

Lewis County Elections

# 2021

## Candidate Guide

Filing Week: May 17 - 21, 2021

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### About this guide:

Use this guide in conjunction with state and local laws, not in place of them. The Revised Code of Washington (“RCW”), Washington Administrative Code (“WAC”) and other notations are offered as references for additional research. The material contained herein may change due to new legislation, judicial determinations, or rule changes.

The requirements described in this guide are contained in the Lewis County Local Voters’ Pamphlet [Candidate Statement Administrative Rules](#) as authorized by RCW 29A.32.230.

# Offices Open for Election in 2021

Information on offices open for filing, incumbents, and filing fees



A complete list of Offices Open for Election in Lewis County can be found at:

<https://elections.lewiscountywa.gov/candidate-filing-information/>

Even year filings are for the following government offices:

*There are exceptions in the event of a resignation or vacancy.*

*A resignation or vacancy may cause a position to open in an odd year for an unexpired term.*

- Federal Offices
- State Offices
- Judicial Offices
- County Offices
- Public Utility Districts
- Precinct Committee Officers

Odd year filings are for the following local jurisdictions:

- Cities & Towns
- School Districts
- Fire Districts
- Cemetery Districts
- Hospital Districts
- Water-Sewer Districts

A person filing a declaration of candidacy for an office shall, at the time of filing, be a registered voter and possess the qualifications specified by law for persons who may be elected to the office. RCW

29A.24.075

For a complete list of all federal and state positions open for filing in 2021, please visit:

[www.vote.wa.gov](http://www.vote.wa.gov) and select the "CANDIDATES" tab

# Before You File for Office

What you will need, where and how to file, important dates, qualifications, and approval

## What you will need

- Declaration of Candidacy
- Filing fee
- Voters' guide statement & photo

## Where to file

The Secretary of State accepts filings for federal and statewide executive offices, and for any legislative, court of appeals, and superior court offices serving more than one county.

Lewis County Elections accepts filings for all other offices in the county.

## How to file

### *Online*

Online filing starts May 17 at 9 a.m. and ends May 21 at 4 p.m.: [elections.lewiscountywa.gov](https://elections.lewiscountywa.gov). All you need is an email address and a credit card (if the position has a filing fee).

### *By mail*

Mail your Declaration (page 15) and filing fee between May 3 and May 21 to:

Lewis County Elections  
PO Box 29  
Chehalis, WA 98532

### *In person*

File in person between Monday, May 17 and Friday, May 21 from 8 a.m. until 4:30 p.m. at:

351 N.W. North St – Auditor's Office  
Chehalis, WA 98532

## Important dates

- May 3 candidate filing by mail begins
- May 17 candidate filing online & in person begins
- May 21 candidate filing ends
- May 24 last day to withdraw
- May 28 last day to submit candidate statement & photo

## Qualifications

You must be a registered voter and possess the qualifications specified by law.

If a candidate must be selected by voters from a geographic subdivision of the jurisdiction in the primary, the candidate must be properly registered to vote within that subdivision.

RCW 29A.24.075

Candidates are responsible for ensuring they meet the qualifications for an office. If unsure, contact the jurisdiction of the office to learn if there are additional qualifications.

## Approval

Please provide an email address with your Declaration of Candidacy. Once you have been approved as a candidate, you will receive a confirmation email.

Your name will not appear on any official lists as a candidate for office until your Declaration is approved and your filing fee is paid.

The final ballot order of candidates in your race will be determined by lot draw after candidate filing ends on Friday, May 21, 2021. The lot draw is open to the public.



### **Online filing is fast and easy!**

For the best possible service, file for office online at [elections.lewiscountywa.gov](https://elections.lewiscountywa.gov)

The online filing tool will give you step-by-step instructions, email you a confirmation of your filing, alert you when other candidates file in your race, and provide a link to submit your voters pamphlet statement and photo.

# Prepare Your Filing Fee

Cost of filing, accepted forms of payment, and filing fee petitions

# Chapter 03

You must submit your filing fee with your Declaration of Candidacy.

## Cost of filing

Your filing fee is based on the salary of the office. For offices without a fixed annual salary, candidates pay no filing fee.

For any office with a fixed annual salary of \$1,000 or less, candidates pay a filing fee of \$10.

For all offices with salaries exceeding \$1,000, candidates pay a fee equal to one percent of the office's fixed annual salary.

Specific filing fees are available in the list of offices open for election on page 1-11 of this guide.

## Accepted forms of payment

Online filing requires a credit card, either Visa, MasterCard or debit.

