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CLARK COUNTY
WASHINGTON

ELECTION GUIDE FOR CANDIDATES

Includes Local Voters' Pamphlet
Administrative Rules

2016

Clark County Elections Office
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About This Guide

This guide should be used in conjunction with state and local laws, not in place of them. The Revised Code of Washington, the Washington Administrative Code and other references are provided as sources for additional research. The material contained herein may change due to new legislation, judicial determination or rule changes.

The requirements described in this guide serve as the Local Voters' Pamphlet Administrative Rules for Clark County as authorized by RCW 29A.32.230.

Open Offices, Incumbents and Filing Fees

Information is current as of March 1, 2016. Visit clarkvotes.org for updates.

Office	Fee	Incumbent	Term	File With
Federal				
U.S. Senator	$1,740.00	Patty Murray	6 Year	State
U.S. Rep., 3rd Congressional Dist.	$1,740.00	Jaime Herrera Beutler	2 Year	State
State				
Governor	$1,718.98	Jay Inslee	4 Year	State
Lt. Governor	$1,008.80	Brad Owen	4 Year	State
Secretary of State	$1,204.59	Kim Wyman	4 Year	State
State Treasurer	$1,337.50	Jim McIntire	4 Year	State
State Auditor	$1,204.59	Troy Kelley	4 Year	State
Attorney General	$1,562.70	Bob Ferguson	4 Year	State
Commissioner of Public Lands	$1,302.53	Peter J. Goldmark	4 Year	State
Supt. of Public Instruction	$1,328.83	Randy I. Dorn	4 Year	State
Insurance Commissioner	$1,216.28	Mike Kreidler	4 Year	State
Legislative District 14				
State Senator	$454.74	Curtis King	4 Year	State
State Representative, Position 1	$454.74	Norm Johnson	2 Year	State
State Representative, Position 2	$454.74	Gina R. McCabe	2 Year	State
Legislative District 17				
State Senator	$454.74	Don Benton	4 Year	Clark County
State Representative, Position 1	$454.74	Lynda Wilson	2 Year	Clark County
State Representative, Position 2	$454.74	Paul Harris	2 Year	Clark County
Legislative District 18				
State Senator	$454.74	Ann Rivers	4 Year	Clark County
State Representative, Position 1	$454.74	Brandon Vick	2 Year	Clark County
State Representative, Position 2	$454.74	Liz Pike	2 Year	Clark County
Legislative District 20				
State Senator	$454.74	John E. Braun	4 Year	State
State Representative, Position 1	$454.74	Richard DeBolt	2 Year	State
State Representative, Position 2	$454.74	Ed Orcutt	2 Year	State
Legislative District 49				
State Senator	$454.74	Annette Cleveland	4 Year	Clark County
State Representative, Position 1	$454.74	Sharon Wylie	2 Year	Clark County
State Representative, Position 2	$454.74	Jim Moeller	2 Year	Clark County
Supreme Court				
Justice, Position 1	$1,794.32	Mary Yu	6 Year	State
Justice, Position 5	$1,794.32	Barbara Madsen	6 Year	State
Justice, Position 6	$1,794.32	Charlie Wiggins	6 Year	State
Court of Appeals, Division 2, District 3				
Judge, Position 2	$1,708.08	Jill M. Johanson	6 Year	State

Office	Fee	Incumbent	Term	File With
Superior Court				
Judge, Position 1	$1,626.18	Daniel L. Stahnke	4 Year	Clark County
Judge, Position 2	$1,626.18	David E. Gregerson	4 Year	Clark County
Judge, Position 3	$1,626.18	Derek J. Vanderwood	4 Year	Clark County
Judge, Position 4	$1,626.18	Gregory M. Gonzales	4 Year	Clark County
Judge, Position 5	$1,626.18	Bernard F. Veljacic	4 Year	Clark County
Judge, Position 6	$1,626.18	John P. Fairgrieve	4 Year	Clark County
Judge, Position 7	$1,626.18	James E. Rulli	4 Year	Clark County
Judge, Position 8	$1,626.18	Suzan L. Clark	4 Year	Clark County
Judge, Position 9	$1,626.18	Robert A. Lewis	4 Year	Clark County
Judge, Position 10	$1,626.18	Scott A. Collier	4 Year	Clark County
County Council				
Council, District 3	$530.00	David Madore	4 Year	Clark County
Council, District 4	$530.00	Tom Mielke	4 Year	Clark County
Clark Public Utilities – District 2				
Commissioner	$274.20	Nancy Barnes	6 Year	Clark County
Precinct Committee Officer				
One per precinct (252 total) - Democrat	None		2 Year	Clark County
One per precinct (252 total) - Republican	None		2 Year	Clark County

Filing Fee: If the annual salary of the position is $1,000 or less, the filing fee is $10.00. If the annual salary is more than $1,000, the filing fee is one percent of the annual salary at the time of filing.

