King County
Department of Elections

2015
Candidate Manual

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Updated: February 5, 2015

King County
Department of Elections

A letter from the Director, Sherril Huff

Dear candidate or campaign manager,

Congratulations on your decision to seek public office or help a candidate with their campaign. A candidate's willingness to serve in elected office gives voters more choices and strengthens our democracy. King County Elections has resources to assist you.

Whether you are an experienced candidate or campaign manager or entirely new to this process, I encourage you to review this manual thoroughly. It provides an updated summary about filing for office in King County, including changes in election laws and requirements. The information in this manual does not take the place of local, state or federal laws.

Please take note of two important changes this year:

- The deadline for candidate statements is now the Wednesday after the end of candidate filing. That would make this year's deadline May 20, earlier than previous years. There was no change to the deadline for ballot measure statements.
- We have clarified the rules for prohibited formatting (bold, all capital letters or underlining) in statements for candidates and ballot measures. Elections staff will convert prohibited formatting to allowed formatting such as italics. We will not notify the statement writers of this change in advance.

For more information:

Website: www.kingcounty.gov/elections

Email: election.operations@kingcounty.gov

Phone: 206-296-1565

We take great pride in the work we do to ensure accurate and secure elections. We invite you to tour our headquarters. Visit our website for more information.

Best Regards,

Sherril Huff, Director
King County Elections

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! Information contained in the Candidate Manual is subject to change. Consult the manual online for the most updated information.

Legend

This symbol denotes important deadlines.

This symbol denotes general information.

This symbol denotes important information.

This symbol denotes contact information.

King County Elections
206-296-1565
election.operations@kingcounty.gov
www.kingcounty.gov/elections

2015 Election Calendar

Important election dates and deadlines for candidates.

chapter 01

Candidate filing dates

Candidate filing opens the Monday two weeks prior to Memorial day and ends the following Friday. The key filing dates for 2015 are:

- In-person candidate filing: Monday, May 11 at 8:30 a.m. through Friday, May 15 at 4:30 p.m.
- Online candidate filing: Monday, May 11 at 9 a.m. through Friday, May 15 at 4 p.m.

The deadline for candidates to withdraw is the close of business the Monday following the close of candidate filing. The withdrawal deadline for 2015 is:

- Deadline for candidates to withdraw: Monday, May 18 at 4:30 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 2015 are:

- Primary election: Tuesday, August 4, 2015
- General election: Tuesday, November 3, 2015

Even-numbers 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.

Primary and general election calendar

Orange colored boxes indicate primary election dates and green colored boxes indicate general election dates.

May	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	10	11 Candidate filing begins In-person at 8:30 a.m. Online at 9 a.m.	12	13	14	15 Candidate filing ends In-person at 4:30 p.m. Online at 4 p.m.	16
		Candidate filing RCW 29A.24.050					
	17	18 Last day for candidates to withdraw by 4:40 p.m. RCW 29A.24.131	19	20 Local voters' pamphlet submissions due by 4:30 p.m.	21	22	23
	24	25 Elections office closed in observance of Memorial Day	26	27	28	29	30

Primary and general election calendar (continued)

June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12 Local voters' pamphlet proofs sent to candidates for review	13
14	15 Candidate responses for local voters' pamphlet proofs + campaign contact information updates due by 4:30 p.m.	16	17	18	19 Overseas and service ballots mailed Online voter guide available Ballot tracker available	20
21	22	23	24	25	26	27
28	29	30				

July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Elections office closed in observance of Independence Day	4
5	6 Deadline for mail-in registrations and transfers RCW 29A.08.140	7	8	9	10	11
12	13	14 Voter pamphlets mailed to all residential households in King county	15 Ballots mailed Viewing Loop opens	16 24 hour drop boxes open	17 Accessible voting center opens at Elections Office Deadline to file as a write-in candidate by 4:30 p.m.	18
19	20 1st day candidates may submit a local voters' pamphlet statement for the general election	21	22	23	24	25
26	27 Deadline for in-person registrations RCW 29A.08.140	28	29	30	31	

Primary and general election calendar (continued)

August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Scheduled drop vans open
2	3	4 Election Day	5	6	7 Local voters' pamphlet submissions for the general due by 4:30 p.m.	8
9	10	11	12	13	14	15
16	17	18 Election certification RCW 29A.50.190 Viewing Loop closes	19	20 Deadline to file application for recount by 4:30 p.m. RCW 29A.64.011	21	22
23	24	25	26	27	28	29
30	31					

September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Elections office closed in observance of Labor Day	2	3	4	5
6	7	8	9	10	11 Local voters' pamphlet proofs sent to candidates for review	12
13	14 Candidate responses for local voters' pamphlet proofs + campaign contact information updates due by 4:30 p.m.	15	16	17	18 Overseas and service ballots mailed Online voter guide available Ballot tracker available	19
20	21	22	23	24	25	26
27	28	29	30			