Candidates who file in person or by mail with Lewis County Elections may pay via:

- Check
- Cash
- Money order
- Valid filing fee petition

Filing fees are nonrefundable, even if you withdraw or file for the wrong office.

## Filing fee petitions

Candidates without sufficient assets or income to pay the filing fee may instead submit a filing fee petition.\*

Petitions must include a total number of valid signatures equal to the dollar amount of the filing fee.

Without the required number of signatures, the petition is insufficient and the Declaration of Candidacy is invalid.

A sample Filing Fee Petition page is available at [www.vote.wa.gov](http://www.vote.wa.gov) under the "CANDIDATES" tab can be found on page 19 of this guide.

A candidate submitting a filing fee petition cannot file their Declaration of Candidacy electronically. You must submit a paper declaration along with your petition.

Filing fees may not be paid by combining petition signatures and currency.

Valid signatures are those of voters registered in the same jurisdiction as the office of filing.

No additional signatures are accepted after initial submission with the Declaration of Candidacy.

Petition sheets are not returned to the candidate even if the petition is insufficient.

Each petition page must:

- Be printed on uniform color and size paper
- Include a place for each voter's registration name, address, city, and county
- Provide 20 numbered lines or less
- Display the required warning and statement found in RCW 29A.24.101 and RCW 29A.72.140

### SAMPLE

*of the petition statement found in RCW 29A.24.101 and RCW 29A.72.140*

Warning: Every person who signs this petition with any other than his or her true name, knowingly signs more than one of these petitions, signs this petition when he or she is not a legal voter, or makes any false statement on this petition may be punished by fine or imprisonment or both.

We, the undersigned registered voters of (jurisdiction's name), hereby petition that the name of (candidate's name) be printed on the official primary ballot for the office of (office name).

# Complete Your Declaration of Candidacy

Office information, personal information, ballot name, party preference, campaign information, filing fee, and oath

All candidates must submit a Declaration of Candidacy during the regular filing period.

## Office information - 1

Enter the jurisdiction, office name and any position or district number defining the office for which you want to be a candidate.

You are responsible for meeting all qualifications and filing for the correct office. The list of offices open for election is available online and on page 1-5 of this guide.

## Personal information - 2

Enter your name and address *exactly* as it appears on your voter registration. You may confirm your voter registration information at: [www.votewa.gov](http://www.votewa.gov).

## Ballot name - 3

Print your name *exactly* as you want it to appear on the ballot. Nicknames are acceptable.

Titles denoting occupations, including military rank, positions on issues, political affiliation, symbols, or anything intentionally designed to mislead voters are not acceptable.

## Party preference - 4

If filing for a partisan office, you may state the party name you prefer using 18 characters or less.

If left blank, "States No Party Preference" will be printed on the ballot. Party preference is entirely your decision and does not imply you have been nominated, endorsed, or approved by the party.

Do not list your party preference if you are running for a nonpartisan office.

The first letter of the party preference will be capitalized (example: Democratic). Acronyms will be printed with or without periods (e.g., G.O.P. or GOP).

No changes to party preference will be accepted after the deadline for withdrawal of candidacy.

**SAMPLE**  
of the printed candidate filing declaration

**Washington State Declaration of Candidacy**

<b>1</b> office	City of Olympia Councilman		POS. 4
	<small>jurisdiction and office name</small>		<small>position number</small>
<b>2</b> personal information	Elizabeth	Christina	Brown
	<small>first name</small>	<small>middle</small>	<small>last</small>
<b>3</b> as registered to vote	08/30/1970		(360) 555-238
	<small>date of birth (mm / dd / yyyy)</small>		<small>phone number</small>
	1500 Capital Way S		Olympia 98501
	<small>residential address</small>		<small>city / zip</small>
<b>4</b> ballot information	Liz C. Brown		
	<small>exact name I would like printed on the ballot</small>		
	<small>political party I prefer, if filing for partisan office:</small>		
	<input checked="" type="checkbox"/> (Prefer) <span style="font-family: monospace;">D e m o c r a t i c</span>		
	<input type="checkbox"/> (States No Party Preference)		



## Campaign information - 5

You *must* provide an email address. It is strongly recommended that you also provide a campaign mailing address, telephone number, and website.

If you do not provide a campaign mailing address, your voter registration address will be published online in the list of candidates who have filed.

Government offices *may not* be used for campaign contact information.

## Filing fee - 6

Mark the appropriate circle. Refer to the list of offices open for election to learn the applicable fee (page 1). Your Declaration will not be approved until the required filing fee is paid.

Filing fee petitions, submitted in lieu of money, must be submitted at the time of filing a Declaration of Candidacy. No signatures may be submitted later.

