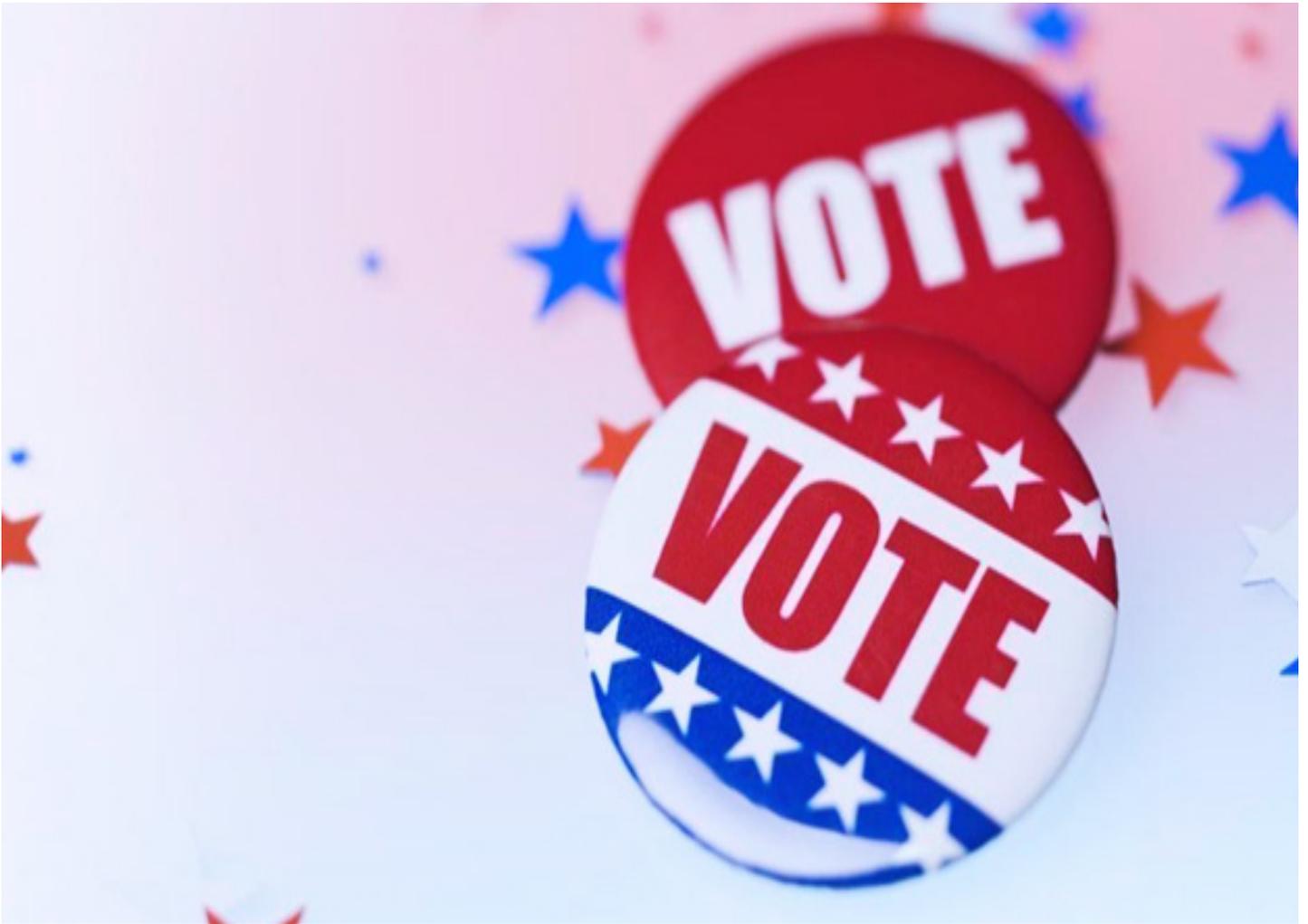


Douglas County

Elections Guide
For Candidates



Candidate Filing Information

Table of Contents

Elections Calendar.....	3
Filing to be a Candidate.....	4
Candidate Checklist.....	8
Office Requirements.....	9
Voters' Pamphlet Information.....	10
Campaign Contributions.....	13
Ballot Order.....	14
Voter Statistics and Data.....	17
Campaign Sign Regulations.....	19

Douglas County Elections Department
Contact Information

213 S. Rainier St.
PO Box 853
Waterville WA
Phone: 509-888-6407
Fax 509-745-8931

2023 Election Calendar

Candidate Filing Dates

Candidate filing week opens the Monday two weeks prior to Memorial Day and ends the following Friday. The key filing dates for 2023 are:

- Online: Monday, May 15 at 9 a.m. through Friday, May 19 at 4 p.m. ****Preferred****
- Mail In: Must be received on Monday, May 1 through Friday, May 19.
- In Person: Monday, May 15 at 8:30 a.m. through Friday, May 19 at 4:30 p.m.

