

2012

jurisdiction manual



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King County

Department of Elections

Sherril Huff, *Director*

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www.kingcounty.gov/elections

Election partners,

I am pleased to provide you with the 2012 Jurisdiction Elections Manual.

This manual provides you with a central source of information for everything related to elections in King County including boundary changes, petitions, filing resolutions for special elections and other important timelines and deadlines are specifically noted for your convenience.

Please review the information provided as election laws and requirements have changed for this year. Please note, the information in this manual does not take the place of local, state or federal laws.

The King County Elections' website at www.kingcounty.gov/elections offers an online version of this document as well as a host of information about voting. It also contains tip sheets to download or share with voters to help make elections more efficient, and information designed specifically to support accessible voting. You are also welcome to contact us directly for further assistance from the Election Operations group 206-296-1565.

King County Elections is always looking for ways to better serve our elections partners. Please let our Operations staff know if you have suggestions for improving the information and tools we provide for you.

Best Regards,

Sherril Huff, Director
King County Elections

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Online users

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Introduction

The 2012 Jurisdiction Manual explains the procedures and process for filing resolutions for a special election, submitting voter pamphlet information, the candidate filing process, submitting initiative and referendum petitions, and the city annexation process. This guide is for informational purposes only and does not take place of local, state or federal laws.



This symbol denotes deadlines, which are always located at the bottom of the page.



This symbol denotes general information.



This symbol denotes important information.



This symbol denotes contact information.



This symbol denotes hyperlinks to forms on our website. If you are viewing the jurisdiction manual online, you can click on the icon and the form will open in your web browser.



King County Elections is available to answer questions:

| | |
|-----------------------|--|
| mail/in-person | 919 SW Grady Way Renton, WA 98057 |
| phone | 206-296-1565 |
| fax | 206-296-0108 |
| tty | TTY: Relay: 711 |
| e-mail | election.operations@kingcounty.gov |
| web | www.kingcounty.gov/elections |



Information contained in the jurisdiction manual is subject to change.

2012 election calendar

Primary and general elections (RCW 29A.04.311 - 321)

Primaries for general elections to be held in November, and the election of precinct committee officers, must be held on the first Tuesday of the preceding August.

All state, county, city, town, and district general elections for the election of federal, state, legislative, judicial, county, city, town, and district officers, and for the submission to the voters of the state, county, city, town, or district of any measure for their adoption and approval or rejection, shall be held on the first Tuesday after the first Monday of November, in the year in which they may be called. A statewide general election shall be held on the first Tuesday after the first Monday of November of each year.

However, the statewide general election held in odd-numbered years shall be limited to (a) city, town, and district general elections as provided for in RCW 29A.04.330, or as otherwise provided by law; (b) the election of federal officers for the remainder of any unexpired terms in the membership of either branch of the Congress of the United States; (c) the election of state and county officers for the remainder of any unexpired terms of offices created by or whose duties are described in Article II, section 15, Article III, sections 16, 17, 19, 20, 21, 22, and 23, and Article IV, sections 3 and 5 of the state Constitution and RCW 2.06.080; (d) the election of county officers in any county governed by a charter containing provisions calling for general county elections at this time; and (e) the approval or rejection of state measures, including proposed constitutional amendments, matters pertaining to any proposed constitutional convention, initiative measures and referendum measures proposed by the electorate, referendum bills, and any other matter provided by the legislature for submission to the electorate.

Special elections (RCW 29A.04.330)

The King County Elections Director, upon request in the form of a resolution of the governing body of a city, town, or district, presented to the director of elections prior to the proposed election date, may call a special election in such city, town, or district, and for the purpose of such special election they may combine, unite, or divide precincts. Such special election shall be held on one of the following dates as decided by the governing body:

- a. The second Tuesday in February;
- b. The third Tuesday in April until January 1, 2013;
- c. The fourth Tuesday in April on or after January 1, 2013;
- d. The day of the primary election as specified by RCW 29A.04.311; or
- e. The first Tuesday after the first Monday in November.

A resolution calling for a special election on a date set forth in (a) through (c) above must be presented to King County Elections at least 46 days prior to the election date. A resolution calling for a special election on a date set forth in (d) above must be presented to King County Elections no later than the Friday immediately before the first day of regular candidate filing. A resolution calling for a special election on a date set forth in (e) above must be presented to King County Elections no later than the day of the primary election.

In addition to the dates set forth above, a special election to validate an excess levy or bond issue may be called at any time to meet the needs resulting from fire, flood, earthquake, or other act of God. Such county special election shall be conducted and noticed in the manner provided by law.

2012 special election calendar

| Date of election | February 14 | April 17 |
|---|-------------|----------|
| Resolution requesting special election <i>RCW 29A.04.330</i> | December 30 | March 2 |
| Resolution requesting a local voters' pamphlet | December 30 | March 2 |
| Explanatory statement for voter pamphlet due | December 30 | March 2 |
| Committee appointments for voter pamphlet due | December 30 | March 2 |
| Pro/con statements for voter pamphlet due | January 3 | March 5 |
| Rebuttal statements for voter pamphlet due | January 4 | March 6 |
| Overseas and service ballots typically mailed | January 13 | March 16 |
| Legal deadline to mail overseas and service ballots <i>RCW 29A.40.070</i> | January 15 | March 18 |
| Last day for mail in and online voter registrations and transfers <i>RCW 29A.08.140</i> | January 16 | March 19 |
| Local voters' pamphlets typically mailed and available | January 24 | March 27 |
| Mail ballots are typically mailed and available <i>RCW 29A.40.070</i> | January 25 | March 28 |
| Elections Accessible Voting Center opens <i>RCW 29A.46.020</i> | January 27 | March 30 |
| Legal deadline to mail ballots <i>RCW 29A.40.070</i> | January 27 | March 30 |
| Last day for in-person registration for voters not currently registered in Washington. <i>RCW 29A.08.140</i> | February 6 | April 9 |
| Other accessible voting sites may open | February 13 | April 16 |
| Election certified <i>RCW 29A.60.190</i> | February 28 | April 27 |

2012 primary + general election calendar

| Date of election | August 7 | November 6 |
|---|-------------|--------------|
| Candidate filing information available online | early April | ----- |
| First day candidate filings may be accepted by mail <i>RCW 29A.24.081</i> | April 30 | ----- |
| Resolution requesting special election <i>RCW 29A.04.330</i> | May 11 | August 7 |
| Resolution requesting not to participate in the local voters' pamphlet | May 11 | August 7 |
| Candidate filing <i>RCW 29A.24.050</i> | May 14 - 18 | ----- |
| Explanatory statement and committee appointments for voter pamphlet due | May 15 | August 10 |
| Last day for candidates to withdraw <i>RCW 29A.24.131</i> | May 21 | ---- |
| Pro/con statements for voter pamphlet due | May 21 | August 15 |
| Rebuttal statements for voter pamphlet due | May 23 | August 17 |
| Candidate statements and photos for local voters' pamphlet due | May 25 | ---- |
| Overseas and service ballots typically mailed | June 22 | September 21 |
| Legal deadline to mail overseas and service ballots <i>RCW 29A.40.070</i> | June 23 | September 22 |
| Last day for mail in and online voter registrations and transfers <i>RCW 29A.08.140</i> | July 9 | October 8 |
| Local voters' pamphlets typically mailed and available | July 17 | October 16 |
| Mail ballots are typically mailed and available <i>RCW 29A.40.070</i> | July 18 | October 17 |
| Elections Accessible Voting Center opens <i>RCW 29A.46.020</i> | July 20 | October 19 |
| Legal deadline to mail ballots <i>RCW 29A.40.070</i> | July 20 | October 19 |
| Last day for in-person registration for voters not currently registered in Washington. <i>RCW 29A.08.140</i> | July 30 | October 29 |
| Other accessible voting sites open | August 6 | November 5 |
| Election certified <i>RCW 29A.60.190</i> | August 21 | November 27 |

jurisdiction survey

Jurisdiction survey (WAC 434-215-005)

Prior to February 1, King County Elections shall email a questionnaire titled *Jurisdiction Survey* to the administrative authority of each local jurisdiction within King County.

