



# **Lewis County**

## **Local Voters' Pamphlet**

### **Administrative Rules**

### **for Candidates**

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**Deadline for Submission of Statements and Photographs**

Submissions are due by the Friday following filing week at 4:30 p.m.

Any candidate who wishes to have a statement and photograph appear in the Lewis County Local Voters' Pamphlet must submit such material electronically via the link provided in the email you received when you filed for office.

**Purpose**

These rules establish submission guidelines for when candidates appear on the ballot. Precinct committee officer candidates do not appear in the Local Voter's Pamphlet. Each candidate, with the exception of candidates running for Precinct Committee Officers, will have the opportunity to submit a biography, statement, contact information and a photo.

**General Provisions Applicable to All Submissions****Statement Length**

- Each statement shall be limited to 200 words for local candidates. State candidates will utilize the State Online Voters' Pamphlet submission tools where word counts are specified in RCW 29.32.121.
- Microsoft Word will be used to verify word counts.
- No changes will be allowed after the deadline.
- The same statement will be used in both the Primary and General Election Pamphlets.

If a statement exceeds the word limit, it will be shortened to be within the word limit. All material in excess of the word limit, counting from the end of the statement, will be omitted. If such a deletion creates an incomplete sentence at the end of the statement, that incomplete sentence will also be omitted. The Auditor's Office may attempt to contact candidates to shorten their statements, if time permits, but is under no obligation to do so. The Auditor's Office will use the information provided on his or her candidate filing paperwork as contact information. There will be no exceptions to these limitations.

The Auditor's Office is not responsible for candidates submitting statements that are too long. Candidates must check their word count before submission.

## **Biography**

The biographical information must be 100 words or less allocated between four subsection headings listed below. Subsection headings are not included in the work count.

*Elected Experience*

*Other Experience*

*Education*

*Community Service*

When a candidate does not submit information for a particular subsection heading, “No information submitted” will appear in that subsection area.

## **Statement Format**

Up to four paragraphs may be used for local races. Candidates for state and federal offices must use the number of paragraphs specified in the State Candidate Guide. Italics may be used to emphasize specific words or sentences. Other formatting such as all caps, bolding, underlining, lists, and bullets are not allowed and will be printed as italics.

You may not submit a new statement for the General Election. The same Local Voters’ Pamphlet information submitted during filing week will be used for both the Primary and General Elections.

## **Statement Content**

The Auditor’s Office shall reject any candidate’s statement deemed libelous or otherwise inappropriate (profane, obscene, and defamatory). Statements submitted must pertain to the individual candidate and his or her candidacy, the office he or she is seeking, and/or the jurisdiction in which he or she lives. It is the responsibility of the candidate to ensure all information contained in his or her statement is true and accurate. The Auditor’s Office does not check statements for factual accuracy.

*Statement content suggestions:* occupation, education, professional qualifications, why you seek the office, what ideas you have if you are elected, length of residence in the county, city, town, or district, additional personal information, and community involvement.

## **CANDIDATE PHOTOGRAPHS**

Candidates *may* submit one photograph to be included with their statements. To assure the best possible reproduction, please follow recommendations.

**Photos recommendations:**

- Digital (.jpeg, .tiff, or .psd format, scanned images or digital photographs embedded as part of a Word document or PDF will not be accepted)
- 300 dpi or larger resolution, not digitally altered
- No smaller than 4 x 5 inches (1200 x 1500 pixels)
- Submitted electronically (through candidate statement submission link)
- Current (taken within 5 years)
- A head and shoulders portrait
- Plain, light colored background

**Photos may not:**

- Include scenery, flags, or other background settings.
- Show judicial robes, law enforcement, fire, or military uniforms.
- Show clothing or insignia suggesting that you hold public office, or any uniform or insignia of any organization, which advocates or teaches racial, religious, or any other type of intolerance.
- Be an informal candidate photo, cartoon, caricature of any other image that does not accurately portray the candidate.
- Be a group photo.

Photos may be rejected that do not meet the criteria outlined above. The Auditor's Office has discretion to accept updated photos, crop or adjust photos.

The Auditor's Office will not be responsible if a candidate photo appears in publications other than the local voters' pamphlet.

