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CLARK COUNTY
WASHINGTON

ELECTION GUIDE FOR CANDIDATES

Includes Local Voters' Pamphlet Administrative Rules

2018

Clark County Elections Office

1408 Franklin Street
PO Box 8815
Vancouver, WA 98666

clarkvotes.org
elections@clark.wa.gov
(564) 397-2345

Updated: February 2018

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 (RCW), the Washington Administrative Code (WAC) 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 required by RCW 29A.32.230.

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Open Offices, Incumbents and Filing Fees

(A) = Appointed

Information is current as of Feb. 15, 2018. Visit clarkvotes.org for updates.

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. If there is no annual salary, there is no filing fee (RCW 29A.24.091).

Office	Fee	Incumbent	Term	File With
United States Senate				
U.S. Senator	\$1740.00	Maria Cantwell	6 Year	State
3rd Congressional District				
U.S. Representative	\$1740.00	Jaime Herrera Beutler	2 Year	State
14th Legislative District				
State Representative, Position No. 1	\$468.39	Norm Johnson	2 Year	State
State Representative, Position No. 2	\$468.39	Gina McCabe	2 Year	State
17th Legislative District				
State Representative, Position No. 1	\$468.39	Vicki Kraft	2 Year	Clark County
State Representative, Position No. 2	\$468.39	Paul Harris	2 Year	Clark County
18th Legislative District				
State Representative, Position No. 1	\$468.39	Brandon Vick	2 Year	Clark County
State Representative, Position No. 2	\$468.39	Liz Pike	2 Year	Clark County
20th Legislative District				
State Representative, Position No. 1	\$468.39	Richard DeBolt	2 Year	State
State Representative, Position No. 2	\$468.39	Ed Orcutt	2 Year	State
49th Legislative District				
State Representative, Position No. 1	\$468.39	Sharon Wylie	2 Year	Clark County
State Representative, Position No. 2	\$468.39	Monica Jurado Stonier	2 Year	Clark County
Clark County Council				
Councilor, Chair (At-Large)	\$668.18	Marc Boldt	4 Year	Clark County
Councilor, District No. 1	\$556.82	Jeanne E. Stewart	4 Year	Clark County
Councilor, District No. 2	\$556.82	Julie Olson	4 Year	Clark County
County Offices				
Assessor	\$1145.09	Peter Van Nortwick	4 Year	Clark County
Auditor	\$1145.09	Greg Kimsey	4 Year	Clark County
Clerk	\$1145.09	Scott Weber	4 Year	Clark County
Prosecuting Attorney	\$1691.87	Tony Golik	4 Year	Clark County
Sheriff	\$1205.27	Chuck E. Atkins	4 Year	Clark County
Treasurer	\$1145.09	Doug Lasher	4 Year	Clark County

Open Offices, Incumbents and Filing Fees (continued)

(A) = Appointed

Office	Fee	Incumbent	Term	File With
Supreme Court				
Justice, Position No. 2	\$1830.21	Susan Owens	6 Year	State
Justice, Position No. 8	\$1830.21	Steve Gonzalez	6 Year	State
Justice, Position No. 9	\$1830.21	Sheryl Gordon McCloud	6 Year	State
Court of Appeals, Division 2, District 3 – One year residency requirement				
Judge, Position No. 1	\$1742.24	Rich Melnick	6 Year	State
District Court				
Judge, Department No. 1	\$1610.92	Kristen L. Parcher (A)	4 Year	Clark County
Judge, Department No. 2	\$1610.92	Chad Sleight (A)	4 Year	Clark County
Judge, Department No. 3	\$1610.92	Darvin J. Zimmerman	4 Year	Clark County
Judge, Department No. 4	\$1610.92	Sonya Langsdorf	4 Year	Clark County
Judge, Department No. 5	\$1610.92	Kelli E. Osler	4 Year	Clark County
Judge, Department No. 6	\$1610.92	John P. Hagensen	4 Year	Clark County
Public Utility District No. 1 of Clark County				
Commissioner, District No. 1	\$274.20	Jim Malinowski	6 Year	Clark County
City of Vancouver – Two year residency requirement				
Council Member, Position No. 1	\$233.64	Laurie Lebowsky (A)	Unexpired 3 Year	Clark County
Precinct Committee Officers				
One Republican officer per precinct (287 total)	None		2 Year	Clark County
One Democratic officer per precinct (287 total)	None		2 Year	Clark County

