. For local offices and measures, the order they appear on the ballot is established by the county.

- Initiatives to the people
- Referendum measures
- Referendum bills
- Initiatives to the Legislature and alternate proposals
- Advisory Votes
- Proposed Constitutional amendments
 - Senate Joint Resolutions
 - House Joint Resolutions
- County-wide ballot measures
- Federal Offices
 - President and Vice-President of the United States
 - United States Senator
 - United States Representative
- State Offices
 - Governor
 - Lieutenant Governor
 - Secretary of State
 - State Treasurer
 - State Auditor
 - Attorney General
 - Commissioner of Public Lands
 - Superintendent of Public Instruction
 - Insurance Commissioner
 - State Senator
 - State Representative
- County Offices
 - Assessor
 - Auditor
 - Clerk
 - County Commissioner
 - Coroner
 - Prosecuting Attorney
 - Sheriff
 - Treasurer
- State and County Judicial Offices. These appear on the ballot sequentially by district and/or position within each category.
 - Justices of the Supreme Court
 - Judges of the Court of Appeals
 - Judges of the Superior Court
 - Judges of the District Court
- County-wide Special Purpose Districts
 - Public Utility District
 - Port of Pasco
- Special Purpose Districts. These appear on the ballot sequentially by district number, or if not numbered, alphabetically by district within each of the below listed categories of districts. Directors or commissioners within each district shall be in the order of the position or director district numbers assigned to those offices.
 - Regional districts that are not county-wide
 - School
 - Mayor
 - Council
 - Fire
 - Cemetery
 - Hospital
 - Water
- Local Measures. These appear on the ballot under the corresponding district heading after any offices for the district, sequentially by number if more than one.

Order of candidates

After the close of the regular candidate filing period, Franklin County Elections will conduct a lot draw to determine the order in which candidate names will appear on the primary election ballot.

For the general election ballot, the candidate receiving the most votes in the primary election will appear first and the candidate receiving the second highest number of votes will appear second. If a primary election is not required for an office, the candidate names will appear on the general election ballot in the order determined by the lot draw.

Validation Rates

General information about validation rates and how they are calculated.

chapter 06

Levy and Bond election validations

Passing a levy or bond issue is not always a simple matter of majority rules. State law requires bond issues and some types of levies to have a “super majority” in order to pass; while other levies, such as a levy lid lift, only require a simple majority (see diagram on page 19). Validation requirements are provisions that require a minimum participation by eligible voters in order for the proposition to be valid regardless of the outcome of the vote (see flowchart on page 20).

Levy validation for school districts

A school district levy requires a simple majority to pass.

Levy validation (excluding school levies)

Option 1: 40% of those voting in the last General election must vote in order to validate. After validation, at least a 60% “yes” vote is required.

Option 2: If not enough turnout to validate, then 60% of the 40% validation amount need to vote “yes”. This can also be calculated as 24% of those voting in the last General election.

If the levy validates, must use Option 1.

If the levy fails, use Option 2.

A combination of the two options is not allowed.

Example: 10,000 votes cast in the last general election
 $\begin{array}{r} \underline{\times 40\%} \\ 4,000 = \text{minimum to validate} \\ \underline{\times 60\%} \\ 2,400 = \text{minimum “yes” vote required to pass} \end{array}$

Option 1: If 5,000 voters vote on the proposition and 60% vote “yes,” that would constitute 3000 “yes” votes and the proposition would pass.

Option 2: If only 3,000 voters vote on the proposition and 60% vote “yes,” that would constitute only 1,800 “yes” votes. The proposition fails to validate and does not pass. However, if 3,000 voters vote on the proposition and at least 80% of the voters vote “yes” equal to 2,400 voters, the proposition would pass.

Bond validation

40% of those voting in the last General election must vote in order to validate. After validation, at least a 60% “yes” vote is required.

