

## **LEWIS COUNTY LOCAL ONLINE VOTERS' GUIDE - ADMINISTRATIVE RULES**

### ***CANDIDATE STATEMENTS AND PHOTOGRAPHS***

***Deadline: Friday, May 25, 2018 (4:30 PM)***

#### **Candidate Participation**

For the 2018 Primary and General Election, the Lewis County Auditor's Office will have an Electronic Local Voters' Guide available online at <http://elections.lewiscountywa.gov>.

Statements and photos used in the Primary Election Local Online Voters' Guide will remain the same for the General Election Local Online Voters' Guide. You may *not* submit a new statement for the general election.

Only candidates appearing in the Primary Election, with the exception of PCOs, shall appear in the Primary Elections Electronic Voters' Guide. Only candidates appearing in the General Election shall appear in the General Elections Electronic Voters' Guide.

#### **Deadline for Submission of Statements and Photographs**

Any official candidate, who wishes to submit a statement and photograph, must submit such material to the Elections Department no later than the above stated deadline. All statements and photos become public record after submission.

#### **Deadline Extension**

The County Auditor shall have the authority to grant any deadline extension that he/she feels is in the public's best interest, including extensions for late filings because of vacancies. All extensions shall be equally granted to opposing candidates.

## **Specifications for Candidate Statements and Photographs**

Before submitting your statement, please prepare the following in advance using the statement guidelines:

- Photograph
- Biography
- Statement
- Campaign contact information

## **Restrictions on the Style of Statements in the Local Online Voters' Guide**

All statements published in the Local Online Voters Guide must be in a substantially similar format and style. To promote such consistency, the following standards of format have been established:

1. Statements must be submitted electronically by means of online filing (this is the preferred method, you must provide an e-mail address with your candidate filing), e-mail, thumb-drive or disk.
2. Typeset must be in block paragraph style.
3. No tables, lists, or other material requiring multiple indentations will be allowed. Text must be written in paragraphs.
4. Words that are underlined, in bold type, or are all in upper case letters will be typeset in italics. If at all possible, committees should avoid this, as they will reduce readability of the statement.

EXAMPLE:

### **Incorrect**

I approve of:

- JUSTICE for all
- **Fairness** of the law
- Rehabilitation

OR

I approve of JUSTICE for all, **Fairness** of the law, and Rehabilitation.

### **Correct**

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

## Statement Length

1. Statement - limited to two hundred (200) words or less.
2. Biography - limited to one hundred and fifty (150) words or less.  
In addition to your statement, you may provide a 150-word biography. You must use the following headings, which do not count toward the word limit. "No information submitted" will be inserted next to each heading left blank.

**Elected Experience\***

**Other Professional Experience**

**Education**

**Community Service**

*\*Judicial candidates, use **Legal/Judicial Experience** instead.*

Proofread carefully. Each candidate must be certain that his/her statement does not exceed the word limit. If the statement exceeds the word limit the Auditor's Office may attempt, if time permits, to notify the candidate of this fact by telephone or e-mail, but is under no obligation to do so. The candidate will be allowed to submit a new copy of their statement that is within the word limit. The new statement must be changed only to the extent necessary to reduce it to the word limit. If the new statement contains new material, it will be rejected and the candidate's first statement will be used in the same manner as described in the next paragraph.

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. In order to be fair and to give equal treatment to all candidates, there will be no exception to these limitations.

Each individual word is counted as one word. All words contained within hyphenated words or phrases shall count individually with the exception of prefixes. Website addresses and prefixes such as pre-date, mid-January, or pre-Revolutionary count as one word. Words separated by a "/" are counted as two words.

The Auditor's Office will use the information provided on his or her candidate filing paperwork as contact information.

## **Statement Content**

The Auditor's Office shall reject any candidate's statement deemed to be libelous or otherwise inappropriate (profane, obscene or 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.

## **Editing of Statements**

It is inevitable that the material submitted for publication could contain some inadvertent errors of spelling, punctuation, or syntax that would adversely affect the readability of the statement and improperly reflect on the candidate. The County Auditor's Office may correct such incidental errors as long as this does not affect the content of the statement. This office is not obligated, however, to make such corrections and we assume no responsibility for errors that result from inaccuracies in the original statement submitted by the candidate.

## **Rejection of Statements for the Local Voters' Pamphlet**

By law, the County Auditor is required to reject any statements which contain obscene, vulgar, profane, scandalous, libelous or defamatory matter; any language which in any way cites, counsels, promotes or advocates hatred, abuse, violence and/or hostility; or which tends to cause ridicule or shame upon any person or group of persons by reason of sex, race, color, religion or manner of worship; or any language or matter the circulation of which is prohibited by Federal Law.

If any portion of the candidate's statement is rejected, only that rejected portion may be rewritten and submitted for inclusion in the statement.

## **Revision of Rejected Statements**

Candidates will be notified, if their statements, or any portion thereof, have been rejected. They will be given an opportunity to resubmit a statement or revision of the portion which has been rejected. Due to time constraints, a second rejection is final. The Auditor has the final decision in the acceptance and rejection of statements.

## **Proofing of Statements**

Candidates will not be permitted to amend the content of their original statement after it is submitted.

Only the correction of incidental errors in spelling, punctuation, or syntax in the original statement or correction of errors in typesetting will be allowed.

## **PHOTOGRAPHS**

Candidates *may* submit one photograph to be included with their statements. To assure the best possible reproduction, all photographs should be:

1. Digital photos in either .jpg or .tiff. Digital photographs as part of a Word document or PDF are not acceptable.
2. Digital photos must be at a minimum resolution of at least 300 dpi and no smaller than 4 x 5 inches (1200 x 1500 pixels). Your photo may not be digitally altered.
3. Limited to the head and shoulders with a frontal view of the candidate. To achieve best contrast, we recommend that you use a photograph with a light (not white) background. Backgrounds should be neutral - no buildings, landscape, or props. Do not include other persons in your photograph.
4. The photo should be no more than five years old.
5. Free from any insignia or clothing which designates the candidate's present elected office, or any uniform or insignia of any organization which advocates or teaches racial, religious, or any other type of intolerance. Photos must be electronically submitted using the formats listed above. Again, do not embed photos in a PDF or Word document.

**STATEMENT EXAMPLE:**

**Elected Experience:**

State Representative since 2003 – Precinct Committee Office 1992-2006, intermittently.

**Other Professional Experience:**

33 years of construction experience, primarily as concrete finisher. Business Representative, Northeastern Washington – Northern Idaho Building & Construction Trades Council. Legislative committee assignments: Capital Budget – Vice Chair, Agriculture & Natural Resources – Vice Chair, Judiciary, and Ex-officio member, State Building Codes Council.

**Education:**

St. Aloysius Catholic School, North Central High School

**Community Service:**

Tim is married to Kim, has three children and one grandchild. President, Spokane Regional Labor Council; board member of SNAP and Northwest Museum of Arts & Culture; member, Spokane Area League of Women Voters; past board member, Spokane County United Way.

**Statement:**

It's been a privilege and honor to serve the good folks of Spokane for the last seven years in the State Legislature. Together, we've accomplished some great things for our region, and there is more to be done.

My own experiences as a husband, father of three, son and construction worker have taught me the value of teamwork to find common sense solutions. Born and raised in Spokane, I know firsthand the challenges we face. I will continue working for you to focus on the issues that matter most to all of us. I humbly ask for your vote.