Lewis County Elections

2027

Jurisdiction Guide

Election information, including local voters' pamphlet rules.

Lewis County Elections
351 N.W. North St.
PO Box 29
Chehalis, WA 98532

Phone: (360) 740-1278
Fax: (360) 740-1421

Email: elections@lewiscountywa.gov
Website: https://elections.lewiscountywa.gov

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Types of Local Measures

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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.

2027 Elections Calendar

Important election dates and deadlines

Chapter 01

Primary and general election dates

Primary and general elections are held on the following days each year:

- Primary: the 1st Tuesday in August
- General election: the 1st Tuesday after the 1st Monday in November

Special election dates

Upon receipt of a resolution from the governing body of a jurisdiction, Lewis County Elections may hold a special election. The jurisdiction can request the special election be held on any of the following dates:

- February special election: the 2nd Tuesday in February
- April special election: the 4th Tuesday in April
- Primary: the 1st Tuesday in August
- General election: the 1st Tuesday after the 1st Monday in November

Deadlines to submit a resolution requesting a special election are:

- February election: 60 days prior to the date of the election
- April election: 60 days prior to the date of the election
- Primary: no later than the Friday immediately before the first day of candidate filing week
- General election: no later than the day of the primary

2027 Election Dates

February 9, 2027 special

April 27, 2027, special

August 3, 2027, primary

November 2 , 2027 general

RCW 29A.04.311
RCW 29A.04.321

Jurisdiction Survey

Confirming jurisdiction information for candidate filing

Chapter 02

Purpose of the Jurisdiction Survey

The Jurisdiction Survey is sent to all jurisdictions each year to confirm current office holder, salary and term information. This information is used to properly conduct candidate filing for each office and jurisdiction in Lewis County.

Completing the Jurisdiction Survey

Prior to February 1st of each year, Lewis County Elections mails a Jurisdiction Survey to each jurisdiction asking for confirmation of information. Jurisdictions must respond and provide the following information:

- Current contact information for the jurisdiction administrator.
- Information about current elected officials such as office title, position number, office holder's name, annual salary at the time of candidate filing, and term expiration.

Jurisdiction administrators must complete the survey prior to March 1st so that candidate filing information can be compiled and distributed to the public in advance of the candidate filing period.

Common questions

What if an office becomes vacant or there is a new appointment after I have submitted the Jurisdiction Survey?	You need to notify Lewis County Elections once an office becomes vacant, email is sufficient. Prior to appointing a new person, contact Elections to verify that they are a qualified, registered voter for that office. Once someone is appointed to that office, notify Elections in writing, email is sufficient.
What if an office holder receives per diem or is paid on a per meeting basis?	Per diem is not a fixed annual salary and should not be included.
What do I do with completed oaths?	Send completed oaths of office to the Lewis County Auditor's Office. They will be recorded free of charge and retained by the County Auditor.

WAC 434-215-005

Office Holders

Information about current office holders, resignations, appointments, and oaths of office

Chapter 03

Importance of keeping Lewis County Elections informed

It is extremely important that Lewis County Elections has accurate, up-to-date information regarding current office holders. The information is used to determine which offices are subject to election. Please notify our office of all vacancies and appointments that occur throughout the year.

Resignations/Vacancies

If an elected official resigns, is removed from office, dies, or in some cases, changes their voter registration status, it causes a vacancy of office.

The officer who wishes to resign should submit his or her resignation to the board of the junior taxing district.

Once an office becomes vacant, notify Lewis County Elections immediately. Notification must be in writing; email is sufficient. Please include the name of the office holder, the office and position number, and the effective date of the resignation. Additional information regarding vacancies can be found in RCW 42.12

New appointments

When a position is vacant, the remaining members of the board will appoint a qualified person to fill the vacant position. Prior to appointing an individual to fill a vacancy, provide Elections with a list of applicant names, dates of birth and/or residential addresses and our office can confirm candidates are qualified registered voters of the jurisdiction.

If the board does not appoint a qualified person to fill a vacancy within ninety days of the occurrence of the vacancy, the county legislative authority will appoint a qualified person.

Once an individual has been appointed, notify Elections of the appointment in writing; email is sufficient. Please include the name of the appointed person, contact information for that person, and the effective date of the appointment.