2018 Elections Calendar for Candidates

Candidate Filing

Declarations of candidacy will be accepted:	
By mail (received date, regardless of postmark)	April 30 through 5 pm May 18
In person	8 am May 14 through 5 pm May 18
Online	9 am May 14 through 4 pm May 18
Lot drawing for order of candidates on the ballot	May 18 (shortly after 5 pm)
Deadline to withdraw declaration of candidacy	May 21 (5 pm)
Voters' pamphlet information submission deadline	May 25 (5 pm)

Primary

29 day cutoff for registering to vote by mail or online, and for updating current registrations	July 9
Ballots mailed	July 20
8 day cutoff for registering to vote in person (new Washington registrations only)	July 30
Election Day	Aug. 7
Election certification	Aug. 21

General Election

29 day cutoff for registering to vote by mail or online, and for updating current registrations	Oct. 8
Ballots mailed	Oct. 19
8 day cutoff for registering to vote in person (new Washington registrations only)	Oct. 29
Election Day	Nov. 6
Election certification	Nov. 27

Where to File RCW 29A.24.070

Clark County

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

- State Representatives for the 17th, 18th and 49th Legislative Districts
- Clark County Council
- County Offices
- District Court Judges
- City of Vancouver Council
- Clark Public Utilities Commissioner
- Precinct Committee Officers for the Clark County Republican and Democratic 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 Representatives for the 14th and 20th Legislative Districts
- Supreme Court Justice
- Court of Appeals Judge, Division 2, District 3

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 *"Guidelines for Candidate Filing"*)
- Complete a Declaration of Candidacy form
- Provide an email address if filing online (see *"Guidelines for Candidate Filing: Campaign Contact Information"*)
- Pay filing fee by cash or check if filing in person or by mail
- Pay filing fee by credit card if filing online
- If using filing fee petition in lieu of filing fee, submit in person with declaration (see *"Guidelines for Candidate Filing: Candidates Who Cannot Pay the Filing Fee"*)

Candidate's name will not appear on any official list as a candidate until the Declaration of Candidacy form is approved and the filing fee is paid.

**When to File in
Clark County
RCW 29A.24.081,
RCW 29A.24.050,
RCW 29A.24.040**

File by Mail

Mail must arrive in our office **no earlier** than April 30 and no later than 5 pm Friday, May 18, 2018.

Clark County Elections, PO Box 8815, Vancouver, WA 98666

File in Person

8 am Monday, May 14 to 5 pm Friday, May 18, 2018

Clark County Elections, 1408 Franklin Street, Vancouver, WA 98660
(564) 397-2345

File Online

9 am Monday, May 14 to 4 pm Friday, May 18, 2018

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

**Campaign Contact
Information
RCW 42.52.180**

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.

Make certain that phone numbers, email addresses and website addresses are accurate, functional, and not confidential or private. The use of government email accounts for the purpose of assisting a campaign is considered improper use of public resources and therefore not allowed as campaign or candidate contact information.

**Withdrawal of Filing
RCW 29A.24.131**

A candidate may withdraw his or her candidacy in writing no later than 5 pm Monday, May 21, 2018. 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,
RCW 29A.36.170**

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 18, 2018**. 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.

Submit Local Voters' Pamphlet Information

The deadline to submit Local Voters' Pamphlet information is **5 pm Friday, May 25, 2018.**

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. A candidate may also submit his or her information by email to elections@clark.wa.gov or in person at 1408 Franklin Street, Vancouver. The Elections Office cannot accept information submitted on a flash drive.

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 (564) 397-2345. Technical difficulties will not excuse candidates from meeting the deadline.

All submissions for the voters' pamphlet must be received in the Elections Office by **5 pm Friday, May 25, 2018.**

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

Once submitted, all biographical information, statements, photos and contact information are final. Submissions cannot be revised by the candidate. Statements submitted by candidates directly to the state are final as submitted as of the filing deadline.