The purpose of the questionnaire shall be to confirm information which King County Elections must use to properly conduct candidate filings for each office.

The Jurisdiction Survey will request the following information:

- Current contact information for the jurisdiction administrator
- Current contact information for the jurisdiction's finance department (to be used to contact for election billing questions)
- Current elected officials in your jurisdiction:
 - Office title
 - Position number
 - Incumbent's name
 - Annual salary for the position at the time of the candidate filing period (if any). The annual salary does not include per diem or per meeting compensation.
 - Term expiration year

Responses should be received prior to March 1 of that year so that the filing information can be compiled and disseminated to the public at least two weeks prior to the candidate filing period.

King County Elections will review and research the jurisdiction surveys once they are received and send all jurisdictions a current office holders report, confirming each office and the term expiration date.

Frequently asked questions

What if an office becomes vacant or there is a new appointment after I have submitted the Jurisdiction Survey?

You need to notify King County Elections once an office becomes vacant. If a new official is appointed to that office, you will need to notify our office in writing of the new appointment.

Prior to appointing a new person, contact King County Elections to verify that they are qualified registered voters for that office.

Where do I get the oath of office for a new appointee?

King County Elections only sends oaths of office for newly elected officials after the general election. Jurisdictions must provide newly appointed officials with the oath of office.

Please remember to send a copy of the oath of office with a cover sheet (see example on page 18) for your newly appointed official to the King County Recorder's Office.



King County Recorder's Office
King County Administration Building
500 4th Avenue, Room 311
Seattle, WA 98104

What if the elected officials in my jurisdiction are paid per meeting?

This is not included in the annual salary. If this is the case in your jurisdiction, please put \$0 under annual salary in the Jurisdiction Survey.



Important

It is extremely important that the information provided by the jurisdictions is accurate as it is used to determine which offices are subject to election and the amount of the filing fee for each office.

vacancies + appointments

Vacancy + new appointment

You need to notify King County Elections once an office becomes vacant. If a new official is appointed to that office, you will need to notify our office in writing of the new appointment. You will need to include the name and contact information of the new appointee.

Prior to appointing a new person, contact King County Elections to verify that they are qualified registered voters for that office.

Additional information about filling a vacancy can be found in RCW 42.12.

Qualified?

Prior to appointing an individual to fill a vacancy, jurisdictions should contact King County Elections to confirm that they are qualified registered voters for that office.

Oath of office

King County Elections only sends oaths of office for newly elected officials after the general election. Jurisdictions must provide newly appointed officials with the oath of office.

Please remember to send a copy of the oath of office for your newly appointed official with a cover sheet (see example on page 18) to the King County Recorder's Office. Do **not** return the oath of office to King County Elections.

 **King County Recorder's Office**
King County Administration Building
500 4th Avenue, Room 311
Seattle, WA 98104

 **Important**
It is extremely important that King County Elections is informed of any vacancies or appointments.

VOIDS in candidacy (RCW 29A.24.141 and 29A.24.181)

A void in candidacy occurs when an election has been scheduled and no valid declaration of candidacy has been filed for the position or all persons filing such valid declarations of candidacy have died or been disqualified.

If a void in candidacy occurs following the regular filing period and deadline to withdraw, but prior to the day of the primary, filings for that office shall be reopened for a period of three normal business days, such three-day period to be determined by King County Elections.

King County Elections shall give notice of a void in candidacy. The notice shall state the office and the time and place for filing declarations of candidacy.

The candidate receiving the plurality of the votes cast for that office in the general election is deemed elected.

Vacancies in office (RCW 29A.24.171)

If prior to the first day of the regular filing period, a vacancy occurs in an office that is not scheduled to appear on the general election ballot, leaving an unexpired term for which a successor must be elected at the next general election, filings for that office shall be accepted during the regular filing period.

 ***VOIDS in candidacy to require special filing period***

*General election
May 14 to August 6, 2012*

 ***Deadline for vacancies appear on the ballot***

*Primary election
On or before May 13, 2012*

King County Elections shall give notice of the vacancy and filing period. The notice shall state the office and the date and time and place for filing declarations of candidacy.

If, on the first day of the regular filing period or later, a vacancy occurs in an office that is not scheduled to appear on the general election ballot, leaving an unexpired term, the election of the successor shall occur at the next succeeding general election that the office is allowed by law to have an election.

recorder's cover sheet

return address:

| |
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| |
| |
| |

document title: (i.e. oath of office)

| |
|--|
| |
|--|

grantor: (i.e. candidate name and office)

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grantee: (i.e. King County)

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to be recorded

candidate filing

Declarations of candidacy and filings (RCW 29A.24, WAC 434-215)

A candidate who desires to have his or her name printed on the ballot for election to an office other than President of the United States and Vice President of the United States, shall complete and file a Declaration and Affidavit of Candidacy. A person filing a Declaration of Candidacy for an office shall, at the time of filing, possess the qualifications specified by law for persons who may be elected to the office. The candidate must be properly registered to vote in the geographic area, district and/or division represented by the office at the time of filing. The officer with whom declarations are filed shall review each declaration for compliance with this law.

When filing for an office, no candidate may 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.

For partisan races, candidates may indicate a political party preference on the Declaration of Candidacy, or select no party preference; a candidate's preference will apply to both the primary and general elections. No nomination or endorsement by a party either before or after filing is required. Major political parties may not prevent a candidate from expressing a preference for their party. Minor party candidates and candidates without a party preference do not need to conduct conventions nor gather signatures; candidates need only to file a Declaration of Candidacy and pay a filing fee, if applicable.

i Candidate filing information

Candidate filing information will be available online approximately 30 days prior to the candidate filing period.

Filing fee guidelines (RCW 29A.24.091 and 29A.24.131, WAC 434-215-024 and 434-215-025)

A filing fee equal to 1% of the annual salary of the office at the time of filing shall accompany each Declaration of Candidacy for any office with an annual salary of more than \$1,000.

A filing fee of \$10 will be charged for offices with annual salaries under \$1,000.

A filing fee is not charged for precinct committee officer or any office for which compensation is on a per diem or per meeting attended basis.

A candidate who lacks sufficient assets or income at the time of filing to pay the filing fee required by this section shall submit with his or her 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 cannot supplement the signatures at a later date. The petition shall contain not less than the number of signatures of registered voters equal to the number of dollars of the filing fee. The signatures shall be of voters registered to vote within the jurisdiction of the office for which the candidate is filing.



Deadline to file for office

In-person

Filing opens Monday, May 14 at 8:30 a.m. and closes at 4:30 p.m. on Friday, May 18, 2012.

Mail

Filings made by mail cannot be received earlier than April 30, 2012 or later than 4:30 p.m. on May 18, 2012, irrespective of postmark.

Online

Filings made online for regular candidates may begin at 9 a.m. on Monday, May 14 and continue through 4 p.m. on Friday, May 18, 2012.

Filing fees are not refundable. If a candidate withdraws and re-files for a different position, a second filing fee must be paid for the new position.

**Withdrawal of candidacy
(RCW 29A.24.131)**

A candidate may withdraw their declaration of candidacy prior to 4:30 p.m. on Monday, May 21, 2012. To withdraw, a candidate must submit a signed request that their name not be printed on the ballot.

There shall be no withdrawal period for Declarations of Candidacy filed during special filing periods.

No filing fees will be refunded to any candidate that withdraws.

**Voids in candidacy
(RCW 29A.24.141 and 29A.24.181)**

A void in candidacy occurs when an election has been scheduled and no valid declaration of candidacy has been filed for the position or all persons filing such valid declarations of candidacy have died or been disqualified.

If a void in candidacy occurs following the regular filing period and deadline to withdraw, but prior to the day of the primary, filings for that office shall be reopened for a period of three normal business days, such three-day period to be determined by King County Elections.

 **Deadline to withdraw candidacy**
Monday, May 21, 2012, 4:30 p.m.

 **Voids in candidacy to require special filing period**
*General election
May 22 to August 6, 2012*

King County Elections shall give notice of a void in candidacy. The notice shall state the office and the time and place for filing declarations of candidacy.

