STATEMENT AND PHOTOGRAPH SPECIFICATIONS

LOCAL VOTERS' PAMPHLET
CANDIDATE STATEMENT SPECIFICATIONS

CANDIDATE PARTICIPATION

For the 2016 General Election, the Skamania County Auditor's Office will be publishing a Local Voters' Pamphlet. For the 2016 Primary Election, there will be an online voters' guide available. The local pamphlet for the General Election will be published in conjunction with the State Voters' Pamphlet.

CANDIDATE STATEMENTS AND PHOTOGRAPHS

Deadlines for Submitting Statements and Photographs

Any official candidate, who wishes to have a statement and photograph appear in the "2016 Skamania County Local Voters' Pamphlet" must submit such material to the Elections Department **no later than 5:30 p.m. May 26, 2016.** Only those candidates receiving sufficient votes in the Primary, in order to advance to the General Election, will be included in the General Election pamphlet. All statements will become public record five (5) days after submission. Statements and photographs submitted will be used in the applicable Voters' Pamphlet. No candidate statements or photographs will be included in the local pamphlet for any jurisdiction that has been granted a waiver from participating due to undue financial hardship.

Statement Length

Statements submitted by all candidates shall be limited to one hundred (100) words or less.

Each candidate must be certain that his/her statement does not exceed the word limit. If the statement exceeds the one hundred (100) word limit, the candidate will be notified of this fact by telephone. The candidate will have until the close of business at 5:30 p.m. on **June 2, 2016**, to submit a new copy of their statement that is within the one hundred (100) word limit. The new statement must be changed only to the extent necessary to reduce it to the one hundred (100) word limit. If the new statement contains new material, it will be rejected and the candidate's first statement will be used in the same manner as described in the next paragraph.

All words in excess of the one hundred (100) word limit will be omitted. If such a deletion creates an incomplete sentence, the incomplete sentence will also be omitted. <u>In order to be fair and to give equal treatment to all candidates, there will be no exceptions to this word limitation.</u> In addition to the one hundred (100) word limit, candidates will be allowed to include "campaign contact information", including a campaign address, telephone number, electronic mail address and Internet website. Contact information shall not exceed a total

of twenty (20) words, with any website address being treated as one (1) word.

Submission Standards

In order to maintain good standards of readability and to insure accuracy in typesetting this material for publication, the following standards and recommendations for style and format have been established:

1. Statement and photo submission methods:
   A. In-person – You may submit your statement and photo in-person May 16, 2016 at 7:30 a.m. through 5:30 p.m. on May 26, 2016.
   B. Mail – Submissions made by mail cannot be received earlier than May 2, 2016 or later than 5:30 p.m. on May 26, 2016, regardless of postmark.
   C. Email – Submissions made by email cannot be received earlier than May 2, 2016 or later than 5:30 p.m. on May 26, 2016. Send to: elections@co.skamania.wa.us

2. The candidate's name, address, telephone number, email address and position sought should appear on the top of each page of the statement. This information will not count as part of the one hundred (100) word limitation.

3. The candidate's one-hundred (100) word statement should follow the above information. The material will be set in paragraph style; lists of items that require multiple indentations are not permitted because of space limitations.

4. Words, phrases and sentences which are in italics, underlined, in bold print, printed in a larger font size or emphasized in some other manner will be typeset in italics in a font size matching the rest of the statement. Statements which are all in upper case letters will be set in normal lower case except for the first letter of proper nouns and the first letter of the first word in a sentence. We recommend that candidates avoid such formatting as it reduces the readability of the statement.

5. The candidate's "campaign contact information" should be clearly indicated following the text of the candidate's one hundred (100) word statement. The campaign contact information will be printed in the voters' pamphlet to enable the voters to contact the candidate or the candidate's campaign. This information is optional, to be included or not included as the candidate desires.

Editing of Statements

The County Auditor finds that it is in the public interest that all statements published in the Local Voters' Pamphlet be accurate as to form and syntax. To promote such accuracy, the County Auditor may correct any incidental errors of spelling; grammar and punctuation, which he/she feels, would unfairly prejudice the statement or confuse the voters so long as such corrections do not alter the meaning or substance of the statement. This office is not obligated, however, to make such corrections and we assume no responsibility for errors,

which result from inaccuracies in the original statement submitted by the candidate.

Rejection of Statement Due to Unacceptable Content

By law, the County Auditor is required to reject any statements which contain any obscene, vulgar, profane, scandalous, libelous or defamatory matter, or any language which in any way cites, counsels, promotes or advocates hatred, abuse, violence and/or hostility toward, or which tends to cause ridicule or shame upon any person or group of persons by reason of sex, race, color, religion or manner of worship or any language or matter the circulation of which is prohibited by Federal law.

In addition, any statements by a candidate submitted for inclusion in the local voters' pamphlet shall be limited to only those about the candidate himself or herself.

Appeal of Rejected Statements

Candidates who have had any portion of their statement-rejected will be notified in writing and by telephone. The candidate will have until 5:30 PM, three (3) days following the notification by telephone to appeal the rejection. Appeals will be made to the County Auditor. Notification by telephone shall include any messages left on a candidate's voice telephone recorder.

The County Auditor shall render a decision within two (2) business days of the appeal and such decision to accept or reject the statement or portion of the statement shall be final. A second decision to reject is final due to time limitations and only the portion of the statement, if any, which was not rejected, will be used.

Proofing of Statements

To insure the maximum accuracy in the publication of these statements, the County Auditor will make available a proof copy of any statement to the candidate who submitted it from **June 13 through June 14, 2016** for candidates whose name will appear on the Primary ballot and from **June 13 through June 14**, **2016** for candidates whose name will appear on the General Election ballot only.

Candidates will not be permitted to amend the content of their original statement after it is submitted. Only the correction of incidental errors in spelling, punctuation, or syntax in the original statement or correction of errors in typesetting will be allowed. Statements and photographs submitted for use in the Local Voters' Pamphlet will only appear in the applicable (Primary, General) voters' pamphlets.

Photographs

Candidates may submit a photograph to be included with their statement. To assure the best possible reproduction, all photographs must be:

1. Black and white digitally saved as 300 DPI or better, in TIFF, JPG or EPS format.

2. Limited to the head and shoulders of the candidate. We recommend that you use a photograph with a light (not white) background, as this will provide the best contrast when printed.

3. Not more than five (5) years old.

Photographs are prohibited which show the uniform or insignia of any organization.

No proofs of candidate photographs will be made available due to the reduced reproduction quality of photographs during the preliminary pamphlet proofing process. Only the final pamphlet will contain the best possible reproduction of photographs, dependent on the quality of the photograph submitted.

Deadline Extensions

The County Auditor shall have the authority to grant any deadline extension, which he/she feels, is in the best public interest. All extensions shall be equally granted to opposing candidates. Extensions will not be granted for failure to submit materials by the times and dates established in these specifications.

Where to Submit Statements and Photographs

Skamania County Auditor's Office
Elections Division
240 NW Vancouver Ave Rm. #27
PO Box 790
Stevenson, WA 98648-0790

Statements and photos can also be emailed to:
elections@co.skamania.wa.us