



# 2021 CANDIDATE FILING MANUAL

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Douglas County Elections



# 2021 Election Calendar

## Candidate Filing Dates

Candidate filing opens the Monday two weeks prior to Memorial Day and ends the following Friday. The key filing dates for 2021 are:

- Mail In: Must be received on Monday, May 3 through Friday, May 21.
- In Person: Monday, May 17 at 8:30 a.m. through Friday, May 21 at 4:30 p.m.
- Online: Monday, May 17 at 9 a.m. through Friday, May 21 at 4 p.m.

The deadline for candidates to withdraw is the close of business Monday, following the close of candidate filing. The withdrawal deadline for 2021 is Monday, May 24 at 4:30 p.m.

## Primary and General Election Dates

The Primary Election is held the 1<sup>st</sup> Tuesday in August of each year and the General Election is held on the 1<sup>st</sup> Tuesday after the 1<sup>st</sup> Monday in November of each year. The Primary and General Election dates for 2021 are:

- Primary Election: Tuesday, August 3
- General Election: Tuesday, November 2

Even - numbered years are when federal, state, legislative and some judicial offices appear on the General Election ballot. Odd - numbered years are when county, port, some judicial, city, school and special purpose district offices appear on the General Election ballot.

# FILING TO BE A CANDIDATE

## Becoming a candidate

To become a candidate, a voter must complete and file a Declaration of Candidacy. Voters must, at the time of filing, possess the qualifications specified by law required for the office and must be properly registered to vote in the district represented by the office at the time of filing. Information about residency requirements can be found at the end of this chapter.

To find out which offices you can file for this year, view the [Offices Open for Election](#) link on our website. This list includes the offices up for election in 2021, the current incumbent, where to file your Declaration of Candidacy and the filing fee information.

## When to file

The candidate filing period begins the 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.

Candidates may file online starting at 9 a.m. on the first day of filing, until 4 p.m. on the last day of filing. Declarations of Candidacy filed in person must be during business hours. Mailed Declarations of Candidacy may be submitted in advance up to ten business days before the filing period begins. Filings received prior to this date will be returned to the candidate.

## Where to file

The following offices must file with the Office of the Secretary of State:

- President and Vice President
- US Senators
- US Representatives
- State Offices
- State Senators and Representatives
- State Supreme Court

Office of the Secretary of State Elections  
 Division:  
 Phone: (360) 902-4180  
 Email: [elections@sos.wa.gov](mailto:elections@sos.wa.gov)  
 Website: [sos.wa.gov](http://sos.wa.gov)

### *FILING DEADLINES*

**Mail:**

May 3-May 21

**In Person:**

May 17- May 21

**Online:**

May 17, 9 a.m. - May 21, 4 p.m.

Candidates who must file with the Secretary of State may file online or in-person. Contact the Secretary of State's Office for more information about filing with their office.

The following offices must file with Douglas County Elections:

- Douglas County Offices
- Douglas County Superior Court
- District Court
- Cities and Towns (Exception: City of Coulee Dam with Okanogan County)
- Schools (Exception: Brewster School District with Okanogan County, Coulee-Hartline School District, Grand Coulee School District and Ephrata School District with Grant County, Lake Chelan School District with Chelan County)
- Special Purpose Districts (Exception: Coulee Area Park and Rec, Douglas-Okanogan Fire District 15, and Hospital District #1 with Okanogan County, Hospital District #6 with Grant County)

## Cost to File

Filing fees or filing fee petitions must accompany the Declaration of Candidacy at the time of filing. The filing fee is based on the salary in effect at the time of filing. Candidates can pay the filing fee online using a credit card, debit card or an electronic check. When paying online, a small convenience fee is charged. Candidates filing in person can pay with cash or check only. Candidates may also file online from the Elections office and pay with a credit or debit card.

Filing fees are not refundable, even in the event of a withdrawal. If a candidate withdraws and refiles for a different position, a second filing fee must be paid for the new position.

A candidate who lacks sufficient assets or income at the time of filing to pay the filing fee shall submit with their Declaration of Candidacy a filing fee petition. A candidate submitting a filing fee petition must submit all signatures when filing the Declaration of Candidacy. The Candidate must pay the full filing fee OR submit the petition with the required signatures. No combination of money and signatures is allowed.