Washington State Constitution, Article VII §2



Bond validation example:

$$\begin{array}{r} 10,000 \text{ votes cast in the last general election} \\ \times 40\% \\ \hline 4,000 = \text{minimum to validate} \\ \times 60\% \\ \hline 2,400 = \text{minimum "yes" vote required to pass} \end{array}$$

As in the example above, if only 3,000 voters cast votes on the proposition, even if 80% vote yes achieving the minimum “yes” vote, the proposition does not validate and fails. At least 4,000 votes must be cast to validate and, of those, at least 60% must be “yes.”

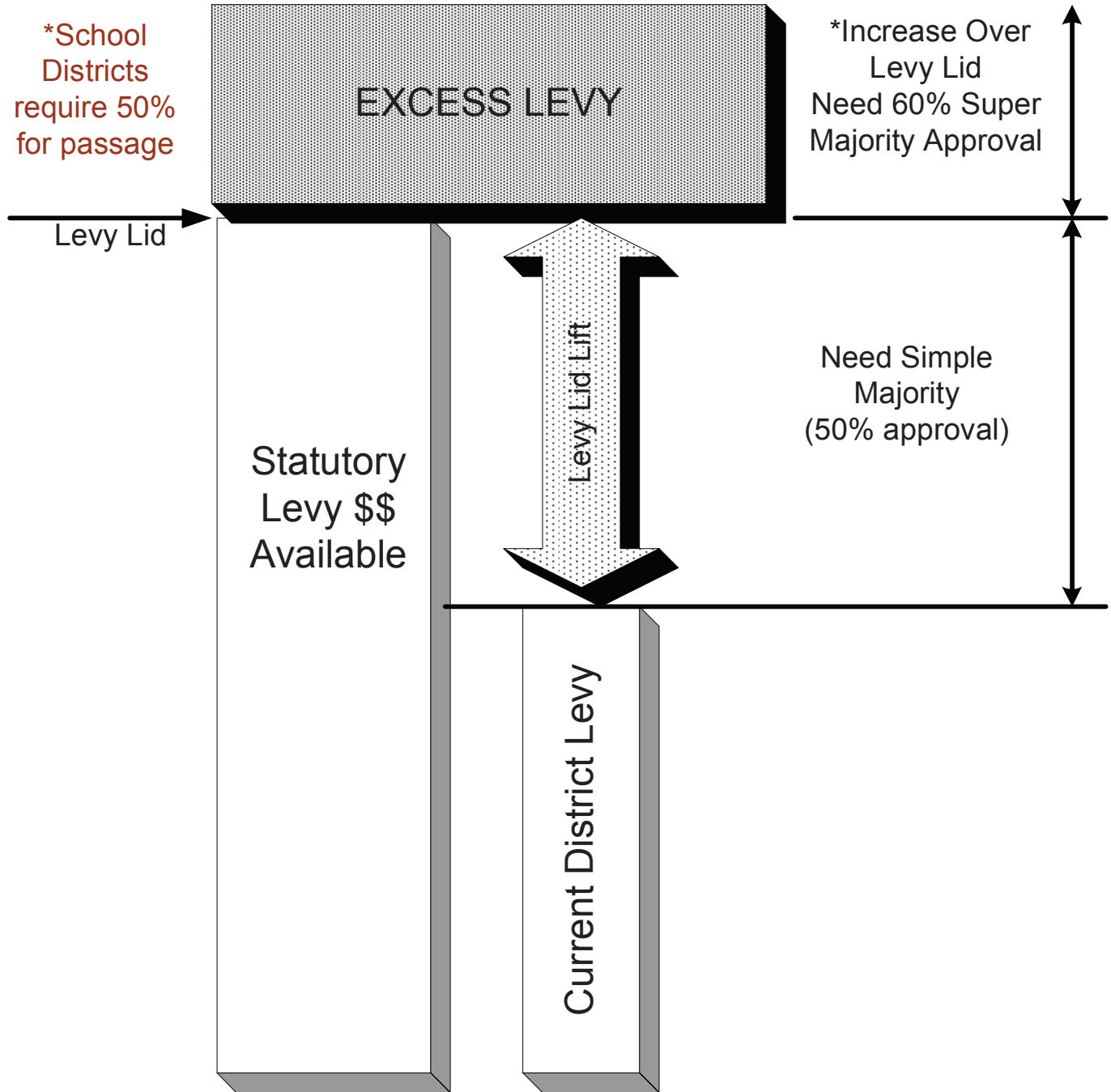
Validation figures

Franklin County Elections calculates the validation figures immediately after every General election. A report which lists the current year’s [validation figures](#) for each Franklin County jurisdiction is posted on the Franklin County Elections website.

