

# **2012**

# **Spokane County**

# **Candidate Manual**



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**Spokane County Auditor**

**Spokane County**  
**2012 Candidate Manual**

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## CANDIDATE FILING INFORMATION

### WHEN to File in PERSON

The period for filing in person at the Spokane County Elections Office is from Monday, May 14 through Friday, May 18, 2012. The Elections Office is located at 1033 W. Gardner Ave. in Spokane. Office hours are 8:30 am to 4:00 pm, Monday through Friday.

### WHEN to File by MAIL

Filings through the mail can be accepted by the Elections Office beginning April 30, 2012. Any Declaration of Candidacy received prior to that date cannot be accepted. Filings by mail must be received no later than 4:00 pm on May 18, 2012. Filings received after this date, regardless of postmark, are invalid.

### WHEN to File ON-LINE

Candidates will be able to file on-line at [www.spokanecounty.org/elections](http://www.spokanecounty.org/elections) beginning at 9:00 a.m. on Monday, May 14<sup>th</sup> and ending at 4:00 p.m. on Friday, May 18, 2012. The filing fees for on-line filing must be received at the Elections Office by 4:00 p.m. on Friday, May 18<sup>th</sup> for the filing to be official. Credit card payments will be accepted at the time of filing on-line.

### WHERE to File

*If the District is WITHIN Spokane County*

For any district that is wholly within Spokane County, the candidate must file with the Spokane County Elections Department at 1033 W. Gardner Ave., Spokane, WA.

*If the District CROSSES County Boundaries*

For partisan offices that are partially within Spokane County and partially within another county, the candidate must file with the Secretary of State's Office at 520 Union Ave SE, PO Box 40220, Olympia, WA 98504-0220

### HOW to File

The candidate must complete a **DECLARATION OF CANDIDACY**. This may be done on-line or by completing the form. The form is available in this manual, at the Spokane County Elections Office, or by downloading a copy from our website at: [www.spokanecounty.org/elections](http://www.spokanecounty.org/elections). If you file on-line, the filing fee must be received at the Elections Office by 4:00 pm on Friday, May 18<sup>th</sup>. Credit card payments will be accepted on-line only.

If you are **mailing** the Declaration of Candidacy, we suggest you make a copy of the declaration and keep one for your records. Please make sure your Declaration of Candidacy is signed, enclose the appropriate filing fee or filing fee petition and return the original to the Elections Office.

If you are filing **in-person** at our office, we will make and return any necessary copies. Once filed, a Declaration of Candidacy may not be altered. If a candidate decides during the filing period to change the Declaration of Candidacy, the candidate must withdraw and re-file, which includes the payment of any filing fees.

## FILING FEES

The proper fee must accompany the Declaration of Candidacy according to the following schedule:

| <b>ANNUAL SALARY</b> | <b>FILING FEE</b> |
|----------------------|-------------------|
| No Salary            | \$0.00            |
| Per Meeting Salary   | \$0.00            |
| Per Diem             | \$0.00            |
| \$1,000 or less      | \$10.00           |
| More than \$1,000    | 1% of Salary      |

A candidate who lacks sufficient assets or income at the time of filing may submit a Filing Fee Petition with the Declaration of Candidacy in lieu of the filing fee. The petition must contain a number of valid signatures at least equal to the number of dollars of the filing fee. The signatures must be from voters registered within the jurisdiction of the office for which the candidate is filing. \*A candidate submitting a filing fee petition must submit all signatures when filing the Declaration of Candidacy. The candidate cannot supplement the signatures at a later date. \*(WAC 434-215-025 (4).)

## RESIDENCY REQUIREMENTS

Candidates are responsible to ensure that they meet any residency requirements of the position for which they are filing. A candidate for public office must be:

- a citizen of the United States,
- a resident of the State of Washington, and
- a registered voter of the county, district or political subdivision in which the candidate intends to seek office.

Some districts, such as cities, may have additional residency requirements. Please contact the individual city or district if you have any questions. A candidate must meet the eligibility requirements of an office at the time of filing a Declaration of Candidacy.

## PDC Contact Information

### On-line Materials and Resources:

- **Declarations of Candidacy forms** are located on the Secretary of State's website at <http://www.sos.wa.gov/elections/CandidateFiling.aspx>
- **PDC Candidate Information:**
  - Candidate campaign finance disclosure resources: [www.pdc.wa.gov](http://www.pdc.wa.gov)
  - Contacts for candidates at PDC:  
e-mail [pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov) or call 1-877-601-2828 (toll free)

# Washington State Declaration of Candidacy

## how to file for elective office

### when to file

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

All declarations of candidacy must be received before the close of business on the last day of the filing period. Declarations of candidacy received after this date, regardless of the postmark, are invalid.

Mailed declarations of candidacy may be submitted in advance up to ten business days before the filing period begins. Declarations of candidacy filed in person must be during business hours.

### where to file

- File with the Office of the Secretary of State if the office sought is federal, statewide or

is a legislative, court of appeals, or superior court office that includes more than one county. You may file in person or online at [www.vote.wa.gov](http://www.vote.wa.gov).

- File with the County Elections Office for all other offices. Contact their office to see if online filing is available.

### cost to file

The filing fee is nonrefundable even in the event of withdrawal.

Filing fees or filing fee petitions must accompany the declaration of candidacy at the time of filing. The filing fee, described on the declaration of candidacy form, is based on the salary in effect at the time of filing.

Candidates without sufficient

assets or income to pay the filing fee may instead submit a filing fee petition that contains the valid signatures of registered voters equal to the dollar amount of the filing fee.

### withdrawals

The deadline for withdrawing from office is the Monday following filing week.

Once filed, a declaration of candidacy may not be altered. If the candidate decides during the filing period to change the declaration of candidacy, the candidate must first withdraw and then re-file.

### other requirements:

#### public disclosure and campaign finance reporting with the Public Disclosure Commission

Reporting requirements are based on the office, campaign revenues and size of jurisdiction, and are outlined in the chart below. More information can be found at [www.pdc.wa.gov](http://www.pdc.wa.gov).

| type of jurisdiction and fundraising thresholds   | public disclosure reporting requirements   |
|---|--|
| <ul style="list-style-type: none"> <li>• Federal districts</li> </ul>   | Federal Election Commission reporting  |
| <ul style="list-style-type: none"> <li>• Cemetery districts</li> <li>• Precinct committee officers</li> <li>• Districts requiring voters to own property</li> </ul>   | No state disclosure reporting  |
| <ul style="list-style-type: none"> <li>- District has less than 1,000 voters* and</li> <li>- Campaign does not expect to exceed \$4,999 in contributions</li> </ul>   | No state disclosure reporting  |
| <ul style="list-style-type: none"> <li>- Office is less than entire county and</li> <li>- District has 1,000 to 4,999 voters* and</li> <li>- Campaign does not expect to exceed \$4,999 in contributions</li> </ul> | Form F-1<br>(Financial Affairs Statement)  |
| <ul style="list-style-type: none"> <li>• Office is county wide or larger</li> <li>• Jurisdiction has 5,000 or more voters</li> <li>• Campaign expects to receive \$5,000 or more in contributions</li> </ul>        | Form F-1<br>(Financial Affairs Statement)<br>C- series forms<br>(Campaign Finance Reports) |

\*as of the last general election

# Washington State Declaration of Candidacy

## how to complete the form

### 1. office

Print the jurisdiction, the office name and any position or district number defining the office for which you are a candidate.

The responsibility for filing for the correct office is yours.

### 2. personal information

Your name and address must match your voter registration.

Update your voter information prior to submitting a declaration of candidacy.