Primary and general election calendar (continued)

October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Deadline for mail-in registrations and transfers RCW 29A.08.140	6	7	8	9	10
11	12	13 Voter pamphlets mailed to all residential households in King county	14 Ballots mailed Viewing Loop opens	15 24 hour drop boxes open	16 Accessible voting center opens at Elections Office Deadline to file as a write-in candidate by 4:30 p.m.	17
18	19	20	21	22	23	24
25	26 Deadline for in-person registrations RCW 29A.08.140	27	28	29	30	31 Scheduled drop vans open

November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Election Day	4	5	6	7
8	9	10	11 Elections office closed in observance of Veterans Day	12	13	14
15	16	17	18	19	20	21
22	23	24 Election certification RCW 29A.50.190 Viewing Loop closes	25	26 Elections office closed in observance of Thanksgiving	27 Elections office closed in observance of Thanksgiving	28
29	30 Deadline to file application for recount by 4:30 p.m. RCW 29A.64.011					

Filing to be a Candidate

How to file for office.

chapter 02

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 in 2015, view the 2015 Offices Subject to Election on our website. This list includes the offices up for election in 2015, the current incumbent, where to file your Declaration of Candidacy, filing fee information, and voter pamphlet submission 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 Supreme Court
- State Senators and Representatives for Legislative Districts 1, 30, 31, 32, and 39

Filing deadlines

Mail
April 27 - May 15, 4:30 p.m., regardless of postmark

In-person
May 11, 8:30 a.m. - May 15, 4:30 p.m.

Online
May 11, 9 a.m. - May 15, 4 p.m.

Office of the Secretary of State
Elections Division

360-902-4180

elections@sos.wa.gov

www.vote.wa.gov

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 King County Elections:

- State Senators and Representatives for Legislative Districts 5, 11, 33, 34, 36, 37, 41, 43, 45, 46, 47, and 48
- King County Offices
- King County Superior Court
- District Court
- Court of Appeals, Division No. 1, District, No. 1
- Municipal Court
- Cities and Towns (Exception: City of Milton files with Pierce County)
- Schools (Exception: Fife School District No. 417 files with Pierce County)
- Special Purpose Districts where a majority of the voters are registered in King County (Exceptions: East Pierce Fire & Rescue files with Pierce County, Snoqualmie Pass Fire Protection District No. 51 and Snoqualmie Pass Utility District files with Kittitas 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.

Filing fees are not refundable, even in the event of a withdrawal. If a candidate withdraws and re-files 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.

To view filing fee information for offices subject to election in 2015, view the 2015 Offices Subject to Election on our website. This list includes the offices up for election in 2015, the current incumbent, where to file your Declaration of Candidacy, filing fee information, and voter pamphlet submission 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, King 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 www.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 re-file 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, you must 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 the candidate's position on issues or political affiliation, or use a nickname designed to intentionally mislead voters.

Make sure you input your ballot name correctly, you cannot make any corrections once you submit your Declaration of Candidacy.

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.

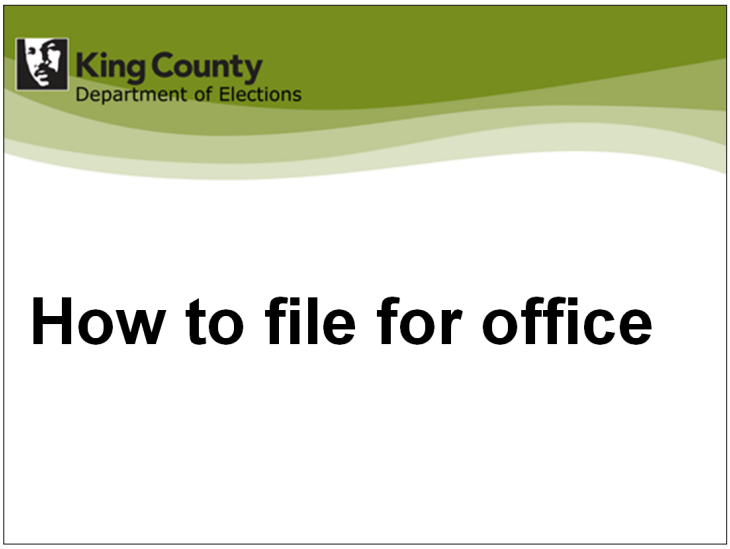
If you choose to state a party preference, enter the name of the party (must be 16 characters or less). The first letter of the party preference will be capitalized (i.e., Democratic). If you want to use initials, separate each letter with a period (i.e., G.O.P.). Your party preference will appear below 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.