## Oath - 7

Read and sign the oath. Your Declaration of Candidacy will not be approved without your signature.

If you file online, no signature is required.

## Public Information – Candidate Info

All candidate information is public information and will be publicly available.

SAMPLE

of the printed candidate filing declaration

campaign information	campaign address (if different from residential address)	city / zip
	<i>liz.o.brown@campaign.com</i>	<i>(360) 555-1800</i>
	email address	phone number
	<i>www.lizforcouncil.com</i>	
	website	
filing fee	<input type="radio"/> The office has no fixed annual salary: no filing fee	
	<input type="radio"/> The office has a fixed annual salary of \$1,000 or less: \$10	
	<input checked="" type="radio"/> The office has a fixed annual salary over \$1,000: 1% of salary	
	<input type="radio"/> I am submitting a filing fee petition instead of a filing fee	
oath	I declare that the above information is true, that I am a registered voter residing at the address listed that I am a candidate for the office listed above, and that, at the time of filing this declaration, I am qualified to assume office.	
	I swear, or affirm, that I will support the Constitution and laws of the United States, and the Constitution and laws of the State of Washington.	
	sign here: <i>Liz Brown</i>	date here: <i>6/14</i>
for office use only	date:	voter registration number:
	office code:	fee:

# Public Disclosure Commission Information

PDC frequently asked questions and resources



## What is the PDC

The Public Disclosure Commission (PDC) was created and empowered by Initiative of the People to provide timely and meaningful public access to accurate information about the financing of political campaigns, lobbyist expenditures, and the financial affairs of public officials and candidates, and to ensure compliance with and equitable enforcement of Washington's disclosure and campaign finance laws.

## What starts the process

Become a candidate to start the process. According to disclosure law, you become a candidate when you do one of these things:

- Accept a contribution or spend money for your campaign
- Reserve space or purchase advertising to promote your candidacy
- Authorize someone else to do any of these activities for you
- State publicly that you are seeking office
- File a Declaration of Candidacy

## Once I become a candidate, then what

Within two weeks of the date you become a candidate, you must file a Personal Financial Affairs Statement and a Candidate Registration with the PDC, if required.

Candidates for state or local office should refer to the Washington State Public Disclosure Commission for reporting requirements.

An incumbent officeholder who has filed an F-1 earlier in the year does not need to file a second F-1 in the same year after becoming a candidate.

## Do I have to file disclosure reports?

One of two things determines what a candidate discloses. For most candidates, it's the number of registered voters in the jurisdiction where the candidate runs for office. How much money a candidate raises or expects to raise determines what reports are filed by someone running for office in a very small jurisdiction (less than 5,000 registered voters).

## Where to find instructions

Find brochures, manuals, and other filer resources at [www.pdc.wa.gov](http://www.pdc.wa.gov).

Submit questions to the PDC's online help desk. The PDC also offers free compliance training and online training videos.



### PDC contact information

Phone: (877) 601-2828  
Email: [pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov)  
Website: [www.pdc.wa.gov](http://www.pdc.wa.gov)

# Local Voters' Pamphlet Instructions

Guidelines and information on how to submit your

Voters' Pamphlet information

## Candidate participation in the local voters' pamphlet

The Local Voters' Pamphlet provides an opportunity for every candidate to publish a candidate statement, photo, and contact information.

The office of Precinct Committee Officer does not participate in local voters' pamphlet.

For the Primary, a Local Voters' Pamphlet is available. Candidates appearing on the Primary ballot will automatically be included.

For the General Election, all candidates shall participate.

Candidate statement and photo rules and submission deadlines are the same for the Primary and General Election.

Candidates may not submit new information for the General Election. The information submitted will be used for the Primary Online Voters' Guide and the General Election Online Voters' Guide.

You may submit your Voters' Guide information when you file for office or you may submit later. If you choose to submit your Voters' Guide information later, you will receive an email with a link to submit your biography, statement and photo.

### Please prepare the following in advance:

- Photograph
- Biography (100-word limit)
- Statement (200-word limit)
- Campaign contact information.

Submissions are due by the Friday following the end of candidate filing.

Late submissions will not be accepted.

[Complete Candidate Statement Administrative Rules.](#)

## Photo rules - 1

You may submit one self-portrait of your head and shoulders.

To achieve the best contrast, we recommend you use a photo with light-colored background, but not white. Photos must be no more than five years old.

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


Hats, clothing, or insignia that suggests holding a public office is not allowed. Examples: judicial robes, law enforcement or military uniforms, or any political party symbols.

Do not include other persons in your photograph.