You are responsible for ensuring that you meet all qualifications of the office.

### 3. ballot information

Print your name exactly as you wish it to appear on the ballot. Nicknames are acceptable.

Titles denoting occupations, including military rank, positions on issues, political affiliation, symbols, or anything intentionally designed to mislead voters are not acceptable.

party preference information:

For a partisan office, you may choose to state a political party that you personally prefer.

A preference does not imply that you have been nominated or endorsed by the party, or that the party approves of or associates with you.

If you choose to state a party preference, enter the name of the party (limited to 16 characters).

The first letter of the party preference will be capitalized (e.g., Democratic). If you want to use initials, separate each letter with a period (e.g., G.O.P.). Your party preference will appear below your name.

| Washington State Declaration of Candidacy |   |   |
|---|---|---|
| <b>1</b>                                  | office<br>jurisdiction and office name        | City of Olympia Councilman POS. 4<br>position number  |
| <b>2</b>                                  | personal information<br>as registered to vote | Elizabeth Christina Brown<br>first name middle last<br>08/30/1970<br>date of birth (mm / dd / yyyy)<br>1500 Capital Way S<br>residential address<br>(360) 555-2385<br>phone number<br>Olympia 98501<br>city / zip   |
| <b>3</b>                                  | ballot information                            | Liz C. Brown<br>exact name I would like printed on the ballot<br>political party I prefer, if filing for partisan office:<br><input checked="" type="checkbox"/> (Prefers <u>D E M O C R A T I C</u> Party)<br><input type="checkbox"/> (States No Party Preference)  |
| <b>4</b>                                  | campaign information                          | campaign address (if different from residential address) city / zip<br>liz.c.brown@campaign.com (360) 555-1800<br>email address phone number<br>www.lizforcouncil.com<br>website  |
| <b>5</b>                                  | filing fee                                    | <input type="checkbox"/> The office has no fixed annual salary: no filing fee<br><input type="checkbox"/> The office has a fixed annual salary of \$1,000 or less: \$10<br><input checked="" type="checkbox"/> The office has a fixed annual salary over \$1,000: 1% of salary<br><input type="checkbox"/> I am submitting a filing fee petition instead of a filing fee  |
| <b>6</b>                                  | oath  | I declare that the above information is true, that I am a registered voter residing at the address listed above, that I am a candidate for the office listed above, and that, at the time of filing this declaration, I am legally qualified to assume office.<br>I swear, or affirm, that I will support the Constitution and laws of the United States, and the Constitution and laws of the State of Washington.<br>sign here <u>Liz Brown</u> date here <u>6/8/10</u> |
|   | for office use only                           | date voter registration number  |

If you choose to not state a party preference, "(States No Party Preference)" will be printed on the ballot.

No changes to party preference will be accepted between the primary and the general election.

### 4. campaign information

If you do not provide campaign information, your information as a registered voter will be used. A telephone number, email address, or website is not required, but recommended.

Government office addresses may not be used for campaigns.

### 5. filing fee

Fill in the appropriate circle.

Applicable filing fees must accompany the declaration of candidacy.

### 6. oath

Read, sign, and date the oath. The declaration of candidacy is not complete and ready for submission until signed.

# Washington State Declaration of Candidacy

|               |                              |  |                 |
|---------------|------------------------------|--|-----------------|
| <b>office</b> | jurisdiction and office name |  | position number |
|---------------|------------------------------|--|-----------------|

|   |                                |        |              |
|---|--------------------------------|--------|--------------|
| <b>personal information</b><br><i>as registered to vote</i> | first name                     | middle | last         |
|   | date of birth (mm / dd / yyyy) |        | phone number |
|   | residential address            |        | city / zip   |

|                           |   |  |  |
|---------------------------|---|--|--|
| <b>ballot information</b> | exact name I would like printed on the ballot   |  |  |
|                           | political party I prefer, if filing for partisan office:  |  |  |
|                           | <input type="radio"/> (Prefers <input type="text"/> Party) |  |  |
|                           | <input type="radio"/> (States No Party Preference)  |  |  |

|                             |  |  |              |
|-----------------------------|--|--|--------------|
| <b>campaign information</b> | campaign address (if different from residential address) |  | city / zip   |
|                             | email address  |  | phone number |
|                             | website  |  |              |

|                   |   |
|-------------------|---|
| <b>filing fee</b> | <input type="radio"/> The office has no fixed annual salary: no filing fee<br><input type="radio"/> The office has a fixed annual salary of \$1,000 or less: \$10<br><input type="radio"/> The office has a fixed annual salary over \$1,000: 1% of salary<br><input type="radio"/> I am submitting a filing fee petition instead of a filing fee |
|-------------------|---|

|             |  |           |
|-------------|--|-----------|
| <b>oath</b> | I declare that the above information is true, that I am a registered voter residing at the address listed above, that I am a candidate for the office listed above, and that, at the time of filing this declaration, I am legally qualified to assume office. |           |
|             | I swear, or affirm, that I will support the Constitution and laws of the United States, and the Constitution and laws of the State of Washington.  |           |
|             | sign here  | date here |

|                            |             |                           |
|----------------------------|-------------|---------------------------|
| <b>for office use only</b> | date        | voter registration number |
|                            | office code | fee                       |