Coming soon! Click on the image below to watch a brief tutorial on how to file for office online.



How to file your Declaration of Candidacy

Filing your Declaration of Candidacy is important and as a best practice, King 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 11, 2015, at 9 a.m. and is available 24 hours a day until Friday, May 15, 2015, 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.

King County Elections has created an online training session that demonstrates how to file for office. View the online training by clicking on the image shown above, which will link you directly to the video on our website. Candidates can also visit our website to watch the training session.

Candidates also have the option of filing their Declaration of Candidacy in-person at the Elections Office during business hours, starting on Monday, May 11, 2015, at 8:30 a.m. and ending on Friday, May 15, 2015, 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 April 27. Filings submitted by mail must be received by 4:30 p.m. on May 15, regardless of postmark. Filings received by mail prior to April 27 will be returned to the candidate.

Filing deadlines

Mail
April 27 - May 15, 4:30 p.m., regardless of postmark

In-person
May 11, 8:30 a.m. - May 15, 4:30 p.m.

Online
May 11, 9 a.m. - May 15, 4 p.m.

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.

Deadline to withdraw candidacy

May 18, 2015, at 4:30 p.m.

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. The form is also available via a link in the confirmation email sent to candidates who filed for office online.

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

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 at least 21 years of age, residents and registered voters of King County. County Council candidates must be residents and registered voters of their County Council district. (King County Charter)
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 & sewer districts	Candidates must be qualified electors (registered voters) of district. (RCW 42.04)
Municipal court judges (other than Seattle Municipal Court)	Candidates must be qualified resident electors of King County and admitted to practice law in the courts of record of the State of Washington. (RCW 3.50)
Non-charter code cities	Candidates must be registered voters at the time of filing and residents for at least one year on Election Day. (RCW 35A.12.030) Note: All cities in King County are "non-charter code" cities, except the city of Seattle and the towns of Beaux Arts Village, Hunts Point, Skykomish, and Yarrow Point.
Park & recreation districts	Candidates must be resident electors (registered voters) of district. (RCW 36.69, 54.12)
Port districts	Candidates must be registered voters of King County. (RCW 53.12)
School districts	Candidates must be registered voters of the district or director district. Mercer Island, Vashon Island and Skykomish School District candidates need only be registered voters in the school district. Candidates of all other school districts must be registered voters in their director district. (RCW 28A.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 25)
Supreme, superior, district, and Seattle municipal 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)
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)

Write-in Candidate

Information on how to file as an official write-in candidate.

chapter 03

Becoming an official write-in candidate

To become an official write-in candidate, a voter must complete and file a Declaration of Write-in Candidacy. The Declaration of Write-in Candidacy form will be made available on our website in May. 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. You cannot file to be a write-in candidate if you are already on the ballot (except for precinct committee officer) and/or have already filed for the same office at the preceding primary.

To find out which offices you can file for in 2015, view the 2015 Offices Subject to Election on our website. This list includes the offices up for election in 2015, the current incumbent, where to file, and filing fee information.

When to file

Declarations of Write-in Candidacy must be received before the close of business 18 days prior to the primary or general election. Declarations of Write-in Candidacy received after this date, regardless of the postmark, are invalid.

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 Supreme Court
- State Senators and Representatives for Legislative Districts 1, 30, 31, 32, and 39

Office of the Secretary of State
Elections Division
360-902-4180
elections@sos.wa.gov
www.vote.wa.gov

Deadline to file as write-in candidate

Primary Election: July 17, 2015, at 4:30 p.m.

General Election: October 16, 2015, at 4:30 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 King County Elections:

- State Senators and Representatives for Legislative Districts 5, 11, 33, 34, 36, 37, 41, 43, 45, 46, 47, and 48
- King County Offices
- King County Superior Court
- District Court
- Court of Appeals, Division No. 1, District, No. 1
- Municipal Court
- Cities and Towns (Exception: City of Milton files with Pierce County)
- Schools (Exception: Fife School District No. 417 files with Pierce County)
- Special Purpose Districts where a majority of the voters are registered in King County (Exceptions: East Pierce Fire & Rescue files with Pierce County, Snoqualmie Pass Fire Protection District No. 51 and Snoqualmie Pass Utility District files with Kittitas County)

Cost to file

Filing fees or filing fee petitions must accompany the Declaration of Write-in Candidacy at the time of filing. The filing fee is based on the salary in effect at the time of filing.

Filing fees are not refundable, even in the event of a withdrawal. If a write-in candidate withdraws and re-files 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 Write-in Candidacy a filing fee petition. A candidate submitting a filing fee petition must submit all signatures when filing the Declaration of Write-in Candidacy.