2016 Election Calendar

5/2/2016	First day to file for office by mail (RCW 29A.24.081)
5/16/2016	First day to file for office in person or online (RCW 29A.24.050)
5/20/2016	Last day to file for office (RCW 29A.24.050)
5/23/2016	Last day to withdraw candidacy (RCW 29A.24.131)
5/27/2016	Last day to submit Local Voters' Pamphlet information
6/17/2016	Overseas and military ballots mailed for Primary (RCW 29A.40.070)
7/4/2016*	Last day for mail-in or online registrations and address changes for Primary (RCW 29A.08.140)
7/15/2016	Local ballots are mailed and accessible voting units are available at Clark County Elections Office for Primary (RCW 29A.40.070)
7/15/2016	Last day to file as a write-in candidate for Primary (RCW 29A.24.311)
7/25/2016	Deadline for in-person registration for Primary (RCW 29A.08.140)
8/2/2016	**PRIMARY** (RCW 29A.04.311)
8/16/2016	County certification of Primary (RCW 29A.60.190)
8/19/2016	State certification of Primary (RCW 29A.60.240)
9/23/2016	Overseas and military ballots mailed for General Election (RCW 29A.40.070)
10/10/2016*	Last day for mail-in or online registrations and address changes for General Election (RCW 29A.08.140)
10/21/2016	Local ballots are mailed and accessible voting units are available at Clark County Elections Office for General Election (RCW 29A.40.070)
10/21/2016	Last day to file as a write-in candidate for General Election (RCW 29A.24.311)
10/31/2016	Deadline for in-person registration for General Election (RCW 29A.08.140)
11/8/2016	**GENERAL ELECTION** (RCW 29A.04.321)
11/29/2016	County certification of General Election (RCW 29A.60.190)
12/8/2016	State certification of General Election (RCW 29A.60.250)

*Federal / Postal Holiday

Guidelines for Filing for Office

Where to File

Clark County
Candidates may file in person, by mail or online with the Clark County Elections Office for the following offices:

- State Senators and State Representatives for the 17th, 18th and 49th Legislative Districts
- Clark County Superior Court Judges
- Clark County Councilor, Districts 3 and 4
- Clark Public Utilities District, Commissioner, District 2
- Democratic and Republican Precinct Committee Officers for the Clark County Democratic and Republican parties

Office of the Secretary of State
Candidates may file in person, by mail or online with the Office of the Secretary of State for the following offices:

- United States Senator
- United States Representative, 3rd Congressional District
- State offices
- State Senators and State Representatives for the 14th and 20th Legislative Districts
- Supreme Court Justice, Positions 1, 5 and 6
- Court of Appeals Judge, Division 2, District 3, Position 2

For filing information:
Visit vote.wa.gov or call (800) 448-4881.

How to File in Clark County

Clark County allows candidates to file in person, by mail or online at clarkvotes.org.

Candidates Must:

- Be a registered voter of the district and meet the residency requirements for the office for which they are filing. See pages 15-17.
- Complete a Declaration of Candidacy form.
- If filing online, pay filing fee by credit card.

- Provide an email address if filing online.
- Pay filing fee by cash or check if filing in person or by mail. Candidate's name will not appear on any official lists as a candidate for office until the Declaration of Candidacy form is approved and the filing fee is paid.

When to File

File by Mail
Monday, May 2 to Friday, May 20
Clark County Elections, PO Box 8815, Vancouver, WA 98666
Mail must arrive in our office no later than Friday, May 20.

File In Person
Monday, May 16 at 8 am to Friday, May 20 at 5 pm
Clark County Elections, 1408 Franklin Street, Vancouver, WA 98660
(360) 397-2345

File Online
Monday, May 16 at 9 am to Friday, May 20 at 4 pm
clarkvotes.org

The online filing tool will provide step-by-step instructions, email candidates a confirmation notice, alert candidates when other candidates file in their race, and provide a link to submit voters' pamphlet information.

Campaign Information

It is highly recommended that candidates provide a campaign mailing address, phone number and website address when filing for office.

If a candidate does not provide a campaign mailing address, the address in his or her voter registration record will be published online in the list of candidates who have filed.

Withdrawal of Filing RCW 29A.24.131

A candidate may withdraw his or her candidacy in writing no later than Monday, May 23, 2016 at 5 pm. There is not a withdrawal period when filing for office during the special three-day filing period. **Filing fees are not refundable.**

Order of Appearance on Ballots and in Local Voters' Pamphlet RCW 29A.36.131

The order of candidates' names on the Primary ballot and in the Primary Local Voters' Pamphlet is determined by lot drawing. The lot drawing occurs after the close of filing week on Friday, May 20, 2016. The process is open to the public and begins shortly after 5 pm, after the candidate filing forms have been checked for accuracy.

For the General Election, the candidate with the most votes in the Primary will be listed first on the ballot and in the Local Voters' Pamphlet.

If no Primary is held for an office, candidates will appear on the General Election ballot in lot draw order.

Local Voters' Pamphlet

Submit Local Voters' Pamphlet Information Online or In Person

The deadline to submit Local Voters' Pamphlet information is **Friday, May 27, 2016 at 5 pm.**

The Local Voters' Pamphlet provides an opportunity for every candidate running for a position other than Precinct Committee Officer to have his or her biographical information, candidate statement, contact information and photo published.

After a candidate files for office, he or she will receive an email with a link. The link can be used to submit the information listed above for publication in the Local Voters' Pamphlet.

Offices that file with the state must make sure to file voters' pamphlet statements with the state within their deadline.

A candidate may also submit his or her information in person at 1408 Franklin Street, Vancouver.

To meet the deadline, candidates should submit their information as soon as possible after they file for office. There is no benefit to delaying. Local Voters' Pamphlet submissions are kept confidential until the submittal deadline has passed and all submissions have been approved by the Elections Office.

