San Juan County

Candidate Filing Handbook

A reference manual for candidates for public office and a valuable resource for information about the election process.

San Juan County

Elections Office

55 Second Street, Suite A
PO Box 638
Friday Harbor WA 98250

Phone: (360) 378-3357
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Email: elections@sanjuanco.com
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Amended April 2016

Auditor
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San Juan County

P.O. Box 638
(360) 378-3357 ♦ Fax (360) 378-8856

Friday Harbor, Washington 98250
www.sanjuanco.com

Dear Prospective Candidate:

Congratulations on your interest in running for office in San Juan County. It is our intention to provide you with information that you will find useful as you proceed through the election process. You will find information concerning filing, deadlines, forms, voters' guide statements, political advertising, and other beneficial information.

The State of Washington will again conduct the Top 2 Primary. If you are planning to run for a partisan office, you will have the option to state on your *Declaration of Candidacy* which political party you prefer. This in no way means you are nominated or endorsed by that party. Voters will not have to pick a party when voting a primary ballot. They can choose among all candidates for each office. If more than two candidates file for the same office, a primary will be held for that office to winnow the candidates to the two who will advance to the general election.

The Elections Office will accept *Declarations of Candidacy* by mail beginning May 5. Filing week for in-person and online filings begins Monday, May 16, and ends Friday, May 20. In the event that there is a void in candidacy, a special three-day filing will be scheduled for May 25 through May 27 for only that office. The last day a candidate may withdraw a *Declaration of Candidacy* is Monday, May 23.

We hope you find this handbook a valuable resource. If you have questions or concerns, give us a call or stop by and see us. We are located in the Administration Building across the street from the San Juan County Courthouse at 55 Second Street, Suite A, Friday Harbor.

Sincerely,

F. Milene Henley
Auditor

Doris Schaller
Elections Supervisor

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This manual is for informational purposes only and does not take the place of local, state or federal laws.

Filing for Office

Filing Online

Candidates who wish to run for office in San Juan County have the option of filing online. Candidates who file online will not only receive confirmation of their filing, but will also receive updates when other candidates file for the same office. Candidates can use either their personal computers or a computer kiosk set up in the Elections Office. To get started, click on the "Candidate Filing Online" link at www.sanjuanco.com/167/Elections-Division.

Filing by Mail

Mail-in filing may be received by the Elections Office not earlier than ten working days before the first day for in-person and online filing nor later than the close of business (4:30 p.m.) on the last day of the filing period.

Filings sent by facsimile or by email attachment are also accepted during the filing period. However, if the office requires a filing fee, the filing fee must reach the Elections Office before the close of the filing period.

Filing in Person

Candidates may file their *Declarations of Candidacy* in person at the Elections Office, located at 55 Second Street, Suite A, Friday Harbor.

Filing Forms

A *Declaration of Candidacy* and other filing forms can be found online at www.sanjuanco.com/elections/167/Elections-Division or may be requested at the Elections Office.

Filing Fees

Fees

A filing fee of ten dollars [$10.00] must accompany the *Declaration of Candidacy* for any office with a fixed annual salary of one thousand dollars [$1,000.00] or less. A filing fee equal to one percent [1%] of the annual salary of the office at the time of filing must accompany the *Declaration of Candidacy* for any office with a fixed annual salary of more than one thousand dollars [$1,000.00]. There is no filing fee for any office for which compensation is on a per diem or per meeting attended basis. There is no filing fee for precinct committee officers.

Only those who file online may pay their filing fee using a debit or credit card. Filing fees may also be paid by check or by cash. When paying by check, the check should be made payable to San Juan County Treasurer.

Filing Fee Petition

A candidate who lacks sufficient assets or income at the time of filing may file a nominating petition in lieu of a filing fee. The filing fee petition must contain valid signatures of registered voters who support the candidacy, are registered in the district, and have not signed another petition for that office. The number of signatures must equal the number of dollars of the filing fee. The candidate cannot combine signatures and dollars.

Petition forms are available online at www.sanjuanco.com/elections/167/Elections-Division or by request at the Elections Office. The petition must be submitted with the *Declaration of Candidacy* and within the time frame for filing.

Important Dates

Candidate Filing Week
May 16 through May 20, 2016

Last Day for Candidate to Withdraw
May 23, 2016

Special 3-day Filing (if necessary)
May 25 to May 27, 2016

Deadline to submit candidate statement and photo
May 30, 2016

Primary
August 2, 2016

General Election
November 8, 2016

Voters' Guides

Voters' Guides

Candidate statements and photos will be published on the San Juan County Elections website for both the August Primary and the November General Election. A printed voters' pamphlet will be published for the November General Election only. For candidates who do not submit a statement and/or photo, only the candidate's name and contact information will be published in the voters' guides.