To find out filing fee information for offices subject to election in 2015, view the 2015 Offices Subject to Election on our website. This list includes the offices up for election in 2015, the current incumbent, where to file your Declaration of Write-in 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 when filing your Declaration of Write-in 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, our office recommends that you submit at least 20% more signatures than required.

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

Results

Write-in votes are not tabulated for individual write-in candidates unless enough write-in votes are cast to potentially change the outcome of a race.

Qualifying for the ballot

Names of write-in candidates will not appear on the ballot or in the voters' pamphlet.

As a declared write-in candidate any recognizable variation of your name will be counted.

If a write-in candidate qualifies for the general election by earning a sufficient number of votes in the primary, the candidate's name will be printed on the general election ballot and in the general election voters' pamphlet.

Withdrawal of write-in candidacy

Withdrawals of write-in candidacy must be received before the close of business 18 days prior to the primary or general election.

To withdraw, a candidate must submit a signed request. A Withdrawal of Candidacy form will be made available on our website in May.

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

Voters' Pamphlet Information

Guidelines and information on how to submit your voters' pamphlet information.

chapter 04

Where to file

The Secretary of State's Office accepts voters' pamphlet submissions for federal, statewide, legislative, and court of appeals offices. All other offices file with King County Elections. The voters' pamphlet guidelines and deadlines in this manual only pertain to candidates who file with King County Elections.

Where to file and word limits for each office and are listed in the 2015 Offices Subject to Election on our website. Please note, candidates for multi-county races will need to file their voters' pamphlet materials with each county.

When to file

Our office must receive your voters' pamphlet submission for the primary election no later than Wednesday, May 20, 2015, at 4:30 p.m., regardless of postmark.

Candidates have the option of submitting a new statement for the general election. If you choose to submit a new statement and/or photo for the general election, you can begin filing as early as Monday, July 20, 2015. Your voters' pamphlet submission for the general election must be received by our office no later than Friday, August 7, 2015, at 4:30 p.m., regardless of postmark.

Submissions received after the deadline will not be accepted. No exceptions.

Your photo

You may submit one self-portrait of your head and shoulders. Use a light-colored background, but not white. Photos must be no more than five years old. Clothing or insignia that suggest a public office (i.e., judicial robes, law enforcement or military uniforms) and hats are banned.

Your photo may not be digitally altered. Digital photos must be at minimum 300 dpi resolution and no smaller than 4 x 5 inches (1200 x 1500 pixels).

If you do not submit a photo "No photo submitted" will appear in the pamphlet.

You are not allowed to change your photo once it has been submitted.

Word limits

Word limits vary by office and are listed in the 2015 Offices Subject to Election on our website. In addition to the statement, each candidate may include a 10 word occupation line and a 15 word education line.

Deadline to file voters' pamphlet information

Primary Election: May 20, 2015, at 4:30 p.m.

General Election: August 7, 2015, at 4:30 p.m.

If no information is submitted for any of the sections, the statement "No information submitted" will appear in the pamphlet.

Sample statement in the printed voters' pamphlet.

Mayor

Liz Darcy

PO Box 1813
Pemberley WA 12345

(555) 555-5555
info@darcyformayor.com
www.darcyformayor.com

Education: Bachelor's in Economics, State University; Master's in Business Administration, State University

Occupation: Manager, Main Street Bank

Statement: We deserve a leader that will listen to our ideas and concerns and be proactive, not reactive, in their decision making. We deserve a leader that cares more about serving citizens than getting re-elected. We deserve a leader at city hall that can work with local businesses, instead of against them; a leader that has the knowledge to set the city on a successful course—not just for the next five years, but for the next five decades.

I am that leader.

Born and raised in this town, my roots here run deep. My family has lived here for four generations, and my husband and I are raising our three beautiful children here. As manager of the bank for the last fifteen years, I have expanded our small business loan program, creating opportunities for local businesses and organizations to make a difference in our community. This successful program has reduced the vacancy rate on Main Street to zero, creating a prosperous, revitalized Downtown.

I am an active community volunteer: as head of the PTA, I have worked with other parents to create the best learning environment for our kids; and I helped to establish our city's block watch program, which keeps our neighborhoods safe and crime rates low.

As your mayor I will work to make our city a better place for all residents to live. I will listen to your ideas and provide forums for discussion and debate. I will make decisions based not just on immediate need, but with an eye toward the future. I will make city government more transparent and fiscally responsible.

I want to make our city the best it can be; together we can make a difference! I humbly ask for your vote.

Formatting

Space for each candidate is limited, so formatting is very important. Format your statement as an essay; text must be written in paragraphs. Tables, lists, and bullets are not allowed.