**Candidate Contact Information**

A candidate's campaign name, address, email address, website, and phone number may be printed in the local voters' pamphlet. If the candidate does not submit campaign information with their statement, the information on their Declaration of Candidacy form will be used as contact information. Contact information is not part of the 200 word count for local candidate statements.

Be certain that mail, email, web addresses, and phone numbers are accurate, functional, and not confidential or private.

**Changes to contact information are subject to the discretion of the Auditor.**

#### **How and When to Submit Statements, Photos and Contact Information:**

Statements, photos, and campaign contact information **must** be submitted electronically using the following:

- State provided link after your candidate filing has been approved  
(Link can be re-sent upon request)

The contents of candidate statements, photo, and contact information are the sole responsibility of the authors. Candidates are responsible for ensuring their statements and photos are received in the Auditor's Office by the deadline.

- Submissions for inclusion in the Primary and General Local Voters' Pamphlets are due on the Friday following filing week at 4:30 p.m.

The Auditor's Office will confirm receipt of voter pamphlet materials.

If 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.

#### **Review Proofs**

A proof copy of the statement as it will appear in the local voters' pamphlet will be sent to each candidate for review. Only errors made by the Lewis County Auditor's Office may be corrected.

#### **Proofing of Statements**

The correction of incidental errors in spelling, punctuation, or syntax in the original statement or errors in typesetting will be allowed if sufficient time allows.

#### **Disclaimer**

Submissions do not represent the position of the Lewis County Auditor or Lewis County. Neither the Lewis County Auditor nor Lewis County is responsible for the validity or accuracy of the submissions.

Submissions should be edited and prepared as carefully as one would edit and prepare a resume. Spelling, grammar and punctuation error **will not** be corrected. Statement content will be printed exactly as received, as long as it complies with format and content rules.

### **Public Inspection of Statements (RCW 29A.32.100)**

Statements submitted for publication in the local voters' pamphlet shall not be available for release to the public until all statements pertaining to the race have been received and signed off by the candidate/campaign. Requests for public inspection of statements shall be made in the same manner as requests for public records.

### **Content Rejection and Appeal Process (RCW 29A.32.230)**

The Auditor's Office reserves the right to reject any submission to the local voters' pamphlet, if it does not meet submission requirements, or is deemed libelous or otherwise inappropriate.

Material submitted for publication in the local voters' pamphlet may be rejected if:

- It is obscene.
- It is libelous.
- Contains vulgar or profane language, or any language, which in any way incites, counsels, promotes, or advocates hatred, abuse, violence, and/or hostility toward or which tends to bring ridicule or shame upon a person or group of persons by reason of sex, race, color, sexual orientation or religion.
- Contains a commercial advertisement.
- Contains matter prohibited by law from distribution through the mail.
- Contains matter not limited to the candidate himself or to the political office for which the candidate is filing.
- Contains matter that is otherwise inappropriate or that does not comply with applicable law.
- Photo does not meet statutory or administrative criteria.
- Was received after the submittal deadline.

### **Revision of Rejected Statements**

If any portion of the candidate's statement, photo or contact information is rejected by the Auditor's Office, a written notice of rejection shall be sent to the candidate by email explaining the specific grounds for rejection. Due to time constraints, a second rejection is final. The Auditor has the final decision in the acceptance and rejection of statements.

The candidate will have 24 hours from the time of notification to submit an adjusted statement, photo or contact information as long as their material was submitted on time. Only that rejected portion may be rewritten and submitted for inclusion in the statement.

## **Appeal**

Any candidate whose submission is rejected may appeal the decision to the Lewis County Auditor. A written notice of appeal shall be submitted to the Auditor by email ([elections@lewiscountywa.gov](mailto:elections@lewiscountywa.gov)) not more than 48 hours after notice of rejection was sent forth the specific grounds for appeal. The Auditor shall issue a written decision granting or denying the appeal by email not more than 48 hours after receiving the notice of appeal. The decision of the Auditor to grant or deny an appeal shall be final.

If material is rejected, the local voters' pamphlet will be printed with the rejected material omitted and the appropriate space left blank.

**Examples of Past Statements** can be found on the elections website under "Archived Elections" > Online Voters' Guide. <https://elections.lewiscountywa.gov>