The board will sign the *Certificate of Appointment* and the newly appointed officer will sign the *Oath of Office*. Send the completed oaths of office to the Lewis County Auditor's Office. They will be recorded free of charge and retained by the County Auditor. A Certificate of Appointment/Oath of Office form can be found in the resources (last page). A fillable form can also be found on the Lewis County Elections website at https://elections.lewiscountywa.gov under the “Forms” tab. The form is titled “Oath of Office Form.”

The newly appointed officer will serve until the next election at which a candidate for the jurisdiction is elected. In that election, the position will be elected for an unexpired term ending at the remainder of the original term.

Oath of office rules

Who is required to take an oath of office?	Every person elected or appointed to an office in the State of Washington is required by our state and federal constitutions to take an oath prior to serving in office.
Who administers the oath of office?	The oath of office shall be administered and certified by any officer or notary public authorized to administer oaths, without charge. Six positions are specifically qualified by statute to administer oaths:

Judges and Notary Publics	RCW 5.28.010
County Commissioners	RCW 36.32.120
County Auditors or Deputies	RCW 36.22.030
Clerks of the Courts	RCW 2.32.050
Town Clerks	RCW 35.27.220
School Officials	RCW 28A.343.360

When should the oath of office be administered?	The oath may be taken either up to ten days prior to the scheduled date of assuming office; or at the last regular meeting of the governing body of the applicable county, city, town, or special district held before the winner is to assume office. See the table below titled "Oath of Office Administration and Repository" for more information on oaths by office type.

RCW 29A.60.280

Post-Election Odds and Ends: Bonds, Oaths and Taking Office – MRSC
http://mrsc.org/Home/Stay-Informed/MRSC-Insight/October-2017/Post-Election-Odds-and-Ends-Bonds-Oaths-and-Taki.aspx

The Oath of Office for Local Elected Officials – MRSC
http://mrsc.org/Home/Stay-Informed/MRSC-Insight/December-2019-1/The-Oath-of-Office-for-Local-Elected-Officials.aspx

Taking the Oath of Office During a Pandemic - MRSC
http://mrsc.org/Home/Stay-Informed/MRSC-Insight/November-2020-1/Taking-the-Oath-of-Office-During-a-Pandemic.aspx

Oath of Office Administration and Repository

Offices	Regular Term Begins	Administration and Repository of Oath	Applicable Citations
Superior Court Judges	2nd Monday in January	Oath retained by Secretary of State.	RCW 2.08.080
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 Judges	2nd Monday in January	Prior to entering the duties of office. Oath filed with County Auditor.	RCW 3.34.070 RCW 3.34.080 RCW 3.50.050
Municipal Court Judges	January 1	Prior to entering the duties of office. Oath filed with County Auditor.	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 and retained by County Auditor.	RCW 29A.60.280 RCW 35.23.081 RCW 35.27.120 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. No statutory reference available regarding retention but historically oath has been 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. Retained by County Auditor.	RCW 28A.343.360
Fire Protection District -Commissioners -District Secretary	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. Retained by County Auditor.	RCW 29A.60.280 RCW 52.14.070 RCW 52.14.080
Sewer, Water, Hospital Districts -Commissioners	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. No statutory reference available regarding retention but historically oath has been retained by County Auditor.	RCW 29A.60.280 RCW 57.12.030 RCW 70.44.040
Cemetery Districts	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. Retained by County Auditor.	RCW 29A.60.280 RCW 68.52.260
Park and Recreation -Commissioners	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. Retained by County Auditor.	RCW 29A.60.280 RCW 35.61.050
Jurisdictions requiring land ownership (e.g. diking/flood control districts)	Upon certification of election.	No statutory reference available. Should be kept in the official records of the district.	RCW 85.24.070 RCW 85.38.070 RCW 86.09.301

Candidate Filing

General information about candidate filing for jurisdictions and office holders

Chapter 04

Jurisdiction administrators - your role during candidate filing

Jurisdiction administrators are not active participants in the candidate filing process. All candidates are responsible for submitting their own Declaration of Candidacy. Jurisdiction resources should not be used to assist an elected official or candidate to file for office.

Candidate filing

All persons wishing to have his or her name printed on the ballot must file a Declaration of Candidacy. Any person filing a Declaration of Candidacy must meet the qualifications specified by law for that office at the time of filing the Declaration of Candidacy. The candidate must be a registered voter of the jurisdiction for which they are filing, which is verified by Lewis County Elections. It is the responsibility of the candidate to ensure that he or she meets any and all other requirements for the office.