Only use *italics* to emphasize specific words or statements. Bolding, underlining, and all caps are not allowed. **Words or statements submitted with prohibited formatting will be changed to italics.**

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

Keep your statement simple and write in the narrative. You may seek help when writing your statement but remember it is ultimately your responsibility. Obscene, profane, libelous, and defamatory language will be rejected.

Voters want to know why they should vote for you. Here are a few tips from voters:

- Treat this as a resume and edit carefully.
- Give your vision for the future. Be positive.
- Write what you stand for or support.
- Describe your education, background and/or qualifications.
- Avoid technical terms that may not be generally understood.
- Avoid criticism of opponents.

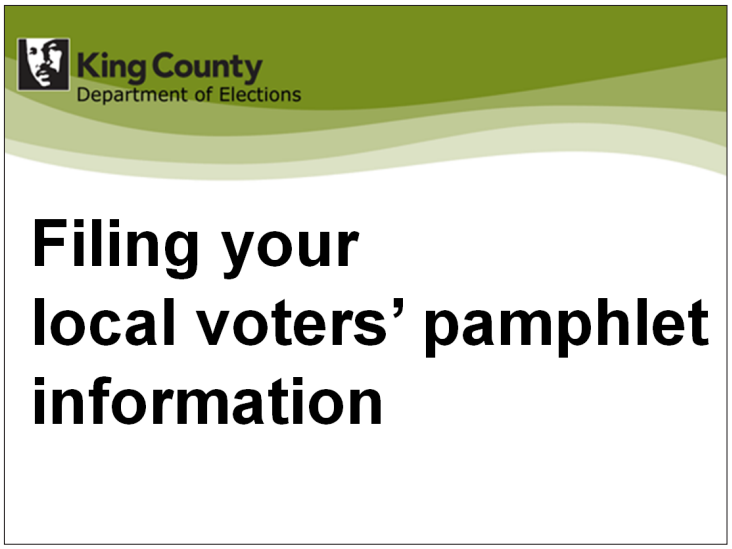
Proofread carefully; your statement will be printed exactly as you submit it. You are not allowed to change your statement once it has been submitted.

Your campaign contact information

Campaign contact information is included in the pamphlet. Contact information does not count towards the word limits, but long web addresses such as Facebook or blogs are not allowed. You may update your contact information for the print edition of the local voters' pamphlet for the primary election until June 15, 2015, at 4:30 p.m. and until September 14, 2015, at 4:30 p.m. for the general election. Changes

to your contact information on our website can be made at any time. Complete the Campaign Contact Information Update form on our website. The form is also available via a link in the confirmation email sent to candidates who filed online.

Coming soon! Click on the image below to watch a brief tutorial on how to file your voters' pamphlet information.



How to submit your voters' pamphlet information

Your voters' pamphlet submission is important and as a best practice, King 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 to filing online:

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

For the primary election, online voters' pamphlet filing opens on Monday, May 11, 2015, at 9 a.m. and is available 24 hours a day until Wednesday, May 20, 2015, at 4:30 p.m. Any candidates who have not completed their filing by 4:30 p.m. will be shut out of the system and their voters' pamphlet information invalidated.

For the general election, online voters' pamphlet filing opens on Monday, July 20, 2015, at 9 a.m. and is available 24 hours a day until Friday, August 7, 2015, at 4:30 p.m. Any candidates who have not completed their filing by 4:30 p.m. will be shut out of the system and their voters' pamphlet information invalidated.

Deadline to file voters' pamphlet information

Primary Election: May 20, 2015, at 4:30 p.m.

General Election: August 7, 2015, at 4:30 p.m.

If you submitted a statement and/or photo for the primary election, you are not required to resubmit for the general election. If our office does not receive a new statement and/or photo from you for the general election, the information you submitted for the primary election will appear in the general election pamphlet.

We ask that you please submit your materials as soon as possible. Once received, all information must be reviewed, translated into two additional languages, and prepared for printing, all of which must happen in a very tight time frame. By submitting early, you are helping us manage our work flow and ensuring that King County voters will continue to receive a quality voters' pamphlet.

King County Elections has created an online training session that demonstrates how to submit your voters' pamphlet information online. View the online training by clicking on the image shown to the right, which will link you directly to the video on our website. Candidates can also visit our website to watch the training session.

Candidates also have the option of submitting their voters' pamphlet information in-person or by mail. Candidates who submit their information by mail or in-person must also complete a King County Local Voters' Pamphlet Material Submission Form, which can be found on our website. Filings submitted by mail must be received by 4:30 p.m. on the last day to file, regardless of postmark.

Once filed, your voters' pamphlet information may not be altered. If you decide during the filing period to change your submission, you must first withdraw and then re-file by the deadline.