**SAMPLE**  
*of the online voters' guide*

**1**

**Warren G. Magnuson**  
*(Prefers Democratic Party)*



## Statement rules – 2 & 3

You may submit a 200-word statement. Hyphenated words count as two words. In addition to your statement, you may provide a 100-word biography. The headings do not count toward your word limits (elected experience, other professional experience, education & community service).

Statements exceeding the word limit will be shortened by deleting full sentences from the end.

Submit one statement only. The statement you submit will be displayed online through the Primary and the General Election Local Voters' Pamphlet, if you advance to the General Election.

Proofread carefully. Your statement will be printed exactly as submitted. Changes are not allowed.

Use only italics to emphasize words or phrases. Bolding, underlining, and all caps are not allowed. Bold, underlines, and caps will be converted to italics.

Tables, lists, and bullets are not allowed. Text must be written in paragraphs. Tables, lists, and bullets will be converted to a block paragraph, with a semicolon to separate each item.

Obscene, profane, libelous, and defamatory language will be rejected.

The words "No Statement Submitted" shall be inserted next to the name of any candidate that fails to submit a statement.

### Correct

I approve of *justice* for all, *fairness* of the law, and *rehabilitation*.

### Incorrect

I approve of:  
-JUSTICE for all  
-**Fairness** of the law  
-Rehabilitation

## Candidate contact information - 4

Contact information is published with your statement in the Local Voters' Pamphlet. Contact information does not count toward the word limit.


### Phone number

### Email

### Website

The Local Voters' Pamphlet will be formatted as below:

SAMPLE  
of the printed voters' pamphlet

1  **Warren G. Magnuson**  
(Prefers Democratic Party)

2 **Elected Experience**  
Washington House of Representatives, Legislative District 37.

**Other Professional Experience**  
Farmer/Rancher, Owner of Hailey Company, Inc. our 4th generation family farm. Public service volunteer; Registrar and Attendance Specialist for North Franklin School District, Bailie Memorial Youth Ranch Foundation Board, Director, Past Director of Bailie Memorial Youth Ranch Board, former 4-H leader, PTA President, continuing classroom volunteer. Served as Regional Director for a US Senator.

**Education**  
Graduate Paschal High School, Ft. Worth, TX. Graduate of Eastern Washington University, 1980. Law degree from Gonzaga University, 1956.

**Community Service**  
Inland Northwest Humane Society; Walk for Life participant, 11 years; neighborhood watch participant; long time recycler.

3 **Statement**  
Senator Magnuson has always given the highest priority to advocating for children and families, including veterans, the elderly and disabled. Scourges such as identity theft, methamphetamine users and dealers have been the subject of his legislative efforts to increase penalties and protect victims.  
District growth has been more than 30% over the past two years, creating a strain on schools and other services. He helped make difficult choices to balance needs and restrain the budget, working to secure funding for the Pierce County Skills Center in Frederickson, the Yelm Loop, the Cross Base Highway, the Orting Bridge for kids, the Nisqually-Mashel State Park, an upgraded early warning system and work to keep transportation dollars here at home.  
Warren advocated for in-home intervention, home health care, support and chore services for children with developmental or behavioral disabilities, seniors and the disabled. He worked to extend the property tax deferral program – helping people whose homes have increased in value, but have not had an increase in income.  
He believes the WASL should only be one of several tools used to measure academic success. Warren is honored to represent you and he is and always will be, there for you.

4 **Contact**  
(509) 123-4567; warren@magnuson.net  
www.magnuson.net

## Helpful candidate statement tips

The candidates' statement portion of the Online Voters' Guide is your opportunity to show the voters who you are. Think of it as a resume to the voters.

### Do:

- Offer your vision for the future. Be positive.
- Write what you stand for or support.
- Describe your goals, if elected.
- Detail what makes you a great candidate.

### Don't:

- Criticize your opponent or other individuals.
- Name people specifically, or make references to "my opponent" or "the incumbent".
- Make false or misleading statements.
- Use technical terms that may not be understood.

Keep your statement simple and write in the narrative. You may seek help when writing your statement but it is ultimately your responsibility.

Do this!	Not this!
If elected, I will ensure all laws are followed and applied fairly.	My opponent ignores the law and regularly breaks the rules.
I do not support nor will I vote for future tax increases.	My opponent voted to increase taxes.
Using my skills and abilities, I will bring improved decision making to the council.	The current council is made up of tax-loving bureaucrats.
I will bring fresh ideas to the city council.	The current city councilmembers are unimaginative and have offered no new Ideas.
I do not support the following projects...	My opponent supports many risky projects.
Using my background in finance, I will make sure your money is spent wisely under my guidance.	The incumbent has wasted taxpayer's money and has cost you millions of dollars on poorly run projects.