To view filing fee information for offices subject to election this year, view the [Offices Open for Election](#) on our website. This list includes the offices up for election in 2021, the current incumbent, where to file your Declaration of Candidacy, and filing fee information.

## Filing Fee Petitions

If you choose to submit a filing fee petition in lieu of a filing fee, you must submit all signatures at the time you file your Declaration of Candidacy. Candidates cannot supplement the signatures at a later date.

The petition must contain not less than the number of signatures of registered voters equal to the number of dollars of the filing fee. For example, if the filing fee is \$461.08, the candidate

must submit no less than 461 signatures of registered voters. The signatures must be of voters registered to vote within the jurisdiction for which the candidate is filing.

As a best practice, Douglas County Elections recommends that candidates, who plan to submit a filing fee petition, do so as early as possible during the week of candidate filing. Our office also recommends that you submit at least 25% more signatures than required.

The filing fee petition form can be found on our website.

## Getting Ready to File

Before you file for office, you will need to:

- Verify that your voter registration information is current. You can verify your voter registration information online at [myvote.wa.gov](https://myvote.wa.gov).
- Verify the office and position for which you are filing. The responsibility for filing for the correct office is yours. Remember, filing fees are not refundable. If you withdraw and refile for a different position, you must pay a second filing fee for the new position.
- Make sure you meet the qualifications for that office. You are responsible for ensuring that you meet all qualifications of the office.
- Decide how you want your name to appear on the ballot.
- If filing for a partisan office, know how you want your party preference information to appear on the ballot.
- Have your campaign contact information ready.

## Your Name on the Ballot

When filing for office, input your name exactly as you wish it to appear on the ballot. You may use a nickname by which you are commonly known as your first name, but your last name must be the name under which you are registered to vote. For example, if you are registered to vote as William Smith but are commonly known as Bill, you may use Bill Smith for your ballot name.

You may not use a nickname that denotes present or past occupation or military rank, use a nickname that denotes your position on issues or political affiliation or use a nickname designed to intentionally mislead voters.

## Partisan Offices – Party Preferences

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 (must be 16 characters or less.) The first letter of the party preference will be capitalized (i.e. Republican.) If you use an acronym or initials, each letter will be capitalized whether or not you use periods, (i.e. GOP or G.O.P.) Your party preference will appear below your name as (“Prefers \_\_\_\_\_ Party”.)

If you choose not to state a party preference, (“States No Party Preference”) will appear on the ballot.

Make sure you input your party preference exactly as you wish it to appear on the ballot; you cannot make any changes once you submit your Declaration of Candidacy.

No changes to party preference will be accepted between the Primary and General Election.

## How to File your Declaration of Candidacy

Filing your Declaration of Candidacy is important and as a best practice, Douglas County Elections recommends that you submit your Declaration of Candidacy as early as possible during filing week. Our office will not accept late submissions.

Online filing is the easiest way to file for office. Online candidate filing opens on Monday, May 17, 2021 at 9 a.m. and is available 24 hours a day until Friday, May 21, 2021, at 4 p.m. Candidates in the system at 4 p.m. on the last day of filing will have until 4:30 p.m. to submit their filing. Candidates who have not completed their filing by 4:30 p.m., will be shut out of the system and their filing invalidated.

Candidates who file online will receive a confirmation email when their filing has been received and again when their filing has been approved.

Candidates also have the option of filing their Declaration of Candidacy in-person at the Elections office during business hours, starting on Monday, May 17, 2021 at 8:30 a.m. and ending on Friday, May 21, 2021 at 4:30 p.m. No late filings will be accepted.

If you will be out of town and will not have computer access during the week of candidate filing, you may submit your Declaration of Candidacy by mail beginning on May 3, 2021. Filings submitted by mail must be received by 4:30 p.m. on May 21, 2021 regardless of postmark. Filings received by mail prior to May 3, 2021 will be returned to the candidate.

Once filed, a Declaration of Candidacy may not be altered. If you decide during the filing period to change the Declaration of Candidacy, you must first withdraw and then re-file.

## Withdrawal of Candidacy

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

To withdraw, a candidate must submit a signed request that their name be removed from the ballot. A Withdrawal of Candidacy form is available on our website.