The candidate receiving the plurality of the votes cast for that office in the general election is deemed elected.

**Vacancies in office
(RCW 29A.24.171)**

If prior to the first day of the regular filing period, a vacancy occurs in an office that is not scheduled to appear on the general election ballot, leaving an unexpired term for which a successor must be elected at the next general election, filings for that office shall be accepted during the regular filing period.

King County Elections shall give notice of the vacancy and filing period. The notice shall state the office and the date and time and place for filing declarations of candidacy.

If, on the first day of the regular filing period or later, a vacancy occurs in an office that is not scheduled to appear on the general election ballot, leaving an unexpired term, the election of the successor shall occur at the next succeeding general election that the office is allowed by law to have an election.

**Lapse of election
(RCW 29A.24.191-201)**

If after both the normal filing period and special three-day filing period as provided by RCW 29A.24.181 have passed, no candidate has filed for any single city, town, or district position to be filled, the election for such position shall be deemed lapsed, the office deemed stricken from

 **Deadline for vacancies to appear on the ballot**
*Primary election
On or before May 13, 2012*

the ballot and no write-in votes counted. In such instance, the incumbent occupying such position shall remain in office and continue to serve until a successor is elected at the next election when such positions are voted upon.

Write-in candidates (RCW 29A.24.311)

Any person desiring to be a write-in candidate may, if the jurisdiction of the office sought is entirely within one county, file a Declaration of Write-in Candidacy with the County Auditor and pay the filing fee (if any) no earlier than the legal deadline to mail ballots. If the jurisdiction of the office sought encompasses more than one county, the Declaration of Write-in Candidacy shall be filed with the Secretary of State.

Votes cast for write-in candidates who have filed such declarations, need only specify the name of the candidate in the appropriate location on the ballot and the oval filled in to the left of the write-in, in order to be counted. Write-in votes will not be tallied unless the number of write-in votes plus the sum of the number of under votes and over votes could make a difference in the results for a specific race. In that case, the number of votes for each write-in candidate for that race must be tabulated (whether a declaration of write-in candidacy has been filed or not.)

No person may file as a write-in candidate where:

- at a General Election, the person attempting to file either filed as a write-in candidate for the same office at the preceding Primary or the person's name appeared on the ballot for the same office at the preceding Primary;
- the person attempting to file as a write-in candidate has already filed a valid write-in declaration for that Primary or election, unless one or the other of the two filings is for the office of precinct committee officer; or
- the name of the person attempting to file already appears on the ballot as a candidate for another office, unless one of the two offices for which he or she is a candidate is precinct committee officer.

The declaration of write-in candidacy shall be similar to that required by RCW 29A.24.031. No write-in candidate filing under RCW 29A.24.311 may be included in any voter's pamphlet produced under RCW 29A.32 unless that candidate qualifies to have his or her name printed on the General Election ballot.

Order of candidates on the ballot (RCW 29A.36.131)

After the close of business on the last day for candidates to file for office, the filing officer shall, from among those filings made in person and by mail, determine by lot the order in which the names of those candidates will appear on the primary ballot. The determination shall be done publicly and may be witnessed by the media and by any candidate.

If no primary is required for any nonpartisan office under RCW 29A.52.011 or 29A.52.220, or if any independent or minor party candidate files a declaration of candidacy, the names shall appear on the general election ballot in the order determined by lot.

Residency requirements

All candidates must be resident electors of their district. (RCW 42.04) A resident elector is a citizen residing at his/her voter registration address.

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)

Deadline to file as a write-in candidate

Primary election

July 20, 2012, 4:30 p.m.

General election

October 19, 2012, 4:30 p.m.

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)

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)

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)

Court of appeals judges

Candidates must be residents of the district for not less than one year 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)

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)

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 cities of Seattle and

Normandy Park and the towns of Beau Arts Village, Hunts Point, Skykomish and Yarrow Point.

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 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)

Park & recreation districts

Candidates must be resident electors (registered voters) of district. (RCW 36.69, 54.12)

Fire, water & sewer districts

Candidates must be qualified electors (registered voters) of district. (RCW 42.04)

Where to file declaration of candidacy

If the office sought is federal, statewide, or is a legislative, court of appeals, or superior court office that includes more than one county, the candidate must file with the Office of the Secretary of State. The candidate may file with the Secretary of State in person or online.

Offices that file with the Secretary of State:

- President/Vice President
- US senators
- US representatives
- State offices
- State supreme court
- State Senators & Representatives for Legislative Districts 1, 31, 32 and 39

All other offices file with King County Elections. Candidates may file with King County Elections by mail, in person, or online at www.kingcounty.gov/elections.

Offices that file with King County Elections:

- State Senators & State Representatives for Legislative Districts 5, 11, 30, 33, 34, 36, 37, 41, 43, 45, 46, 47, and 48
- King County offices
- Superior Court
- District Court
- Court of Appeals, Division No. 1, District No. 1
- Municipal Court
- City and towns
 - City of Milton files in Pierce County
- Schools
 - Fife School District No. 417 files in Pierce County
- Special purpose districts where the majority of registered voters are in King County
 - Snoqualmie Pass Utility District files with Kittitas County
 - Snoqualmie Pass Fire & Rescue District files with Kittitas County

No double filings (RCW 29A.36.200)

Excluding the office of Precinct Committee Officer, Freeholder, or Charter Review Commissioner, a candidate's name shall not appear more than once on a ballot.


**Secretary of State
Elections Division**

PO Box 40220
Olympia, WA 98501-0220

phone 360-902-4180

online www.vote.wa.gov



During the candidate filing period, file with King County Elections:

online
www.kingcounty.gov/elections

in-person or mail
919 SW Grady Way
Renton, WA 98057



Although candidates generally file for office with the county elections official, they must file their campaign contribution and expenditure information with the Washington State Public Disclosure Commission.

Shared districts within King County

Below are the districts that are shared by more than one county. The primary county issues certificates of election and indicates where candidates for cities, schools, and special purpose districts file for office.

| Jurisdictions | Counties that share the district |
|--|--|
| Congressional districts | |
| 1st 2nd 8th 9th | Snohomish and Kitsap Island, San Juan, Skagit, Whatcom and Snohomish Pierce Pierce and Thurston |
| State legislative districts | |
| 1st 31st 32nd 39th | Snohomish Pierce Snohomish Snohomish, Skagit, and Whatcom |
| Judicial districts | |
| King County District Court Northeast Electoral District | Snohomish (City of Bothell portion only) |
| Cities | |
| Bothell Auburn Milton Pacific | Snohomish Pierce Pierce* Pierce |
| School districts | |
| Auburn School District No. 408 Northshore School District No. 417 Fife School District No. 417 | Pierce Snohomish Pierce* |
| Special purpose districts | |
| Stevens Pass Sewer District Snoqualmie Pass Utility District Snoqualmie Pass Fire District Ronald Wastewater District King County Rural Library District | Chelan Kittitas* Kittitas* Snohomish Pierce and Snohomish |

* indicates primary county

Timeline for candidate filing

Candidate

April 30, 2012

First day candidate filings may be accepted by mail.

May 14, 2012

In-person filing opens at 8:30 a.m.

Online filing opens at 9 a.m.

May 18, 2012

Online filing closes at 4 p.m.

In-person filing closes at 4:30 p.m.

Mail filings must be received by 4:30 p.m.

May 21, 2012

Last day for candidates to withdraw

May 25, 2012

Candidate statement for **primary + general election** local voters' pamphlet due by 4:30 p.m.

King County Elections

January or February 2012

Send Jurisdiction Survey to each jurisdiction within King County.

Early April 2012

Candidate filing information available online

May 14 - 18, 2012

Candidate filings processed and posted to the Internet.

May 18, 2012

Lot drawing for candidates at 5:30 p.m.

June 23, 2012

Legal deadline to mail military/overseas ballots for **primary election**.

July 18, 2012

Mail ballots are mailed for the **primary election**.