The role of Franklin County Elections in the validation process is administrative. We will be glad to assist jurisdictions in understanding how validation works. However, Franklin County Elections does not provide legal interpretation. It is not the responsibility of the Auditor to determine if simple or super majority applies, or to publicly say if the bond or levy has passed - only to report the results.

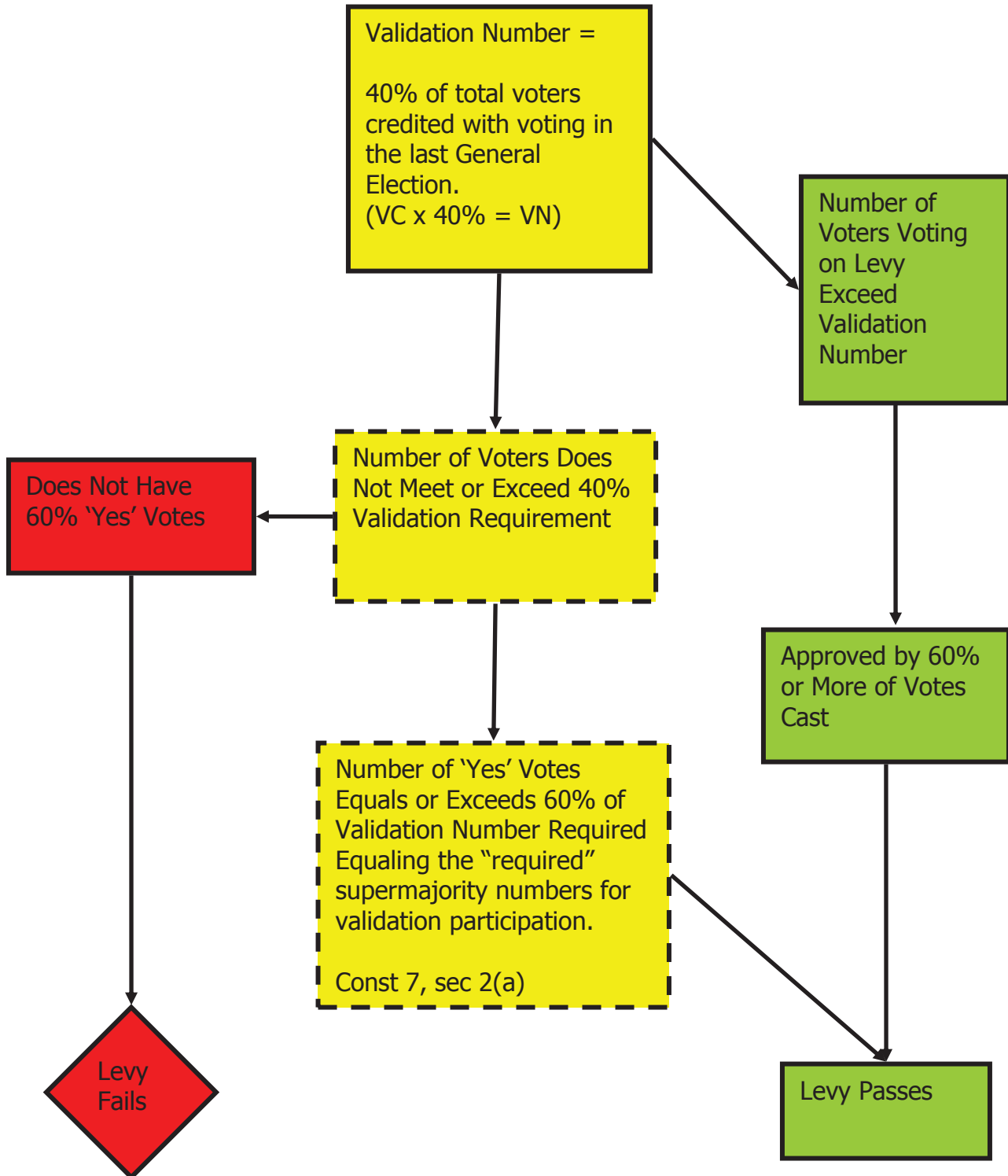
To determine which validation rule applies to your jurisdictions particular election please refer to state law for your jurisdiction and/or consult your jurisdiction’s legal counsel.

