2013
Spokane County Candidate Manual

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Spokane County Auditor

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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 13 through Friday, May 17, 2013. The Elections Office is located at 1033 W. Gardner Ave. in Spokane. Office hours are 8:30 a.m. to 4:00 p.m., Monday through Friday.

WHEN to File by MAIL
Filings through the mail can be accepted by the Elections Office beginning April 29, 2013. Any Declaration of Candidacy received prior to that date cannot be accepted. Filings by mail must be received no later than 4:00 p.m. on May 17, 2013. 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 beginning at 9:00 a.m. on Monday, May 13th and ending at 4:00 p.m. on Friday, May 17, 2013. The filing fees for on-line filing must be received at the Elections Office by 4:00 p.m. on Friday, May 17th 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.

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, which includes the payment of any filing fees. All filing fees are nonrefundable.

If you file **on-line**, the filing fee must be received at the Elections Office by 4:00 p.m. on Friday, May 17th. 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 (see *explanation under Filing Fees), 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.

FILING FEES

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

ANNUAL SALARY	FILING FEE
No Salary	$0.00
$1,000 or less	$10.00
More than $1,000	1% of the annual 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 registered voter of the county, district or political subdivision in which the candidate intends to seek office.

Prospective candidates may register to vote or transfer at any time prior to filing.

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. (WAC 434-215-070 & WAC 434-215-170)

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
  - Contacts for candidates at PDC**:**

    e-mail 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.
- 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.

type of jurisdiction and fundraising thresholds	public disclosure reporting requirements
• Federal districts	Federal Election Commission reporting
• Cemetery districts • Precinct committee officers • Districts requiring voters to own property	No state disclosure reporting
- District has less than 1,000 voters* and - Campaign does not expect to exceed $4,999 in contributions	No state disclosure reporting
- Office is less than entire county and - District has 1,000 to 4,999 voters* and - Campaign does not expect to exceed $4,999 in contributions	Form F–1 (Financial Affairs Statement)
• Office is county wide or larger • Jurisdiction has 5,000 or more voters • Campaign expects to receive $5,000 or more in contributions	Form F–1 (Financial Affairs Statement) C– series forms (Campaign Finance Reports)

*as of the last general election

03/2012

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.

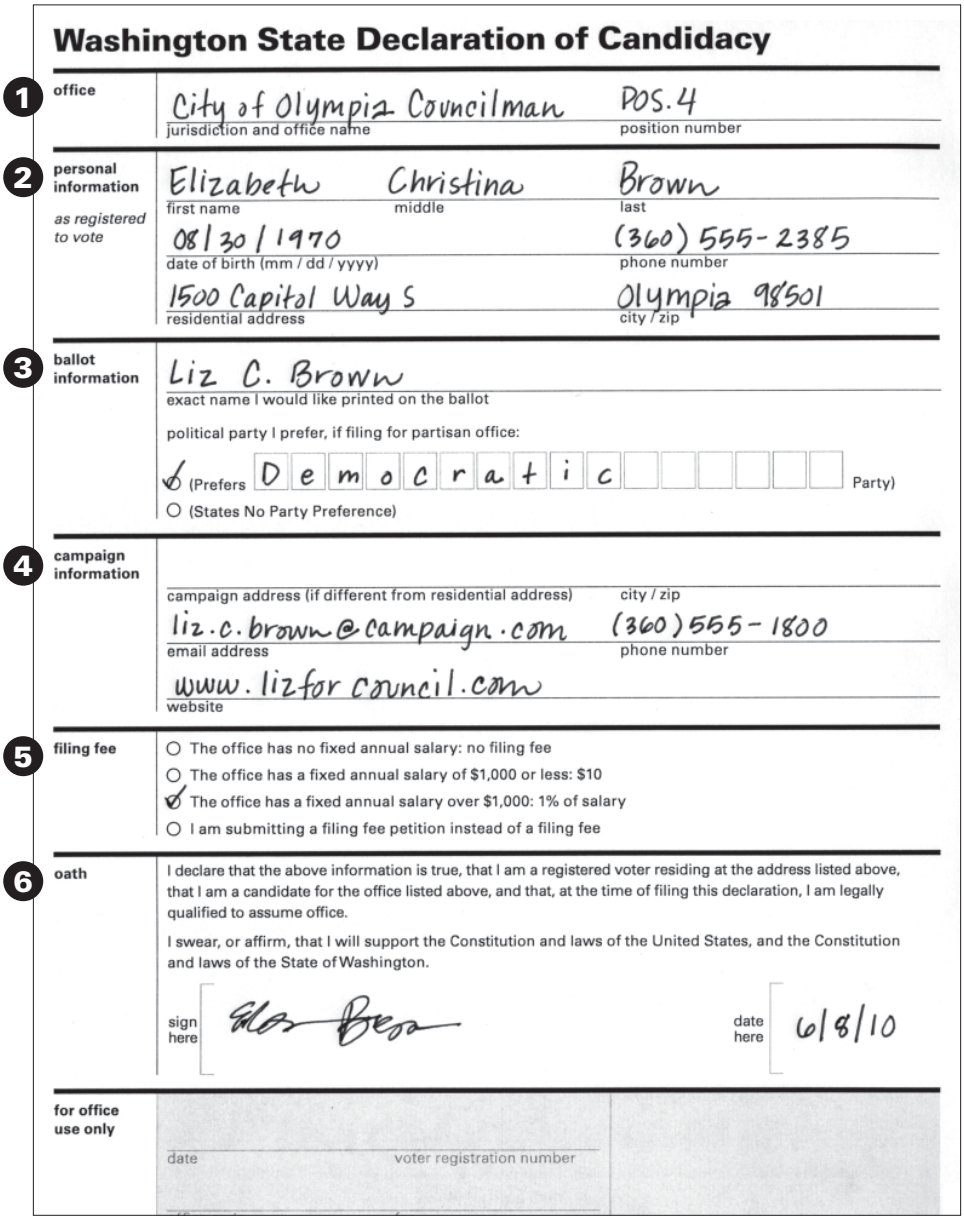
You are responsible for ensuring that you meet all qualifications of the office.