Spokane County Washington  
Offices Subject to Election 2012

| OFFICE                               | INCUMBENT           | NEXT ELECTION | Files          | Filing Fee  |
|--------------------------------------|---------------------|---------------|----------------|-------------|
| PRESIDENT                            | Barack Obama        | 2012 OSOS     |                | \$ 1,740.00 |
| US SENATE POSITION 1                 | Maria Cantwell      | 2012 OSOS     |                | \$ 1,740.00 |
| US REPRESENTATIVE                    | Cathy M Rodgers     | 2012 OSOS     |                | \$ 1,668.91 |
| GOVERNOR                             | Christine Gregoire  | 2012 OSOS     |                | \$ 939.48   |
| LIEUTENANT GOVERNOR                  | Bradley Owen        | 2012 OSOS     |                | \$ 1,169.50 |
| SECRETARY OF STATE                   | Sam Reed            | 2012 OSOS     |                | \$ 1,169.50 |
| STATE TREASURER                      | James McIntire      | 2012 OSOS     |                | \$ 1,169.50 |
| STATE AUDITOR                        | Brian Sonntag       | 2012 OSOS     |                | \$ 1,517.18 |
| ATTORNEY GENERAL                     | Robert Mckenna      | 2012 OSOS     |                | \$ 1,216.18 |
| COMMISSIONER OF PUBLIC LANDS         | Peter Goldmark      | 2012 OSOS     |                | \$ 1,216.18 |
| SUPERINTENDENT OF PUBLIC INSTRUCTION | Randy Dorn          | 2012 OSOS     |                | \$ 1,169.50 |
| INSURANCE COMMISSIONER               | Mike Kreidler       | 2012 OSOS     |                | \$ 421.06   |
| LEGISLATIVE DIST 3                   | Lisa J Brown        | 2012 OSOS     | Spokane County | \$ 421.06   |
| LEGISLATIVE DIST 3                   | Andrew S Billig     | 2012 OSOS     | Spokane County | \$ 421.06   |
| LEGISLATIVE DIST 3                   | Timothy Ormsby      | 2012 OSOS     | Spokane County | \$ 421.06   |
| LEGISLATIVE DIST 4                   | Michael J Padden    | 2012 OSOS     | Spokane County | \$ 421.06   |
| LEGISLATIVE DIST 4                   | Larry W Crouse      | 2012 OSOS     | Spokane County | \$ 421.06   |
| LEGISLATIVE DIST 4                   | Matthew T Shea      | 2012 OSOS     | Spokane County | \$ 421.06   |
| LEGISLATIVE DIST 6                   | Kevin C Parker      | 2012 OSOS     | Spokane County | \$ 421.06   |
| LEGISLATIVE DIST 6                   | John E Ahern        | 2012 OSOS     | Spokane County | \$ 421.06   |
| LEGISLATIVE DIST 7                   | Shelly Short        | 2012 OSOS     |                | \$ 421.06   |
| LEGISLATIVE DIST 7                   | Joel Kretz          | 2012 OSOS     |                | \$ 421.06   |
| LEGISLATIVE DIST 9                   | Mark Schoesler      | 2012 OSOS     |                | \$ 421.06   |
| LEGISLATIVE DIST 9                   | Susan Fagan         | 2012 OSOS     |                | \$ 421.06   |
| LEGISLATIVE DIST 9                   | Joe Schmick         | 2012 OSOS     |                | \$ 421.06   |
| COMMISSIONER DISTRICT 1              | Todd Mielke         | 2012 OSOS     | Spokane County | \$ 930.00   |
| COMMISSIONER DISTRICT 2              | Mark James Richard  | 2012 OSOS     | Spokane County | \$ 930.00   |
| SUPREME COURT JUSTICE POSITION 2     | Susan Owens         | 2012 OSOS     |                | \$ 1,642.21 |
| SUPREME COURT JUSTICE POSITION 8     | Steven C Gonzales   | 2012 OSOS     |                | \$ 1,642.21 |
| SUPREME COURT JUSTICE POSITION 9     | Tom Chambers        | 2012 OSOS     |                | \$ 1,642.21 |
| COURT OF APPEALS DIV 3 DIST 1        | Laurel Siddoway     | 2012 OSOS     |                | \$ 1,563.28 |
| SUPERIOR COURT JUDGE 1               | Annette S Plese     | 2012 OSOS     | Spokane County | \$ 1,488.32 |
| SUPERIOR COURT JUDGE 2               | James M Triplett    | 2012 OSOS     | Spokane County | \$ 1,488.32 |
| SUPERIOR COURT JUDGE 3               | Tari S Eitzen       | 2012 OSOS     | Spokane County | \$ 1,488.32 |
| SUPERIOR COURT JUDGE 4               | Kathleen M Oconnor  | 2012 OSOS     | Spokane County | \$ 1,488.32 |
| SUPERIOR COURT JUDGE 5               | Michael Price       | 2012 OSOS     | Spokane County | \$ 1,488.32 |
| SUPERIOR COURT JUDGE 6               | Sam Frank Cozza     | 2012 OSOS     | Spokane County | \$ 1,488.32 |
| SUPERIOR COURT JUDGE 7               | Maryann C Moreno    | 2012 OSOS     | Spokane County | \$ 1,488.32 |
| SUPERIOR COURT JUDGE 8               | Harold D Clarke     | 2012 OSOS     | Spokane County | \$ 1,488.32 |
| SUPERIOR COURT JUDGE 9               | Ierome J Leveque JR | 2012 OSOS     | Spokane County | \$ 1,488.32 |
| SUPERIOR COURT JUDGE 10              | Linda G Tompkins    | 2012 OSOS     | Spokane County | \$ 1,488.32 |
| SUPERIOR COURT JUDGE 11              | Gregory D Sybolt    | 2012 OSOS     | Spokane County | \$ 1,488.32 |
| SUPERIOR COURT JUDGE 12              | Ellen Kalama Clark  | 2012 OSOS     | Spokane County | \$ 1,488.32 |
| DISTRICT COURT JUDGE 8               | Randy A Brandt      | 2012 OSOS     | Spokane County | \$ 1,417.10 |

## ORDER OF CANDIDATES ON BALLOT

The order of candidate names on the primary ballot will be determined by lot beginning at approximately 4:15 pm on Friday, May 18, 2012 in the Spokane County Elections Office at 1033 W. Gardner Ave., Spokane, WA. The lot draw process will be done publicly and may be witnessed by the media and by any candidate.

### LOT DRAW FOR BALLOT POSITION

Immediately after the closing of candidate filing, a lot draw will be conducted to determine the order in which names will appear on the Primary Ballot.

The names of the candidates in each race will be placed in alphabetical order by surname for the drawing.

The first number drawn will indicate the ballot placement of the candidates at the top of the alphabetical list for each position. The second number drawn will apply to each race's second candidate and so on.

For example: There are 4 candidates running for mayor and 3 candidates for commissioner. The names for each race are placed in alphabetical order.

|                |                     |
|----------------|---------------------|
| <u>Mayor</u>   | <u>Commissioner</u> |
| Jim James      | Adam Adams          |
| Mike Michaels  | Ben Benjamin        |
| Stan Stanley   | Paula Paul          |
| Wilma Williams |                     |

The first number in the drawing is two. Jim James and Adam Adams will be listed second on the ballot in their races.

The next number drawn is four. Mike Michaels will be in the fourth ballot position in the mayor's race. Because there are only three candidates for commissioner, Ben Benjamin will be listed last in the commissioner's race.

Next, the number one is drawn. Stan Stanley and Paula Paul will be listed first in their contests.

Finally, the number three is drawn. Wilma Williams will be listed third in the mayor's race. Since there are only three candidates for commissioner, the fourth number drawn will not apply to that race.

### BALLOT ORDER

|                |                     |
|----------------|---------------------|
| <u>Mayor</u>   | <u>Commissioner</u> |
| Stan Stanley   | Paula Paul          |
| Jim James      | Adam Adams          |
| Wilma Williams | Ben Benjamin        |
| Mike Michaels  |                     |

What if the number one had been drawn last, who would be listed first in the commissioner's race? The numerical order of the applicable number rules. In this case, the candidates in the commissioner's race would be listed in order starting with whoever received number two.

If a candidate withdraws, the ballot order remains the same—each candidate moves up to fill in the space vacated by the withdrawal.

## WITHDRAWAL OF CANDIDACY

Candidates have until 4:00 p.m. Monday May 21, 2012 to withdraw after filing the Declaration of Candidacy. A written request to withdraw must be filed with the same office the Declaration of Candidacy was filed. The filing fee will not be reimbursed. A form is available at the Elections Office, online at [www.spokanecounty.org/elections](http://www.spokanecounty.org/elections) or you may use the form below.

### WITHDRAWAL OF CANDIDACY

(RCW 29A.24.131)

I, \_\_\_\_\_ withdraw my  
(Print Name)

candidacy for nomination to the office of:

\_\_\_\_\_  
(Name of Office)

\_\_\_\_\_  
(Congressional or Legislative District or other jurisdiction)

\_\_\_\_\_  
(Position number, if applicable)

I understand the filing fee is not refundable.

Date: \_\_\_\_\_

Sign Here X \_\_\_\_\_

## **Election Information**

### **Primary Election**

A Primary Election is required if more than two candidates file for the same position or if it is a partisan office.

The State of Washington has a Top 2 Primary system. This allows voters to choose among all candidates running for each office regardless of their party preference. The top two candidates who receive the most votes in the Primary Election qualify for the General Election.

Candidates need at least 1% of the votes cast in that race to advance to the General Election.

Each candidate for a partisan office may state a political party that he or she prefers. A candidate's preference does not imply that they are nominated or endorsed by the party, or that the party approves of or associates with that candidate.

### **General Election**

Appearance on the ballot is determined by the most votes received in the Primary Election. (RCW 29A.36.170) The top two vote getters proceed to the General Election. The candidate with the greatest number of votes appears first and the candidate with the next greatest number of votes appears second.