Simple and Super Majority



* Engrossed House Joint Resolution 4204 reduced passage requirements of excess levies for school districts only. All other jurisdictions seeking excess levies must have 60% approval by the voters.

Levy Validation



Local Voters' Pamphlet Administrative Rules

chapter 07

Information on how to publish a local voters' pamphlet, explanatory statements, and pro/con committees is included in our [local voters' pamphlet/online voters' guide kit](#) on our website.

Publication of Local General Election Voters' Pamphlet

- For each measure, the pamphlet will include:
 - Official ballot title
 - Explanatory statement
 - “For” and “Against” statements, if submitted
 - Rebuttal statements, if submitted
 - Committee contact information
- The full text of a resolution calling for an election will not be printed in the local voters' pamphlet. Printed copies are available and will be mailed upon request.
- The local voters' pamphlet may be distributed by mail to all households by the Office of Secretary of State.
- The elections department will notify all jurisdictions within Franklin County of its intent to publish a local voters' pamphlet on a yearly basis. Notifications will be by email and will occur at least 90 days before the publication and distribution of the pamphlet.
- The Secretary of State's office publishes a state voters' pamphlet prior to each general election for statewide measures and state and federal offices. Franklin County local measures and offices appear in the local voters' pamphlet which is combined with the State Voters' Pamphlet.



For Primary and Special Elections

Franklin County only produces an online voters guide. Jurisdictions placing measures on the ballot are automatically included.

For General Elections

Franklin County publishes a local voters' pamphlet in conjunction with the state voters' pamphlet. Jurisdictions placing measures on the ballot are **automatically** included in the local voters' pamphlet as well as on our website.

Local Voters' Pamphlet Administrative Rules are available on our website. For forms, deadlines and submittal process see our [voters' pamphlet/online voter's guide kit](#).

Costs associated with the Local Voters' Pamphlet

- **The cost of preparing a local voters' pamphlet** is an election cost billed to local jurisdictions included in the pamphlet and is prorated and charged in the same manner as other election costs. For more information on voters' pamphlet costs see chapter 12, election costs.

i County legislative authority has the authority to waive the financial responsibility of any jurisdiction or district where participation in the local voters' pamphlet would create undo financial hardship. A jurisdiction receiving a waiver for local voters' pamphlet costs will continue to be responsible for their remaining portion of the cost of the election.

Recounts

General information about mandatory recounts and how to request a recount.

chapter 08

Mandatory recounts

Recounts are conducted in accordance with [RCW 29A.64](#). Once an election is certified, a mandatory recount is required for candidate races that meet certain thresholds. Depending on the thresholds, either a machine or manual (by hand) recount is required. There are no mandatory recounts for ballot measures.

A mandatory machine recount is required when the vote total difference between two candidates is less than 2,000 votes and also less than one-half of one percent of the total number of votes cast for both candidates.

A mandatory manual (by hand) recount is required when the vote difference between two candidates is less than 150 votes and also less than one-fourth of one percent of the total number of votes cast for both candidates.

Requested recounts

To request a recount for a candidate race, a political party representative or any candidate for whom votes were cast may file an application to request a recount of the votes or a portion of the votes cast for all candidates in that race.

To request a recount for a ballot measure, a group of five or more registered voters may file an application to request a recount of the votes or a portion of the votes cast for any ballot measure. The group must designate one person as chair; and include the voting residence of each group member.

Applications requesting a recount of local offices or measures must be filed with Franklin County Elections within two business days after the election has been certified. For shared county jurisdictions, an application must be filed with the county with whom filings are made for that jurisdiction.