## How to submit your online voters' guide information

Your voters' guide submission is important. We recommend you submit your information as early as possible. Late submissions will not be accepted.

Submit your photo and statement online when you file, through the email link for submission received after filing.

### Submission deadline

The deadline to submit your Candidate Statement for the Local Voters' Pamphlet is

**4:30 p.m. on May 28, 2021.**

Late or incorrect submissions will not be accepted. If a submission is not received by the deadline, the text "No Statement Submitted"; and "No Photo Submitted" will appear in the applicable sections.

### Rejected statements

All or any part of a candidates' statement may be rejected if it includes biographical information, statements, photos, or contact information that:

- Is obscene;
- Is libelous;
- Contains a commercial advertisement;
- Contains matter prohibited by law from distribution through the mail;
- Contains matter not limited to the candidate himself or herself or the political office
- Contains matter that is otherwise inappropriate or that does not comply with applicable law; or
- Was received after the submittal deadline.

Candidates that have had any portion of their statement rejected will be notified in writing (email) and by phone. Candidates will have 3 days following notification to appeal the rejection.

The Auditor will render a final decision on the appeal within 2 days.

## Provisions applicable to all statements

The contents of the statement, photo, and contact information are the sole responsibility of the authors.

Submissions don't represent the position of the Lewis County Auditor. Likewise, the Lewis County Auditor is not responsible for the validity or accuracy of submissions. Spelling, grammar, and punctuation errors will not be corrected. Submissions will be printed exactly as received, as long as they comply with format specifications and content rules.

Once the candidate statement and photo deadline has passed, all statements and photos submitted are final. They cannot be amended by the candidate.

## Reviewing your submission

Lewis County Elections will email each candidate upon approval of their candidate statement and photo. The email will include a proof copy (screen shot) of what will appear in the pamphlet once it is published. Upon receipt of the email, candidates should ensure that there are no discrepancies between the proof copy and the information they submitted.

No changes to the originally submitted statements or photos will be accepted.

## The administrative rules - what the law says

[RCW 29A.32.230](#) requires the Auditor to adopt and publish administrative rules governing the format and content of the Local Voters' Pamphlet. These rules must include: (a) Limits on the length and deadlines for submission of candidates' statements; (b) the basis for rejecting all or any part of a candidates' statement; and (c) an administrative appeal process in the case of such rejection.

# Campaign Sign Regulations

The role of Lewis County Elections, State and County regulations, illegally placed signs, and contact information for all jurisdictions

## The role of Lewis County Elections

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

## Sign regulations

If you plan to post campaign signs, please note that it is the responsibility of each candidate to contact the jurisdiction in which they plan to place political signs for sign regulations and rules. Jurisdictions may have size restrictions, deadlines for removal, and/or require a deposit.

## State sign regulations

View the complete Highway Advertising Control Act through a link provided at the Department of Transportation's website – [wsdot.wa.gov/operations/traffic/signs](http://wsdot.wa.gov/operations/traffic/signs)

## Complaints

If you have questions about the placement of campaign signs along state highways, call: WSDOT (360) 705-7282.

Sign violation complaints do not fall under the jurisdiction of Lewis County Elections.

To report illegal roadside signs or potential sign violations on private property in unincorporated Lewis County:

- Contact Lewis County Public Works at 360-740-1123

To report potential sign violations in a city or town:

- Contact the local jurisdiction regarding regulations and requirements.

## Contact information for all jurisdictions

Washington State Department of Transportation  
360-705-7282

Lewis County Public Works  
360-740-1123

City of Centralia  
360-330-7670

City of Chehalis  
360-345-1042

City of Morton  
360-496-6881

City of Mossyrock  
360-983-3300

City of Napavine  
360-262-3547

Town of Pe Ell  
360-291-3543

City of Toledo  
360-864-4564

City of Vader  
360-295-3222

City of Winlock  
360-785-3811

# Campaign Assistance

Historical Election Turnout Information, Voter Data Requests, Matchbacks, and Maps

## Historical election turnout information

Historical election turnout for elections 2006 - 2020 can be found on the Lewis County Elections website.

## Data requests and public information

Current lists of registered voters are public records.

RCW 29A.08.720

Data may be used for political purposes only. Voter registration data may not be used for commercial purposes.

RCW 29A.08.720, RCW 29A.08.740, and RCW 42.56.070

## Registered voter lists

Voter data lists may include:

- Name, residential address, mailing address, precinct number and portion, voter ID, date of registration, date of birth, gender & last election voted.

To request a list of Lewis County voters, you will need to complete an [election data request form](#). This data file will be provided in an excel format and will contain all Lewis County voters. Any sorting by district, precinct, etc. will be up to the requestor to complete.