For partisan races, each candidate will retain his or her party preference from the Primary Election to the General Election.

If there is no primary, appearance on the General Election ballot is determined by the outcome of the lot drawing. (RCW 29A.36.131)

### **Superior Court Judges**

The process for Superior Court Judges is contingent on the number of candidates who file for the position. If only one candidate files for an office, he or she does not appear on the Primary Election ballot and are issued a Certificate of Election after candidate filing. (Article IV, Sec. 29).

If two candidates file for the same position, both candidates will appear on the Primary Election Ballot. If one candidate receives a majority of votes in the Primary then the candidate is issued a Certificate of Election and does not appear on the General Election ballot. If no candidate receives a majority (50%) then the top two advance to the General Election (RCW 29A.36.171, Article. IV, Sec. 29)

If 3 or more candidates file for the same position, all candidates appear on the Primary Election ballot. If there is a majority vote in the Primary, that candidate is issued a Certificate of Election after the Primary. If there is no majority, the top two advance to the General Election. (RCW 29A.36.171., Article IV, Sec. 29)

### **Mailing of the Ballots**

For the Primary and General Elections, ballots for military/overseas voters are mailed 45 days prior to the election. All ballots are mailed to voters beginning 20 days prior to the election. For a list of mailing dates, check the election website at [www.spokanecounty.org/elections](http://www.spokanecounty.org/elections) or call 477-2320. Ballot drop boxes are located at all

public libraries (city and county) and the STA Plaza. The opening date for the drop boxes is 20 days prior to the election.

### **Election Office**

Interested members of the public, candidates and representatives of political parties may observe all election activities at any time during the election period. All observers must sign in at the Spokane County Elections Office, 1033 W Gardner Ave. Prior attendance of an observer class is required to be an official observer.

### **Logic and Accuracy Test**

The Logic and Accuracy test is a public test of the election tabulation system. The test is witnessed by party representatives. Interested members of the public may also attend. Testing is conducted by the Spokane County Elections Department using the same software and hardware that will be used Election Day. The date and time of the L & A will be posted at [www.spokanecounty.org/elections](http://www.spokanecounty.org/elections).

### **Election Results**

Results may be obtained beginning at approximately 8:15 pm Election Night on the Spokane County website, [www.spokanecounty.org/elections](http://www.spokanecounty.org/elections), at the Spokane County Elections office, 1033 W Gardner or by calling 477-2320. The Office of the Secretary of State's website, [www.vote.wa.gov](http://www.vote.wa.gov), lists all state-wide results.

### **After Election Day**

Spokane County Elections staff will continue to process ballots until certification. Under RCW 29A.60.160, interim ballot tabulations are normally scheduled after a Primary or General Election excluding weekends and holidays. Exact tabulation dates are determined by voter turnout and will be posted on the Spokane County Elections website. For dates and times of interim ballot tabulations, please call 477-2320 or go to [www.spokanecounty.org/elections](http://www.spokanecounty.org/elections).

### **Canvassing Board Review of Ballots**

The Spokane County Canvassing Board is comprised of the Auditor, chair of the Board of County Commissioners and the County Prosecuting Attorney or their designated representatives. One of the official duties of the Canvassing Board is to accept or reject ballots submitted by voters whose validity or intent is in question.

Ballots that require review by the Canvassing Board are brought before the Board before the official certification of the election. Notice of all Canvassing Board meetings are subject to publication in the Spokesman Review newspaper. Canvassing Board meetings are open public meetings. Dates and times are posted on the website at [www.spokanecounty.org/elections](http://www.spokanecounty.org/elections).

### **Certification**

All elections must be certified by the Spokane County Canvassing Board. The process of certification includes a review of the final election tabulation report and the signing by each board member of certification. The election certification process is an open public meeting. Notice of certification is published in the Spokesman Review. (RCW 29A.60.190) and will be posted on the website.

## **Oaths of Office**

Before an elected official may assume office, the election results must be certified and the winner must swear to an oath or affirmation of office (RCW 29A.04.133). If a qualified candidate must also post a bond, it is not the responsibility of the County Auditor to verify that bond.

### **Who is required to take an oath of office?**

Every person elected to an office in the State of Washington, including jurisdictions within counties, cities, and towns is required by our state and federal constitutions to take an oath prior to serving in office. Depending upon the office and tradition, the oath may be attested to either verbally or in writing.

### **How should an oath be administered to a candidate?**

RCW 29A.04.133 requires that the oath of office be administered and certified by any officer or notary public authorized to administer oaths, without charge.

Five positions are specifically qualified by statute to administer oaths:

|                             |                 |
|-----------------------------|-----------------|
| Judges and Notary Publics   | RCW 5.28.010    |
| County Auditors or Deputies | RCW 36.22.030   |
| Town Clerks                 | RCW 35.27.220   |
| School Officials            | RCW 28A.343.360 |

Article, Section 6 of the Washington State Constitution states, (The mode of administering an oath, or affirmation, shall be such as may be most consistent with and binding upon the conscience of the person to whom such an oath, or affirmation, may be administered.)

As long as the oath is regarded by the official qualifying for office as binding, the oath may be administered in any manner by a person of authority, including a seated officer of the same jurisdiction.

### **When should an oath of office be taken?**

All officials must take an oath of office prior to commencing the duties of the office (RCW 29A.04.133).

The terms for Supreme Court justices, judges of the Court of Appeals, Superior Court judges, District Court judges, and state legislative offices all begin on the second Monday in January.

Traditionally, state legislative officers are administered an oath of office at the start of the legislative session.

County, city and town officials may take an oath either at the last regular meeting of the governing body for which they were elected or within 10 days before the term of office begins. January 1<sup>st</sup> is the beginning of terms for county officials, except for charter counties that specify otherwise. January 1<sup>st</sup> is also the beginning of terms for special purpose districts, with the exception of school district directors or districts where ownership of land is a prerequisite of voting (e.g. diking or flood control districts).

School district directors' terms of office begin at the first official meeting of the board of directors after certification of the election results.

Unexpired terms and short terms also begin immediately after certification of the election. Officials elected to these offices must be administered an oath before assuming the duties of the office.

After a position is assumed by a newly elected candidate, a copy of the oath of office is to be sent to the Elections Office at 1033 W Gardner, Spokane, WA 99201.

## **Recounts**

A mandatory recount applies to candidates and statewide measures and will occur if less than  $\frac{1}{2}$  of 1% and less than 2,000 votes cast for that race separate candidates or issues. The recount is applicable only to candidates apparently nominated or elected and the closest defeated opponent. The automatic recount will tally only votes for the position in question and will be conducted without charge to any candidate. (RCW 29A.64.021)

If the difference in the number of votes cast for the apparent winner and the closest apparently defeated opponent is less than  $\frac{1}{4}$  of 1% and less than 150 votes, the votes shall be recounted manually. An alternative counting method may be employed if both candidates agree in writing and the procedure is suited to the ballot system that was used for casting the votes for the office.

An officer of a political party or any person for whom votes were cast in a primary who was not declared nominated may file a written application for a recount of the votes or a portion of the votes cast at that primary for all persons for whom votes were cast for nomination to that office. An officer of a political party or any person for whom votes were cast at any election may file a written application for a recount of the votes or a portion of the votes cast at that election for all candidates for election to that office. Any group of five or more registered voters may file a written application for a recount of the votes or a portion of the votes cast upon any question or issue. They shall designate one of the members of the group as chair and shall indicate the voting residence of each member of the group. An application for a recount of the votes cast for an office or on a ballot measure must be filed with the officer with whom filings are made for the jurisdiction. An application for a recount must specify whether the recount will be done manually or by the vote tally system. A recount done by the vote tally system must use programming that recounts and reports only the office or ballot measure in question. The county shall also provide for a test of the logic and accuracy of that program. An application for a recount must be filed within two business days after the county canvassing board or secretary of state has declared the official results of the primary or election for the office or issue for which the recount is requested.