July 20, 2012

Elections Accessible Voting Center (AVC) opens for **primary election**.

August 6, 2012

Additional AVC locations open for **primary election**.

August 7, 2012

Primary Election.

Jurisdiction

February 2012

Return Jurisdiction Survey to King County Elections.

January 2013

Take oath of office.

August 21, 2012

Primary election certified by County Canvassing Board.

August 24, 2012

Primary election certified by the Secretary of State.

September 22, 2012

Legal deadline to mail military/overseas ballots for **general election**.

October 17, 2012

Mail ballots are mailed for **general election**.

October 19, 2012

Elections AVC opens for **general election**.

November 5, 2012

Additional AVC locations open for **general election**.

November 6, 2012

General Election.

November 27, 2012

General election certified by County Canvassing Board.

December 6, 2012

General election certified by the Secretary of State.

Early December

Certificates of election and oaths of offices are sent to jurisdiction administrators.

January 2013

Distribute certificates of election and administer oaths of office.

Return oath of office to King County Recorders Office.

resolution filing

Resolution requesting a special election (RCW 29A.04.330)

The King County Elections Director, upon request in the form of a resolution of the governing body of a city, town, or district, presented to the Director of Elections prior to the proposed election date, may call a special election in such city, town, or district, and for the purpose of such special election they may combine, unite, or divide precincts. Such special election shall be held on one of the following dates as decided by the governing body:

- a. The second Tuesday in February;
- b. The third Tuesday in April until January 1, 2013;
- c. The fourth Tuesday in April on or after January 1, 2013;
- d. The day of the primary election as specified by RCW 29A.04.311; or
- e. The first Tuesday after the first Monday in November.

A resolution calling for a special election on a date set forth in (a) through (c) above must be presented to King County Elections at least 46 days prior to the election date. A resolution calling for a special election on a date set forth in (d) above must be presented to King County Elections no later than the Friday immediately before the first day of regular candidate filing. A resolution calling for a special election on a date set forth in (e) above must be presented to King County Elections no later than the day of the primary election.

In addition to the dates set forth above, a special election to validate an excess levy or bond issue may be called at any time to meet the needs resulting from fire, flood, earthquake, or other act of God. Such county special election shall be conducted and noticed in the manner provided by law.

Resolution submission

The resolution may be submitted to King County Elections.

Please complete a Ballot Measure Resolution Cover Sheet when submitting a resolution. This cover sheet contains important information that our office needs. This form can be found on our website at www.kingcounty.gov/elections (see example on page 32).

 File resolutions with King County Elections by:

email
election.operations@kingcounty.gov

in-person or mail
919 SW Grady Way
Renton, WA 98057

fax
206-296-0108

Resolution withdrawal

If a jurisdiction chooses to remove a ballot measure, they must submit the request for withdrawal no later than the deadline for filing a resolution calling for an election.

King County Elections must begin building the ballots for the election immediately following the deadline for submitting resolutions in order to meet the legal deadlines for mailing ballots.



Resolution deadlines:

Resolutions must be submitted to King County Elections no later than 4:30 p.m. on the following dates:

| <u>Election date</u> | <u>Resolution Deadline</u> |
|----------------------|----------------------------|
| February 14, 2012 | December 30, 2011 |
| April 17, 2012 | March 2, 2012 |
| August 7, 2012 | May 11, 2012 |
| November 6, 2012 | August 7, 2012 |
| February 12, 2013 | December 28, 2012 |

Timeline for resolution filing

Jurisdiction

Special Election

Resolutions calling for a special election in February or April must be submitted at least 46 days prior to the election date.

Primary Election

Resolutions calling for an election in conjunction with the primary must be submitted the Friday prior to the first day of candidate filing.

General Election

Resolutions calling for an election in conjunction with the general must be submitted no later than the day of the primary election.

King County Elections

All Elections

King County Elections will send the jurisdiction requesting a special election an Acknowledgement of Receipt verifying that the resolution was received.

All Elections

King County Elections will send the jurisdiction requesting a special election an Order of Election verifying that the ballot measure will be placed on the ballot.

All Elections

Military/overseas ballots will be mailed out at least 30 days prior to the election date, 45 days for federal elections.

Mail ballots are available 20 days prior to the election date.

Elections Accessible Voting Center opens 20 days prior to election date.

Mail ballots are sent at least 18 days prior to the election date.

Ballot drop box locations open 18 days prior to the election date.

February Special Election

Election is certified 14 days after the election date.

April Special Election

Election is certified 10 days after the election date.

Primary Election

Election is certified 14 days after the election date.

General Election

Election is certified 21 days after the election date.

All Elections

Certificates of Election are sent to each jurisdiction after the election is certified.

King County Prosecuting Attorney

All Elections

Ballot titles for all ballot measures, excluding those submitted by cities, must be approved by the King County Prosecuting Attorney.



Print Form

Ballot Measure Resolution Cover Sheet

This form must be included with each resolution submitted to King County Elections. If you have any questions on how to complete this form please contact Election Operations at 206-296-1565, option 4.

Original or certified copies of the resolution can be delivered to King County Elections by mail or in-person to:

King County Elections
919 SW Grady Way
Renton, WA 98057

| | | |
|---------------------------------|-----------------------------|---------------|
| jurisdiction information | name of jurisdiction | |
| | jurisdiction contact person | title |
| | contact phone | contact email |
| | jurisdiction address | |

| | |
|-----------------------------------|--|
| ballot measure information | 2012 election date of participation |
| | <input type="checkbox"/> February 14 <input type="checkbox"/> April 17 <input type="checkbox"/> August 7 <input type="checkbox"/> November 6 |
| | type of measure (levy, bond, etc.) |

| | | |
|-------------------------------------|--|---|
| voters' pamphlet information | If you are participating in a special election in February or April please complete the following. For the August primary and November general elections all ballot measures are automatically included in the voters' pamphlet. | |
| | Will you be participating in the voters' pamphlet? | If you answered yes please make a selection below. |
| | <input type="checkbox"/> yes <input type="checkbox"/> no | <input type="checkbox"/> attached resolution includes request for voters' pamphlet publication <input type="checkbox"/> request for voters' pamphlet publication to follow in another resolution |

| | | |
|--|--|---------------|
| contact information for publication | This contact information will be listed on www.kingcounty.gov/elections as well as in the voters' pamphlet. This contact should be able to respond to questions from voters regarding the jurisdiction's ballot measure. | |
| | jurisdiction contact person | title |
| | contact phone | contact email |

| | |
|----------------------------|--|
| for office use only | |
|----------------------------|--|

ballot titles + ballot order

Ballot titles (RCW 29A.36.071-80)

Except as provided to the contrary in RCW 82.14.036, 82.46.021, or 82.80.090, the ballot title of any referendum filed on an enactment or portion of an enactment of a local government and any other question submitted to the voters of a local government consists of three elements:

- a. An identification of the enacting legislative body and a statement of the subject matter;
- b. a concise description of the measure; and
- c. a question.

The ballot title must conform with the requirements and be displayed substantially as provided under RCW 29A.72.050, except that the concise description must not exceed seventy-five words; however, a concise description submitted on behalf of a proposed or existing regional transportation investment district may exceed seventy-five words.

If the local governmental unit is a city or a town, the concise statement shall be prepared by the city or town attorney. If the local governmental unit is a county, the concise statement shall be prepared by the prosecuting attorney of the county. If the unit is a unit of local government other than a city, town, or county, the concise statement shall be prepared by the prosecuting attorney of the county within which the majority area of the unit is located.

Upon the filing of a ballot title of a question to be submitted to the people of a county or municipality, King County Elections shall provide notice of the exact language of the ballot title to the persons proposing the measure, the county or municipality, and to any other person requesting a copy of the ballot title.

Appealing a ballot title (RCW 29A.36.090)

If any persons are dissatisfied with the ballot title for a local ballot measure that was formulated by the city attorney or prosecuting attorney

preparing the same, they may at any time within ten days from the time of the filing of the ballot title, not including Saturdays, Sundays, and legal holidays, appeal to the superior court of the county where the question is to appear on the ballot, by petition setting forth the measure, the ballot title objected to, their objections to it, and praying for amendment of it. The time of the filing of the ballot title, as used in this section in determining the time for appeal, is the time the ballot title is first filed with King County Elections.