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, electronic and audio formats. The electronic and audio versions are published at clarkvotes.org.

Candidate Biographical Information and Statement

Biographical Information Length

Biographical information must be **100** words or less allocated between the four section headings listed below. Section headings are not included in the word count.

- Elected Experience or Legal/Judicial Experience
- Professional/Work Experience
- Education
- Community Service

Information submitted must be pertinent to the subject of the heading. Information deemed by the Elections Office to be unrelated to the subject of the heading may be moved to an appropriate heading, moved to the statement if word count allows, or excluded. Placement will be made in consultation with the candidate. If attempts to reach the candidate are unsuccessful within 48 hours, the Elections Office will determine the most appropriate action.

If a candidate does not submit a response to a section heading or the response is deemed unrelated to the 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:

- U.S. Senators – 300 words
- U.S. Representatives – 300 words
- 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

Statements with up to 300 words may have up to six paragraphs; statements with up to 200 words may have up to four paragraphs; and statements with up to 100 words may have up to two paragraphs.

Format for Biographical Information and Statements

Each part of a slashed or hyphenated word will be counted as a separate word. For example, "and/or" will be counted as two words and "around-the-corner" will be counted as three words.

Biographical information and statements exceeding word limits will be shortened 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.

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.

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 and a period at the end.

If a section of the submission is not received by the deadline, the text “No photo submitted,” “No biographical information submitted,” and/or “No statement submitted” will appear in the applicable sections. If no submission is received for a candidate, the text “No photo, biographical information or statement submitted” will appear along with the candidate name and office being sought.

Content

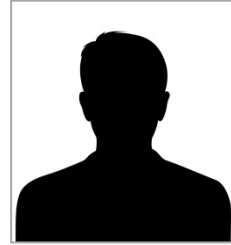
Pursuant to RCW 29A.32.230 and by administrative rule by the county Auditor, the Elections Office may reject certain materials submitted for publication. This includes, without limitation, biographical information, candidate statements, photos or contact information that:

- Are obscene
- Are libelous
- Contain an advertisement
- Contain content prohibited by law from distribution through the mail
- Contain content not limited to the candidate himself or herself or political office
- Contain content that is otherwise inappropriate or that does not comply with the law
- Are deemed unrelated to the biographical information section heading
- Materials received after the submittal deadline

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

Digital or printed photo must be:

- Good quality and original
- Current (taken within five years)
- Head and shoulders portrait, forward facing, containing no other people or animals
- If printed:
 - No smaller than 4 x 5 inches
- If digital:
 - JPEG or TIFF format
 - At least 1200 x 1500 pixels
 - 300 DPI resolution



Photos may not:

- Show clothing or insignia suggesting the holding of a public office. Examples of such clothing or insignia include, but are not limited to, judicial robes, law enforcement or military uniforms, official seals or symbols similar thereto other than the flag of the state of Washington, or other similar indicia of 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.

Candidate photos from previous Local Voters' Pamphlets are not available from the Elections Office for reuse. Candidates must submit a new photo.

Candidate Contact
Information
RCW 42.52.180

A candidate's phone number, email address and website address may be printed in the Local Voters' Pamphlet. At least one form of contact information is required. A candidate's mailing address will not be printed.

Make certain that phone numbers, email addresses and website addresses are accurate, functional, and not confidential or private. The use of government email accounts for the purpose of assisting a campaign is considered improper use of public resources and therefore not allowed as campaign or candidate contact information.

General Provisions Applicable to All Submissions

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

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, provided that they comply with the specifications and rules for format and content.

Once submitted, all biographical information, statements, photos and contact information are final. Submissions cannot be revised by the candidate. Statements submitted by candidates directly to the state are final as submitted as of the filing deadline.

All submissions for inclusion in the Local Voters' Pamphlet are due by **5 pm Friday, May 25, 2018**. No exceptions are allowed.

Rejection of Statements RCW 29A.32.230

Rejection

Pursuant to RCW 29A.32.230 and by administrative rule by the county Auditor, 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 at elections@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.