Any candidate who experiences technical problems while submitting his or her information online should call the Elections Office immediately at (360) 397-2345. Technical difficulties will not excuse candidates from meeting the deadline.

All information for local candidates must be received in the Elections Office by **Friday, May 27, 2016 at 5 pm**.

Candidates may **NOT** submit a new statement for the General Election Local Voters' Pamphlet. The information submitted for the Primary pamphlet will also be used for the General Election pamphlet.

Clark County publishes an official Local Voters' Pamphlet for the Primary and General Election. It is available in printed and electronic formats. The electronic version is published at clarkvotes.org.

Candidate Biographical Information and Statement

Biographical Information

Length
The biographical information must be **100** words or less allocated between four section headings.

Biographical information should be organized in accordance with the four section headings listed below. Section headings are not included in the word count.

- Elected Experience or Legal/Judicial Experience.
- Other Professional Experience.
- Education.
- Community Service.

If a candidate does not submit a response to a section heading, the heading will appear in the Local Voters' Pamphlet and "No information submitted" will appear in the corresponding section.

Statement Length (RCW 29A.32.121)
The word limit for a candidate's statement is as follows:

- State Senators – 200 words.
- State Representatives – 100 words.
- County offices – 200 words.
- Judicial offices – 200 words.
- All other local offices – 200 words.
- Precinct Committee Officers – not in voters' pamphlet.

Microsoft Word will be used to verify word counts. Each part of a slashed or hyphenated word will be counted as a separate word, for example, "and/or" equals two words and "around-the-corner" equals three words.

Biographical information and statements exceeding word limits will be shorted by the Elections Office in consultation with the candidate. If attempts to reach the candidate are unsuccessful within 48 hours, the Elections Office will shorten the submissions by deleting full sentences from the end until the word limit is reached.

Format for Biographical Information and Statements
Italics may be used to emphasize specific words or sentences. Any other formats such as bold font, underlined font, or all caps will be changed to italics.

Up to four paragraphs may be included in the statements. Statements for State Representatives may include two paragraphs.

Lists and bullets are not allowed. Lists or bullets will be converted by the Elections Office to a block paragraph, with a semicolon to separate each item.

Content
Pursuant to RCW 29A.32.230, the Elections Office may reject certain materials submitted for publication. These materials include, without limitation, biographical information, candidate statements, photos or contact information that:

- Is obscene.
- Is libelous.
- Contains an advertisement.

- Contains content prohibited by law from distribution through the mail.
- Contains content not limited to the candidate himself or herself or to the measure or political office.
- Contains content that is otherwise inappropriate or that does not comply with the law.
- Was received after the submittal deadline.

Candidate Photo Rules RCW 29A.32.110, WAC 434-381-140

Photos Must Be:

- Good quality original printed photo
- Digital (JPEG or TIFF format, 300 DPI resolution).
- No smaller than 4 x 5 inches (1200 x 1500 pixels).
- Current (taken within five years).
- Head and shoulders portraits.

Photos May Not:

- Show judicial robes, law enforcement uniforms or military uniforms.
- Show clothing or insignia suggesting that a candidate holds a public office.
- Be digitally altered.

Photo Guidelines:

- Color photos are preferred, but black and white photos are acceptable.
- Photos should be light colored, with a plain, but not white background.

Photos that do not meet the statutory and administrative criteria outlined will be rejected.

Once a photo is submitted, it becomes the property of the Elections Office. Candidate photos from previous Local Voters' Pamphlets are not available from the Elections Office for reuse. Candidates must submit a new photo.

Statements – At a Glance

Statement Type	Word Limit	Formatting
Biographical Information Section	100 *Section headings are not included in word count.*	Allowed: *Italics.* Not Allowed: **Bold font**, <u>underlined font</u>, ALL CAPS, lists, and bullets.
Candidate Statements for: • State Senators • County offices • Judicial offices • All other local offices	200	Allowed: *Italics.* Up to **four** paragraphs. Not Allowed: **Bold font**, <u>underlined font</u>, ALL CAPS, lists, and bullets.
Candidate Statements for: • State Representatives	100	Allowed: *Italics.* Up to **two** paragraphs. Not Allowed: **Bold font**, <u>underlined font</u>, ALL CAPS, lists, and bullets.
Contact Information	*Contact information is not included in the word count.*	Allowed: Campaign phone number; Campaign email address; Campaign website address. At least one method of contact listed above must be provided. Not Allowed: Titles (Dr., President, Ph.D.)
Material submitted for publication in the Local Voters' Pamphlet may be rejected if it: • Is obscene. • Is libelous. • Contains an advertisement. • Contains content prohibited by law from distribution through the mail. • Contains content not limited to the candidate himself or herself or to the measure or political office. • Contains content that is otherwise inappropriate or that does not comply with the law. • Contains a photo that does not meet statutory or administrative criteria. • Was received after the submittal deadline.		

Candidate Contact Information

A candidate's campaign phone number, email address and website address may be printed in the Local Voters' Pamphlet. A candidate's mailing address will not be printed.

General Provisions Applicable to All Submissions

The contents of biographical information, statements, photos and contact information are the sole responsibility of the candidates.

Submissions do not represent the position of the Elections Office or of Clark County. The Elections Office and Clark County are not responsible for the validity or accuracy of the submissions.