Candidate Statements

A study by the Secretary of State discovered what information voters want to read in a candidate statement:

- Describe what sets you apart from your opponent(s).
- Edit information as carefully as you would your résumé.
- What do you hope to accomplish, if elected?
- Who endorses your candidacy?
- Avoid technical terms that may not be generally understood.
- Offer your vision. Be positive.
- Avoid criticism of your opponent(s).

In accordance with Washington State law, your statement must be limited to statements about yourself (RCW 29A.32.230(3)).

Complete Rules

San Juan County Voters' Guides Administrative Rules can be found at www.sanjuanco.com/167/Elections-Division.

Submission

Candidates may submit statements and photographs electronically. Electronic submissions may be emailed to elections@sanjuanco.com. The contact information and statement may be sent as a word-processing file (e.g., Microsoft Word or other common word-processing application) attached to the email, or the statement text may be placed in the body of the email. Please include your name and the office for which you filed in the subject line.

If submitting voters' guide materials by mail or hand delivery, please provide the electronic files on a CD. Do not submit only a PDF file or hardcopy. Our address is on the front cover of this handbook.

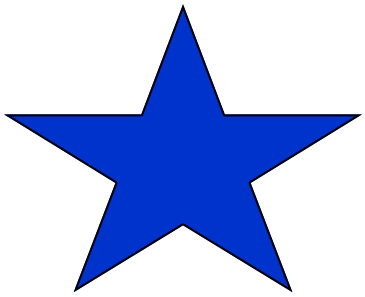
Submission Deadline

Candidates who wish to have a statement and photo appear in the voters' guides must submit material either online (as an email attachment) or on a CD to the San Juan County Elections Office **no later May 30** in order to ensure inclusion in the voter's guides.

continued on next page

Voters' Guides continued

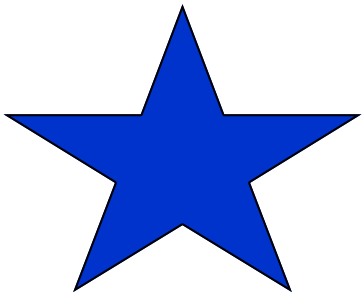
Candidate Photographs



Candidate photographs may not be more than five years old. If desired, Elections staff will take voters' guide photographs of candidates during filing week. You may arrange to have Elections staff take your photograph at another time. You will have the opportunity at the time your picture is taken digitally to approve your photograph. There is no charge by Elections staff for candidate photographs.

Photographs must be of only the head and shoulders of the candidate. Photographs must be color and in digital JPG format. No photographs may reveal clothing or insignia suggestive of holding public office. Examples of such clothing or insignia include, but are not limited to, judicial robes, law enforcement or military uniforms, official seals or symbols.

All must be submitted online, by email, or on CD. Color photos will be placed in the online voters' guide; photos in the printed pamphlet will be grayscale.

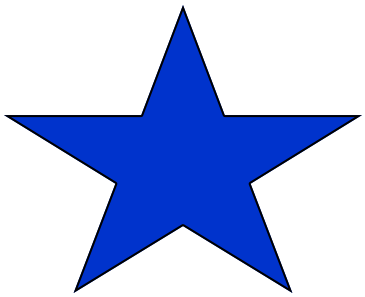


Public Disclosure Commission

Filings Required by the PDC

Most 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 information about finances of campaigns and candidates, including contributors and expenditures.

PDC forms can be found at the Public Disclosure Commission website www.pdc.wa.gov. Forms are also available at the Elections Office.



Contacting the PDC

Public Disclosure Commission
711 Capitol Way #206
PO Box 40908
Olympia, WA 98504-0908
Toll Free: 1-877-601-2828
Phone: (360) 753-1111
Fax: (360) 753-1112
Email: pdc@pdc.wa.gov
Website: http://www.pdc.wa.gov

Who Must File

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

Candidates need to file a *Personal Financial Affairs Statement* (PDC Form F-1) within two weeks if they are a candidate for state office, legislative office, county office, local office in a jurisdiction with 1,000 or more registered voters, or have raised or expect to raise at least $5,000. Candidates will file the original with the Public Disclosure Commission.