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

1 office
City of Olympia Councilman — jurisdiction and office name
POS. 4 — position number

2 personal information (as registered to vote)
Elizabeth — first name
Christina — middle
Brown — last
08/30/1970 — date of birth (mm / dd / yyyy)
(360) 555-2385 — phone number
1500 Capitol Way S — residential address
Olympia 98501 — city / zip

3 ballot information
Liz C. Brown — exact name I would like printed on the ballot
political party I prefer, if filing for partisan office:
✓ (Prefers Democratic Party)
○ (States No Party Preference)

4 campaign information
campaign address (if different from residential address) — city / zip
liz.c.brown@campaign.com — email address
(360) 555-1800 — phone number
www.lizforcouncil.com — website

5 filing fee
○ The office has no fixed annual salary: no filing fee
○ The office has a fixed annual salary of $1,000 or less: $10
✓ The office has a fixed annual salary over $1,000: 1% of salary
○ I am submitting a filing fee petition instead of a filing fee

6 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.
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 6/8/10

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

office

jurisdiction and office name | position number

personal information

as registered to vote

first name | middle | last

date of birth (mm / dd / yyyy) | phone number

residential address | city / zip

ballot information

exact name I would like printed on the ballot

political party I prefer, if filing for partisan office:

○ (Prefers ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Party)

○ (States No Party Preference)

campaign information

campaign address (if different from residential address) | city / zip

email address | phone number

website

filing fee

○ The office has no fixed annual salary: no filing fee

○ The office has a fixed annual salary of $1,000 or less: $10

○ The office has a fixed annual salary over $1,000: 1% of salary

○ I am submitting a filing fee petition instead of a filing fee

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.

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

for office use only

date | voter registration number

office code | fee

03/2012

ORDER OF CANDIDATES ON BALLOT

The order of candidate names on the primary ballot will be determined by lot beginning at approximately 4:15 p.m. on Friday, May 17, 2013 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.

Mayor	Commissioner
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

Mayor	Commissioner
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

RCW 29A.24.131

important information

The deadline for withdrawing is the Monday following candidate 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.

Note: Filing fees are nonrefundable.

office information

jurisdiction and office name | position number (*if applicable*)

personal information

first name | middle | last

signature

I withdraw my candidacy for the office listed above and understand that the filing fee is nonrefundable.

sign here | date here

Please return form to Spokane County Elections by 4:00 p.m. on Monday May 20, 2013. You may return the form in person, by fax 509-477-6607 or email to elections@spokanecounty.org

03/2012

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.36.171) 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)

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 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.

Elections Office

Interested members of the public, candidates and representatives of political parties may observe all election activities 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.

Election Results
Results may be obtained beginning at approximately 8:15 p.m. Election Night on the Spokane County website, 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, 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.

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.

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 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 1, 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 1st is the beginning of terms for county officials, except for charter counties that specify otherwise. January 1st 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 ½ 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 ¼ 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.