For offices with an annual salary greater than $1,000, a filing fee equal to 1% of the annual salary must accompany the Declaration of Candidacy at the time of filing. A filing fee is not charged for any office that is compensated on a per diem or per meeting basis. A filing fee of $10 shall accompany the Declaration of Candidacy for any office with a fixed annual salary of $1,000 or less.

A candidate who lacks sufficient assets or income at the time of filing to pay the filing fee may submit a filing fee petition with his or her Declaration of Candidacy.

Filing fees are not refundable. If a candidate withdraws their Declaration of Candidacy, he or she forfeits the filing fee.

Filing fees are not transferable. If a candidate withdraws their Declaration of Candidacy and re-files for a different position a second filing fee must be paid for the new position.

The candidate filing period begins the first Monday in May and ends the following Friday.

2027 candidate filing dates

April 19 Candidate filing by mail begins
May 3-7 Candidate filing week: online and in person
May 10 Last day for candidates to withdraw
May 18 Last day to submit a statement or photo for the local voters' pamphlet

Withdrawal of candidacy

Candidates may withdraw their Declaration of Candidacy prior to the deadline to withdraw.

There is no withdrawal period for Declarations of Candidacy filed during special candidate filing periods.

No filing fees will be refunded to any candidate that withdraws.

RCW 29A.24.075
RCW 29A.24.081
RCW 29A.24.091
RCW 29A.24.131

Write-in candidates

If an individual wishes to file for an office after the candidate filing period has passed, he or she must file a Declaration of Write-in Candidacy. If the Declaration of Write-in Candidacy is filed between the close of candidate filing and more than 18 days prior to a primary or election, there is no filing fee. If the Declaration of Write-In Candidacy is filed 18 days or less prior to a primary or election, a filing fee is required. The deadline for filing is no later than 8:00 p.m. on Election Day.

Residency requirements

All candidates must be a registered voter of the jurisdiction for which they have filed a Declaration of Candidacy. It is the candidate's responsibility to ensure he or she meets any and all other requirements.

No double filings

A candidate cannot file for more than one office appearing on the ballot, with the exception of filing as a Precinct Committee Officer or Freeholder.

Shared/joint districts

Below are districts that are shared by more than one county. The primary county issues certificates of election and accepts Declarations of Candidacy for that jurisdiction.

Jurisdictions	Counties that share the district
School Districts	
Castle Rock School District	*Cowlitz, Lewis
Centralia School District	*Lewis, Thurston
Eatonville School District	Lewis, *Pierce
Oakville School District	*Grays Harbor, Lewis
Pe Ell School District	*Lewis, Pacific
Rochester School District	Lewis, *Thurston, Grays Harbor
Fire District	
Cowlitz – Lewis Fire Protection District 20	Cowlitz, *Lewis

* indicates "lead" or primary county

RCW 29A.24.075
RCW 29A.24.311

Candidate filing - voids and lapses

A void in candidacy occurs when no valid Declarations of Candidacy have been filed for a position, or all candidates that did file a valid Declaration of Candidacy have withdrawn, died, or been disqualified. If a void in candidacy occurs after the regular candidate filing period, but before the day of the primary, a special three-day candidate filing period will be held. The date of the special filing period will be determined by the filing officer. Notice of the void in candidacy will be given, and include the time and place for individuals to file a Declaration of Candidacy.

All candidates that file a valid Declaration of Candidacy during the special candidate filing period will appear on the general election ballot. A primary election will not be held for that office. The candidate receiving the most votes for that office in the general election is deemed elected.

If, after the regular and special candidate filing periods have passed, no candidate has filed a valid Declaration of Candidacy, the election for that office is deemed lapsed and the office will not appear on the ballot.

If a lapse of election occurs, the current office holder will remain in office and continue to serve until the next succeeding general election that the office is allowed by law to have an election.

Candidate filing - vacancies

When a vacancy in office occurs, certain factors determine when the office will appear on the general election ballot, such as the date the vacancy occurs and whether the office was scheduled for election that year.

If, prior to the first day of the regular candidate filing period, a vacancy occurs in an office that is not scheduled to appear on the general election ballot, valid Declarations of Candidacy for that office will be accepted during the regular candidate filing period. Lewis County Elections will give notice of the vacancy. The notice will include the date, time, and place for filing Declarations of Candidacy.