A copy of the petition on appeal together with a notice that an appeal has been taken shall be served upon King County Elections and the official preparing the ballot title. Upon the filing of the petition on appeal, the court shall immediately, or at the time to which a hearing may be adjourned by consent of the appellants, examine the proposed measure, the ballot title filed, and the objections to it and may hear arguments on it, and shall as soon as possible render its decision and certify to and file with the county auditor a ballot title that it determines will meet the requirements of this chapter. The decision of the superior court is final, and the ballot title or statement so certified will be the established ballot title. The appeal must be heard without cost to either party.

Ballot order (RCW 29A.36.121, WAC 434-230-025, King County Election Procedures III-18-A)

State law prescribes the arrangement of offices and measures at the federal or state level on a primary or election ballot. State law also directs that where more than one position with the same name, district number, or title will be voted on at a given election, the King County Director shall designate the positions to be filled by number, and that once established in the manner prescribed, shall remain constant. In addition, state regulations require that each county establish written procedures to determine the order in which local units of government, both

elective offices and ballot measures, shall be listed on the ballot.

Order of offices

The positions or offices on a primary or election ballot shall be arranged in substantially the following order. Ballot measures shall appear sequentially.

1. Initiatives to the people
2. Referendum measures
3. Referendum bills
4. Initiatives to the Legislature and alternate proposals, if any
5. Proposed Constitutional amendments
 - a. Senate Joint Resolutions
 - b. House Joint Resolutions
6. Countywide ballot measures
7. Federal Offices
 - a. President and Vice-President of the United States
 - b. United State Senator
 - c. United States Representative
8. State Offices
 - a. Governor
 - b. Lieutenant Governor
 - c. Secretary of State
 - d. State Treasurer
 - e. State Auditor
 - f. Attorney General
 - g. Commissioner of Public Lands
 - h. Superintendent of Public Instruction
 - i. Insurance Commissioner
 - j. State Senator
 - k. State Representative
9. County Offices
 - a. County Executive
 - b. Prosecuting Attorney
 - c. Sheriff
 - d. Assessor
 - e. Director of Elections
 - f. County Council
10. State and County Judicial Offices. These appear on the ballot sequentially by district and/or position within each category.
 - a. Justices of the Supreme Court
 - b. Judges of the Court of Appeals
 - c. Judges of the Superior Court
 - d. Judges of the District Court
11. Countywide Special Purpose Districts.
 - a. Port of Seattle
12. Cities and Towns
 - a. Mayor
 - b. City Attorney
 - c. Other elective department positions
 - d. Council
 - e. Municipal Court Judge
13. Special Purpose Districts. These appear on the ballot sequentially by district number, or if not numbered, alphabetically by district within each of the below listed categories of districts. Directors or commissioners within each district shall be in the order of the position or director district numbers assigned to those offices.
 - a. Regional districts that are not countywide
 - b. School
 - c. Fire
 - d. Water
 - e. Sewer
 - f. Sewer and water combined
 - g. Public hospital
 - h. Airport
 - i. Cemetery
 - j. Park and Recreation Districts
 - k. Park and Recreation Service Areas
 - l. Flood, Drainage or related districts
 - m. Community Municipal Corporations

Placement of local measures

All countywide ballot measures shall be listed immediately following state measures. All other local ballot measures, if any, shall be positioned in the area dedicated for that jurisdiction and shall follow the offices or positions for that jurisdiction. Local measures shall appear in the following order:

1. Initiatives
2. Referendum measures
3. Proposed charter amendments
4. All other propositions

Measures of different categories shall not be mixed unless dependent upon one another for passage, and then only if so prescribed by the legislative authority proposing the measure.

Measures shall be numbered sequentially within each of the above categories in the order received in the King County Elections Office unless otherwise indicated by the legislative authority of the jurisdiction proposing the measure.

A legislative authority having measures being placed on the ballot may indicate desired exceptions to the order or number of the measures within the ordinance or resolution which causes the measure to be placed on the ballot, or by separate ordinance or resolution enacted and delivered to King County Elections no later than the resolution deadline.

Order of candidates - primary election

After the close of business on the last day for candidates to file for office, the superintendent shall, from among the valid filings received, determine by lot the base order for all candidates for each office to be voted.

Order of candidates - general election

Only the names of candidates who qualified for nomination at the primary for those offices for which a primary was held shall appear on the general election ballot, and if more than one

candidate, in the order of the most number of votes received.

For any nonpartisan office for which no primary was held, the names of candidates shall be listed in the order for a primary was determined by lot following candidate filing.

election costs

Cost of participating in an election

RCW 29A.04.410 states that election costs are to be borne by the participating jurisdictions based upon their proportionate share and that King County is to transfer funds to cover these costs. Each jurisdiction's cost is apportioned based upon its registered voter population as a percentage of the total registered voter population of all participating jurisdictions.

The cost allocation is determined by taking the sum of registered voters in a participating jurisdiction and dividing it by the sum of all registered voters in all participating jurisdictions in that particular election. A simplified example is provided below.

Election costs vary from one election to the next, depending on a variety of factors. Whether or not the election is held in an odd or even-numbered year is a significant factor for the Primary and General Election, but less of a factor for special elections held in February or April. This is primarily due to the number of participating jurisdictions in an odd-numbered year versus an even-numbered year. Although the overall cost of a Primary or General Election from one year to the next is somewhat comparable, a General Election shared by ten jurisdictions is going to cost more per voter for each jurisdiction than an election with 135 jurisdictions.

Special Elections administered in February and/or April are often shared by a smaller number of jurisdictions, thus the proportional share is often

greater, and in some cases may be 100% of the cost (single jurisdiction election).

The Department of Elections will prepare billing notifications for special elections, conducted in the first half of the year, in July of each year. The Primary and General Elections are processed in March/April of the following year. Once billing notification has been sent, payment is processed via interfund transfer; jurisdictions typically do not process direct payment for election costs.

In deciding when to place a measure on the ballot, cost is a significant factor, but it is not the only factor that contributes to the decision. Prior to making a decision, jurisdictions are encouraged to contact the Elections office and request an estimated cost for participation. Since the cost allocation is dependant on how many jurisdictions participate and how many registered voters they represent, and because these are typically unknown when preparing the estimate, a specific cost or quote cannot be provided. Estimates will be based on a reasonable range, taking into account historical information and specific known information about a particular election date.

Local voters' pamphlet cost

The cost of participating in a local voters' pamphlet is processed separate from Election costs, in part because the participating jurisdictions are not always the same as those participating in a particular election and because the allocation methodology is slightly different.

Local voters' pamphlet costs are allocated to participating jurisdictions based on the number of registered voters, similar to the methodology used for election costs, except the cost of the local voters' pamphlet is separated into two categories, "Printing" and "Distribution". Because printing costs are driven in large part by the number of pages in a pamphlet, the allocation of printing

i Simplified cost allocation example:

| <i>Jurisdiction</i> | <i>Registered Voters</i> | <i>Total Allocation</i> |
|-----------------------|--------------------------|-------------------------|
| <i>Jurisdiction A</i> | 20,000 | 20% or .20 |
| <i>Jurisdiction B</i> | 20,000 | 20% or .20 |
| <i>Jurisdiction C</i> | 20,000 | 20% or .20 |
| <i>Jurisdiction D</i> | 20,000 | 20% or .20 |
| <i>Jurisdiction E</i> | 20,000 | 20% or .20 |
| <i>Total</i> | 100,000 | 100% |

costs are factored by the number of pages for each jurisdiction. Distribution costs are not impacted by the number of pages and thus they are allocated using the same methodology as noted above for election costs. The allocation of both printing and distribution costs are then combined and represent the full cost of participating in a local voters' pamphlet.