No filing fees will be refunded, even in the event of a withdrawal.

**Deadline to Withdraw Candidacy**  
*May 24, 2021, at 4:30 p.m.*

## No Double Filings

A candidate's name cannot appear on the ballot more than once, excluding Precinct Committee Officer.

## Residency Requirements

All candidates must be resident electors of their district. A resident elector is a citizen residing at his/her voter registration address.

Office	Requirements
County Offices	Candidates must be 21 years of age, residents and registered voters of Douglas County,
Court of Appeals Judges	Candidates must be residents for not less than one year at the time of appointment or initial election in the district for which his or her position was created and admitted to practice law in the courts of the State of Washington for not less than five years prior to taking office. (RCW 2.06)
Fire, Water, Hospital and Sewer Districts	Candidates must be qualified electors of district. (RCW 42.04)
Municipal Court Judges	Candidates must be qualified resident electors of Douglas County and admitted to practice law in the courts of record of the State of Washington. (RCW 3.50)
Park and Recreation Districts	Candidates must be resident electors of the district. (RCW 36.69,54,12)
Port Districts	Candidates must be registered voters of Douglas County. (RCW 53.12)
School Districts	Candidates must be registered voters of the district or director district. (RCW 29A.315, 29A.24)
State Legislature	Candidates must be qualified voters in the district. (State Constitution, Article II, Section 7)
State Offices	Candidates must be qualified electors of the State of Washington. (State Constitution, Article III, Section 7)
Supreme, Superior, District Judges	Candidates must be resident electors of their district and admitted to practice law in the courts of record of the State of Washington. (State Constitution, Article IV, Section 17 Article III, Section 25; RCW 3.34,35.20)
US Representative	Candidates must be at least 25 years of age, US Citizens and residents of the state for which they shall be chosen. (US Constitution, Article II)
US Senate	Candidates must be at least 30 years of age, US citizens and residents of the state for which they shall be chosen. (US Constitution, Article II)

# VOTERS' PAMPHLET INFORMATION

## Where to File

The Secretary of State's Office accepts voters' pamphlet submissions for Federal, Statewide, Legislative, Court of Appeals and Superior Court offices. All other offices shall file information for a printed and online voters' pamphlet with Douglas County Elections.

The candidate profile information shall be limited to 100 words or less and will be allocated between 4 section headings (Elected Experience, Other Professional Experience, Education, and Community Service). Subsection headings are not included in the word count. When a candidate doesn't submit information for a subsection heading, "No information submitted" will appear in that subsection area.

Candidate statements shall be limited to 200 words. Candidate statements should only address campaign issues, plans, and ideas of the candidate. Statements shall not contain obscene, inappropriate or libelous language. Candidates statements shall not comment on or make any judgments about opponents or incumbents. The County Auditor has the authority to reject statements that are deemed inappropriate per (*RCW 29A.32.230*).

Only *italics* will be used to emphasize words or phrases. **Bolding**, underlining, and ALL CAPS are not allowed. Tables, lists and bullets are not allowed.

The County Auditor's Office will not correct errors in spelling, grammar or punctuation.

Candidate contact information (name, campaign address, phone number, email, and website) provided by the candidate during candidate filing, will be listed separately from the candidate statement and will not count in word count. If the candidate campaign information is included within the statement submission, it will count towards the word count and will also be in the contact area. Contact information is published even if no statement is submitted.

Candidates not submitting a statement will have "No statement submitted" printed in the local voters' pamphlet.



Statements can be delivered:

- In Person: Douglas County Courthouse Drop Box  
213 S Rainier St, Waterville, WA 98858
- By Mail: Douglas County Elections  
Attention: Ruth Martin  
PO Box 853  
Waterville, WA 98858
- By Email: [elections@co.douglas.wa.us](mailto:elections@co.douglas.wa.us).

## When to File

After filing for office, our office must receive your voter's pamphlet submission for the Primary and General Election no later than Friday, May 28, 2021 at 4:30 p.m., regardless of postmark. Submissions after the deadline will not be accepted. No exceptions.

## How to Submit your Voters' Pamphlet Information

Your voter's pamphlet submission is important and as a best practice, Douglas County Elections recommends that you submit your information as early as possible. Our office will not accept late submissions. No exceptions.