An application for a recount shall state the office for which a recount is requested and whether the request is for all or only a portion of the votes cast in that jurisdiction of that office. The person filing an application for a manual recount shall, at the same time, deposit with the county canvassing board or secretary of state, in cash or by certified check, a sum equal to twenty-five cents for each ballot cast in the jurisdiction or portion of the jurisdiction for which the recount is requested as security for the payment of any costs of conducting the recount. If the application is for a machine recount, the deposit must be equal to fifteen cents for each ballot. These charges shall be determined by the county canvassing board or boards under RCW 29A.64.081.

## **ON-LINE VOTERS' GUIDE**

The On-Line Voters' Guide is a great tool to communicate with voters. All candidates have the opportunity to post a candidate statement and/or photograph on the Spokane County Elections' web site – [www.spokanecounty.org/elections](http://www.spokanecounty.org/elections).

### **What you can submit**

- Candidate contact information  
(Name, mailing address, e-mail, website, phone number)
- Statement
- Biography, 100 words or less not including headings
  - Elected Experience
  - Other Professional Experience
  - Education
  - Community Service
- Photograph

All materials must be received by 4:00 pm on Friday **May 25<sup>th</sup>**.

Write your statement in the narrative. Bullets require too much space and are not permitted.

In your statement, you are allowed 1 paragraph return per 50 words. If your statement doesn't fit into the space provided, excessive paragraph returns may be removed.

### **Quick and easy on-line submission**

Submitting your information for the on-line voters' guide is easy!

1. Provide an email address when you file for office.
2. Gather your statement, bio and photo. Be sure to follow all the guidelines provided in this document.
3. Check your email and follow the instructions to submit your information on-line for the voters' guide.

### **Statement and biographies**

The following standards ensure candidates comply with legal requirements and enhance readability.

If submitting by mail, submit a CD containing a MS Word file and a printed copy.

Space is limited. The pamphlet provides room for about 1 paragraph return per 50 words. The Voters' Pamphlet staff reserves the right to eliminate excessive paragraph

returns if your statement doesn't fit in the space provided. Words will not be deleted unless the word count is exceeded.

Use italics only to emphasize specific words or statements. Bolding, underlining and all caps are not allowed.

Tables, lists, bullets, or other material requiring multiple paragraphs or formatting are not allowed.

Obscene, profane, libelous, and defamatory language will be rejected.

Incidental spelling, grammar, and punctuation errors may be corrected without altering meaning or substance.

## **Word Limits**

### **Statement**

State law sets maximum word limits (RCW 29A.32.121).

U.S. Senator and U.S. Representative – 300 words

State Senator – 200 words

State Representative – 100 words

All other positions – 100 words

### **Biography**

In addition to the statement, biographical information using the following headings will be included and must not exceed 100 words (headings are not included in the word count). If you choose not to submit information for one of the following headings, the words *No information submitted* will appear next to the heading.

### **Elected Experience**

### **Other Professional Experience**

### **Education**

### **Community Service**

Hyphenated words count as two words unless the hyphenation is listed as one word by dictionary.com

Statements and biographies exceeding word limits are shortened by deleting full sentences from the end until the limit is reached.

## **Tips from Voters**

In a recent study, Washington voters were asked what information they want to read in a candidate statement. This is what they said.

- Describe what sets you apart from your opponent(s).
- Edit information as carefully as you would your resume.
- 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).

## Statement FAQ

### How should I format my statement?

Space is limited so formatting is important.

Format it as an essay (block style). To emphasize select words, use italics only.

### May I use bullets?

To conserve space, text must be written in paragraph format. Bullets are not allowed.

### Correct

I approve of justice for all, fairness of the law, and rehabilitation.

### Incorrect

I approve of

- Justice for all
- Fairness of the law
- Rehabilitation

### Is my campaign contact information published?

Your campaign telephone number, email, website, and address will be displayed regardless if the candidate submits a photo, statement or biography.

Be sure your campaign contact email and web address are functional when you submit your statement.

## Photographs

Each candidate may submit one self-portrait. If mailed, the photograph must be submitted digitally on a CD.

Limit photo to the head and shoulders. Use a light-colored background (not white). Color photos are preferred; black-and-white is acceptable. Photos must be no more than five years old.

Do not show the uniform or insignia of any organization that advocates or teaches racial or religious intolerance, or suggests the wearer has held public office. (RCW 29A.32.110)

### Digital photos

Must be a resolution of at least 300 dpi and not digitally altered.

## **Print photos**

Are not accepted for the on-line voters guide.

## **Photo FAQ**

### **Professional photo or snapshot?**

Professional photographs reproduce the best. If you choose to have an amateur take your photo, here are some tips.

- A neutral-colored background is best.
- Take numerous shots. Area should be softly lit to avoid facial and background shadows.
- If digital, make sure the resolution is 300 dpi or better.
- Print the photos and choose the best one.

### **Can I submit a photo printed at home?**

No. A photo printed at home will not reproduce well. If you have a photo on your home computer, submit the file on-line or burn a CD and mail it in. The Spokane County Elections Office will take pictures by appointment – contact Glenn at 477-2793 for more information.

### **How do I submit?**

All materials must be received by 4:00 pm on Friday **May 25th**.

### **Online**

Refer to the email you received when you filed for office.

### **Mail**

Spokane County Elections  
On-line Voters Guide  
1033 W. Gardner Ave.  
Spokane, WA. 99260  
Or email to: [elections@spokanecounty.org](mailto:elections@spokanecounty.org)

### **Questions?**

Call the Elections Office at (509) 477-2320.

## **Voter Registration Information**

(Available To Candidates)

Please use the *Request for Voter Information* form to request this information.

Per RCW 29A.08.710 (2) The following information contained in voter registration records or files regarding a voter or a group of voters is available for public inspection and copying, except as provided in RCW 40.24.060: The voter's name, address, political jurisdiction, gender, date of birth, voting record, date of registration, and registration number. No other information from voter registration records or files is available for public inspection or copying.

### **Information formats:**

- Paper printouts
- Labels
- Electronic (CD or email)

### **Fee schedule for service and materials**

Effective January 1, 2012

**Precinct maps:** \$17.50

Custom maps vary in price. Call 477-2320 for a quote.

**Mailing labels:** \$.025 per record

**Registered voter records on CD** \$20.00

**Miscellaneous photocopies** \$.15 per page

**Listing of matchbacks for current election** \$35.00

For further information, please contact the Spokane County Elections Office at 477-2320.

**SPOKANE COUNTY ELECTIONS OFFICE**  
**Request for Voter Information Data, Lists, Labels and Map order form.**

Requestor/Committee Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

E-mail Address: \_\_\_\_\_ FTP Address: \_\_\_\_\_

Electronic Voter Data on CD or email/FTP (Voter Data is provided as a delimited text file.)