Submissions should be prepared and edited as carefully as one would prepare and edit a resumé. Spelling, grammar and punctuation errors will not be corrected. Submissions will be printed exactly as received, as long as they comply with the specifications and rules for format and content.

Make certain that phone numbers, email addresses and website addresses are accurate, functional, and not confidential or private.

Once submitted, all biographical information, statements, photos and contact information are final. Submissions cannot be revised by the candidate.

All submissions for inclusion in the Local Voters' Pamphlet are due by **Friday, May 27, 2016 at 5 pm**. No exceptions are allowed.

If a submission is not received by the deadline, the text "No photo submitted," "No information submitted," and/or "No statement submitted" will appear in the applicable sections.

Public Inspection of Statements RCW 29A.32.100

Local Voters' Pamphlet submissions are not available for public inspection or copying until Friday, June 3, 2016.

Inspection of Statements RCW 29A.32.230

Rejection
Pursuant to RCW 29A.32.230, the Elections Office may reject certain materials submitted for publication in the Local Voters' Pamphlet. This includes, without limitation, biographical information, candidate statements, photos and contact information.

If the biographical information, candidate statement, photo or contact information is rejected by the Elections Office, a notice of rejection will be emailed to the submitter not more than five business days after the submittal deadline for the Local Voters' Pamphlet and will identify the grounds for the rejection.

Appeal
Any candidate whose submission is rejected may issue an appeal. A notice of appeal must be emailed to the Auditor (greg.kimsey@clark.wa.gov) not more than two business days after the notice of rejection was sent and must state the specific grounds for appeal. The Auditor will email a decision granting or denying the appeal not more than two business days after receiving the notice of appeal. The decision of the Auditor to grant or deny an appeal will be final.

Material that has been rejected will not be published in the Local Voters' Pamphlet.

Public Disclosure Commission

Washington State Public Disclosure Commission

The Public Disclosure Commission (PDC) provides public access to accurate information about the financing of political campaigns, the expenditures of lobbyists, and the financial affairs of public officials and candidates. The commission ensures compliance and enforcement of Washington's disclosure and campaign finance laws.

Note: The information contained in this section is for informational purposes only. Candidates are advised to verify that they are in compliance with all state, county and local laws. Candidates must contact the PDC directly with any questions or concerns.

Forms, Instruction Manuals and Brochures Available Online

Visit the PDC website, pdc.wa.gov for public disclosure information and forms. Call the PDC at (360) 753-1111 or at (877) 601-2828. Forms and instruction manuals are not available at the Elections Office.

File forms electronically on the PDC website: pdc.wa.gov

Guidelines for Candidate Filing

Office Information and Residency Requirements

U.S. Senator: Candidate must be at least 30 years of age, a U.S. citizen for nine years and a resident of the state when elected for which he or she shall be chosen (U.S. Constitution, Article 1, Section 3).

U.S. Representative: Candidate must be at least 25 years of age, a U.S. citizen for seven years and a resident of the state when elected for which he or she shall be chosen (U.S. Constitution, Article 1, Section 2).

State Legislature: Candidate must be a citizen of the U.S. and a qualified voter of his or her district (Washington Constitution, Article II, Section 7).

State Officers: Candidate must be a citizen of the U.S. and a registered voter of the state of Washington (Washington Constitution, Article III, Section 25).

Supreme Court Justice and District Court Judge: Candidate must be a registered voter of his or her district and admitted to practice law in the courts of record of the state of Washington (Washington Constitution, Article IV, Section 17).

Superior Court Judge: Candidate must be a registered voter of the state of Washington and admitted to practice law in the courts of record of the state of Washington (Washington Constitution, Article IV, Section 17).

Court of Appeals Judge: Candidate must be a resident 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 2.06.050).

County Office: Candidate must be a citizen of the U.S., at least 18 years of age and a registered voter of Clark County. County Council candidate must be a resident and a registered voter of his or her district. Each County Councilor, throughout his or her term of office, shall be a resident of the district in which he or she files for the Primary (Clark County Home Rule Charter, Article 6, RCW 29A.24.075, RCW 36.32.040).

Public Utilities District: Candidate must be a registered voter and a resident of the internal district in which he or she files for the Primary (RCW 36.32.040, RCW 54.12.010).

***Port District:** Candidate must be a registered voter of Clark County and a resident of the internal district in which he or she files for the Primary (RCW 54.12.10).

***Charter Code City (Vancouver):** Candidate for City Council must be a registered voter and a resident of the city for two years on Election Day. Any person already holding a different council position must provide notice at least 30 days before the filing deadline and must resign his or her current position as of the end of the year that he or she provides notice (City of Vancouver Charter, Article II, Section 2.01).

***Non-Charter Code City (Battle Ground, Camas, La Center, Ridgefield, Washougal and Woodland):** Candidate must be a registered voter at the time of filing and a resident for a year on Election Day (RCW 35A.12.030, RCW 29A.24.075).

***4th Class City and Town (Yacolt):** Candidate must be a registered voter and a resident at the time of filing (RCW 35.27.080, RCW 29A.24.075).

***School District (Battle Ground, Camas, Evergreen, Hockinson, La Center, Mt. Pleasant, Ridgefield, Washougal and Woodland):** Candidate must be a registered voter of the district and must reside in a director district at the time of filing (RCW 28A.343.340, RCW 29A.24.075).