Voters’ Pamphlet Submissions – At a Glance

Section	Word Limit	Formatting
Biographical information	100 <i>Section headings are not included in the word count.</i>	Allowed: <i>Italics.</i> Not allowed: Bold font, underlined font, ALL CAPS, lists and bullets.
Candidate statements for: <ul style="list-style-type: none"> • U.S. Senators • U.S. Representatives 	300	Allowed: Up to six paragraphs, <i>italics.</i> Not allowed: Bold font, underlined font, ALL CAPS, lists and bullets.
Candidate statements for: <ul style="list-style-type: none"> • State Senators • County offices • Judicial offices • All other local offices 	200	Allowed: Up to four paragraphs, <i>italics.</i> Not allowed: Bold font, underlined font, ALL CAPS, lists and bullets.
Candidate statements for: <ul style="list-style-type: none"> • State Representatives 	100	Allowed: Up to two paragraphs, <i>italics.</i> Not allowed: Bold font, underlined font, ALL CAPS, lists and bullets.
Contact information <i>At least one method of contact must be provided.</i>	<i>Contact information is not included in the word count.</i>	Allowed: Candidate phone number, candidate email address, and candidate website address. Not allowed: Titles (Dr., President, Ph.D.)
<p>Material submitted for publication in the Local Voters’ Pamphlet may be rejected if it:</p> <ul style="list-style-type: none"> • 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 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 • Is deemed unrelated to the biographical information section heading • Was received after the submittal deadline 		

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.

Filing requirements are determined by the office being sought and how much money the candidate expects to raise and spend:

- A candidate for state office must file the registration (PDC Form C-1) and personal financial affairs statement (PDC Form F-1).
- A candidate for local office that covers an entire county must file the registration (PDC Form C-1) and personal financial affairs statement (PDC Form F-1).
- A candidate for a local office that does not include the entire county files the F-1, if there are at least 1,000 registered voters in the jurisdiction. The candidate also files the C-1 if there are at least 5,000 registered voters in the jurisdiction or the candidate expects to raise \$5,000 for the campaign.

Not accepting contributions does not relieve a candidate from filing a C-1.

Registered voter totals by district can be obtained by calling the Elections Office at (564) 397-2345.

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.

Forms can be filed 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, a qualified elector, and a resident of the state, when elected, for which he or she shall be chosen (U.S. Constitution, Article I, Section 3; Washington Constitution, Article III, Section 25).

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

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 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, RCW 29A.24.075).

Court of Appeals Judge: Candidate must be a registered voter of his or her district, 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, RCW 29A.24.075).

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 (RCW 3.34.060).

County Officers: 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 unless filing for the at-large position. Councilor at-large candidate must be a citizen of the U.S., at least 18 years of age and a registered voter of Clark County. 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 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 53.12.010).

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 council position and wishing to file for a different 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 that calendar year (City of Vancouver, Charter Article II, Sections 2.01 and 2.02).

***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). City of Camas council candidates must also be a registered voter within the council ward at the time of filing unless filing for the at-large position. Councilor at-large must be a registered voter at the time of filing and a resident of the City of Camas for a year on Election Day.

***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 at the time of filing and must reside in the director district for which they are 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, Cemetery District, Park and Recreation District, and 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 85.38.070, RCW 85.38.010).

Precinct Committee Officers: Candidate must be a registered voter in the precinct they reside. 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. For example, if the filing fee for the office is \$200.00, the petition must contain 200 valid signatures. A signature is valid if the signer is a registered voter who resides in the district/jurisdiction of the office the candidate is seeking. 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 **5 pm Friday, May 18, 2018**. 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 non-refundable filing fee. Write-in declarations must be filed on or before 18 calendar days prior to the election.

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 declared 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.

Votes cast for write-in candidates who have filed such declarations of candidacy need only specify the name of the candidate in the appropriate location on the ballot in order to be counted. Write-in votes cast for any other candidate, in order to be counted, must designate the office sought and position number, if the manner in which the write-in is done does not make the office or position clear.

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.

**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 for that office, 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.

**Voids in Candidacy
RCW 29A.24.181,
RCW 29A.24.131**

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. There is no withdrawal period when filing for office during the special three-day filing period.

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.