The Secretary of State's Office maintains one statewide list of voters that serves as the official list of registered voters for Washington State.

Requests for statewide voter data and voting history must be made through The Office of the Secretary of State, Elections Division.

Data requests can be made at:

<https://www.sos.wa.gov/elections/vrdb/extract-requests.aspx> for questions contact

[VRSupport@sos.wa.gov](mailto:VRSupport@sos.wa.gov) or 360.902.4194

## Matchbacks

Ballot return data, commonly referred to as "matchbacks" include a list of all voters in a current election that have returned a ballot. The file will contain the same information as a voter data request but will also include:

- Ballot issue date
- Ballot return date
- Ballot status
- Ballot status reason

Matchback data is available for download free online at: <https://www.sos.wa.gov/elections/research/data-and-statistics.aspx>

You will select the desired year or election date you are looking for and "Daily Ballot Status Report".

The ballot status report contains a list of ballots, received accepted, or challenged. In these reports, "rejected" is a temporary terms (in many cases) that means the ballot is being challenged. Most challenged ballots have until the day before certification to be cured with the proper form.

Matchbacks and statewide voter lists are created in comma-separated values (CSV) format and can be opened with various software.

**It is the responsibility of the individual to know how to open and use the data.**

## Maps

District Boundaries, Maps and an Interactive Public GIS - Explore a vast array of GIS information compiled by Lewis County.

<https://elections.lewiscountywa.gov> (click on Voting District Maps)



## Post-Election Information

The steps to take to assume office after the election has been certified

### Get qualified

Once you have been elected, you must be “qualified” before you can actually assume office in local government.

Per *RCW 29A.04.133*, “qualified” means:

- The election results have been certified
- Any required bond has been posted
- The winner has taken the oath of office

### Certification of election

In Washington State, the General Election results are certified 21 days after the date of election. This means the election is complete and the results are official.

The Lewis County Elections office will then prepare and send all oaths of offices to the election winners.

### Oath of office

Newly elected officials typically begin their term on the first day of January following the General Election. The oath of office may be given up to 10 days prior to assuming office.

It is recommended that newly elected officers take their oath of office prior to January, as this ensures that they are able to legally take office on January 1.

The oath must be given and certified by any officer or notary public authorized to administer oaths. This includes, but is not limited to the following officers:

- Judges and Notary Publics – *RCW 5.28.010*
- Clerks of the Courts – *RCW 2.32.050*
- County Commissioners – *RCW 36.22.120*
- County Auditors or Deputies – *RCW 36.22.030*
- Town Clerks – *RCW 35.27.220*
- School Officials – *RCW 28A.343.360*

Once you take your oath, it must then be filed and retained by the County Auditor Recording Department.

### Assuming office

*When does the election winner assume office?*

Most newly elected or re-elected local officials take office on January 1 following the General Election. However, if the office is currently held by a person who had been appointed to fill a vacancy, the newly elected official may assume office immediately after becoming qualified.

The terms for Supreme Court justices, judges of the Court of Appeals, Superior Court judges, District Court judges, municipal court judges and state legislative offices all begin on the second Monday in January.

County, city and town officials may take an oath either at the last regular meeting of the governing body for which they were elected or within 10 days before the term of office begins. January 1st is the beginning of terms for county officials, except for charter counties that specify otherwise. January 1st is also the beginning of terms for special purpose districts, with the exception of school district directors or districts where ownership of land is a prerequisite of voting (e.g. diking or flood control districts).

School district directors’ terms of office begin at the first official meeting of the board of directors after certification of the election results.

Unexpired terms and short terms also begin immediately after certification of the election. Officials elected to these offices must be administered an oath before assuming the duties of the office.

*What if the election winner fails to take office on January 1?*

Until the winner becomes qualified, the incumbent will continue to hold office.

For more information:

- Contact your jurisdiction’s legal counsel
- Visit [www.MRSC.org](http://www.MRSC.org)

# Other Information and Forms

## Withdrawal of candidacy

If you decide you do not want your name on the ballot, your signed withdrawal form must be received by Lewis County Elections by the close of business on the Monday immediately following Candidate Filing Week. A Withdrawal of Candidacy form is located on page 16 of this guide.

Filing fees are nonrefundable, even if you filed for the wrong office.

RCW 29A.24.131

No withdrawal is permitted if you filed during a special filing period.

RCW 29A.24.131

## Write-in candidates

In accordance with recent legislation, write-in candidates are required to file a declaration of write-in candidacy in order to be counted. Write-in candidates may submit their declarations up until 8 p.m. on Election Day.