Withdrawal of voters' pamphlet submission

Candidates may withdraw their statement and photo and submit a new statement and photo prior to the submission deadline. If a candidate withdraws their statement and photo and fails to resubmit a new statement and photo, no statement or photo will appear in the voters' pamphlet.

Deadline to withdraw voters' pamphlet information

Primary Election: May 20, 2015, at 4:30 p.m.

General Election: August 7, 2015, at 4:30 p.m.

To withdraw, a candidate must submit a signed request withdrawing their original statement and photo. A Withdrawal of Local Voters' Pamphlet Submission form can be found on our website. A link to this form is also in the email confirmation sent to candidates who file online.

Reviewing your submission

Prior to publication of the local voters' pamphlet, King County Elections will email each candidate a proof of their statement. Upon receipt of the proof, candidates should ensure that there are no discrepancies between the proof copy and the information they submitted.

Voters' pamphlet review deadlines

Primary Election: June 15, 2015, at 4:30 p.m.

General Election: September 14, 2015, at 4:30 p.m.

No changes to the originally submitted statements or photos will be accepted. The only changes that will be accepted are updates to the campaign contact information.

Campaign Contributions

Where to file campaign contribution information.

chapter 05

Where to file

All candidates need to contact the PDC directly with any questions regarding the filing of Public Disclosure documents. We strongly encourage candidates to access all PDC information on their website.

Information for county offices (Assessor, County Council, Director of Elections, Executive, and Sheriff)

As of December 2012, candidates for King County elective office no longer must file a statement of financial and other interests with the King County Ethics Program.

All nominees for appointment to any County elective office (except for judicial offices), within two weeks of becoming a nominee, and all elected officials who are defined as county employees, shall file a statement of financial and other interest with the King County Ethics Program. This requirement may be satisfied by filing a signed copy of the PDC F-1 report. For more information, contact the King County Ethics Program.

Contribution limits for county offices

All persons and organizations, including political committees, are prohibited from making contributions during the election cycle totaling more than $1,900 in the aggregate to any candidate for Assessor, County Council, Director of Elections, Executive, or Sheriff.

Washington State Public Disclosure Commission
877-601-2828
www.pdc.wa.gov

Ethics Program
King County Office of Civil Rights
& Open Government
206-263-7821
board.ethics@kingcounty.gov
www.kingcounty.gov/ethics

Ballot Order

Information about the order in which candidates and measures appear on the ballot.

chapter 06

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 State 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
  - County Executive
  - Prosecuting Attorney
  - Sheriff
  - Assessor
  - Director of Elections
  - County Council
- State and County Judicial Offices. These appear on the ballot sequentially by district and/or position within each category.
  - Justices of the Supreme Court
  - Judges of the Court of Appeals
  - Judges of the Superior Court
  - Judges of the District Court
- County wide Special Purpose Districts
  - Port of Seattle
- Cities and Towns
  - Mayor
  - City Attorney
  - Other elective department positions
  - Council
  - Municipal Court Judge
- Special Purpose Districts. Directors or commissioners within each district shall be in the order of the position or director district numbers assigned to those offices.
  - Regional districts that are not county wide
  - School
  - Fire
  - Water
  - Sewer
  - Sewer and water combined
  - Public hospital
  - Airport
  - Cemetery
  - Park and Recreation Districts
  - Park and Recreation Service Areas
  - Flood, Drainage, or related districts
  - Community Municipal Corporations

Order of measures

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

- Initiatives to the people
- Referendum measures
- Referendum bills
- Initiatives to the Legislature and alternate proposals, if any
- Proposed Constitutional amendments
  - Senate Joint Resolutions
  - House Joint Resolutions
  - Advisory votes
- County wide ballot measures

All other local measures, if any, appear in the area dedicated to that jurisdiction and follow the offices. For example, a ballot measure for a city would appear on the ballot after the city council races. Local measures would appear in the following order:

- Initiatives
- Referendum measures
- Proposed charter amendments
- All other propositions

Measures are numbered sequentially within each of the above categories in the order they are received by King County Elections, unless otherwise indicated by the jurisdiction proposing the measures.

Order of candidates

After the close of the regular candidate filing period, King County Elections will conduct a lot draw to determine the order in which candidate names will appear on the primary election ballot.

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

Information about past voter turnout and how to request voter information.

chapter 07

Historical turnout information

King County Elections historical turnout information for primary and general elections between 2000 - 2014 can be found on the King County Elections website.

General data request information

All voter data requests are processed by King County Voter Services. Contact information for Voter Services can be found on the next page. Current lists of voter registrations are public records (RCW 29A.08.720).

This data may be used for political purposes only. Voter registration data may not be used for commercial purposes. (RCW 29A.08.720, RCW 29A.08.740 and RCW 42.56.070(9))

There is no charge for data requests, unless the data is provided on paper and is over 34 sheets/more than $5.00 (15¢ per sheet x 34 is $5.10).