Mandatory machine recount example

Candidate A receives 5,050 votes and Candidate B receives 5,000 votes for a total of 10,050 votes cast for both candidates.

$$5,050 - 5,000 = 50 \text{ vote difference}$$

$$50 / 10,050 = 0.4975\%$$

For this race, there is less than a 2,000 vote difference between the candidates (50 votes) and also less than one-half of one percent of the total votes cast for both candidates (0.49%). Thus, a machine recount is required.



Mandatory manual recount example

Candidate A receives 6,105 votes and Candidate B receives 6,080 votes for a total of 12,185 votes cast for both candidates.

$$6,105 - 6,080 = 25 \text{ vote difference}$$

$$25 / 12,185 = 0.2052\%$$

For this race, there is less than a 150 vote difference between the candidates (25 votes) and also less than one-fourth of one percent of the total votes cast for both candidates (0.20%). Thus, a manual recount is required.

The application must specify whether the requested recount will be done manually or by machine. A deposit is required at the time of filing the application. The deposit must be either cash or a certified check. The amount of the deposit is determined by the type of recount requested and the number of ballots cast.

- \$0.15 per ballot cast for a machine recount
- \$0.25 per ballot cast for a manual recount

The deposit is only a security deposit, and is not the total cost of the recount. The total charges are determined by the county canvassing board. The deposit will be deducted from the total amount, and the party requesting the recount is responsible for paying the difference. If the result of the recount changes the result of the election, the amount of the deposit will be returned.

The county canvassing board will determine the date and time of the recount. The applicant or affected parties will be notified of the date, time, and location of the recount not less than one day prior to the recount. Each person entitled to receive notice of the recount may attend and be accompanied by counsel.

Petitions

Information about petitions and recall petitions.

Members of the public interested in filing a petition for a specific action must file with the relevant jurisdictions. For example, in the case of a Franklin County petition, the petition must be filed with the Franklin County commissioners. The commissioners will initially review the petition and then forward it to Franklin County Elections within three business days of the petition being filed.

The only role that Franklin County Elections has in the petition process is to determine whether or not the number of valid signatures on the petition is sufficient.

The number of signatures required to validate a petition is determined by the jurisdiction, based on the applicable charter, statute, or ordinance. Franklin County Elections does not provide legal interpretation.

Once Franklin County Elections receives the petition, our office will send a letter to the petition sponsor stating the date the petition checking will begin. Additional petition signature pages may be submitted prior to this date. No signatures can be added or removed once the petition checking has started. Any person who signed a filed petition may submit a written request with the jurisdiction to have their signature withdrawn prior to the date the petition checking will begin.

Franklin County Elections verifies the signatures on the petition based on the signature verification guidelines in [WAC 434-379-020](#). In addition to the WAC guidelines, each jurisdiction may have additional signature requirements that may be more restrictive.

Petitions containing the required number of signatures are accepted as prima facie valid until the invalidity has been proven. If the number of signatures is determined as sufficient, a letter and certificate of sufficiency is sent to the petition sponsor and the original petition is returned. If the number of signatures is determined as insufficient, the petition is returned to the petition sponsor with a letter stating the petition is insufficient.

Recall petitions

Recall petitions are conducted in accordance with [RCW 29A.56.110 - 270](#). If the Declaration of Candidacy for the office concerning the elected official is filed with Franklin County Elections, any person making a charge must file it with our office. If the recall petition reaches the signature gathering stage, the number of signatures required is determined pursuant to [RCW 29A.56.180](#), and based on the total number of votes cast for the candidates for the office to which the official whose recall is being demanded was elected. Franklin County Elections does not provide legal interpretation.

Boundary Changes

General information about city annexation, redistricting and precincts.

chapter 10

City annexation process

Under the State's Growth Management Act:

- A City may only annex areas contiguous to its borders.
- Only territory within the urban growth area may be annexed by a city. Rural areas cannot be annexed.
- If territory is claimed by one city as part of its potential annexation area, that territory may not be annexed by a different city.