Candidates will need to file a *Candidate Registration* (PDC Form C-1) within two weeks if they are a candidate for state office, legislative office, county office, local office in a jurisdiction with 5,000 or more registered voters, or you have raised or expect to raise at least $5,000. Candidates will file the original with the Public Disclosure Commission.

Candidates do not file public disclosure forms if they are a candidate for a local office in a jurisdiction with less than 1,000 voters provided:

- they raise less than $5,000;
- they are a candidate for a cemetery district;
- they are a candidate for an office that is elected by voters who have special qualifications such as property ownership; or
- they are a candidate for precinct committee officer.

Campaign disclosure records can be filed online at www.pdc.wa.gov.

San Juan County
2016 Offices Open For Election

County Council Members
*Council Position 1
*Council Position 2

Judicial
*Superior Court Judge

Precinct Committee Officers
Democratic PCO (one each precinct)
Republican PCO (one each precinct)

***Filing Fees**

San Juan County Council - $780.43
Superior Court Judge - $1,626.18

Request for Voter Information

Paper Voter List (precinct or county-wide) per page	$0.15
Digital Voter List (CD, or email attachment)	$30.00
List of Voters *Not Voted in Election*—per election	$30.00
Mailing Labels—per label	$0.015
maximum per order	$150.00

Voter lists can be a useful tool for any campaign. Some of the information that can be included in the list are: voter name, physical address, mailing address, precinct/district, voting history, date of registration, and date of birth.

Digital lists will be created in Microsoft Excel. The candidate must sign a disclosure that states the information will be used for political purposes only.

Call or email the Elections Office to submit a voter information request.

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55 Second Street, Suite A
PO Box 638
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Residency Requirements

Candidacy Qualifications

Each candidate must be a registered voter of the jurisdiction for which he or she is filing. When the office is titled *at large,* the candidate may reside anywhere within the district boundaries. When the office is titled *geographical*, the candidate must reside within a specific district within the jurisdiction. Candidates filing for the Port of Friday Harbor Commission 1 must reside within the Port of Friday Harbor District 1. Candidates for the Town of Friday Harbor must be a resident of the town for at least one year.

Political Sign Regulations

San Juan County Code 18.40.400(C)

Political signs shall be permitted outright; provided, that they shall not be erected more than 45 days prior to an election and shall be removed by the candidate or landowner no more than 72 hours following an election terminating candidacy. Political signs shall not exceed six square feet in area.

Town of Friday Harbor Municipal Code 14.04.100(F)

Political campaign signs are permissible providing the sign copy is limited to information about a candidate, political party or public issue in a current election campaign. They shall be removed within five days after the applicable election

PDC Political Advertising

A PDC political advertising brochure and other filer resources can be found at: www.pdc.wa.gov/filers/manuals_brochures/Default.aspx.

Definitions

Declaration of Candidacy – the form used to file for elective office.

Filing Fee Petition – a petition submitted in lieu of the filing fee. The filing fee petition is signed by individuals who support the candidacy of a person who lacks adequate financial resources at the time of filing to pay the filing fee.

Filing Officer – the person with whom a candidate files the *Declaration of Candidacy* form. For candidates filing for federal office, statewide office, or legislative or judicial districts that cross county lines, the filing officer is the Secretary of State. Candidates filing for legislative or judicial districts within one county file with the County Auditor at the Elections Office.

General Election – is a statewide election held on the first Tuesday after the first Monday in November.

Lapsed Election – an election that is not held because no candidate filed at the regular or special filing period.

Nonpartisan Office – an office for which candidates do not indicate a party preference. No party designation appears on the ballot.

Partisan Office – public office for which a candidate may indicate a political party preference on his or her *Declaration of Candidacy*. That preference will appear on the primary and general election ballots in conjunction with his or her name. Statement of party preference does not imply that the candidate is nominated, endorsed, or approved by the party.

Special Election – any election that is not a general election.

Special Filing Period – opened for three business days if a vacancy in office or a void in candidacy occurs. The time period in which the vacancy or void occurs will determine whether candidates who file during the special filing period will appear on the primary or the general election ballot.

Top 2 Primary – the process of winnowing a field of candidates for public office. The two candidates with the most votes will advance to the general election ballot. Voters do not have to declare a party affiliation to participate in the Top 2 Primary, and may choose among all candidates running for each office.

Vacancy in Office – occurs when the person in office resigns, dies, or becomes disqualified.

Void in Candidacy – occurs when no valid *Declarations of Candidacy* were filed, or all persons who filed die or are disqualified. There is no void in candidacy as long as there is at least one candidate who has filed.