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 p.m. on Friday **May 24th.**

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	Incorrect
I approve of justice for all, fairness of the law, and rehabilitation.	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. If you don't enter a campaign address, your address in our data base will be the default.

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 p.m. on Friday **May 24th.**

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

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, 2013

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

Request for Voter Information

Contact Information

Committee Name: _____

Contact Person: _____ Phone: _____

Mailing Address: _____

Email Address: _____

Would you like the file emailed or mailed to a specific address _____

Voter Information

Voter Data is provided as a text file on a CD or sent by Email. (Printed Lists and Labels upon Request)

The following information is included in voter data as outlined in RCW: 29A.08.720. The voter's name, residential address, mailing address, precinct, gender, date of birth, date of registration, registration number and voting record.

Jurisdiction Requested_____ Include Voting History_____

Request Ballot Match Backs_____

Additional Information 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:**
Taken By:	**Date Completed:**
Comments:	**Comments:**
Paid:	**How Delivered:**

2013 Request for Voter Information Form

2013 Elections Calendar

April 29	First day candidate filings by mail may be accepted
May 10	Last day to file a resolution for a special election held in conjunction with the August 6th Primary Election
May 13	First day for in-person candidate filing On-line filing starts at 9:00 a.m.
May 17	Last day for in-person, on-line and mail-in candidate filing
May 17	Lot draw for ballot position – 4:15 p.m.
May 20	Last day for candidates to withdraw
May 24	Deadline for submission of statements/photos for the Primary Election
June 21	Overseas and military ballots mailed for the Primary Election
July 8	Last day for mail-in and on-line voter registrations and transfers for the August 6th Primary Election
July 17	Ballots and AutoMarks available for the Primary Election
July 17	Begin mailing of Primary Election ballots
July 19	Last day to file as a write-in candidate for the Primary Election
July 29	Last day of in-person registration for voters not currently registered in Washington State for the August 6th Primary Election
Aug 6	Last day to file a resolution for the November 5th General Election
Aug 6	PRIMARY ELECTION
Aug 20	Certification of the Primary Election
Sept 20	Overseas and military ballots mailed for the General Election
Oct 7	Last day for mail-in and on-line voter registrations and transfers for the November 5th General Election
Oct 16	Ballots and AutoMarks available for the General Election
Oct 16	Begin mailing of General Election ballots
Oct 18	Last day to file as write-in candidate for the General Election
Oct 28	Last day of in-person registration for voters not currently registered in Washington State for the November 5th General Election
Nov 5	GENERAL ELECTION
Nov 26	Certification of the General Election

PUBLIC DISCLOSURE COMMISSION
711 CAPITOL WAY RM 206
PO BOX 40908
OLYMPIA WA 98504-0908
(360) 753-1111
TOLL FREE 1-877-601-2828

Starting Off on the Right Foot

(Answers to Questions Frequently Asked by First-Time State, Local, and Judicial Candidates)

March 2013

• 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.

• Do I Have to 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 (less than 5,000 registered voters).

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.

• Do I Have to File Electronically?

All required PDC reports can be filed electronically. A candidate that expects to spend or actually spends $5,000 or more must E-file contribution and expenditure reports. 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. Some of the training segments have been videotaped and posted on the PDC's Facebook page. NOTE: 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 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* 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*. 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 no one other than the candidate contributes more than $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.

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 a contributor), 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 needs 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 Do I Have to File Reports?

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 deposit must be reported 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:

Monthly 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 10th of the following month. **Starting in 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 10th 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 2013 Key Reporting Dates for Candidates found under Filer Resources at *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 filing requirement.

- ## 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
- legislative office
- judicial office
- county office
- mayor*
- city council*
- school board
- Port of Seattle commissioner
- 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 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 (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.

Washington State Department of Transportation

Lynn Peterson
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

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 RCW 47.42 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

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
All the Following Elections were Vote-by-Mail

YEAR	TYPE	REGISTRATION	TURNOUT	TURNOUT %
2006	Primary	238,354	101,671	43.0%
	General	235,535	157,335	67.0%
2007	Primary*	159,300	52,700	33.1%
	General	236,263	129,406	54.8%
2008	Primary	245,198	112,288	45.79%
**	General	258,952	222,126	85.78%
2009	Primary	259,010	84,955	32.8%
	General	257,092	133,514	51.9%
2010	Primary	260,202	111,785	43.96%
	General	261,250	186,250	71.29%
2011	Primary*	201,915	53,453	26.47%
	General	265,970	150,265	56.5%
2012	Primary	270,018	104,905	38.85%
**	General	282,442	227,292	80.47%

** Presidential Election Years
* Partial Election