***School District (Green Mountain, Vancouver):** Candidate must be a registered voter of the district at the time of filing (RCW 28A.343.340, RCW 29A.24.075).

***Fire District:** Candidate must be a registered voter of the district at the time of filing (RCW 29A.24.075).

***Cemetery District:** Candidate must be a registered voter of the district at the time of filing (RCW 29A.24.075).

***Park and Recreation District:** Candidate must be a registered voter of the district at the time of filing (RCW 36.69, RCW 29A.24.075).

***Sewer District:** Candidate must be a registered voter of the district at the time of filing (RCW 29A.24.075).

Drainage District: Candidate must be a property owner in the district and a registered voter in the state of Washington for at least 30 days before filing for office. Note: Drainage District Elections are held in February in even-numbered years (RCW 85.38).

Precinct Committee Officer: Candidate must be a registered voter in the precinct where he or she lives. The office of Precinct Committee Officer is up for election in even-year Primaries only (RCW 29A.80.041).

***Only appears on ballot in odd-numbered years.**

No Double Filings RCW 29A.36.201

A candidate's name shall not appear for more than one office on the ballot with the exception of the offices of Precinct Committee Officer, Freeholder or Charter Review Commissioner.

Candidates Who Cannot Pay the Filing Fee RCW 29A.24.091, RCW 29A.24.101, RCW 29A.24.111, RCW 29A.84.311

Candidates or candidate committees who cannot pay the filing fee may submit a Filing Fee Petition. The petition must be presented with the Declaration of Candidacy form at the time of filing. The Filing Fee Petition is available on the Elections Office website at clarkvotes.org. It must contain one valid signature for each dollar of the filing fee. A signature is valid if the signer is a registered voter who resides in the district/jurisdiction of the office the candidate is seeking. For example, if the filing fee for the office a

candidate is seeking is $200.00, the petition must contain 200 valid signatures. It is recommended that a candidate gather 25 percent more signatures than necessary as it is not uncommon for signatures to be invalid because they are duplicates or the signer is not a registered voter. All signatures must be submitted at the same time. No signatures may be submitted after Friday, May 20, 2016 at 5 pm. The filing fee must be either paid in full or the sufficient number of valid signatures must be provided. State law does not allow for a combination of the two.

Write-In Candidates RCW 29A.24.311, RCW 29A.24.320, RCW 29A.60.021

A write-in candidate may file a Declaration of Candidacy form and pay the filing fee. Write-in declarations must be filed on or before 18 calendar days prior to the election.

Votes cast for write-in candidates who have filed declarations need only specify the name of the candidate in the appropriate location on the ballot to be counted.

No candidate may file as a write-in candidate:

- For the General Election, if the candidate lost the Primary, either as a candidate or as a write-in candidate.
- If the candidate has filed a valid write-in declaration for another office.
- If the candidate already appears on the ballot for another office, with the exception of the offices of Precinct Committee Officer, Freeholder or Charter Review Commissioner.

According to RCW 29A.24.311, no write-in candidate will be included in any voters' pamphlet unless that candidate qualifies to have his or her name printed on the General Election ballot.

In order to be counted, write-in votes for candidates who have not filed a Declaration of Write-in Candidacy form must include the office sought and, if applicable, the position number and the political party preference.

Voids in Candidacy RCW 29A.24.181

A void in candidacy occurs if, after the regular filing week but prior to the day of the Primary:

- No candidate has filed for an office.
- All candidates who have filed have withdrawn, or
- All candidates who have filed died or have been disqualified.

There is no void in candidacy as long as there is at least one viable candidate for an office.

If a void in candidacy for an office exists, a special three-day filing period will be opened. The Elections Office will provide notice of the special three-day filing period by notifying the media.

If a void in candidacy is filled as a result of the special three-day filing period, no Primary will be held. All candidates who file during the special filing period will appear on the General Election ballot.

Vacancy in Office RCW 29A.24.171

When an incumbent resigns, dies, or is disqualified mid-term, and candidate filings have not been held for the office, one of the following occurs:

- If the Elections Office is notified of a vacancy before the first day of regular candidate filing, the office will be included in the regular filing.
- If the vacancy in office occurs on or after the first day of regular candidate filing, no election is held for that office until the next General Election that the office is allowed by law to have an election. The jurisdiction will fill the vacant position with an appointment until the next election for that office.

Lapsed Elections RCW 29A.24.191, RCW 29A.24.201

If no candidate files for a nonpartisan office during the regular filing period and subsequent special three-day filing period, an election for that office will not be held until the next election for that office.

If no candidate files for any city, town or district position during the regular filing period and subsequent special three-day filing period, the incumbent continues to serve until a successor is elected at the next election when such positions are voted upon.

Guidelines for Primary

Partisan Offices RCW 29A.52, RCW 29A.36, WAC 434-230-015 and WAC 434-230-045

A partisan office is an office for which a candidate may choose to indicate a political party preference or no party preference on his or her Declaration of Candidacy form. Federal, state, legislative and some county positions are partisan offices.

A Primary will be held for each open partisan office, regardless of the number of candidates filing.

A candidate for partisan office may state the political party that he or she prefers. A candidate's party preference does not mean that the candidate is endorsed by the party. Changes to party preferences will not be accepted after the deadline for withdrawal of candidacy.

It is the voter's option to vote for partisan candidates of his or her choice and/or to vote for any or all nonpartisan races and issues.