Annexation methods - code cities

In Washington State there are seven methods of annexation. The most common methods are as follows:

The Election Method - Initiated by Petition; City Resolution

Residents can file a petition (in a prescribed format, signed by not less than 10% of the number of voters in the area to be annexed who voted in the last General Election) with the city, asking for an annexation election. The city need not agree to hold the election. Alternately, the legislative body of a city or town may adopt a resolution calling for the annexation of certain territory by election. In either case, the city files a resolution with the Franklin County Board of Commissioners. The Board then adopts an ordinance setting the date for an election on the question of annexation. Only registered voters residing within the boundaries of the proposed annexation area are eligible to cast ballots for the annexation measure. The annexation is approved if supported by a simple majority.

The 60% Petition Annexation

The annexation is initiated by filing two separate petitions with the city. The first petition is signed by owners of property representing not less than 10% of the assessed value of the property in the area to be annexed. This filing notifies the city of the resident's intent to commence annexation proceedings. The legislative body then accepts, rejects, or geographically modifies the proposed annexation. If accepted, a second petition must then be signed by the owners of not less than 60% of the assessed valuation of the area proposed to be annexed. If the petition is determined sufficient, the city council then holds a public hearing and rejects or accepts the petition. If accepted, the annexation is finalized by the adoption of an ordinance by the City Council. A finalized copy of the ordinance must then be delivered to Franklin County Elections and all other County agencies affected by the city's boundary change.

Alternative Petition Annexation Method

The annexation is initiated by securing signatures of both landowners and registered voters within the annexation area. The petition initiators (owners of not less than 10% of the land area) must notify the city of their intent to commence the annexation process. The city sets a meeting with the initiating parties to determine whether the city will accept, reject, or modify the boundaries of the proposed annexation. If accepted, a second petition in prescribed form is prepared and must be signed by at least 50% of the registered voters in the area and the owners of at least 50% of the acreage of the area. Following submittal of the petition to the city, the city council holds a public hearing to accept or reject the petition. If accepted, the annexation is finalized by the adoption of an ordinance by the City Council. A finalized copy of the ordinance must then be delivered to Franklin County Elections and all other County agencies affected by the city's boundary change.

Annexation of Small Unincorporated Islands Method

This method is applicable to areas 1) less than 175 acres with all of the area boundaries are contiguous to a code city or 2) of any size containing residential property owners and at least 80% of the boundaries contiguous to a code city. A public hearing must be held, after which the city passes an ordinance to annex. The annexation is subject to resident referendum (i.e., can be overturned) if a petition signed by a number of residents of the area equal to at least 10% of the area residents voting in the last general election is filed with the city within 45 days of the date the city ordinance is adopted. If such a petition is filed, an election on the issue is held and the annexation must be approved by not less than 50% of those persons in the area voting on the matter.

Annexation Method for Municipal Purposes

A code city may, by majority vote of the council, annex territory outside its limits for any municipal purpose, if the territory is owned by the city. This may be done regardless of whether the territory is contiguous or non-contiguous.

For additional information see the [annexation by cities and towns guidebook](#) published by MRSC at www.mrsc.org.

Redistricting

It is the responsibility of each county, city and special purpose district with internal director, council or commissioner districts to periodically redistrict based on the most recent population information meeting the criteria listed in RCW 29A.76.010 as well as any specific laws applicable to the district. Many districts follow precinct lines so it is advisable to contact Franklin County Elections with preliminary plans.

Precincts

The Franklin County Board of Commissioners establish the boundaries of the election precincts that divide up the county. The precincts are maintained and changes are proposed by Franklin County Elections usually in response to annexations or redistricting.

No precinct changes are allowed starting 14 days prior to the first day for candidates to file for the primary election and ending with the day of the general election, except: in the case of a city annexation, temporary adjustments to precinct boundaries must be made as soon as possible after approval, must be limited to the minimum changes necessary, and remains in effect only until precinct boundary modifications reflecting the annexation are adopted by the Franklin County Board of Commissioners.

Boundary Information

The legislative authority of each county and each city, town, and special purpose district which lies within the county shall provide the county auditor accurate information describing its geographical boundaries and the boundaries of its director, council, or commissioner districts and shall ensure that the information provided to the auditor is kept current. [RCW 29A.76.020](#)

Franklin County does not provide legal interpretation.