The Department of Elections prepares the local voters' pamphlet billing after the elections costs have been processed. Unlike election costs, payment for participating in the local voters' pamphlet is not processed via interfund transfer. Invoices are sent to participating jurisdictions to be processed for direct payment to the county.

Participating in a local voters' pamphlet depends on the election. In a special election conducted in February or April, jurisdictions must specifically request the production of a local voters' pamphlet or one will not be prepared. In a Primary or General Election, participating jurisdictions are expected to participate unless their legislative authority passes legislation specifically requesting to opt out of the local voters' pamphlet.

validation rates

Bond and levy election validations

Passing a levy or bond issue is not always a simple matter of majority rules. State law makes bond issues and some types of levies tougher to pass by requiring a “super majority.” Other levies such as levy lid lifts and levies for schools only require a simple majority.

State Constitution (Article VII, Section 2) mandates the validation requirements for excess levies and bond issues.

Levy validation for schools

To validate a school levy, a simple majority is required.

Levy validation (excluding school levies)

To validate, levies must pass with a 60% favorable majority. They must also win a minimum number of “Yes” votes based on the number of people who voted in the previous November General Election within the fire or utility, etc., district. That minimum number of “Yes” votes is determined by taking 60% of 40% of the people who voted in the most recent General Election.

i Levy validation (not school) example:

If there were 10,000 votes cast in the last general election for the district:

$$10,000 \times 40\% = 4,000$$

$$4,000 \times 60\% = 2,400$$

*To pass the levy, the district must have at least **2,400 yes votes**, even if only a total of 2,500 people voted on the levy.*

Bond validation

Bond issues must validate two ways. They must pass with a 60% favorable majority, or 60% of ballots cast are “Yes” votes. In addition, they have a voter turnout requirement that levies don’t have. The turnout must equal 40% of the voters who cast ballots in the last General Election. So, a bond measure could get the required number of “Yes” votes, but could still fail if not enough people vote in the election.

To better understand validation requirements, it may be helpful to read the State Constitution (Article VII, Section 2).

i Bond validation example:

If there were 10,000 votes cast in the last general election for the district:

$$10,000 \times 40\% = 4,000$$

*To pass the bond issue, the district must have at least a **60% “Yes” vote and a minimum turnout of at least 4,000 voters.***

Validation summary

Following certification of the general election each year, King County Elections will send the jurisdictions a copy of the validation summary. The validation summary is also posted on the King County Elections website.

The summary contains information compiled from the general election and includes the following statistics for each jurisdiction:

- The total number of “Active Registered Voters” in the jurisdiction at the time of the election.
 - “Active Registered Voters” refers to voters whose status is current with King County Elections. These are voters who are not on the inactive list due to the return, as non-deliverable, of official documents such as a mail ballot, voter registration card, or jury notice.
- The number of votes cast for the general Election;
- The minimum number needed (40 percent of votes cast) to validate a measure involving monetary issues (bond or levy); and
- The minimum number of “Yes” votes needed to approve a measure (60 percent of the 40 percent of the number of voters who voted in the 2011 General Election).

Please note that if your jurisdiction extends to another county, you will need to add that county’s figures to get the total number needed for validation.



Validation summary online:

The validation summary can be found under References and Resources on the King County Elections website at:

www.kingcounty.gov/elections

local voters' pamphlet

Publishing a local voters' pamphlet (RCW 29A.32, King County Public Rules ELE 9-1)

For the primary and general election, King County publishes a local voters' pamphlet. Districts placing measures on the primary and general election ballot are automatically included in the local voters' pamphlet.

Special election local voters' pamphlets are not automatically produced. A local voters' pamphlet must be specifically requested by the governing authority of the jurisdiction, by ordinance or resolution, and fully paid for by the jurisdiction. The ordinance or resolution must be submitted to King County Elections no later than 4:30 p.m. on the dates specified in the local voters' pamphlet deadlines box below.

Local voters' pamphlet deadlines:

Special Elections

| Election date | February 14 | April 17 |
|--------------------------------|-------------|----------|
| Resolution due | 12/30/11 | 3/2/12 |
| Explanatory statement | 12/30/11 | 3/2/12 |
| Pro/Con Committee Appointments | 12/30/11 | 3/2/12 |
| Pro/Con Statements | 1/3/12 | 3/5/12 |
| Rebuttal Statements | 1/4/12 | 3/6/12 |

Primary + General Elections

| Election date | August 7 | November 6 |
|--------------------------------|----------|------------|
| Resolution due | n/a | n/a |
| Explanatory statement | 5/15/12 | 8/10/12 |
| Pro/Con Committee Appointments | 5/15/12 | 8/10/12 |
| Pro/Con Statements | 5/21/12 | 8/15/12 |
| Rebuttal Statements | 5/23/12 | 8/17/12 |

Jurisdiction's responsibility

A jurisdiction must coordinate with the jurisdiction's legal counsel to prepare an explanatory statement (or approve one written by the jurisdiction). This statement describes the effect of the measure if it is passed into law. The jurisdiction submits the explanatory statement signed by the legal counsel no later than the deadline.

The jurisdiction is also responsible for appointing committees to prepare statements in favor of and in opposition to the ballot measure. There is a limit of three members per committee. The jurisdiction completes the Committee Appointment Form and submits it by the deadline.

The jurisdiction should also inform committee members of the deadlines, word limit, rules, and where to submit their statements. King County Elections provides a local voters' pamphlet packet for jurisdictions to distribute to committee members. This packet includes:

- submission deadlines
- information on statement specifications (word limits, formatting, etc.)
- how to submit statements and rebuttals

Go to our website at www.kingcounty.gov/elections to print out this helpful packet for your pro/con committee members.

Composition

As required by state law, a King County local voters' pamphlet shall contain, at a minimum, the following information:

- Ballot title of each measure.
- Explanatory statement for each measure.
- Pro and Con statements for each measure.



Local voters' pamphlet packet

This helpful packet is available on our website at www.kingcounty.gov/elections under jurisdiction resources.

- Rebuttal statements from pro and con committees for each measure.

Explanatory statements

An explanatory statement is prepared by the jurisdiction or the jurisdiction's attorney stating the effect of a ballot measure if passed into law. If prepared by the jurisdiction, it must be signed-off by the jurisdiction's attorney.

Length & Other Specifications

The explanatory statement shall be prepared in block paragraph style, not to exceed 250 words in length.

The statement shall cover only the anticipated effect of the measure should it be passed into law.

The statement shall not intentionally be an argument likely to create prejudice either for or against the measure.

Establishment of pro + con committees

Pro and con committees write a statement in favor of or in opposition to the ballot measure. They are required to submit the statement by the deadline and obtain the opposing statement in order to write and submit a rebuttal statement.

For each measure that is included in the local voters' pamphlet, **the legislative authority of the jurisdiction shall formally appoint:**

- Pro committee to prepare arguments advocating voters' approval of the measure.
- Con committee to prepare arguments advocating voters' rejection of the measure.

Each committee shall have no more than three members. However, a committee may seek the advice of any person or persons. Members shall be appointed from persons known to favor or oppose the measure as appropriate. Each committee shall designate a contact person with whom King County Elections shall communicate all matters related to the pamphlet.

If such persons are not immediately known, the jurisdiction should employ some formal means of notifying the public that members for the proponent or opponent committee are being sought.

If the jurisdiction is unable to identify persons to serve on either or both statement committees, the jurisdiction shall notify King County Elections no later than the deadline date for committee appointments. Such notification shall detail the efforts made to establish the committee(s). A statement to that effect will be placed in the local voters' pamphlet. If after the deadline, the jurisdiction is unable to appoint committee members, King County Elections may appoint committee members.

The jurisdiction responsible for establishing committees to prepare arguments in favor of or in opposition to any ballot measure shall submit a completed Committee Appointment Form or a letter with the names of the committee members, the spokesperson for the committee, and how that person can be readily contacted (an email address is required), not later than the deadline date for committee appointments.

Participating jurisdictions are responsible for providing committee members with copies of the instructions, specifications, and deadlines for pro and con statements and rebuttal statements. All of this information is available in the local voters' pamphlet packet on our website.



