Klickitat County Auditor's Office
Combined Voters' Pamphlet Administrative Rules

Purpose

The Klickitat County Auditor's Office is establishing these rules for all participants involved in the production and distribution of a voters' pamphlet in Klickitat County. These rules shall serve as guidelines for the production of the Online Voters' Guide, but they shall not be interpreted as requirements for the Online Voters' Guide.

As used in these rules, the term Voters' Pamphlet shall refer to the combined voters' pamphlet published for the General Election in conjunction with the Washington Secretary of State's Office.

Authority/References

These rules operate under the authority or RCW 29A.32.

Conflict of Laws

It is intended that these rule shall be interpreted in compliance with all applicable laws and regulations. In the event of any conflict between these rules and any state or federal laws or regulations, the federal/state laws or regulations shall control.

Scope

These rules apply to all persons or groups involved in the production of the voters' pamphlet, including:

1. Each city, town, and special taxing district located with Klickitat County that has any office or measure on a given ballot (RCW 29A.32.220) in a given election, for which a voters' pamphlet is being produced; and
2. All candidates and statement committees participating in a Klickitat County election for which a voters' pamphlet will be produced (RCW 29A.32.220, RCW 29A.32.280).

Date of Adoption or Last Updated: Updated May 16, 2014

Intent and Notification

The Auditor's Office:

1. Will produce a voters' pamphlet for every General Election, provided that the Auditor's Office is able to continue its partnership with the Washington Secretary of State's Office in the production of the combined voters' pamphlet; should that partnership end for any reason, the continued publication of the voters' pamphlet will be at the discretion of the Auditor.

2. Will not produce a printed, paper-copy voters' pamphlet for elections other than a general election; an online voters' guide will be produced whenever possible.

Responsibilities

Board of County Commissioners

The Klickitat County Board of County Commissioners has the authority to waive participation in the voters' pamphlet for any jurisdiction for which participation in the voters' pamphlet would create undue financial hardship. Such waiver must occur not later than sixty days before the publication date of the pamphlet (RCW 29A.32.220).

Auditor's Office

Following are the responsibilities of the Auditor's Office in the production of the voters' pamphlet. The Auditor's Office:

1. Has the authoritative decision on the production of a voters' pamphlet for any election;
2. Shall insure that the voters' pamphlet includes all required elements mandated by RCW 29A.32;
3. Is responsible for planning and coordinating all events and procedures in the production and distribution of the local voters' pamphlet;
4. Will notify all candidates when they file for office of all statement and photo deadlines;
5. Is responsible for coordinating and proofing of all materials included in the local voters' pamphlet;
6. In the event there is not an opposition committee for any measure with one committee statement, will make a good faith effort to appoint an opposition committee (RCW 29A.32.280);
7. Will notify all jurisdictions and districts located wholly within Klickitat County of production of the voters' pamphlet no later than 90 days before the publication and distribution of the pamphlet (RCW 29A.32.220);
8. Will, in partnership with the Washington Secretary of State's Office, distribute the combined voter's pamphlet to every household in Klickitat County (RCW 29A.32.010);
9. Will prepare all files required for distribution on the county website;
10. Is responsible for creating, maintaining, and updating all policies and procedures necessary to the production of the voters' pamphlet; these policies and procedures shall include, but not be limited to, the following:

- General content;
- All deadlines
- Statement specifications, including length limits, content prohibitions, rejection criteria, appeals process, and more;
- Photograph specifications;
- Participation of jurisdictions;

- Distribution
- Online voters' guide specifications, where those differ from the voters' pamphlet specifications.

Policies

General Materials - Submission Policies

1. All candidate statements, biographies, and photographs, as well as measure statements of all types, and measure graphics or photographs, must be submitted as electronic computer files compatible with the county's computer system. Submissions in hard-copy format will not be accepted.
2. As a rule, the Elections Department will not correct errors in grammar, spelling, or punctuation. Changes in content are not allowed once the statement is submitted.
3. Klickitat County retains the discretion to grant waivers or exceptions on a case-by-case basis.

Distribution

The printed voters' pamphlet is distributed by the Washington Secretary of State's Office to the household of every registered voter in Klickitat County for the General Election only by mail in Mid-October.

The online voters' guide will be available on the Klickitat County Election website, www.vote.wa.gov/klickitat, for Special, Primary, and General Elections 30 days before each special election and 45 days prior to the Primary and General Elections.

Candidate Materials - Description

Candidates may submit the following materials to the Elections Department for inclusion in the printed voters' pamphlet and online voters' guide:

- A candidate statement;
- A candidate biography;
- A candidate photograph.

Specific instructions for each of the above are detailed below under the appropriate heading. Please remember that the candidate statement and the candidate biography each have their own guidelines.

Candidate Materials - Submission Deadline

All statements, biographies, and photographs for any candidate appearing in any election must be received by the Elections Department no later than the close of business on a date to be determined each year by the Elections Department; this date

will be published online and in the Klickitat County Voters' Pamphlet Guidelines for Candidates

Candidate Materials -Order of Statements

1. For the printed voters' pamphlet, candidate statements will be listed under the district and position each candidate filed for. The district, position, and candidate statements will appear in the ballot order of that election's ballot.
2. For the online voters' guide, candidate statements are listed in an order determined by the Secretary of State's Office.

Candidate Statement - Specifications

Candidate Statements must:

1. be submitted as electronic computer files compatible with the County's computer system-submissions in hard-copy format will not be accepted;
2. not exceed the word count published each year in Klickitat County Voters' Pamphlet Guidelines for Candidates;
3. be in paragraph form without indentation;
4. use the candidate's name exactly as it will appear on the ballot;
5. be separate from the candidate biography;
6. be limited to candidates themselves, and may not mention opponents by name or allude to opponents; include endorsements, nor mention any person not in the candidate's immediate family.