On the Primary ballot, candidates shall be listed in the order determined by the lot drawing.

The name of a candidate for a County Council position will appear only on the ballots for his or her council district, with the exception of Council Chair.

The two candidates who receive the greatest number of votes in the Primary will advance to the General Election regardless of their party preferences. The candidate who received the most votes in the Primary will appear first on the General Election ballot.

Election of Precinct Committee Officers (Even-Numbered Years Only)

Anyone who is a registered voter and a member of a major political party may become a candidate for Precinct Committee Officer (PCO). A candidate may file a Declaration of Candidacy form in person, by mail or online. Since voters do not register by political party in Washington, a candidate declares himself or herself to be a member of a political party at the time of filing.

PCOs will be elected during the Primary.

If only one person files for office, he or she is deemed elected. Only PCO races with two or more candidates will appear on the ballot and write-in candidates are not allowed. If no one files for office, the position is filled by the chairperson of the County Central Committee of the appropriate political party.

PCOs are not included in the Local Voters' Pamphlet.

Term of Office and Vacancies
The term of office is two years. Should a vacancy occur in the office (caused by death, disqualification, resignation or failure to elect), the chairperson of the County Central Committee fills the vacancy by appointment.

Duties of a PCO
Each officer is a member of the County Central Committee. The committee has the authority to nominate candidates or fill vacancies for state, legislative or county offices. The committee may also elect members to the State Central Committee. PCOs participate in party activities and represent the party.

Nonpartisan Offices RCW 29A.52.220, RCW 35.61.050, RCW 36.69.090

A nonpartisan office is an office for which candidates do not indicate a party preference. All judicial, city, town, school or special purpose district offices are nonpartisan offices. No party preference appears on the ballot for these offices.

A Primary will be held if three or more candidates file for a nonpartisan office. The two candidates with the most votes continue on to the General Election. The candidate who received the most votes in the Primary will appear first on the ballot.

A Primary will not be held for park and recreation district positions and cemetery district positions. All candidates will advance directly to the General Election and will appear on the ballot in lot draw order.

Judicial Offices State Constitution Article IV, Section 29

Judicial candidates only appear on the Primary ballot when three or more candidates file for the office. The candidates' names appear on the ballot in lot draw order.

See the chart on the next page for more judicial office information.

Judicial Elections in Washington State

Number of Candidates	Appearance on the Ballot Municipal Court District Court Court of Appeals Supreme Court		Appearance on the Ballot Superior Court	
	Primary	General	Primary	General
1	No[1]	Yes[2]	County population less than 100,000: No[1] County population 100,000 or more: No, because certificate of election is issued after candidate filing[3]	County population less than 100,000: Yes[2] County population 100,000 or more: No, because certificate of election is issued after candidate filing[3]
2	No[1]	Yes[2]	No[1]	Yes[2]
3 or more	Yes	Yes[2]	Yes	Yes[2]

[1] RCW 29A.52.220
[2] RCW 29A.36.170
[3] Article IV, Section 29

An election to fill a vacancy in District Court may not occur in an odd-numbered year, per AGLO 1973 No. 76 and RCW 29A.04.321.

Guidelines for General Election

Partisan Offices

On General Election ballots, the name of the candidate who received the greatest number of votes for the position in the Primary will be listed first, followed by the name of the candidate who received the next greatest number of votes.

A candidate for partisan office may state the political party that he or she prefers. A candidate's party preference does not mean that the candidate is endorsed by the party. Changes to party preferences will not be accepted after the deadline for withdrawal of candidacy.

It is the voter's option to vote for partisan candidates of his or her choice and/or to vote for any or all nonpartisan races and issues.

Nonpartisan/Judicial Offices RCW 29A.36.170

On General Election ballots, the name of the candidate who received the greatest number of votes for the position in the Primary will be listed first, followed by the name of the candidate who received the next greatest number of votes. If a Primary was not required for a nonpartisan office, the candidates' names will appear in lot draw order.

Prohibited Activities

Acts Prohibited in the Vicinity of a Voting Center or a Ballot Deposit Site WAC 434-250-100, RCW 29A.84.510, RCW 29A.84.530, RCW 29A.84.540

During the voting period, no person may, within the vicinity of a voting center or a ballot deposit site:

- Suggest, persuade, or attempt to suggest or persuade any voter to vote for or against any candidate or ballot measure.
- Circulate cards or handbills of any kind.

- Solicit signatures for any kind of petition.
- Engage in any practice which interferes with the freedom of voters to exercise their right to vote or disrupts administration of the voting center.

No person may:

- Interfere with a voter attempting to vote at a voting center or a ballot deposit site.
- Without lawful authority, remove any ballot from a voting center or a ballot deposit site.
- Within 25 feet of a ballot drop box not located within a voting center, electioneer, circulate campaign material, solicit petition signatures, or interfere or impede the voting process.

Recounts

Mandatory/Automatic Recounts RCW 29A.64

An automatic recount will be conducted if the difference in the number of votes cast for the apparent winner and the closest apparently defeated opponent is less than 2,000 votes and also less than one-half of one percent of the total number of votes cast for both candidates. The recount is applicable only to the candidate apparently nominated or elected to office and the closest apparently defeated opponent. The automatic recount will tally only votes for the position in question and will be conducted without charge to any candidate.