Candidates who submit their write-in candidacy prior to the 18 day deadline before the Primary or General Election are not required to pay a filing fee. If a candidate wishes to file on or after the 18 day deadline, **they must pay the filing fee.**

Filing fees must accompany the declaration and are non-refundable. The amount depends upon the office and annual salary.

- The filing fee is equal to 1% of the office's annual salary, if the salary exceeds \$1,000.
- The filing fee is \$25 for offices with an annual salary of \$1,000 or less.

You may not file as a write-in candidate if you were a candidate for the same office in the preceding primary or you are already a candidate for a different office. (Other than PCO or Freeholder)

Write-in candidates must meet the same qualifications as any other candidate for that office.

Declaration of Write-in Candidacy filing forms are available at [www.vote.wa.gov](http://www.vote.wa.gov).

## Special filing period and vacated offices

If a race lacks a candidate after the close of the regular filing period and before the primary, a special filing period opens for three business days. RCW 29A.24.181

Such three-day filing period shall be fixed by the Auditor.

Filings during special filing periods are conducted in the same manner as regular candidate filing periods.

If an office is filed for during a special filing period, the race skips the Primary to appear on the General Election ballot.



Providing an email address is important when filing for office!

- You will receive an email confirmation of your filing.
- Automatic updates on filing status.
- You will be alerted if another candidate files in your race.
- You will receive a link to submit your candidate statement and photo for the printed local voters' pamphlet.
- PDC (Public Disclosure Commission) no longer supplies elections offices with forms or CD's. They send everything directly to your email for filing.

# Washington State Declaration of Candidacy

**candidate information**

*as registered to vote*

first name	middle	last
residential address		city / zip
date of birth	email address	phone number

**campaign contact information**

*for publication*

campaign phone	campaign email
mailing address (if different than residential address)	city / zip
campaign website	

**ballot information**

jurisdiction	office name	position number
exact name I would like printed on the ballot		
political party I prefer to be printed on the ballot, if filing for partisan office:		
<input type="radio"/> (Prefers <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Party)		
<input type="radio"/> (States No Party Preference)		

**filing fee**

- The office has no filing fee
- A filing fee of \$ \_\_\_\_\_ accompanies the declaration of candidacy
- I lack sufficient funds and submit a filing fee petition in lieu of the filing fee under RCW 29A.24.091

**oath**

I declare that the above information is true, that I am a registered voter residing at the address listed above, that I am a candidate for the office listed above, and that, at the time of filing this declaration, I am legally qualified to assume office.

I swear, or affirm, that I will support the Constitution and laws of the United States, and the Constitution and laws of the State of Washington.

sign here

date here

**for office use only**

submission date	voter registration number
office code	fee

# Withdrawal of Candidacy

RCW 29A.24.131

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important  
information

The deadline for withdrawing is the Monday following candidate filing week, May 20, 2019.

Once filed, a declaration of candidacy may not be altered. If the candidate decides during the filing period to change the declaration of candidacy, the candidate must first withdraw and then re-file.

**Note:** Filing fees are nonrefundable.

---

office  
information

\_\_\_\_\_

jurisdiction and office name

\_\_\_\_\_

position number (*if applicable*)

---

personal  
information

\_\_\_\_\_

first name

\_\_\_\_\_

middle

\_\_\_\_\_

last

---

signature

I withdraw my candidacy for the office listed above and understand that the filing fee is nonrefundable.

sign  
here

[

date  
here

[

# Filing Fee Petition

(Submitted in lieu of the filing fee required by RCW 29A.24.091)

## WARNING

RCW 29A.24.101 and RCW 29A.72.140

Every person who signs this petition with any other than his or her true name, knowingly signs more than one of these petitions, signs this petition when he or she is not a legal voter, or makes any false statement on this petition may be punished by fine or imprisonment or both.

We, the undersigned registered voters of \_\_\_\_\_  
(either state of Washington or the political subdivision for which the nomination is made)

hereby petition that the name of \_\_\_\_\_  
(candidate's name)

official primary ballot of the office of \_\_\_\_\_  
(insert name of office including district / position number if applicable)

	Signature	Printed Name	Residence Address	City	County
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					

## Lewis County Auditor's Office, Elections Department

351 NW North St, PO Box 29, Chehalis, WA 98532

Phone: (360) 740-1164 or (360) 740-1278

Fax: (360) 740-1421

Email: [elections@lewiscountywa.gov](mailto:elections@lewiscountywa.gov)

*For Office Use Only*

Received Date: \_\_\_\_\_

Date Satisfied: \_\_\_\_\_

Deputy: \_\_\_\_\_

The Auditor shall furnish copies of voter data as allowed in RCW 29A.08.720.