Online filing is quick and easy! Here are some benefits filing online:

- You can spell check your statement.
- You can verify your word count.
- You can verify or change your campaign contact information.
- You will receive a confirmation email when your submission has been received.

Candidates also have the option of submitting their voters' pamphlet information in-person or by mail. Filings submitted by mail must be received by 4:30 p.m. on the last day to file, regardless of postmark.

## Your Photo

You may submit one self-portrait of your head and shoulders. Use a light-colored background, but white is not recommended.

Photo may not be a cartoon, caricature or any other image that does not accurately portray the candidate.

Hats and clothing or insignia that suggest a public office (i.e., judicial robes, law enforcement or military uniforms) will not be accepted. Sunglasses or other items obscuring the candidates face in the photo will not be accepted.

The Auditor's Office will adjust and/or crop photos as necessary. Photos should reflect the candidate in a professional and tasteful manner.

Candidates not submitting a photo will have a "No photo submitted" statement printed in the pamphlet.

## Rejections and Appeals

The Auditor's Office reserves the right to reject any statement or contact information if it does not meet requirements or is deemed inappropriate.

If the statement is rejected a written notice with explanation will be emailed within 2 business days after receipt. Then there will be 24 hours from the time of notification to submit and adjusted statement or contact information as long as the original submission was on time.

An appeal of the rejection may be submitted by email to the Douglas County Auditor within 2 business days. The Auditor's decision will be final.

For full details on rejections and appeals please contact the Elections Department at 509-888-6402.

# Campaign Contributions

## Where to File

Within two weeks of filing that declaration, most candidates must register their campaigns (C-1 report) and disclose personal financial affairs (F-1 report). **Note:** Exceptions apply in cases where candidates are running for office in small jurisdictions and do not plan to spend more than \$5,000.

All candidates need to contact the Washington State Public Disclosure Commission (PDC) directly with any questions regarding the filing of public disclosure documents. We strongly encourage candidates to access all PDC information on their website, [www.pdc.wa.gov](http://www.pdc.wa.gov).

## Reporting Options

Candidates who are required to register their campaigns can choose mini or full reporting. Choose wisely - candidates who initially opt for mini reporting but then switch to full reporting face deadlines for doing so and must retroactively document their contributions and expenditures.

Mini reporting is available to candidates who plan to raise and spend no more than \$5,000 and who will receive no more than \$500 from any one contributor other than themselves. Those candidates do not have to file contribution and expenditure reports, but they must keep records of that activity and allow public inspection of campaign books during the 8 days before an election.

Candidates using mini reporting may not raise more than \$5,000 and cannot accept more than \$500 from a single donor. Most other candidates face limits on contributions that vary by office sought and type of donor. If a candidate is on the ballot twice (for example, in the Primary and General), the limits apply per election. Additional limits apply in the 21 days before the General Election.

Candidates who choose full reporting must abide by state and local contribution limits, but have no cap on how much they may raise and spend. They also must file their contribution and expenditure reports electronically if they plan on spending more than \$5,000.

Candidates who choose full reporting must file reports showing donations, in-kind contributions, expenditures and debt. They face deadlines for making those reports, and the reporting windows shrink as the campaign season progresses.

*“The public’s right to know of the financing of political campaigns and lobbying and the financial affairs of elected officials and candidates far outweighs any right that these matters remain secret and private.”*  
RCW 42.17A.001 (10)



### Who donates to campaigns?

View contributors for candidates and measures

#### Public Disclosure Commission

[www.pdc.wa.gov](http://www.pdc.wa.gov)  
Toll Free (877) 601-2828

# Ballot Order

## Ballot Order

State law determines the order of offices and measures on the ballot at the federal or state level. For local offices and measures, the order they appear on the ballot is established by the county.