- Active Voters     Inactive Voters     Registered Voters from \_\_\_\_\_ to \_\_\_\_\_
- Voter History     Selected Voter History (List Elections) \_\_\_\_\_
- Mail Ballot match backs for current election \_\_\_\_\_  
(Dates Requested)

Districts/Precincts/Voters Requested \_\_\_\_\_

- Paper List     Labels     Map     Other \_\_\_\_\_
- Condensed Registrant List     Condensed Voting History List     By Household
- By Registrant     Voting History     Selected Voting History \_\_\_\_\_

Districts/Precincts/Voters Requested \_\_\_\_\_

**RCW 29A.08.740**  
**Violations of restricted use of registered voter data — Penalties — Liabilities. (Effective January 1, 2006.)**

(1) Any person who uses registered voter data furnished under RCW 29A.08.720 for the purpose of mailing or delivering any advertisement or offer for any property, establishment, organization, product, or service or for the purpose of mailing or delivering any solicitation for money, services, or anything of value is guilty of a class C felony punishable by imprisonment in a state correctional facility for a period of not more than five years or a fine of not more than ten thousand dollars or both such fine and imprisonment, and is liable to each person provided such advertisement or solicitation, without the person's consent, for the nuisance value of such person having to dispose of it, which value is herein established at five dollars for each item mailed or delivered to the person's residence. However, a person who mails or delivers any advertisement, offer, or solicitation for a political purpose is not liable under this section unless the person is liable under subsection (2) of this section. For purposes of this subsection, two or more attached papers or sheets or two or more papers that are enclosed in the same envelope or container or are folded together are one item. Merely having a mailbox or other receptacle for mail on or near the person's residence is not an indication that the person consented to receive the advertisement or solicitation. A class action may be brought to recover damages under this section, and the court may award a reasonable attorney's fee to any party recovering damages under this section.

(2) Each person furnished data under RCW 29A.08.720 shall take reasonable precautions designed to assure that the data is not used for the purpose of mailing or delivering any advertisement or offer for any property, establishment, organization, product, or service or for the purpose of mailing or delivering any solicitation for money, services, or anything of value. However, the data may be used for any political purpose. Where failure to exercise due care in carrying out this responsibility results in the data being used for such purposes, then such person is jointly and severally liable for damages under subsection (1) of this section along with any other person liable under subsection (1) of this section for the misuse of such data.

I acknowledge by signing this form that I am in compliance with RCW 29A.08.740 and the restricted use of voter data.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|                                     |                      |
|-------------------------------------|----------------------|
| Order Date: _____                   | Completed By: _____  |
| Taken By: _____                     | Date: _____          |
| Comments: _____                     | How Delivered: _____ |
| Paid _____ Pick Up _____ Ship _____ | Comments: _____      |

## • What Starts the Whole Process?

Becoming a candidate. According to the disclosure law, you become a candidate when you do one of these things: raise or spend money for your campaign; reserve space or purchase advertising to promote your candidacy; authorize someone else to do any of these activities for you; state publicly that you are seeking office; or file a declaration of candidacy.

## • Once I Become a Candidate, Then What?

Within two weeks of the date you become a candidate, you must file a Personal Financial Affairs Statement\* (Form F-1) and a Candidate Registration form (Form C-1) with the PDC, if required.

\*An incumbent officeholder who has filed an F-1 earlier in the year does not need to file a second F-1 in the same year after becoming a candidate.

## • Which Candidates Must File Disclosure Reports?

One of two things determines what a candidate discloses. For most candidates, it's the number of registered voters in the jurisdiction where the candidate runs for office. How much money a candidate raises or expects to raise determines what reports are filed by someone running for office in a very small jurisdiction.

File a Personal Financial Affairs Statement and campaign disclosure reports if you are:

- a state office candidate
- a county office candidate (or political subdivision that encompasses an entire county)
- a local or judicial office candidate in a jurisdiction with 5,000 or more registered voters
- a candidate who raises or expects to raise \$5,000 or more in the aggregate regardless of the number of registered voters (this includes the candidate's own money)

File just a Personal Financial Affairs Statement if you are:

- a candidate for local or judicial office in a jurisdiction with 1,000 or more but less than 5,000 registered voters and you do not raise or expect to raise \$5,000 or more

A candidate seeking election to an office in a jurisdiction with less than 1,000 registered voters who does not raise or expect to raise \$5,000 or more does not file any reports with the Public Disclosure Commission.

## • Electronic Filing

All candidates may electronically file all required PDC reports. A candidate that expects to spend or actually spends \$5,000 or more is required to file campaign finance reports electronically. Free e-filing software, ORCA, is available from the PDC. The PDC staff offers free ORCA training – the schedule is available at [www.pdc.wa.gov/filers](http://www.pdc.wa.gov/filers). Some of the training segments have

been videotaped and posted on the PDC's Facebook page. Candidates must register e-filing accounts and submit passwords to the PDC before sending reports.

To work properly, campaign data from the start of the campaign must be entered into the ORCA software.

For assistance with electronic filing of campaign finance reports, go to the PDC web page at [www.pdc.wa.gov/filers](http://www.pdc.wa.gov/filers) or call toll free 1-877-601-2828.

## • Where Do I Get Instructions?

Brochures, manuals, and training videos are available online at [www.pdc.wa.gov](http://www.pdc.wa.gov) under Filer Resources. Blank forms are also found under Filer Resources, but most candidates will electronically file their campaign reports. Contact the PDC at 360-753-1111 or toll-free at 1-877-601-2828 if you do not have Internet access. The PDC offers free compliance training; the schedule is at [www.pdc.wa.gov/filers](http://www.pdc.wa.gov/filers). Training videos are also posted on the PDC's Facebook page.

## • I Suspect There's More to Reporting . . . Right?

Probably. It depends on how much you're going to raise and spend on your campaign.

If you choose Mini Reporting (limiting what you raise or spend to \$5,000 and limiting contributions from one source other than yourself to \$500), the C-1 and the F-1 are the only PDC reports you have to file. Be sure to access and carefully review the Mini Reporting manual found at [www.pdc.wa.gov/filers](http://www.pdc.wa.gov/filers).

If you're going to raise and spend over \$5,000 to get elected (or less than that, but you want to accept more than \$500 from one or more donors), you must select the Full Reporting option. You'll be required to file frequent and detailed contribution and expenditure reports (Forms C-3 and C-4, respectively).

The PDC realizes that candidates are not always able to forecast campaign costs accurately, and may need to switch reporting options. Changing from mini to full reporting must be done at least 30 business days before the election and approved by the PDC staff. A candidate who wishes to change from mini to full reporting must notify all opponents in writing, amend the registration, file contribution & expenditure reports from the start of the campaign, and send a letter to the PDC confirming that these steps have been completed before exceeding the mini reporting limits. The change in reporting options will be approved only if all of these steps are completed at least 30 business days before the election.

The approval to change reporting options from mini to full reporting within 30 business days of the election is not automatic and will only be granted under circumstances outlined in WAC 390-16-125.

## • **May I Serve as My Own Treasurer?**

Yes. However, candidates who select Full Reporting are strongly encouraged to enlist the aid of a treasurer who has the time and energy necessary to keep detailed, accurate records and file frequent reports. Your treasurer does not need to be a professional accountant.

## • **When are Contribution and Expenditure Reports Due?**

**C-3 Contribution Reports:** Before June 1 of the election year, candidates fill out a C-3 report for each bank deposit and file these reports with their C-4 reports. Beginning June 1, each time you make a deposit you must file a C-3 no later than the following Monday. Since contributions must be deposited within 5 business days of receipt, active campaigns will make at least one weekly deposit.

**C-4 Summary Reports:** This report, along with its attached schedules, summarizes the campaign's financial activity and shows itemized expenditures for a specific period. C-4s are due: From the beginning of the campaign through May of the election year, if a campaign has over \$200 in contributions or expenditures during a month, a C-4 report is filed by the 10<sup>th</sup> of the following month. Beginning with June of the election year and continuing through the primary and general elections, C-4 reports are due 21 and 7 days *before* each election and on the 10<sup>th</sup> of the month *after* the month the election was held with the candidate's name on the ballot, even if there was little or no activity to report.