If, on the first day of the regular candidate filing period or later, a vacancy occurs in an office that is not scheduled to appear on the general election ballot, Declarations of Candidacy will not be accepted for that office during the regular candidate filing period. That office will instead be open for filing at the next succeeding general election that the office is allowed by law to have an election.

RCW 29A.24.141
RCW 29A.24.171
RCW 29A.24.181

Candidate Statements and Photos

Candidate statement and photo rules and deadlines

Chapter 05

Candidate participation in the printed local voters' pamphlet

The online voters' guide provides an opportunity for every candidate to publish a candidate statement, photo, and contact information. All candidates may participate in the Lewis County local voters' pamphlet, with the exception of PCO's.

For the primary, a local voters' pamphlet is available for offices that have three or more candidate filings.

Candidates must submit statements and photos electronically online through the link received via email after filing. Paper copies of statements or photos will not be accepted.

All submissions will be published to the public once reviewed and approved by Elections staff.

Candidates may not submit new information after the deadline. The information submitted will be used for the primary (if applicable) and the general election local voters' pamphlet.

Candidate statement length, content, format, and deadline

Deadline

The final deadline to submit a candidate statement and photo is May 18, 2027. Once a statement is submitted, only grammatical and factual information may be updated in the best interest of the voters. (Examples include correcting a date, a misspelled word, or a dollar amount.) All changes must be submitted by the May 18 deadline.

Rewriting or additional information submitted will not be accepted.

If after your initial submission you wish to change your photo, you may submit a different photo by the May 18 deadline.

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.

Candidate contact information

A candidate's email address, phone number, and campaign website will be published online with their statement. Contact information does not count towards the word limit of the statement.

Complete Candidate Statement Administrative Rules found here.

Below is a very brief overview at a glance of the candidate statement rules.

RCW 29A.32.090

RCW 29A.32.230

Candidate Statements and Photos at a Glance

Type	Word Limit	Formatting	
Photo		*Allowed:*	Digital (JPEG or TIFF format) 300 dpi or greater Limited to head and shoulders Taken within the last 5 years Not smaller than 4 x 5”
		Not Allowed:	Political party, patriotic symbols, or logos Flags, robes, or law enforcement/military uniforms. Clothing or insignia suggesting that you hold a public office.
Biography	100	*Allowed:*	Italics
Statement	200	*Not Allowed:*	**Bold**, ALL CAPS, underlining, lists, bullets, or tables
Contact Information	Contact information is not included in the word count.	*Allowed:*	Phone number Email address Campaign website address At least one method of contact must be provided.
		Not Allowed:	Titles (Dr., President, PhD) Matter not limited to the candidate. Email and website addresses may not be obscene, libelous, or a commercial advertisement.

Any material submitted may be rejected if:

- It is obscene;
- It is libelous;
- It is vulgar;
- Contains a commercial advertisement;
- Promotes or advocates hatred, violence, hostility, ridicule, or shame upon any person or group of persons; or
- Contains matter not limited to the candidate himself or the office for which they are filing. It may not discuss the candidate’s opponent; or
- It is received after the submittal deadline.

Other than corrections to grammatical and factual information, or format and length, candidate statements shall be printed exactly as submitted and shall not be checked for accuracy by Elections staff.

Resolution Filing

Information about filing a resolution to place a measure on the ballot and ballot titles

Chapter 06

Deadline for submitting a resolution

Upon receipt of a resolution from the governing body of a jurisdiction, Lewis County Elections may hold a special election.

All resolutions must be received by Lewis County Elections no later than 4:30 p.m. on the day of the deadline. Submitting a resolution in advance of the deadline is advantageous to the jurisdiction, as it allows time for the Elections Office to review the submission and inform the jurisdiction of any missing information.

Election Date	***Resolution Deadline***
February 9, 2027 Special	December 11, 2026
April 27, 2027 Special	February 26, 2027
August 3, 2027 Primary	April 30, 2027
November 2, 2027 General	August 3, 2027

Rules for submitting a resolution

Resolutions can be submitted to Elections by email, mail, or in-person no later than 4:30 p.m. on the day of the deadline at:

Lewis County Elections
351 N.W. North St.
PO Box 29
Chehalis, WA 98532

Email: elections@lewiscountywa.gov

Phone: 360.740.1278

A resolution cover sheet is required and must accompany each resolution. This cover sheet contains important information and contacts required by Elections. A resolution cover sheet may be found in the resources of this manual, one will be provided upon request or a fillable form can be found on our website at https://elections.lewiscountywa.gov under the "Forms" tab.