For statewide elections, if the difference in the number of votes cast for the apparent winner and the closest apparently defeated opponent is less than 1,000 votes and also less than one-quarter of one percent of the total number of votes cast for both candidates, the votes shall be recounted manually.

For all other elections, if the difference in the number of votes cast for the apparent winner and the closest apparently defeated opponent is less than 150 votes and also less than one-quarter of one percent of the total number of votes cast for both candidates, the votes shall be recounted manually.

An alternative counting method may be used if both candidates agree to it in writing and if the procedure is suited to the balloting system that was used for casting the votes for the office.

If a mandatory recount is required for a candidate in a jurisdiction, the costs of the recount are billed as a direct cost to the jurisdiction.

Local Measure, Question or Issue
Automatic recounts do not apply to non-statewide ballot measures, such as levies, bonds, and other questions or issues.

Requests for Recounts
All requests for recounts must be submitted no later than two business days after the certification of the election. A deposit equal to 15 cents (machine recount) or 25 cents (manual recount) per ballot by certified check or cash is required. The final cost of the recount will be determined by the canvassing board and may be less or more than the deposit.

At any time before the ballots from all of the precincts listed in the application for the recount have been recounted, the applicant may file with the board a written request to stop the recount.

Voter Data

Clark County Voter Data

Voter data is available in the form of spreadsheets or PDF reports. The most current information is available approximately 29 days prior to each election. Data listing voters who have returned their ballots (matchbacks) is also available for purchase.

The data includes:

- Voter's name.
- Residential address and mailing address.
- Precinct number.
- Date of birth.

- Date of registration.
- Voter history for the last twenty elections (optional).
- A field identifying voters who have or have not returned a ballot for a previous election or an election in progress (matchbacks).

State law does not allow phone numbers or email addresses to be made public.

Common Data Requests

- Data file of all registered voters in the county or in a specific district or precinct.
- Data file of voters who voted in specific elections.
- Walking lists (voters sorted by address/precinct). Does not include voter history.
- Matchbacks.

To Order Data or Lists

Visit clarkvotes.org to print out the order form titled Voter Registration List Work Order Form. Place an order in person by bringing the order form and payment to the Elections Office or place an order by mailing the order form and payment.
The Registration List Work Order Form must be signed by the person receiving the report.

Payment is required in advance for all orders, cash or check only. Orders will generally be completed within 24 hours of receipt.

Voter Data	
District file	$12.50
CD of District file (if mailed)	$3.00
Matchbacks - ballots returned data (includes District file)	$50.00 per election
Precinct voter lists (per precinct)	$12.50
Maps	
Legislative district or County Council district maps (large, black and white)	$19.51
Custom generated map by GIS Department	Estimate of cost provided by GIS Department at time of inquiry.

Restricted Use of Voter Data RCW 29A.08.740

State law determines the rules and restrictions on the use of registered voter data. Voter information may not be used for commercial or other nonpolitical purposes.

RCW 29A.08.740 states: "Any person who uses registered voter data for the purpose of mailing or delivering any advertisement or offer for any property, establishment, organization, product, or service or for the purpose of mailing or delivering any solicitation for money, services, or anything of value is guilty of a class C felony punishable by imprisonment in a state correctional facility for a period of not more than five years or a fine of not more than ten thousand dollars or both such fine and imprisonment, and is liable to each person provided such advertisement or solicitation, without the person's consent, for the nuisance value of such person having to dispose of it, which value is herein established at five dollars for each item mailed or delivered to the person's residence."

Commercial Demographic Vendors

Business firms also provide voter data and offer services such as designing, printing, and mailing materials to voters. They may also provide phone numbers and other information.

Data Order Form Sample

The form is available on our website: clarkvotes.org

Payment is required when data orders are placed.

CLARK COUNTY ELECTIONS DEPARTMENT
VOTER REGISTRATION LISTS - WORK ORDER AND AFFIDAVIT

Instructions:
1. Complete the top and middle portions. If you are purchasing items 1, or 2, read the affidavit section at the bottom and ***sign where indicated***.
2. All orders require pre-payment. Make checks payable to "Election Reserve Fund".
3. Bring the completed form to the Elections Department at 1408 Franklin St. or mail to: Clark County Elections, PO Box 8815, Vancouver, WA 98666

Please Print Clearly

Name		Organization / Campaign
Address		City, State, Zip
Phone Number		Email Address
Order Date	Requested Completion Date	Check one: Pick-up (CD)_____ Mail _____ Email _____FTP Site_____

ITEMS ORDERED - See Elections Price List		AMOUNT
1. Registered Voter List Jurisdiction (check one): Full-county _____ Other District_____ Voting History (Year to Year)_____		
2. Matchback Data - Ballots Voted Jurisdiction (check one): Full-county _____ Other District_____ Email Address_____		Cost per Election
3. OTHER ITEMS	QUANTITY	
Precinct Maps Precincts: _____		
Other Maps Full-County _____		
Copies		
Other Materials Ordered		
	Shipping & Handling	
	Sub-Total	
	Sales Tax	
	Total	
Date Paid _____ Paid By: Cash _____ Check Number _____	Amount Paid	

AFFIDAVIT FOR PURCHASE OF REGISTERED VOTER LISTS } AFFIDAVIT		
I hereby certify that the listing of registered voters that I have purchased from Clark County on this day shall be used only for political purposes and shall not be used for commercial purposes. I understand that under Washington State law, RCW 29A.08.740, violations of this provision regarding use of registered voter lists is a felony punishable by imprisonment and fine. (Please read warning on reverse side, or attached.)		
Office Use Only	Name	Date
Date	***Signature***	
Witnessed by Deputy County Auditor	Address	
	City, State, Zip	

Election Results

Election Results

Election Night results are available online at approximately 8:15 pm at clarkvotes.org.