Specific filing dates are listed in the 2011 Key Reporting Dates for Candidates found under Filer Resources at [www.pdc.wa.gov](http://www.pdc.wa.gov). All PDC reports are considered filed as of the postmark date or, if filed electronically, on the file transfer date.

## • **Where Do I File PDC Reports?**

Most candidates will file reports only with the PDC. Copies of PDC reports are no longer filed with the county elections officer. City office candidates should check with the appropriate city clerk to determine if there is a local ordinance requiring copies of PDC reports to be filed with the clerk.

## • **Must I Have a Separate Campaign Account?**

Candidates must open a separate campaign account in a bank, credit union or savings and loan institution if they accept monetary contributions. A candidate who personally funds his/her entire campaign and accepts no contributions does not have to open a bank account. These candidates are required to make all campaign records, which may include the personal checkbook register and bank statements, available for public inspection during the eight days before the election.

## • **From Whom May I Accept Contributions?**

Generally, contributions from individuals, corporations, unions and other organizations are permitted. Candidates subject to contribution limits have special contributor restrictions explained in the PDC's manuals. By federal law, no foreign corporations or citizens (unless they have green cards), national banks and corporations organized by authority of Congress and federal government contractors may contribute to or spend funds on behalf of U.S. candidates.

## • **Is There a Contribution Limit?**

State law sets contribution limits on donations to candidates for:

- state executive office
- mayor\*
- legislative office
- city council\*
- judicial office
- Port of Seattle commissioner
- county office
- Port of Tacoma commissioner

There are also limits on contributions given to bona fide political party and caucus political committees. See instruction manuals for details.

During the 21 days before the general election, no contributor, except the state committee of a bona fide political party, may give more than a total of \$50,000 to a statewide office candidate or \$5,000 to any other candidate or political committee (except for ballot measure committees). This restriction also applies to a candidate's personal funds.

Candidates must not accept contributions that exceed their respective limits.

\*Some cities have adopted more restrictive contribution limits. A candidate for mayor or city council should ask the appropriate city clerk whether there are local contribution limits.

## • **Is There an Expenditure Limit?**

Candidates who choose Mini Reporting self-impose an expenditure limit of \$5,000. There are no expenditure limits for candidates who choose Full Reporting.

## • **Must I Identify All Contributors?**

Anyone who donates monetary and in-kind contributions totaling more than \$25 over the course of your campaign must be identified by name and full address. Plus, if an individual gives you more than \$100 in the aggregate, you must show this person's occupation and the name, city and state of his or her employer.

## • **May I Be Reimbursed for the Personal Funds I Spend on My Campaign?**

Reimbursements for the candidate's out-of-pocket campaign expenses must be made within three weeks or the reimbursement counts against the candidate's loan repayment limit. A candidate can be repaid up to \$5,000 for primary election loans and \$5,000 for general election loans. A candidate's contributions to his or her own campaign should be reported as loans in order to be eligible for repayment.

## • **Are There Laws Governing Political Ads?**

Yes. Details are in the PDC's Political Advertising brochure or the Political Advertising section in the instruction manual.

For more information, contact PDC at

(360) 753-1111, toll-free 1-877-601-2828, [pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov) (e-mail), or visit PDC's Website (<http://www.pdc.wa.gov>).

Candidate information and training videos are available on the PDC's Facebook page.

## 2012 Elections Calendar

|          |  |
|----------|--|
| April 30 | First day candidate filings by mail may be accepted  |
| May 11   | Last day to file a resolution for a special election held in conjunction with the August 7th Primary Election                    |
| May 14   | First day for in-person candidate filing.<br>On-line filing starts at 9:00 a.m.  |
| May 18   | Last day for in-person, on-line and mail-in candidate filing   |
| May 18   | Lot draw for ballot position – 4:15 p.m.   |
| May 21   | Last day for candidates to withdraw  |
| May 25   | Deadline for submission of statements/photos for the Primary Election  |
| June 22  | Overseas and military ballots mailed for the Primary Election  |
| July 9   | August 7th Primary Election deadline for address changes and voter registrations by mail-in and on-line                          |
| July 18  | Ballots and AutoMarks available for the Primary Election   |
| July 18  | Begin mailing of Primary Election ballots  |
| July 20  | Last day to file as a write-in candidate for the Primary Election  |
| July 30  | Last day of in-person registration for voters not currently registered in Washington State for the August 7th Primary Election   |
| Aug 7    | Last day to file a resolution for the November 6th General Election  |
| Aug 7    | PRIMARY ELECTION   |
| Aug 21   | Certification of the Primary Election  |
| Sept 21  | Overseas and military ballots mailed for the General Election  |
| Oct 8    | Last day for mail-in and on-line voter registrations and transfers for the November 6th General Election                         |
| Oct 17   | Ballots and AutoMarks available for the General Election   |
| Oct 17   | Begin mailing of General Election ballots  |
| Oct 19   | Last day to file as write-in candidate for the General Election  |
| Oct 29   | Last day of in-person registration for voters not currently registered in Washington State for the November 6th General Election |
| Nov 6    | GENERAL ELECTION   |
| Nov 27   | Certification of the General Election  |



**Washington State  
Department of Transportation**

**Paula J. Hammond, P.E.**  
Secretary of Transportation

**Transportation Building**  
310 Maple Park Avenue S.E.  
P.O. Box 47300  
Olympia, WA 98504-7300  
360-705-7000  
TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

Dear Candidate:

The Washington State Department of Transportation (WSDOT) wishes to take this opportunity to advise political candidates about the placement of campaign signs and placards along state highways.

Revised code of Washington (RCW) 47.42, the Highway Advertising Control Act, regulates signing on Interstate highways, Primary highways, and highways that are part of the Scenic and Recreational system. Signs erected on private property adjacent to these highways must comply with the Highway Advertising Control Act, rules contained in Washington Administrative Code (WAC) 468-66, and applicable local agency sign codes.

In accordance with WAC 468-66-050, ***Sign Classifications and Specific Provisions***, temporary political campaign signs are identified and regulated as a type of on-premise sign intended to express a property owner's endorsement of a political candidate or initiative. Prior to placing signs, WSDOT recommends checking with the property owner for approval, and to determine property line locations. Campaign signs are allowed under the following regulations:

- 1) Temporary political campaign signs are limited to a maximum size of thirty-two square feet
- 2) Temporary political campaign signs must be removed within ten days following the election
- 3) Sign installers must have permission of the underlying property owner prior to placing signs
- 4) Temporary political campaign signs are subject to all other applicable provisions of RCW47.42 and WAC 468-66 that pertain to Type 3 on-premise signs

In addition to the above restrictions, **the erection of temporary political campaign signs within the right-of-way of all state highways is prohibited. Accordingly, signs placed within the right-of-way of any state highway are subject to removal by the Washington State Department of Transportation.**

Also, RCW 47.36.180(1) states in part that it is unlawful to erect any structure, sign, or device visible from a city street, county road, or state highway that simulates any directional, warning, or danger sign likely to be mistaken for such a sign. Therefore, a campaign sign cannot be designed in a manner that resembles an official traffic control sign.

If you should have any questions about the placement of campaign signs along state highways, please contact Pat O'Leary at (360) 705-7296 or [olearyp@wsdot.wa.gov](mailto:olearyp@wsdot.wa.gov)

We sincerely hope that candidates for public office will observe the laws and regulations enacted to limit driver distraction and protect and preserve the roadside beauty of our state. Thank you in advance for your courtesy in this matter.