Checklist for submitting a resolution

- ☐ Submit the resolution on or before statutory deadline
- ☐ Include a completed resolution cover sheet
- ☐ Include an explanatory statement

RCW 29A.04.330

Withdrawing a resolution

If a jurisdiction wishes to withdraw a resolution, the jurisdiction must do so in writing no later than 7 business days after the submission deadline.

Ballot titles for local measures

The format and content requirements for local measure ballot titles are very specific and must conform to state law. Ballot titles consist of three elements:

- The name of the jurisdiction submitting the measure and a statement of the subject matter (not to exceed 10 words);
- A concise description (not to exceed 75 words); and
- A question

The ballot title is approved/prepared by the County Prosecuting Attorney's Office; except ballot titles for a city or town which are prepared by the city attorney.

Resolutions submitted by jurisdictions needing a signature or ballot title prepared by the Lewis County Prosecuting Attorney will be forwarded to that office by the Auditor upon receipt.

Appealing a ballot title

Any person dissatisfied with the ballot title for a local measure written by the city/town attorney, or Prosecuting Attorney, as the case may be, may appeal to the Lewis County Superior Court within ten days from the time of filing the ballot title, not including Saturdays, Sundays, and legal holidays. The decision of the Superior Court is final.

Explanatory statements

For each election, explanatory statements may be submitted for publication in the Lewis County local voters' pamphlet. The explanatory statement is prepared by the Prosecuting Attorney for county measures and by the attorney for the jurisdiction submitting the measure if other than a county measure.

The purpose of an explanatory statement is to state the effect of the proposed measure if approved by the voters. It must be impartial, written in clear and concise language, and avoid the use of legal and technical terms whenever possible.

If prepared by the jurisdiction, proof of approval by the jurisdiction's attorney must be received by Lewis County Elections either by cover letter or email.

If a jurisdiction does not have an approval letter from its attorney, or if a jurisdiction does not retain legal counsel, the statement shall be submitted to the Prosecuting Attorney for review and preparation.

RCW 29A.36.071 - RCW 29A.36.090

Explanatory Statement Administrative Rules for Jurisdictions

Complete admin rules for jurisdictions found here. Below is a brief overview.

Statements – At a Glance

Statement Type	Word Limit	Formatting
Explanatory Statement	250	Allowed: *Italics* Not Allowed: **Bold,** ALL CAPS, underlining, lists, bullets
"For" and "Against" Statement	250	Allowed: *Italics* Up to four headings (up to 15 words each). Heading included in word count. Four paragraphs. Not Allowed: **Bold,** ALL CAPS, underlining, lists, bullets
Rebuttal Statement	75	Allowed: Italics One paragraphs Not Allowed: **Bold,** ALL CAPS, underlining, lists, Bullets
Contact Information	Does not count toward word limit	Allowed: Committee members names; A contact phone number; An email address; A website. **At least one method of contact (phone, Email, website address) must be provided.** Not Allowed: Titles of committee members (Dr., President, Ph.D.)

All Statements

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

- It's obscene.
- It's libelous.
- Contains graphs, charts, photographs, cartoons or caricatures.
- Contains a commercial advertisement.
- Contains matter prohibited by law from distribution through the mail.
- Contains matter not limited to the measure.
- Contains matter that is otherwise inappropriate or that does not comply with applicable law.
- Was received after the submittal deadline.

Statement & Resolution Submission Deadlines

ELECTION DATES	February 9, 2027	April 27, 2027	August 3, 2027	November 2, 2027
Jurisdiction Responsibility and Deadlines				
1. Resolution **2. Resolution Cover Sheet** **3. Explanatory Statement** **4. For and Against Committee Appointment** For and Against Committee Form must be completed and emailed by this date.	Dec. 11, 2026 (same deadline for all four items)	Feb. 26, 2027 (same deadline for all four items)	April 30, 2027 (same deadline for all four items)	August 3, 2027 (same deadline for all four items)
Committee's Responsibility and Deadlines				
1. Statement "For" and "Against" Written by the committees for or against a measure	Dec. 18, 2026	March 5, 2027	May 7, 2027	August 10, 2027
2. Rebuttal Statement	Dec. 23, 2026	March 10, 2027	May 12, 2027	August 13, 2027

Deadlines are 4:30 pm on each designated day.