Word limits:

Explanatory Statement - 250 words

Pro and Con Statements - 200 words

Rebuttal Statements - 75 words

Please note that committee member names as well as either a contact phone number, e-mail, or website are not included in the word count.

Pro + con committee statements

Arguments in favor of or in opposition to any ballot measure, prepared by a committee designated in accordance with state law, shall be filed with King County Elections no later than the deadline for pro and con statements.

Length + other specifications

Limitations on the length of committee arguments are based upon the space available within the pamphlet. The general limitation on text length using paragraph form without the use of bullets is 200 words or less; except 500 words may be used for municipal incorporation measures.

The use of indented bullets to emphasize issues and to make the copy more readable is permissible, but will reduce the allowable text length proportionately. In the event of any question regarding the length under these circumstances, the decision of the King County Elections Director as to the length shall be final.

The name of the committee, or the committee members preparing the statement and a phone number, email, or website where additional information on the statement may be obtained shall be added after the statements but shall not be included in the statement word counts. Committee members' titles shall not be included.

Rebuttal statements

After 4:30 p.m. on the deadline to submit pro/con statements, King County elections will email the opposing committee's statement to the designated contact person listed on the Committee Appointment Form. An email address is required for the designated contact person.

Rebuttal statements are not required, however, it gives each committee an opportunity to write a few more words supporting their point of view.

Rebuttal statements are not exchanged. They may be viewed at the Elections Office upon request.

Length + other specifications

Rebuttal statements shall be 75 words or less.

General provisions for all statements

By preparing and distributing a local voters' pamphlet, King County provides an opportunity to better inform the voting public about measures and candidates on the ballot. Arguments and statements prepared by committees for or against measures are the responsibility of the authors and are not considered to represent the position of the County regarding the measure, or of any material contained therein; nor is the County responsible for the validity or accuracy of the statements, arguments or rebuttals.

Arguments for or against a measure, rebuttals, and explanatory statements will not be proofread for any errors in spelling, punctuation or syntax.

Any statement may be rejected if, in the opinion of the King County Elections Director, the statement offered for filing contains obscene, vulgar, profane, scandalous, libelous, defamatory, or treasonable matter; any language tending to provoke crime or a breach of the peace, or any language or matter the circulation of which through the mail is prohibited by any act of Congress. The committee or candidate submitting such statement may appeal a rejection to the King County Prosecuting Attorney within five business days of rejection by filing an appeal with the King County Elections Director. The Prosecuting Attorney will render a decision within five business days of the appeal. The decision of the Prosecuting Attorney shall be final.

Submission of material

All statements must be submitted by email, postal mail, fax, or in-person.

 Submit statements with King County Elections by:

email

elections.operations@kingcounty.gov

in-person or mail

919 SW Grady Way
Renton, WA 98057

fax

206-296-0108

How can a jurisdiction participate in the local voters' pamphlet?

For the primary and general election, King County publishes a local voters' pamphlet. Districts placing measures on the primary and general election ballot are automatically included in the local voters' pamphlet.

Special election local voters' pamphlets are not automatically produced. A local voters' pamphlet must be specifically requested by the governing authority of the jurisdiction, by ordinance or resolution, and fully paid for by the jurisdiction. The deadlines for submitting the resolution or ordinance can be found on page 46.

Frequently asked questions

When are local voters' pamphlets mailed?

King County Elections makes every effort to have ballots and local voters' pamphlets delivered to voters around the same time; however, they do not always arrive on the same day.

Even though materials are mailed all at once, they may not reach every voter on the same day.

Local voters' pamphlet information is available immediately on our website, where voters can create a personalized voter guide.

How are local voters' pamphlets distributed?

Local voters' pamphlets are distributed to households within certain zip codes, other districts participating in the election may fall within the same zip code. For example, two school districts may share the same zip code, however the voter only resides within one of those school districts.

 **Local voters' pamphlet questions**

phone 206-296-1565

e-mail election.operations@kingcounty.gov

Timeline for local voters' pamphlet information

Jurisdiction

Special Election

Submit resolution to King County Elections requesting a local voters' pamphlet for February or April at least 46 days prior to the election date.

Primary/General Election

Local voters' pamphlet is automatically produced by King County.

All Elections

Submit explanatory statement to King County Elections.

Submit committee appointments to King County Elections.

Inform committee members of the deadlines, word limit, rules, and where to submit their statements.

King County Elections

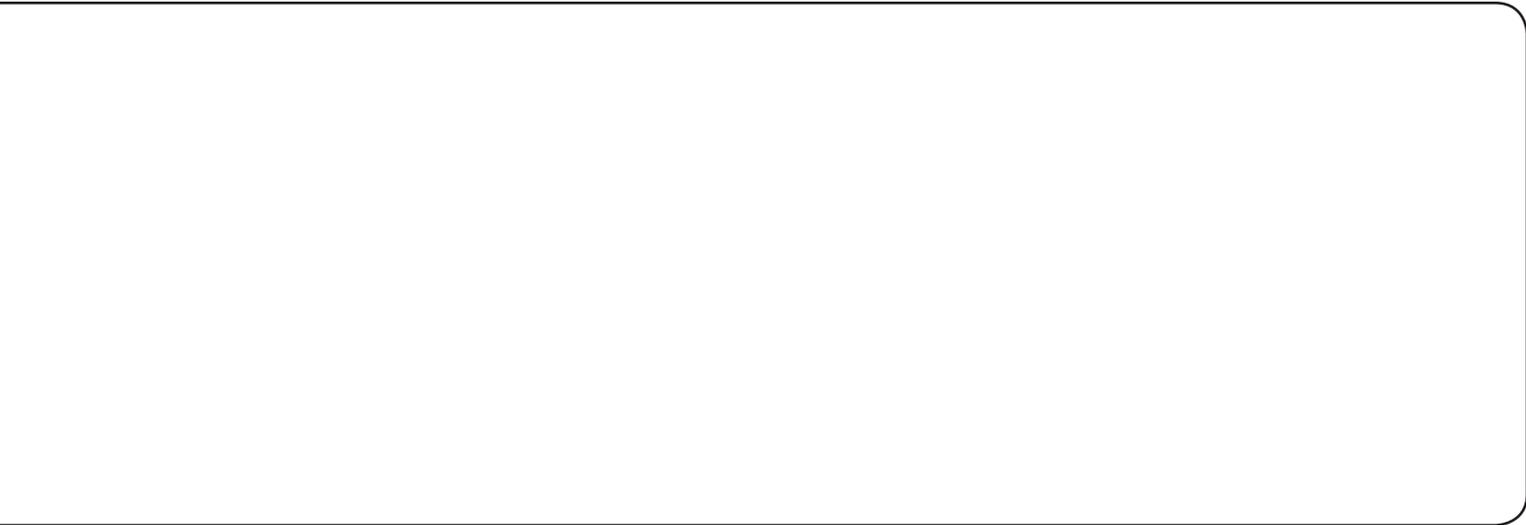
All Elections

Send pro/con statements to opposing committee for rebuttal.

Pro & Con Committees

All Elections

Submit pro/con statement to King County Elections.



All Elections

Send finalized local voters' pamphlet to printer.

All Elections

Local voters' pamphlet mailed to voters approximately same date as mail ballots are sent.

All Elections

Submit rebuttal statement to King County Elections.

initiative + referendum petitions

Filing initiative + referendum petitions

Members of the public interested in filing an initiative or referendum petition must file with the relevant jurisdiction. For example, in the case of a King County initiative petition, the petition shall be submitted to the Clerk of the Council who initially reviews the petition and then forwards it to King County Elections.

Within three working days after a petition sponsor files a petition, the jurisdiction in which the petition is filed shall transmit the petition to King County Elections. (RCW 35A.01.040)

King County Elections' only role in the initiative and referendum petition process is to determine whether or not the number of valid signatures on the petition is sufficient.

Number of signatures required

The number of signatures required to validate petitions is provided by the jurisdiction. This number is determined by the jurisdiction's applicable charter, statute, or ordinance. King County Elections does not provide charter or jurisdictional interpretation.