## Election Data Request

Printed Name of Requestor: \_\_\_\_\_

Organization/Campaign: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

### Lewis County Voter List – Data Request (check all that apply)

**It is the responsibility of the individual to know how to open and use the data in the file.**

Please allow at least 48 hours for processing.

Lewis County Voter Data

All data files will be sent in an excel format. Voter Data includes voter ID, name, date of birth, gender, date of registration, physical & mailing address, precinct number and split and last voted date.

Precincts in Districts List

This countywide list contains the district names, precinct number and split in each district for sorting the voter data.

**A Request for Statewide Voter data and voting history must be made through The Office of the Secretary of State, Elections Division. Data requests can be made at: <https://www.sos.wa.gov/elections/vrdb/extract-requests.aspx> for questions contact [VRSupport@sos.wa.gov](mailto:VRSupport@sos.wa.gov) or 360.902.4194.**

## Matchbacks

A matchback is ballot return data that includes a list of voters in a current election that have returned a ballot. The file contains the same information as a voter data request but will also include: a list of ballots received, accepted, or challenged.

Matchback data is available for download for free online at: <https://www.sos.wa.gov/elections/research/data-and-statistics.aspx> through The Office of the Secretary of State, Elections Division. You will select the desired year of election data you are looking for and "Daily Ballot Status Report". For questions contact [VRSupport@sos.wa.gov](mailto:VRSupport@sos.wa.gov) or 360.902.4194.

## Acknowledge & Finalize

X

**Read before signing:** I have read and understand the legal statutes (RCW 29A.08.720 & 29A.08.740 on the back of this request form that describe the limits on how this data may be used.) I will not use this data for commercial purposes and will exercise due care in the responsibility of securing this data. I understand I am jointly and severally liable for damages incurred from any misuses of this data in by possession or from my distribution. I understand that any violation of RCW 29A.08.720 relating to misuse of such data is a felony punishable by: imprisonment for not more than five (5) years, a fine of not more than \$10,000.00, or both fine and imprisonment.

# Elections Results

Election results and archival data are available, free of charge, on our website at:

<https://elections.lewiscountywa.gov>

## **RCW 29A.08.720 Registration, voting records—As public records—Information furnished—Restrictions, confidentiality.**

(1) In the case of voter registration records received through the department of licensing or an agency designated under RCW 29A.08.310, the identity of the office or agency at which any particular individual registered to vote is not available for public inspection and shall not be disclosed to the public. Any record of a particular individual's choice not to register to vote at an office of the department of licensing or a state agency designated under RCW 29A.08.310 is not available for public inspection and any information regarding such a choice by a particular individual shall not be disclosed to the public.

(2) Subject to the restrictions of RCW 29A.08.710 and 40.24.060, precinct lists and current lists of registered voters are public records and must be made available for public inspection and copying under such reasonable rules and regulations as the county auditor or secretary of state may prescribe. The county auditor or secretary of state shall promptly furnish current lists of registered voters in his or her possession, at actual reproduction cost, to any person requesting such information. The lists shall not be used 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. However, the lists and labels may be used for any political purpose. The county auditor or secretary of state must provide a copy of RCW 29A.08.740 to the person requesting the material that is released under this section.

(3) For the purposes of this section, "political purpose" means a purpose concerned with the support of or opposition to any candidate for any partisan or nonpartisan office or concerned with the support of or opposition to any ballot proposition or issue. "Political purpose" includes, but is not limited to, such activities as the advertising for or against any candidate or ballot measure or the solicitation of financial support.

## **RCW 29A.08.740 Violations of restricted use of registered voter data—Penalties—Liabilities.**

(1) Any person who uses registered voter data furnished under RCW 29A.08.720 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. However, a person who mails or delivers any advertisement, offer, or solicitation for a political purpose is not liable under this section unless the person is liable under subsection (2) of this section. For purposes of this subsection, two or more attached papers or sheets or two or more papers that are enclosed in the same envelope or container or are folded together are one item. Merely having a mailbox or other receptacle for mail on or near the person's residence is not an indication that the person consented to receive the advertisement or solicitation. A class action may be brought to recover damages under this section, and the court may award a reasonable attorney's fee to any party recovering damages under this section.

(2) Each person furnished data under RCW 29A.08.720 shall take reasonable precautions designed to assure that the data is not used 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. However, the data may be used for any political purpose. Where failure to exercise due care in carrying out this responsibility results in the data being used for such purposes, then such person is jointly and severally liable for damages under subsection (1) of this section along with any other person liable under subsection (1) of this section for the misuse of such data.