Submitting the explanatory statement

Explanatory statements shall be printed exactly as submitted and shall not be checked for accuracy by Elections staff.

Resolutions shall be submitted to:
Lewis County Elections
351 N.W. North St.
PO Box 29
Chehalis, WA 98532

Email: elections@lewiscountywa.gov

Phone: 360.740.1278

Local Printed Voters' Pamphlet

Chapter 07

Local Voters' Pamphlet – Intent to Publish

It is the intent of the Lewis County Auditor's Office to publish a local voters' pamphlet for every election.

This guide as well as the Local Voters' Pamphlet Administrative Rules for Jurisdictions will be emailed to the jurisdiction's contact person on file with the Elections Division of Auditor's Office.

For all elections, an online voters' guide is available at https://elections.lewiscountywa.gov.

A printed local voters' pamphlet will be produced in Lewis County *beginning in the August 3, 2021 Primary* per ESHB 2421 . All local jurisdictions in the county, with measures or candidates on the ballot, shall participate and will automatically be included.

Contents to be included in the Lewis County Local Voters' Pamphlet shall include at a minimum:

1. A cover page containing the words "Official Local Voters' Pamphlet," " Lewis County," and the Date of the Primary or Election.
2. A list of jurisdictions that have measures or candidates in the pamphlet. This may be in the form of a table of contents or index.
3. Information on how a person may register to vote and obtain a ballot.
4. The text of each measure and an explanatory statement prepared by the Prosecuting Attorney for any county measure or by the jurisdiction's attorney submitting the measure for any non-county measure.
5. Arguments for and against each measure if submitted by committees.
6. Statements and photos submitted by Lewis County candidates with races on the ballot.
7. For partisan primary and general elections, refer to notices specified in WAC 434-230-015.

The full text of resolutions calling for an election will be posted on the Lewis County Elections website for every election. Printed copies are available and will be mailed upon request.

The intent of the voters' pamphlet is to provide citizens of Lewis County with informative, objective, consistent, and readable information regarding candidates and ballot measures.

RCW 29A.32.241

General Rules for all Submissions

Rules applicable to all submissions, rejection, and appeal

Chapter 08

Rules applicable to all submissions

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

Submissions don't represent the position of Lewis County Elections. Likewise, the Lewis County Elections Office 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 it complies 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 after the deadline date.

If a submission is not received by the deadline, the text "No Information Submitted" and "No Photo Submitted" will appear in the applicable sections.

Public inspection of statements

All statements become public information once approved by the County Auditor.

Rejection and appeal

Rejection
The County Auditor may reject certain materials submitted for publication in the local voters' pamphlet. These materials include candidate statements, explanatory statements, and contact information.

Notice of rejected statements shall be sent to the proponent by email in the week following the deadline for submittal.

Appeal
The proponent of aforesaid statement may appeal the decision to reject.

Written notice of appeal shall be submitted to the Lewis County Auditor Elections Department by email not more than 48 hours after the notice of rejection was sent and shall set forth the specific grounds for appeal.

The Auditor shall issue a written decision granting or denying the appeal by email not more than three business days after the appeal was submitted. The decision of the Auditor to grant or deny an appeal shall be final.

Election Costs

Information about calculating the cost of participating in an election

Chapter 09

Cost of participating in an election

Election costs are based upon a jurisdiction's proportionate share. Each jurisdiction's cost is determined by taking the total number of registered voters in the jurisdiction and dividing it by the total number of all registered voters in all participating jurisdictions in the election.

Election costs vary from one election to the next depending on a variety of factors. For instance, whether or not the election is held in an odd or even-numbered year is a significant factor for determining costs in a primary or general election; but less of a factor for a special election held in February or April. This is primarily due to the number of participating jurisdictions in an odd-numbered year as opposed to an even-numbered year.

Although the overall cost of a primary or general election from one year to the next is somewhat comparable, a general election shared by five jurisdictions is going to cost more per voter for each jurisdiction than an election shared by fifteen jurisdictions.