Terminal date

Once the petition is received by King County Elections, our office will send the petition submitter a letter stating the terminal date. The terminal date is the date the petition checking will commence. Additional petition signature pages may be submitted prior to the terminal date. No signatures may be added or deleted once the terminal date has begun. Any signer of a filed petition may withdraw their signature by a written request for withdrawal filed with the jurisdiction prior to the terminal date.

Signature verification (WAC 434-379-020)

Washington Administrative Code (WAC) guidelines, as adopted by the Secretary of State, are used to verify a voter's signature on a petition sheet. These guidelines are used by King County Elections to verify a voter's signature for mail and provisional ballot processing, petitions, and voter registration.

In addition to the WAC standards, each jurisdiction may have additional signature requirements that may be more restrictive.

Determining sufficiency

King County Elections sufficiency determination is limited to the sufficiency of the signatures contained on the petition. Prior to the determination of sufficiency or insufficiency, all communications regarding the status of a petition are conducted between King County Elections and the jurisdiction administrator or with the agreement of the jurisdiction administrator, with the petition sponsor.

Petitions containing the required number of signatures shall be accepted as prima facie valid until their invalidity has been proved.

If the number of signatures is determined as sufficient, a letter and certificate of sufficiency is forwarded to the petition submitter. King County Elections will return the original petition.

If the number of signatures is determined as insufficient, the petition is sent back to the petition submitter along with a letter indicating that the petition is insufficient.

recall petitions

Recall petitions

Recall petitions are conducted in accordance with RCW 29A.56.110-270.

Filing a recall petition (RCW 29A.56.120)

Any person making a charge shall file it with King County Elections if the declaration of candidacy for the office concerning the incumbent of which the recall is to be demanded is filed with their office.

Number of signatures required (RCW 29A.56.180)

The number of signatures required is determined pursuant to RCW 29A.56.180 and is based on the total number of votes cast for the candidates for the office to which the officer whose recall is demanded was elected at the preceding election.



Recall questions

phone 206-296-1565

e-mail election.operations@kingcounty.gov

recounts

Recounts

Recounts are conducted in accordance with RCW 29A.64.

Recounts for local ballot measures

There are no mandatory recounts for ballot measures.

To request a recount for a ballot measure, a group of five or more registered voters may file a written application for a recount of the votes or a portion of the votes cast upon any issue or question. They shall designate one member of the group as chair and shall indicate the voting residence of each member of the group.

An application for a recount must be filed within two business days after the county canvassing board has declared the official results of the election for the issue for which the recount is requested.

A person filing a recount application shall, at the same time, deposit with the county canvassing board, in cash or by certified check, a sum equal to \$0.25 for each ballot cast in the jurisdiction or portion of the jurisdiction for which the recount is requested as a security deposit for the payment of any costs of conducting the recount. If the application is for a machine recount, the deposit must be equal to \$0.15 per ballot. These charges shall be determined by the county canvassing board pursuant to RCW 29A.64.081.



Recount questions

phone 206-296-1565

e-mail election.operations@kingcounty.gov

city annexation process

City annexation process

Under the State's Growth Management Act:

- A City may only annex areas contiguous its borders
- Only territory within the urban growth area may be annexed by a city. Rural areas cannot be annexed.
- If territory is claimed by one city as part of its potential annexation area, that territory may not be annexed by a different city.

Annexation methods

In Washington State there are five methods of annexation.

The Election Method

Residents can file a petition (in a prescribed format, signed by not less than 10% of the number of voters in the area to be annexed who voted in the last General Election) with the city, asking for an annexation election. The city need not agree to hold the election. Alternately, the legislative body of a city or town may adopt a resolution calling for the annexation of certain territory by election. In either case, the city & the residents files a resolution with the Clerk of the King County Council. The Council then adopts an ordinance setting the date for an election on the question of annexation. Only registered voters residing within the boundaries of the proposed annexation area are eligible to cast ballots for the annexation measure. The annexation is approved if supported by a simple majority.

Direct Petition Method (the 60% Petition)

The annexation is initiated by filing two separate petitions with the city. The first petition is signed by owners of property representing not less than 10% of the assessed value of the property in the area to be annexed. This filing notifies the city of the resident's intent to commence annexation proceedings. The legislative body then accepts,

rejects, or geographically modifies the proposed annexation. A second petition must then be signed by the owners of properties representing not less than 60% of the assessed valuation of the area proposed to be annexed (i.e. not all property owners must sign/agree). The legislative body of the city then holds a public hearing and rejects or accepts the petition. If accepted, the petition is submitted to the King County Boundary Review Board (BRB). The BRB may invoke jurisdiction and expand or contract the area to be annexed based on certain criteria. The city may then accept the revised petition, or reject it entirely. The annexation is finalized by the adoption of an ordinance by the City Council. A finalized copy of the ordinance must then be delivered to King County Elections & all other County agencies affected by the City's boundary change.

Direct Petition Method (the 50/50 Method)

The annexation is initiated by securing signatures of both landowners & registered voters within the annexation area. The petition initiators (owners of not less than 10% of the land area or not less than 10% of the areas residents) must notify the city of their intent to commence the annexation process. The city sets a meeting with the initiating parties to determine whether the city will accept, reject, or modify the boundaries of the proposed annexation. A second petition, in a form approved by the city, is prepared and must be signed by at least 50% of the registered voters in the area and the owners of at least 50% of the acreage of the area. Following submittal of the petition, the city holds a public hearing and then decides whether to accept the annexation (it may be rejected, despite having a valid petition).

Annexation of Small Unincorporated Islands Method

This method is only applicable to areas less than 100 acres in size where at least 80% of the area boundaries are contiguous to the city or town. A public hearing must be held, after which the city passes an ordinance to annex. The annexation is subject to resident referendum (Le., can be

overturned) if a petition signed by at number of residents of the area equal to at least 10% of the area residents voting in the last general election is filed with the city within 45 days of the date the city ordinance is adopted. If such a petition is filed, an election on the issue is held and the annexation must be approved by not less than 50% of those persons in the area voting on the matter.

Annexation by Interlocal Agreement Method

This relatively new method of annexation (2003 legislature) allows for annexation to occur based on an agreement between that city and the County, but the agreement (and thus the annexation) can be overturned by residents of the proposed annexation area. This method may only be used to annex areas bordered at least 60% by one or more cities. Following a public hearing(s) and approval of the annexation agreement by the city and County, the city council adopts an ordinance annexing the territory. The ordinance must set an annexation effective date at least 45 days following the date the ordinance is adopted. If, during that 45 day period, a petition is filed with the city signed by not less than at least 15% of the registered voters of the area, then an election on the question must be held at which at least a simple majority of those persons voting on the matter approve the annexation.

Role of the Boundary Review Board

The Washington State Boundary Review Board for King County (BRB) is responsible for reviewing all city and special district (water, sewer, fire) annexations in the county. It evaluates annexation proposals for consistency with state and local laws. The BRB also provides direct assistance to residents on annexation questions, such as how to file a petition or challenge an annexation proposal. The BRB also provides information to those seeking to create new cities through incorporation. The King County BRB may be reached at 206-296-6800 or www.kingcounty.gov/annexations.

Boundary Review Board Evaluation of Each Annexation Proposal

Under all annexation methods described above (excluding the “interlocal agreement” method), there is a point at which the annexation proposal is submitted to the BRB. After ensuring the proposal is technically complete, the BRB circulates a Notice of Intent (NOI) and staff analysis of that document to other affected governments such as King County, adjacent cities, water and sewer providers. Affected parties (including the applicant, citizens via a petition, affected jurisdictions or the County Council) may “invoke jurisdiction” of the BRB, asking it to formally approve, reject or modify an annexation proposal. A public hearing is held at which the BRB takes testimony from all interested parties. The BRB then issues an opinion approving, rejecting or modifying the proposed annexation. The BRB decision may be appealed to King County Superior Court.



Contact the King County Boundary Review Board:

phone 206-296-6800

web www.kingcounty.gov/annexations