Data is provided by email or on a CD, both containing a comma-delimited text file. If an alternate format is needed, contact King County Elections Voter Services.

Voter data requests

Data of registered voters (active, inactive, and pending) within a specific district, including:

- Name of registered voter
- Voter ID
- Voter status
- Registered address, city, state, and zip
- Mailing address, if different and provided to King County Elections
- Precinct name, number, and portion
- Date of registration
- Date of birth
- Gender
- Voting history (if requested)

To request this information, complete the Voter Data Request form on our website. Allow 1-2 business days for processing.

Mail ballot return data requests

Mail ballot return data includes voters (within requested districts) 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.

To request this information, complete the Mail Ballot Return Data Request form on our website. Allow 1-2 business days for processing.

Signature challenge data requests

Signature challenge data contains a list of voters with a signature challenge on their ballot for the current election. The file includes:

- Voter ID
- Name of registered voter
- Language
- Challenge category
- Ballot category
- Registered address, city, state, and zip
- Mailing address, if different and provided to King County Elections
- Precinct name
- Legislative district

For more information about signature challenge data requests or to request this information, contact our office.

King County Elections - Voter Services
206-296-1608
voter.services@kingcounty.gov
www.kingcounty.gov/elections

Voter Registration Guidelines

General information about voter registration drives.

chapter 08

Voter registration drives

It is the policy of the state of Washington to encourage every eligible person to register to vote and to participate fully in all elections and to protect the integrity of the electoral process by providing equal access to the process while guarding against discrimination and fraud. Make sure the people of your community have a voice in the next election.

Tips for a successful drive:

- Plan your drive well in advance of voter registration deadlines.
- Consider coordinating with other groups to maximize your efforts.
- Obtain permission from the owner or manager before conducting drives on private property.
- Obtain forms from your local elections office or the Secretary of State's Office.
- Treat everyone the same.
- Know how to complete the form so you can assist individuals.
- Allow people to take a registration form and submit it themselves.
- Let people know they may fill out a form to update their existing registration (name change, address change, etc.)
- Assist people with disabilities only when they ask for help.
- Have contact information for the local elections office available to aid in referring people.
- Submit completed forms within five business days, by mail or in person, to the local elections office or Secretary of State's Office. (RCW 29A.08.115)
- Return unused forms to the local elections office or Secretary of State's Office.

Do not...

- refuse to give anyone a registration form.
- offer gifts or promotional items for registering someone to vote unless you offer the same item to someone who does not register to vote.
- accept registrations you know to be fraudulent (see Voter Concern Information at the end of this chapter).

Who can register to vote

To be eligible to vote in Washington State, a person:

- must be a citizen of the United States;
- must be at least 18 years old on or before election day;
- must have lived in Washington State for 30 days prior to the election (exceptions apply to overseas and service voters);
- must not maintain a registration in two or more counties or states or with two or more names;
- must not be under the authority of the Department of Corrections; and
- must not be disqualified from voting due to a court order.

Completing the voter registration form

The below information is required on voter registration forms:

- must mark citizenship checkbox;
- must include the date of birth (check for the proper year);
- must include full name (i.e., last, first, middle initial, suffix);
- must include a Washington State residential address;
- must include both mailing and residential addresses if mail is not delivered to the residential address; and
- must sign the oath (signature is used to verify ballots).

Voter registration deadlines

New voter registrations and changes to voter registration records received after the deadlines will be effective only for future elections.

By mail or online:

- 29 days before an election.
- Changes to residential address, mailing address, name or other voter registration record information must be made before this deadline. (If the deadline is not met, voters may still vote using their previous voter registration record information.)
- The registration must be postmarked no later than the deadline.

In-person at the local elections office:

- Eight days before an election.
- Only registrations for voters not currently registered in the state of Washington.

Voter concern information

If you believe you have witnessed irregularities, discrimination, or fraud, please report the incident by accessing the Voter Concern Form on the Secretary of State's website.

Clearly and specifically state your concern(s) and include events, dates, times, addresses and names pertaining to your concern(s).

King County Elections - Voter Services
206-296-1608
voter.services@kingcounty.gov
www.kingcounty.gov/elections

Office of the Secretary of State
Elections Division
360-902-4180
elections@sos.wa.gov
www.vote.wa.gov

Campaign Sign Regulations

General information about campaign sign regulations.

chapter 09

The role of King County Elections

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

King County sign regulations

Political campaign signs are signs, posters or 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 campaign signs are allowed: Political campaign signs may be displayed on private property with the property owner's consent. Any such signs, posters, or handbills must be removed within 10 days following the election day, per King County Code (KCC) 21A.20.120C1. Although the campaign volunteers may agree to remove any sign, the property owner is ultimately responsible for compliance with the removal policy.