The deadline for candidates to withdraw is the close of business Monday, following the close of candidate filing. The withdrawal deadline for 2023 is:

- Monday, May 22 at 4:30 p.m.

Voters' Pamphlet Submission Deadline:

- Friday May 26th, 2023 at 4 p.m.

Primary and General Election Dates

The Primary Election is held the 1st Tuesday in August of each year and the General Election is held on the 1st Tuesday after the 1st Monday in November of each year. The Primary and General Election dates for 2023 are:

Primary Election: Tuesday, August 1

General Election: Tuesday, November 7

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. Information about residency requirements can be found on page 9.

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, the current incumbent, where to file your Declaration of Candidacy and the filing fee information.

When and how to file

Candidate Filing is a full week in May. Anyone who wants to be a candidate on the ballot for the following year, has to file during this designated week. See Elections Calendar on page 3 for details.

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 and preferred way to file for office. Anyone in the portal after 4:00 pm Friday will not be able to finish their declaration.

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 of candidate filing week. No late filings will be accepted.

You may submit your Declaration of Candidacy by mail. They will be accepted 10 days before the start of filing week. Filings received by mail prior to this will be returned to the candidate. They must be received by 4:30 p.m. on the last day of filing week. 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.

No Double Filing

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

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

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, Quincy School District, Coulee-Hartline School District, Grand Coulee School District and Ephrata School District with Grant County, and 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)

Office of the Secretary of State
Elections Division:

Phone: (360) 902-4180
Email: elections@sos.wa.gov
Website: sos.wa.gov

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 nonrefundable, 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.

To view filing fees for the current election view the [Offices Open for Election](#) on our website.

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.

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.

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, 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.

Douglas County Candidate Checklist	
Verify that your voter registration information is correct and up-to-date. Visit VoteWA.gov to verify information.	
Confirm the office and position for which you are filing.	
Make sure you meet the qualifications for the office.	
Decide how you want your name to appear on the ballot. Last name must match your registered name.	
Arrange for campaign contact information to use during the entire election cycle. This could include phone number, email address, and a website address.	
File for office online (preferred) during filing week.	
Submit biographical information, statement, and photo online for Voter's Pamphlet.	

Office Requirements

Office	Requirements
County Offices	Candidates must be 21 years of age, residents and registered voters of Douglas County.
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 3.05)
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 Court, Superior Court, and District Court 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)

Voters' Pamphlet Information

Filing Voters' Pamphlet Information

After filing online, the candidate will be sent an email to give Voters' Pamphlet submission guidelines and instructions.

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. Candidate 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).

Douglas County Elections 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.

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.

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 the Friday after Filing Week at 4:30 p.m., regardless of postmark. Submissions after the deadline will not be accepted. No exceptions.

Statements - At a Glance - Candidates			
Statement Type	Word Limit	Formatting	
Profile Information	100 - Subsection heading is NOT included in word count	Not Allowed:	Bolding, underlining, ALL CAPS, tables, lists, or bullets
Candidate Statements	200	Allowed:	Italics
		Not Allowed:	Bolding, underlining, ALL CAPS, tables, lists, or bullets
Contact Information	Not counted in word limit	Allowed:	Campaign phone number Campaign email address Campaign website address At least one method of contact must be provided
		Not Allowed:	Titles: Dr., President, PhD, etc. Email and website addresses may not be obscene, libelous or a commercial advertisement
*If a candidate does not submit information “No Information Submitted” will appear in that subsection.			

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.

After filing for office you will receive an email with instructions on your Voters’ Pamphlet filing.

Online filing is quick and easy! Here are some benefits to filing your voters’ pamphlet information 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.

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 photo must include only the candidate.
- 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 an 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 509-888-6403.

Campaign Contributions

13

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).

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.

“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 and measures

Public Disclosure Commission

www.pdc.wa.gov

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 Transit
- 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, please check the website or 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

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 Name, Voter ID, Precinct and 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 ballots are processed.

Campaign Sign Regulations

The Role of Douglas County Elections

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

State and Local Sign Regulations

To learn more about campaign sign regulations please refer to:

www.wsdot.wa.gov

www.douglascountywa.net