Special elections in February and April are often shared by a smaller number of jurisdictions, thus the proportional share is often greater. In the case of a single jurisdiction election, the cost would be 100%.

Lewis County Elections will prepare and send billing notifications to participating jurisdictions at the end of each election.

Prior to deciding when to place a measure on the ballot, jurisdictions may contact Elections to request a cost estimate. Estimates will be based on a reasonable range, taking historical information into account. A specific cost or quote cannot be provided, as there are unknown factors such as the number of jurisdictions participating in an election.

Financial Hardship (RCW 29A.32.220)

The Lewis County Board of County Commissioners (BOCC) has the authority to waive financial responsibility of any jurisdiction where participation in the local voters' pamphlet would create undue financial hardship. A petition from a jurisdiction must be submitted to the BOCC and a copy provided to the County Auditor Elections Department no later than 60 days before the publication of the local voters' pamphlet.

Publication of the pamphlet is defined as the date on which the County Auditor signs the final pamphlet proof and sends it to the printer.

A jurisdiction receiving a waiver for local voters' pamphlet costs will continue to be responsible for their remaining portion of the election costs.

RCW 29A.04.410
RCW 29A.32.270

General Election Turnout for Validation

Information about bond and levy validation

Chapter 10

Bond and levy election validations

Passing a levy or bond issue is not always a simple matter of majority rules. State law requires bond issues and some types of levies to have a "super majority" in order to pass; while other levies, such as a levy lid lift, only requires a simple majority.

Levy validation for school districts

A school district levy requires a simple majority to pass.

Levy validation (excluding school levies)

Non-school district levies have two thresholds that must be met in order for the levy to pass:

1. The levy must receive a minimum 60% majority; and
2. A minimum number of "Yes" votes must be cast, which is determined by calculating 60% of 40% of the number of voters in the jurisdiction that cast ballots in the previous general election.

Bond validation

Bond issues also have two thresholds that must be met in order for the bond to pass:

1. The bond must receive a minimum 60% majority; and
2. The voter turnout for that jurisdiction must equal 40% of the voters who cast ballots in the previous general election.

General Election turnout

Following certification of the general election each year, Lewis County Elections will publish the voter turnout report for each taxing district to the Elections website in the "Current Election" tab, under "Election Certification".

This report includes the following for each jurisdiction:

- The total number of active registered voters at the time of the general election;
- The number of votes cast for the general election

The county auditor is not responsible for determining minimum turnout or yes votes required for ballot measures and will not determine if ballot measures meet requirements for passage. The district is responsible for making the final legal determination of whether a measure passed or failed based on the certified vote totals and applicable law. WAC 434-262-017

Types of Local Measures

Chapter 11

Bonds

A district may ask for authorization of bonds, usually to build/or equip a structure. New schools, fire stations, and libraries are examples for bond construction money.

Levies

A district may ask for authorization to cover their maintenance and operation cost.

Levy Lid Increases

A district may ask for authorization to increase its regular property tax levy rate. By law, districts have to follow a tax allocation distribution formula. If a district determines the allocation is not enough, the district has the option of requesting a levy lid increase.

Annexations

A district may ask for authorization to be placed within another taxing district or change its boundary Lines.

Other –

Advisory Ballots, Sales and Use Tax, Change of Form of Government, other.

A district may ask voters' approval or opinion to change an existing situation or create something new. For example, creation of a new district.

Campaign Assistance

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

Chapter 12

Historical election turnout information

Historical election turnout for elections 2007 – 2026 can be found on the Lewis County Elections website under the "Archived Elections" tab.

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

The Secretary of State's Office maintains one statewide list of voters that serves as the official list of registered voters for Washington State. Statewide requests for 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 or 360.902.4191.

Matchbacks

Ballot return data, commonly referred to as "matchbacks" include a list of 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: a list of ballots received, accepted, or challenged. In these reports, "rejected" is a temporary term (in many cases) that means the ballot is being challenged. Most challenged ballots have until the day before certification to be resolved by the voter with the proper form.

Matchback data is available for download for free online at:
https://www.sos.wa.gov/elections/research/data-and-statistics.aspx
You will select data for the current election and 'Daily Ballot Status Report'.