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

If no candidate files for an 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.52.112,** **WAC 434-215-120,** **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, with the exception of an unexpired term for which *only* one candidate files a Declaration of Candidacy.

Each candidate for partisan office may state a political party that he or she prefers. A candidate's preference does not imply that the candidate is nominated or endorsed by the party, or that the party approves of or associates with that candidate. Changes to party preferences will not be accepted after the deadline for withdrawal of candidacy.

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.

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

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.

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 and special purpose district offices are nonpartisan offices. A candidate's party preference will not appear 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 in the general election.

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.

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. Order will be determined by lot drawing with Republican PCOs listed first because of the political affiliation of the presidential incumbent. 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.

Judicial Offices

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 below for more judicial office information.

Judicial Elections in Washington State - Appearance on the Ballot				
Number of Candidates	Municipal Court District Court Court of Appeals Supreme Court		Superior Court (county population 100,000 or more)	
	Primary	General	Primary	General
1	No ¹	Yes ²	No	No 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 Washington Constitution, 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.

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 a voting center:

- 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

Mandatory/Automatic Recounts RCW 29A.64

An automatic machine 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 cost of the recount is 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.

**Clark County
Voter Data
RCW 29A.08.710,
RCW 29A.08.720**

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 20 elections (optional)
- A matchback identifies voters who have returned a ballot for an election in progress (includes ballots that are challenged because of signature issues)

State law does not allow phone numbers or email addresses to be made public. Candidates and/or their agents working on their behalf are reminded not to state or imply that phone numbers or email addresses can be or have been obtained through the Elections Office.

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

To request a list, a Voter Registration List Work Order and Affidavit form must be completed and submitted to the Elections Office, along with a check made payable to "Election Reserve Fund," either in person or by mail. Requests made in person can also be paid for in cash. The work order form is available at the Elections Office or online at clarkvotes.org.

The Voter Registration List Work Order and Affidavit 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 by email, FTP site or CD	\$12.50
Additional charge to mail CD	\$3.00
Matchbacks - ballots returned data (includes district file)	\$50.00 per election
Precinct voter list (per precinct)	\$12.50
Maps	
Maps are available at the Clark County Geographic Information Systems (GIS) office. The GIS office is located on the second floor of the Public Service Center at 1300 Franklin Street, Vancouver. Call (564) 397-2002 for more information.	Estimate provided 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 at clarkvotes.org toward the bottom of the homepage under "Voter registration lists." 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 item numbers one or two, read the affidavit section at the bottom and *sign where indicated*.
2. All orders require prepayment. Make checks payable to "Election Reserve Fund."
3. Bring the completed form to the Elections Department at 1408 Franklin Street 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	Method of Delivery (Check One): Pickup (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
Copies	
Other Materials Ordered	
Shipping & Handling	
Sub-Total	
Sales Tax (excluding voter lists and matchback data)	
Total	
Date Paid _____ Paid By: Cash _____ Check Number _____	Amount Paid

AFFIDAVIT FOR PURCHASE OF REGISTERED VOTER LISTS	}	AFFIDAVIT
<small>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.)</small>		
Office Use Only	Name	Date
Date	<i>Signature</i>	
Witnessed by Deputy County Auditor	Address	
	City, State, Zip	

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 Public Service Center, 6th Floor, 1300 Franklin Street, 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 post any required bond and 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.

Official Bonds

Information regarding official bond requirements can be found in the RCW references for each office on page 27-28. For more specific information candidates may contact the jurisdiction of the office for which they have been elected.

Administration of Oath

Winning 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 and school 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 below 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 20 th Amendment
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 20 th Amendment
State Executive Officers <ul style="list-style-type: none"> · Governor · Lt. Governor · Secretary of State · State Treasurer · State Auditor · Attorney General · Commissioner 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 <ul style="list-style-type: none"> · Senator · Representative 	Second Monday in January	Oath is administered 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

Timeline of Assuming Office, Administration and Repository of Oath, and Application Citation (continued)			
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 county 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 <i>"Filing for Office Overview"</i>)	
Fulfill public disclosure requirements (see <i>"Public Disclosure Commission"</i>)	
Submit biographical information, statement, contact information and photo (see <i>"Local Voters' Pamphlet"</i>)	