Note: If you do not supply a candidate statement, the space for the statement will read, "No information submitted".

The Elections Department may reject statements that do not meet the above guidelines. If a statement is rejected for exceeding the word limit, or for any other reason, the Elections Department shall contact the candidate electronically, by phone, or in writing. Once contacted, the candidate shall have 48 hours to make the needed corrections. If the candidate does not respond, the Elections Department will correct as needed. Statements exceeding the length limit will be shortened by deleting full sentences from the end until the limit is reached.

Candidate Biography - Specifications

Candidate biographies must:

1. be submitted as electronic computer files compatible with the County's computer system-submissions in hard-copy format will not be accepted; specific submission requirements will be distributed each year;
2. not exceed the word count published each year in the Klickitat County Voters' Pamphlet Guidelines for Candidates;

3. be separate from the candidate statement;
4. contain the appropriate information under each of the required headings published each year in the Klickitat County Voters' Pamphlet Guidelines for Candidates.

Note: If you do not supply entries for each of the above headings, any empty heading will carry the statement, "No information submitted".

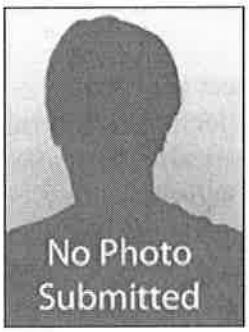
The Elections Department may reject biographies that do not meet the above guidelines. If a biography is rejected for exceeding the word limit, or for any other reason, the Elections Department shall contact the candidate electronically, by phone, or in writing. Once contacted, the candidate shall have 48 hours to make the needed corrections. If the candidate does not respond, the Elections Department will correct as needed. Statements exceeding the length limit will be shortened by deleting full sentences from the end until the limit is reached.

Candidate Photograph - Specifications

The following photograph criteria are designed to insure a good quality image in the voters' pamphlet. Photographs must:

1. be submitted as electronic computer files compatible with the County's computer system-submission in hard-copy format will not be accepted; specific submission requirements will be distributed each year;
2. be in "jpeg" format;
3. be no smaller than 4 x 5 inches (1200 x 1500 pixels);
4. be a minimum 300 dpi resolution;
5. not be digitally altered;
6. be no more than 5 years old;
7. be of your head and shoulders;
8. not reveal clothing or insignia suggested the holding of public office, such as: judicial robes, law enforcement or military uniforms, official, seals or symbols, flags of the state of Washington or other jurisdiction, or other similar indicia of public office;
9. be on a light colored background, but not white;
10. be in color.

Note: If you do not supply a photograph, the following image will be used:



The Elections Department may reject photographs that do not meet the above guidelines. The Elections Department shall contact the candidate whose photographs are rejected electronically, by phone, or in writing. Once contacted, the candidate shall have 48 hours to submit a new image.

Measure Materials - Submission Policies

Measure Materials Description and Specifications

Explanatory Statement	Explanation of the ballot measure	District submitting measure
Statement For	Arguments advocating the approval of the ballot measure	Committee in support
Statement Against	Arguments advocating the rejection of the ballot measure	Committee opposed
Rebuttal of Statement For	Arguments refuting the statements advocating approval of the ballot measure	Committee in support
Rebuttal of Statement Against	Arguments refuting the statements advocating rejection of the ballot measure	Committee opposed

All measure statements types must meet the following guidelines.

1. The explanatory statement is always required. The district submitting the measure must submit the statement;
2. Explanatory statements must be written in clear and concise language, avoiding legal and technical terms when possible;
3. The explanatory statement, statement for, and statement against may not exceed the word count published each year in the Klickitat County Voters' Pamphlet Guidelines for Ballot Measures;
4. Rebuttals of statements for and against may not exceed the word count published each year in the Klickitat County Voters' Pamphlet Guidelines for Ballot Measures;
5. Each argument or rebuttal statement must be followed by the names of the committee members who submitted them, and may be followed be a telephone number that citizens may call to obtain information on the ballot measure;
6. All statements must be in paragraph format without indentation;
7. Rebuttals may not interject new points.

The Elections Department may reject statements that do not meet the above guidelines. If a statement is rejected for any other reason, the Elections Department shall contact the committee whose statement is rejected electronically, by phone, or in writing. Once contacted, the committee shall have 48 hours to submit a new statement. If the committee does not respond, the Elections Department will correct as needed. Statements exceeding the length limit will be shortened by deleting full sentences from the end until the limit is reached.

Statements must comply with all aspects of the law regarding all statement types. See specifically the following laws: RCW 29A.32.031, 29A.32.040, 29A32.060, 29A.32.210, 29A.32.241(5), 29A.32.280.

Measure Materials - Submission Deadlines

For all measures appearing in any election, submission must be received by Klickitat County Elections no later than the close of business on a date to be determined each year by the Elections Department; this date will be published online and in the Klickitat County Voters' Pamphlet Guidelines for Ballot Measures.

Measure Materials - Order of Statements

For the printed voters' pamphlet, statements will be listed by district. Districts will appear in the ballot order of the election's ballot.

For the online voters' guide, statements are listed in an order determined by the Secretary of State's Office.

Adopted by the Klickitat County Auditor the 16th day of May, 2014

Brenda Sorensen

Brenda Sorensen, County Auditor and Ex-Officio Supervisor of Elections