Format

Data file from the Secretary of State's Office will be provided in an excel format. All data files (Statewide registered voter lists & matchbacks from OSOS) 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 Map – Explore a vast array of GIS information compiled by Lewis County Public Works GIS Mapping Department: https://elections.lewiscountywa.gov (Select Voting District Maps from the option menu).

Revised Code of Washington

The Revised Code of Washington (RCW) is the compilation of all permanent laws now in force. It is a collection of Session Laws (enacted by the Legislature, and signed by the Governor, or enacted via the initiative process), arranged by topic, with amendments added and repealed laws removed. It does not include temporary laws such as appropriations acts. The table below shows the applicable chapters for jurisdictions. A view of the laws can be found under "Statutes and Constitution" in the Revised Code of Washington (RCW) link at: http://leg.wa.gov/LawsAndAgencyRules/Pages/default.aspx

Revised Code of Washington by Jurisdiction Type	
Cities & Towns	Title 35
School Districts	Title 28
Fire Districts	Title 52
Water-Sewer Districts	Title 57
Cemetery Districts	Title 68
Port Districts	Title 53
Hospital Districts	Title 70
Library Districts	Title 27
Public Utility Districts	Title 54
Flood Control	Title 86
Diking and Drainage	Title 85

Resolution Cover Sheet

This form is mandatory and must accompany each resolution.

Name of District: _____

District Address: _____

Date of Election: _____

Contact Person: _____ Title: _____

Contact Phone: _____ Email: _____

2nd Contact Person: _____ Title: _____

2nd Contact Phone: _____ Email: _____

Attorney for District: _____

Attorney Phone: _____ Attorney Email: _____

Type of Election (levy, bond, lid lift, sales tax, etc.): _____

Pass/Fail requirement for this measure as determined by your legal counsel: _____

☐ Simple majority or majority 50% +1 ☐ Supermajority or 60%

Applicable statutory reference as determined by legal counsel: _____

Validation requirement as determined by your legal counsel. The minimum number of voters "required" to turnout (cast a ballot) in an excess levy or bond election.

This issue requires validation: ☐ Yes ☐ No

This form must accompany each resolution filed with Lewis County Elections. The contact person or persons should have the authority to do so and be available to answer questions.

For/Against Committee Member Appointment Form

Name of District: _____
District Contact Name: _____
Email Address: _____Phone: _____

Jurisdiction's responsibility:

1. Email completed form to elections@lewiscountywa.gov by the resolution submittal deadline.
2. Provide committee members with statement submission requirements and deadlines. Committees are solely responsible for submitting voters' pamphlet statements to the Elections Division.

Deadlines are on page **13** of the administrative rules. Questions? Contact the Elections Department at: elections@lewiscountywa.gov or call 360.740.1278 or 360.740.1164

Information for inclusion in voters' pamphlet:

"For" Committee (1-3 members):

Committee Name: _____

Phone: _____ Email: _____ Web: _____

Committee Member #1: _____ Email: _____

Committee Member #2: _____ Email: _____

Committee Member #3: _____ Email: _____

"Against" Committee (1-3 members):

Committee Name: _____

Phone: _____ Email: _____ Web: _____

Committee Member #1: _____ Email: _____

Committee Member #2: _____ Email: _____

Committee Member #3: _____ Email: _____

CERTIFICATE OF APPOINTMENT

STATE OF WASHINGTON)
) ss.
COUNTY OF_____)

The undersigned officers of_____do
(Commission, Council, or Board Making Appointment)

hereby appoint_____of _____
(Person Appointed) (Address)

to the office of_____. The term for this position
(Office and Position)

will expire on_____.

Signed this_____day of_____, 20___

(Signature)_____ (Printed Name, Title)_____

(Signature)_____ (Printed Name, Title)_____

(Signature)_____ (Printed Name, Title)_____

OATH OF OFFICE

STATE OF WASHINGTON)
) ss.
COUNTY OF_____)

I,_____, do solemnly swear or affirm that I
(Person Appointed)

am a citizen of the United States and State of Washington; that I am legally qualified to

assume the office of_____; that I will support the
(Office and Position)

Constitution and laws of the United States and the State of Washington; and that I will

faithfully and impartially discharge the duties of this office to the best of my ability.

(Signature)_____ (Printed Name)_____

Subscribed and sworn before me this_____day of_____, 20___

(Signature)_____ (Printed Name, Title of Swearing Officer)_____

ELECTION 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.