Where signs are not allowed: KCC 21A.20.040 and 21A.20.120C2 prohibit any signs, posters, handbills or other advertising devices, including political campaign signs, on the county's right-of-way, public easements, public property, or utility poles with a few exceptions. King County Code allows some signs when they have been specifically permitted for traffic management and safety purposes. Real estate open house directional signs are permitted by KCC 21A.20.120D2. The agent or seller must be on site and the signs must be located outside of vehicular and bicycle lanes. Other directional signs may be permitted by special-use permit per KCC Chapter 14.30 Permit System for County Property. The county may remove and dispose of any other signs illegally posted in the road right-of-way.

The road right-of-way: This includes the paved road and a strip of land, usually on either side of the road, that is reserved for shoulders, drainage ditches, sidewalks, traffic signs, electrical traffic control boxes, utility lines and future road expansion. Exact right-of-way areas vary in width, and boundaries may not be possible to identify without detailed legal maps and a formal survey. Property owners may not know the exact right-of-way boundary and may have maintained, landscaped, or fenced this area. King County often receives complaints about campaign signs inadvertently placed on the public right-of-way. When in doubt about the location of the right-of-way boundary, post the campaign sign on private property with the owner's consent, well past the point of uncertainty.

Illegally-posted signs are a safety hazard: Carelessly placed signs can reduce driver visibility, distract drivers' 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.

Traffic and pedestrian safety is a high priority for the Road Services Division, and crews are quick to address safety concerns related to illegally-posted campaign signs.

Posting regulations: Violations waste taxpayer dollars. Each year, King County logs many complaints about improperly posted campaign signs. Taxpayer money is wasted when road crews must spend time removing signs before mowing or performing other activities, and when county investigators are required to spend time following up on sign complaints.

Extra work for campaigns: Most campaigns make sure their workers are aware of campaign sign-posting regulations. In their enthusiasm for their candidate or issue, however, some campaign workers or private citizens may overlook the regulations or engage in seemingly harmless pranks concerning the opposition's signs. In addition to wasting taxpayer money, depending on the size or nature of the posting violation, campaigns may have to dedicate valuable staffing resources to respond to the event.

What to do about signs illegally placed

On private property:

- Property owners can contact the campaign headquarters and ask to have the sign removed.*
- Advise the campaign about the error so it is not repeated.
- The King County Road Services Division has no authority over signs posted on private property.

On the road right-of-way in unincorporated King County:

- Call Road Services at 206-296-8100 or toll-free at 1-800-527-6237.

Report sign problems not related to road right-of-way issues:

- Call the campaign headquarters. The King County Elections website lists all of the candidates and their campaign contact information if it is not listed on the sign.
- To file a formal complaint about damaged or stolen political campaign signs in unincorporated King County, contact the King County Sheriff's Office at 206-296-3311. Include such facts as license numbers, names and witnesses to the theft. Do not call 911.

How to retrieve signs removed from the right-of-way:

- Campaigners can call Road Services at 206-296-8100 or 1-800-527-6237 to find out how to retrieve signs that maintenance crews have removed.
- Private property owners should contact the campaign headquarters to replace a sign that has been vandalized or stolen from their property.

King County Department of Transportation
Road Services Division
206-296-6590
admin.roads@kingcounty.gov
www.kingcounty.gov/roads

Washington State sign regulations

RCW 47.42 and the Highway Control Act regulate 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 WAC 468.66, and applicable local agency sign codes.

Washington State Department of Transportation
360-705-7000
www.wsdot.wa.gov

Observing Elections

Information about observing the elections process at King County Elections.

chapter 10

Public access at King County Elections

Citizens may view the processing of ballots at King County Elections during business hours. The public must sign in and receive a badge at the check-in room upon arrival.

Visitors can view the process from designated areas. Security restricts limited access to ballot processing areas to authorized employees only, as this is where ballots are tabulated and stored.

For more information about observer opportunities visit our website.

Live election cams

See for yourself how ballots are processed by watching our live election cams (when an election is in process) which are available on our website.

If we are not currently processing ballots, consider watching our virtual tour video to get an idea of what we do.

Video Tour of King County Elections

Take a video tour of King County Elections. Each video segment corresponds to a view point on our self-guided tour.

Take a self-guided tour of Elections

The King County Elections office in Renton features a viewing loop so that you can observe the election process in action. No reservations are needed for this self-guided tour.

The viewing loop is open beginning the day ballots are mailed through the certification of the election during business hours: weekdays 8:30 a.m. to 4:30 p.m. with extended hours on election days. For more information call 206-296-VOTE (8683).