

CONTENTS

- [INTRODUCTION](#)
- [SUBMISSION DEADLINES](#)
- [SUBMITTING TO THE ELECTIONS DEPARTMENT](#)
- [RIGHT TO REJECT](#)
- [CANDIDATE STATEMENT GUIDELINES](#)
- [CANDIDATE BIOGRAPHY GUIDELINES](#)
- [CANDIDATE PHOTOGRAPH GUIDELINES](#)
- [ORDER OF STATEMENTS](#)
- [DISTRIBUTION](#)
- [MISCELLANEOUS](#)

INTRODUCTION

For the November General Election, Skagit County Elections and the Washington State Secretary of State's Office will print a "Combined Voters' Pamphlet" containing candidates and ballot measures from both the County and State. In addition, an "Online Voters' Guide" will be produced for both the Primary and General Elections. The Online Guide will be displayed on Skagit County's Elections website, www.skagitcounty.net/elections.

This document contains the guidelines for **candidates** submitting entries for the voters' pamphlet and online voters guide. There are separate guidelines for committees organized to advocate for or against ballot **measures**.

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

1. A candidate statement;
2. A candidate biography;
3. 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.

Statements, biographies, and photographs will be submitted by using an online submission form – directions follow below. *We suggest you prepare your materials ahead of time and proof them repeatedly, looking for errors in spelling, grammar, etc.*

Please read this entire document carefully to insure you follow all required steps. Contact Gabrielle Clay in Skagit County Elections at (360) 419-3465, or by email at gabriellec@co.skagit.wa.us, with any questions.

The production of the voters' pamphlet is guided by Washington State Law and Skagit County Code. Please refer to RCW 29A.32, Skagit County Code 1.28, and the "Skagit County Local/Combined Voters' Pamphlet Administrative Rules" for more information.

SUBMISSION DEADLINES

For all candidates appearing in either the August 6th, 2013 Primary Election and/or the November 5th, 2013 General Election, submissions must be received by Skagit County Elections no later than **4:30 PM, Friday June 14th, 2013**.

SUBMITTING TO THE ELECTIONS DEPARTMENT

Once you complete your online candidate filing, you will receive a confirmation email. That email will contain a link you must use to submit your statement, biography, and photograph.

NOTE! You can only submit your information once. This one entry will be used for **BOTH** the Primary and General Elections. Corrections submitted after the initial submission will be accepted at the discretion of the Elections Department. ***This is the only means via which submissions can be made.***

RIGHT TO REJECT

The Elections Department may reject statements, biographies, or photographs that do not meet the guidelines below. If there is a rejection, the Elections Department shall contact the candidate electronically, by phone, or in writing. Once contacted, the candidate shall have 48 hours to make needed corrections. *If a statement or biography is rejected for exceeding the word limit*, and the candidate does not respond within 48 hours, the Elections Department will correct as needed by deleting full sentences from the end until the limit is reached.

CANDIDATE STATEMENT GUIDELINES

Candidate statements must:

- Be submitted as described above at heading [Submitting To The Elections Department](#).
- Not exceed *****200 words*****;
- Be in paragraph format without indentation;
- Use the candidate's name exactly as it will appear on the ballot;
- Be limited to candidates themselves, and may not mention opponents by name or allude to opponents.

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

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.

CANDIDATE BIOGRAPHY GUIDELINES

Candidate biographies must:

- Be submitted as described above at heading [Submitting To The Elections Department](#).
- Not exceed *****100 words*****. Headings are not included in the word count;
- Contain the appropriate information under each of the following headings:
 - Elected experience
 - Education
 - Other professional experience
 - Community service

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

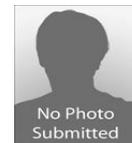
CANDIDATE PHOTOGRAPH GUIDELINES

The following photograph criteria are designed to insure a good quality image in the voters' pamphlet. We recommend using a professional photographer taking a high quality studio photograph if possible.

Candidate photographs must:

- Submit your photograph as described above at heading [Submitting To The Elections Department](#).
- Be in "jpeg" format;
- Be at least 450 by 600 pixels in size;
- Not be larger than 1.5 megabytes (MB) in size;
- Have been taken within the past two years;
- Show only the candidate's face, or face, neck and shoulders in the manner of a portrait, excluding the candidate's hands, anything held in the hands, and other people;
- Not be cartoons or caricatures, or any other image that does not accurately portray the candidate;
- Not reveal clothing or insignia suggesting the holding of a public office, or a position related to the position being sought, such as: judicial robes, law enforcement or military uniforms, official seals or symbols, flags of the state of Washington or other jurisdictions, or other similar indicia of public office or similar positions;
- Photographs are preferred in color, as the Elections Department can convert color to grayscale or black-and-white.

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



ORDER OF STATEMENTS

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.

For the online voters guide, candidate statements are listed in an order determined by the Secretary of State's Office, and that order cannot be modified by Skagit County Elections.

DISTRIBUTION

The *printed* voters' pamphlet is distributed by the Washington Secretary of State's Office to the household of every registered voter in Skagit County for the General Election only. It will be mailed in early/middle October.

The *online* voter's guide will be on the Skagit County Elections web site, www.skagitcounty.net/elections, for both the Primary and General Elections. It will be available 45 days prior to the Primary Election and General Elections.

MISCELLANEOUS

Skagit County Elections retains the discretion to grant waivers or exceptions on a case-by-case basis.