***Washington State Department of Transportation***

# CAMPAIGN SIGN REGULATIONS

## City of Spokane

### Title 17 Land Use Standards

#### Chapter 17C.240 Signs

##### Section 17C.240.240 Additional Standards in All Zones

All signs which are relating to promoting or publicizing the nomination or election of any individual for a public political office to be voted on in any primary, general or special election or advocating any ballot measure to be voted on in any primary, general or special election, hereinafter referred to as political campaign signs, are permitted subject to the following regulations:

###### **A. Size of Signs.**

Political campaign signs located on private property in a residential zone shall be limited to a maximum surface area of sixteen square feet. Political campaign signs located on private property in zones other than residential zones shall be limited to a maximum surface area of thirty-two square feet. Political campaign signs located in the public right-of-way as set forth in subsection c shall be limited to a maximum surface area of five square feet with a maximum height of five feet. The maximum square footage shall be based upon one side of the sign. Signs may be two-sided.

###### **B. Signs on Private Property.**

Political campaign signs may be erected upon any private property with the permission of the property owner, resident, or respective agent. In cases of vacant property, or where there is no occupied structure on the property, political signs may be placed thereon with the written consent of the property owner or his agent.

###### **C. Political Campaign Signs on the Public Right-of-way.**

Placement of political campaign signs on the public right of way must have the permission for such placement of the abutting property owner, resident or respective agent. For purposes of this section, the public right -of-way shall mean that portion of the public right-of-way located next to a street between the roadway and the adjacent private property open to the public for general pedestrian passage, including the buffer/planting strip. Political campaign signs may be posted preceding a primary, general or special election within the public right-of-way only if the signs do not create a traffic obstruction or hazard or impair or impede pedestrian thoroughfares and comply with all requirements of this section. Political campaign signs located in the public right-of-way shall only be attached to a self-supporting wood stick(s), metal post or other such devices, shall not be attached to any other structures and shall not be erected in any manner which would damage the surface infrastructure in which the sign is located.

###### **D. Method of Display.**

Political campaign signs authorized under this section shall not be displayed using digital, flashing, electronic, or solar technology unless specifically authorized by other provisions of the Spokane Municipal Code. Political campaign signs authorized under this section, either on private property or within the public right-of-way, are subject to all other regulations regarding temporary signs.

###### **E. Unauthorized Signs on City Property.**

Unauthorized signs of any nature located on City-owned or maintained property or on any portion of park property under the jurisdiction of the park board is prohibited and shall be immediately removed unless specifically authorized by law. City-owned or maintained property shall include all property held in the City's name or control led by easement or other legal devices, including all portions of the public right-of-way. This prohibition shall not apply to political campaign signs located in the public right-of-way adjacent to vacant city-owned property.

###### **F. Removal of Signs.**

- i. Political campaign signs on the public right-of-way as defined in this section or private property shall not be displayed after the date the election results have been certified for the election for which it was intended. In cases where a general election follows a primary election, those signs for candidates whose names will appear on the ballot in the general

election may be displayed during the interim period and up to the date the general election results are certified. In all instances herein in which political campaign signs are required to be removed, or if the signs have become detached from their support device or damaged, it shall be the responsibility of the property owner or occupant, if the sign is located on private property, or the respective candidate, if the sign is located on the public right-of-way, to have the signs removed.

- ii. Failure to remove political campaign signs located on the public right-of-way shall result in a one- time sign removal fee of twenty five dollars per sign under fifteen square feet and fifty dollars for signs over fifteen square feet being assessed against the respective responsible campaign official. For the purpose of recovering the costs of removal there is a rebuttable presumption that the candidate seeking office or the sponsor of a measure is the responsible campaign official who is responsible for the placement of a political campaign sign in the public right-of-way. Removal of signs located in the public right-of-way shall be under the direction of the director of public works and utilities or his or her designee.
- iii. Failure to remove political campaign signs located on private property shall result in a civil infraction assessed pursuant to SMC 1.05.160 against the property owner or occupant for each sign. Each day shall be a separate violation. A notice to remove the sign shall be issued by the code enforcement department to the property owner and/or occupant prior to the issuance of a civil infraction pursuant to SMC 1.05.040.
- iv. The sign removal fee may be appealed to the hearing examiner within ten days of a letter assessing the fee. A civil infraction may be contested in the municipal court.

#### **G. Signs Related to Constitutionally Protected Free Speech.**

Signs expressing constitutionally protected free speech located on private property, including the public right-of-way adjacent to the private property, as defined in this section, unrelated to promoting or publicizing the nomination or election of any individual for a public political office or advocating any ballot measure to be voted on in any primary, general or special election shall not be subject to the time period for the removal of political campaign signs, but shall otherwise be subject to all other provisions of this section.

#### **H. Public Notice.**

Nothing in this chapter shall be construed to prohibit or modify the requirements for placement of public notices required by law.

#### **I. Exemption.**

Nothing in this chapter shall limit the promotion or publication of a political message by other means lawfully permitted under the City's sign code, chapter 17C.240 SMC.

#### **J. Permit or Permit Fees.**

There shall be no permit or fee requirement for political campaign signs erected under this section unless the sign is attached to a sign structure permitted under other provisions of the sign code that requires a permit and fee.

Date Passed: Monday, December 19, 2011  
ORD C34819 Section 2

Spokane County  
Primary and General Elections  
Registration and Turnout

| YEAR                             | TYPE     | REGISTRATION | TURNOUT | TURNOUT % |
|----------------------------------|----------|--------------|---------|-----------|
| <b>2000</b>                      | Primary  | 221,618      | 94,942  | 42.8%     |
| **                               | General  | 230,244      | 175,018 | 76.0%     |
| <b>2001</b>                      | Primary  | 194,385      | 36,602  | 18.8%     |
|                                  | General  | 217,272      | 94,421  | 43.5%     |
| <b>2002</b>                      | Primary  | 223,388      | 80,349  | 36.0%     |
|                                  | General  | 225,846      | 132,843 | 58.8%     |
| <b>2003</b>                      | Primary  | 218,172      | 82,253  | 37.7%     |
|                                  | General  | 218,828      | 101,636 | 46.4%     |
| <b>2004</b>                      | Primary  | 236,055      | 110,955 | 47.0%     |
| **                               | General  | 251,184      | 203,886 | 81.2%     |
| <b>2005</b>                      | Primary* | 159,565      | 39,924  | 25.0%     |
|                                  | General  | 248,598      | 134,434 | 54.1%     |
| <b>2006</b>                      | Primary  | 238,690      | 101,708 | 42.6%     |
| !                                | General  | 235,535      | 157,400 | 66.8%     |
| <b>2007</b>                      | Primary* | 159,300      | 52,700  | 33.1%     |
|                                  | General  | 236,263      | 129,406 | 54.8%     |
| <b>2008</b>                      | Primary  | 245,198      | 112,288 | 45.7%     |
| **                               | General  | 258,952      | 222,126 | 85.7%     |
| <b>2009</b>                      | Primary  | 259,010      | 84,955  | 32.8%     |
|                                  | General  | 257,092      | 133,514 | 51.9%     |
| <b>2010</b>                      | Primary  | 260,202      | 111,785 | 43.0%     |
|                                  | General  | 261,250      | 186,250 | 71.3%     |
| <b>2011</b>                      | Primary* | 201,915      | 53,453  | 26.5%     |
|                                  | General  | 265,970      | 150,265 | 56.5%     |
| *Partial County Primary Election |          |              |         |           |
| **Presidential Election Year     |          |              |         |           |
| ! All County Vote By Mail Begins |          |              |         |           |