Election Costs

Information about calculating the cost of participating in an election and the cost of publishing a local voters' pamphlet.

Cost of participating in an election

Election costs are based upon a jurisdiction's proportionate share. Each jurisdiction's cost is determined by taking the total number of registered voters in the jurisdiction and dividing it by the total number of all registered voters in all participating jurisdictions in the election.

Election costs vary from one election to the next, depending on a variety of factors. For instance, whether or not the election is held in an odd or even-numbered year is a significant factor for determining costs in a primary or general election; but less of a factor for a special election held in February or April. This is primarily due to the number of participating jurisdictions in an odd-numbered year as opposed to an even-numbered year. Although the overall cost of a primary or general election from one year to the next is somewhat comparable, a general election shared by three jurisdictions is going to cost more per voter for each jurisdiction than an election shared by twenty jurisdictions.



Example:

Jurisdiction A has 30,000 registered voters

Jurisdiction B has 50,000 registered voters

Jurisdiction C has 20,000 registered voters

100,000 total registered voters participating in the election

Based on the numbers above, Jurisdiction A would have 30% of the cost allocation, Jurisdiction B would have 50%, and Jurisdiction C would have 20%.

Special elections in February and April are often shared by a smaller number of jurisdictions, thus the proportional share is often greater. In the case of a single jurisdiction election, the cost would be 100%. Another factor is the number of offices and measures each participating jurisdiction has on the ballot. The first item counts as 1 whole and each additional office or measure adds .2 to the factor.

Franklin County Elections will prepare and send billing notifications to the jurisdictions.

Prior to deciding what election to place a measure on the ballot, jurisdictions may contact Franklin County Elections to request an estimated election cost. Estimates will be based on a reasonable range, taking historical information into account, as well as specific known information about a particular election date. **A specific cost or quote cannot be provided, as there are unknown factors such as the number of jurisdictions participating in an election as well as how many offices and/or measures will be placed on the ballot.**

Local voters' pamphlet cost

The cost of participating in a local voters' pamphlet is considered an election cost, but is processed separately from election costs. The cost allocation method is calculated by the Office of Secretary of State since we combine our pamphlets and they provide the printing and distribution. That cost allocated to Franklin County is then reallocated among the districts participating.

Combined voters' pamphlet costs are determined for each participating jurisdiction based on the number of registered voters, but the cost is separated into two categories: printing and distribution. Printing costs are driven in large part by the number of pages in a pamphlet, therefore the allocation of printing costs are factored by the number of pages for each jurisdiction. Distribution costs are not impacted by the number of pages and thus are calculated in the same way as the election costs. The allocation of printing and distribution costs are combined for the full cost of participating in a local voters' pamphlet.

A jurisdiction's participation in a printed local voters' pamphlet depends on the election. During special and primary elections held in February, April and August, Franklin County Elections only produces an online voters' pamphlet. There is no additional cost to the jurisdiction. During a general election, all jurisdictions are automatically included in the local voters' pamphlet.

Equipment Depreciation Costs

Equipment depreciation and use charges are authorized by state law as election costs. The costs are determined by the total number of jurisdictions with a race or issue on the ballot and the number of elections in each of those jurisdictions for that election year.

Franklin County Elections will include local voter pamphlet costs, if any, and equipment depreciation and use charges in any estimated election costs provided.

February 13, 2018 Special Election Calendar

December 2017	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
		3	4	5	6	7	8	9
		10	11	12	13	14	15	16
		17	18 Explanatory statement and pro/con committee appointments due	19	20	21 Pro/con statements due	22	23
	24 31	25 Elections office closed in observance of Christmas	26 Elections office closed in observance of Christmas	27 Pro/con rebuttal statements due	28	29	30	

January	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Elections office closed in observance of New Year's Day	2	3	4	5	6
	7	8	9	10	11	12 Overseas and service ballots mailed Online voter guide available	13
	14	15 Deadline for mail-in registrations and transfers RCW 29A.08.140	16	17	18	19	20
	21	22	23 Target date for ballots to be mailed	24 Accessible voting center opens at Elections Office 24 hour ballot drop boxes open	25	26	27
	28	29	30	31			