Election results are also available at approximately 8:30 pm on Election Night for the Primary and General Elections at the following locations:

Primary
Public Service Center, 6th Floor
1300 Franklin Street
Vancouver

General Election
Clark College, Gaiser Hall
1933 Fort Vancouver Way
Vancouver

After Election Day
Elections Office staff will continue to count ballots and update election results until the election is certified.

Resources for Newly Elected Officials

Oath of Office RCW 29A.04.133, RCW 36.16.040, RCW 36.16.060

Candidates are elected to office when the General Election results have been certified. In order to become "qualified" for the office, winning candidates must take and subscribe to an oath or affirmation that they will faithfully and impartially carry out the duties of their office to the best of their ability. Candidates elected to an unexpired or short term take office upon certification of the election.

Candidates may have their oaths administered to them by a Judge, County Auditor, County Councilor, Court Clerk, Notary Public, or any other officer authorized to administer oaths. School and Educational Service District Superintendents are also authorized to administer oaths for school board directors.

Obtain a blank Oath of Office form at:

- Clark County Elections Office.
- Cities, towns, school districts and special purpose districts.

Filing Oath of Office
Once a candidate takes the oath of office for a local or county office, the Oath of Office form must be filed with the Elections Office. Elected officials may wish to complete a second Oath of Office form to keep or to display.

Additional Resources

To Learn More about Public Office
Newly elected officials may wish to contact their local City or Town Clerk, School Superintendent or Councilors to learn more about their jurisdiction and the duties required of their position.

Please see the table on the following page for more information regarding oaths of office and the timelines for assuming office.

Timeline of Assuming Office, Administration and Repository of Oath, and Application Citation			
President/Vice President	January 20	Traditionally administered by U.S. Chief Court Justice.	U.S. Constitution, Article II, Section 1 and Amendment 20
U.S. Senator and Representative	January 3 or on alternate day designated by Congress	Senate: As the President of the Senate, the Vice President administers the oath to new Senators on the first day of a new Congress. House: Administered by the Speaker of the House on the first day to new representatives.	U.S. Constitution, Article VI, Section 3 and Amendment 20
State Executive Officers Governor Lt. Governor Secretary of State State Treasurer State Auditor Attorney General Commission of Public Lands Superintendent of Public Instruction Insurance Commissioner	Wednesday following the second Monday in January	Administered by a Supreme Court Justice at the capital. Except for the oath of the Secretary of State, all are filed with the Secretary of State. The oath of the Secretary of State is filed with the State Auditor.	RCW 43.01.010; RCW 43.01.020; RCW 43.08.020; RCW 43.09.010 and 4 USC Section 101
Supreme Court Justice Court of Appeals Judge Superior Court Judge	Second Monday in January	Oath retained by Secretary of State.	Washington State Constitution, Article IV, Sections 5 and 28; RCW 2.04.080; RCW 2.06.070; RCW 2.06.085
State Legislature Senator Representative	Second Monday in January	Oath is administered orally by a Supreme Court Justice on the first day of session. Oaths retained by the House and Senate.	U.S. Constitution, Article VI; RCW 29A.04.133

County Officials Executive Officers	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. Oath retained by County Auditor.	RCW 29A.60.280; RCW 36.16.040; RCW 36.16.060
District Court Judge Municipal Court Judge	Second Monday in January	Prior to entering the duties of the office. Oath filed with the County Auditor.	RCW 2.08.080; RCW 3.34.070; RCW 3.34.080; RCW 35.20.150; RCW 3.50.097
City and Town Officials Executive Officers	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. Oath filed with County Auditor.	RCW 29A.60.280; RCW 35.27.120; RCW 35.23.081; RCW 35A.12.040; RCW 35A.12.080; RCW 35A.13.160
Port District Commissioners	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. Oath retained by Auditor.	RCW 29A.60.280; RCW 53.12.172
Public Utility District Commissioners	January 1	Administered by an officer of the county in which the district is situated. No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. Oath retained by County Auditor.	RCW 29A.60.280; RCW 54.12.100
School Directors	Begins at first official meeting following certification of election	School officials are authorized to administer all oaths or affirmations. Oath retained by County Auditor.	RCW 28A.343.360
Fire Protection, Sewer, Water, Cemetery, and Park and Recreation District Commissioners Fire Protection District Secretary	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. Oath retained by County Auditor.	RCW 29A.60.280; RCW 52.14.070; RCW 52.14.080; RCW 57.12.030; RCW 68.52.260; RCW 35.61.050
Jurisdictions requiring land ownership (diking/flood control districts)	Upon certification of election	No statutory reference available.	RCW 85.24.070; RCW 85.38.070; RCW 86.09.301

Clark County Candidate Checklist

Candidate Checklist	Completed
File for office during filing week (see pages 6-8)	
Fulfill public disclosure requirements (see page 14)	
Submit biographical information, statement, contact information and photo (see pages 8-14)	