## Order of Offices

The offices will appear in the following order:

- ❖ Federal Offices
  - President and Vice-President of the United States
  - United States Senator
  - United States Representative
- ❖ State Offices
  - Governor
  - Lieutenant Governor
  - Secretary of State
  - State Treasurer
  - State Auditor
  - Attorney General
  - Commissioner of Public Lands
  - Superintendent of Public Instruction
  - Insurance Commissioner
  - State Senator
  - State Representative
- ❖ County Offices
  - Assessor
  - Auditor
  - County Clerk
  - County Commissioner
  - Prosecuting Attorney & Coroner
  - Sheriff
  - Treasurer
  - Public Utility District Commissioner
- ❖ State and County Judicial Offices
  - Justices of the Supreme Court
  - Judges of the Court of Appeals
  - Judges of the Superior Court
  - Judges of the District Court
- ❖ Junior Taxing and Municipal Offices
  - Port
  - Park and Recreation District
  - Water District
  - Hospital District

- School District
- Cities & Towns
  - Mayor
  - Councilperson
- Fire District
- Cemetery District
- Library
- Link
- Sewer District
- Precinct Committee Officer

## Order of Measures

The measures will appear on the ballot in the following order:

- ❖ Initiatives to the people
- ❖ Referendum measures
- ❖ Referendum bill
- ❖ Initiatives to the legislature and alternate proposals
- ❖ Proposed Constitutional Amendments
  - Senate Joint Resolutions
  - House Joint Resolutions
  - Advisory Votes
- ❖ Countywide Ballot Measures

## Order of Candidates

After the close of the regular candidate-filing period, Douglas County Elections will conduct a lot draw to determine the order in which candidate names will appear on the Primary Election ballot. The Lot Draw is open to the public, call for information.

For the General Election Ballot, the candidate receiving the most votes in the Primary Election will appear first and the candidate receiving the second highest number of votes will appear second. If a Primary Election is not required for an office, the candidate names will appear on the General Election ballot in the order determined by the lot draw.

# Voter Statistics and Data

## General Data Request Information

Current lists of voter registrations are public records (*RCW 29A.08.720.*) This data may be used for political purposes only. The data, lists, or information provided shall not be used for the purpose of mailing or delivering any advertisement or offer for any property, establishment, organization, product, or service for mailing or delivering any solicitation for money, services or anything of value.

There is no charge for data requests, which can be emailed. If you want a hard copy of information, charges are as follows:

- Minimum Charge: \$10.00 or the charges below whichever is greater
- Printed List: \$0.004 per registered voter
- Mailing Labels: \$0.009 per registered voter Copies \$0.10 cents per page
- County Map with Precinct: \$15.00 each

## Voter Data Requests

Data of registered voters within a specific district, including:

- Name of Registered Voter
- Voter ID
- Voter Status
- Registered address, city, state, and zip
- Mailing address, if different
- Precinct name
- Date of registration
- Date of birth
- Gender
- Voting history

To request this information, complete the Public Request form on our website.

## Matchback Data Requests

Matchback data includes voters eligible for the current election only. The file will contain the same information as a voter data request but will also indicate if the voter has returned their ballot.

The matchback report will be available on our Douglas County Elections Website. It will be updated each day processed.

# Campaign Sign Regulations

## The Role of Douglas County Elections

Douglas County Elections has no role in the regulation of campaign signs.

## Washington State Department of Transportation Regulations:

(*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 that are adjacent to these highways must comply with the Highway Advertising Control Act, rules contained in (*WAC 468-66*), and applicable local agency sign codes.

In accordance with (*WAC 468-66-050*), Sign Classification 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 designated in a manner that resembles an official traffic control sign.

## Washington State Department of Transportation

Trevor McCain

Phone: (360) 705-7282

Email: [mccaint@wsdot.wa.gov](mailto:mccaint@wsdot.wa.gov)

Website: [wsdot.wa.gov](http://wsdot.wa.gov)



## Douglas County Sign Regulations

Political campaign signs are signs, posters, handbills promoting, or publicizing candidates for public office or issues to be voted on in a General or Special election. The context of political campaign signs is limited to matters scheduled for election and does not include general political positions or issues.

**Where signs are allowed:** (*DCC 20.44.030*) states that political signs are exempt from application, permit, and fee requirements during a campaign; advertises a candidate for public elective office, a political party; or promotes a position of a public issue. Signs must not be posted in a county right-of-way and have to be removed within thirty days following the election.

**Illegally-posted signs are a safety hazard:** Carelessly placed signs can reduce driver visibility, distract driver's attention from the roadway or force pedestrians and bicyclists into dangerous areas close to the road edge or onto difficult terrain alongside the road shoulder.