February	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2	3
	4	5 Deadline for in-person registrations RCW 29A.08.140	6	7	8	9	10
	11	12	13 Election Day	14	15	16	17
18	19 Elections office closed in observance of President's Day	20	21	22	23 Election certification RCW 29A.60.190 Last day to file a resolution for the April 24, 2018, special election Explanatory statement and pro/con appts due	24	

April 24, 2018 Special Election Calendar

March	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	25	26	27 Deadline to file app for recount RCW 29A.64.011	28	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15 Pro/con statements due	16	17
	18	19	20 Pro/con rebuttal statements due	21	22	23 Overseas and service ballots mailed Online voter guide available	24
25	26 Deadline for mail-in registrations and transfers RCW 29A.08.140	27	28	29	30	31	

April	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 Target date for ballots to be mailed	4 Accessible voting center opens at Elections Office 24 hour ballot drop boxes open	5	6	7
	8	9	10	11	12	13	14
	15	16 Deadline for in-person registrations RCW 29A.08.140	17	18	19	20	21
	22	23	24 Election Day	25	26	27	28
29	30						

May	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4 Election certification RCW 29A.60.190	5
	6	7	8 Deadline to file application for recount RCW 29A.64.011	9	10	11	12
13	14	15	16	17	18	19	

August 7, 2018 Primary Election Calendar

May	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4	5
	6	7	8	9	10	11	12
						Last day to file a resolution for the August 7, 2018, primary election RCW 29A.04.330 Explanatory statement and pro/con committee appointments due	
	13	14	15	16	17	18	19
	Candidate filing RCW 29A.24.050						
20	21	22	23	24	25	26	
	Last day for candidates to withdraw RCW 29A.24.131						
27	28	29	30	31			
	Elections office closed in observance of Memorial Day						

June	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1	2
						Pro/con statements due	
	3	4	5	6	7	8	9
				Pro/con rebuttal statements due			
	10	11	12	13	14	15	16
17	18	19	20	21	22	23	
					Overseas and service ballots mailed Online voter guide available		
24	25	26	27	28	29	30	

August 7, 2018 Primary Election Calendar (continued)

July	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Elections office closed in observance of Independence Day	5	6	7
	8	9 Deadline for mail-in registrations and transfers RCW 29A.08.140	10	11	12	13	14
	15	16	17 Target date for ballots to be mailed	18 Accessible voting center opens at Elections Office 24 hour ballot drop boxes open	19	20	21
	22	23	24	25	26	27	28
	29	30 Deadline for in-person registrations RCW 29A.08.140	31				

August	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3	4
	5	6	7 Election Day	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21 Election certification RCW 29A.60.190	22	23 Deadline to file application for recount RCW 29A.64.011	24	25
	26	27	28	29	30	31	

November 6, 2018 General Election Calendar

August	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3	4
	5	6	7 Last day to file a resolution for the November 6, 2018, general election RCW 29A.04.330 Explanatory statement and pro/con committee appointments due	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27 Pro/con statements due	28	29	30 Pro/con rebuttal statements due	31	

September	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
							1
	2	3 Elections office closed in observance of Labor Day	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21 Overseas and service ballots mailed Online voter guide available	22
	23 31	24	25	26	27	28	29

November 6, 2018 General Election Calendar (continued)

October	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5	6
	7	8 Deadline for mail-in registrations and transfers RCW 29A.08.140	9	10	11	12	13
	14	15	16 Target date for ballots to be mailed	17 Accessible voting center opens at Elections Office 24 hour ballot drop boxes open	18	19	20
	21	22	23	24	25	26	27
	28	29 Deadline for in-person registrations RCW 29A.08.140	30	31			

November	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2	3
	4	5	6 Election Day	7	8	9	10
	11	12 Elections office closed in observance of Veterans Day	13	14	15	16	17
	18	19	20	21	22 Elections office closed in observance of Thanksgiving	23 Elections office closed in observance of Thanksgiving	24
	25	26	27 Election certification RCW 29A.60.190	28	29	30	