



Spokane County

ELECTIONS

2024 Spokane County Candidate Manual

New for 2024

Candidate Filing period begins Monday, May 6, and ends Friday, May 10

All single-county Legislative, Superior Court, and Court of Appeals positions now file with the Office of the Secretary of State

Online Filing Begins at 8 a.m. on May 6 and continues until 5 p.m. May 10

Voters' Pamphlet profile deadline is Tuesday, May 21, 2024

Spokane County Elections Office

1033 West Gardner Avenue
Spokane, WA 99260

www.spokanecounty.org/elections
elections@spokanecounty.org
509-477-2320

**Candidate Filing Week
May 6-10, 2024**

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About This Manual

This manual should be used 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 determination, or rule changes.

2024 Elections Calendar

April 22	First day candidate declarations may be received by mail
May 6	Online Candidate Filing opens at 8:00 a.m. First day for in-person candidate filing during office hours, 8:00 a.m. - 5:00 p.m.
May 10	Last day for in-person, online, and mail-in candidate filing - 5:00 p.m. deadline Lot draw for ballot position - approximately 5:15 p.m.
May 13	Last day for candidates to withdraw - 5:00 p.m. deadline
May 21	Deadline for Local Voters' Pamphlet submission of statements/photos - 5:00 p.m. deadline
June 22	Deadline for Military and overseas ballots to be mailed for the August Primary Election
July 17	Begin mailing of August Primary Election ballots Ballot drop boxes open
July 18	Last day to file a Write-in Declaration of Candidacy for the Primary Election and avoid paying a filing fee
July 18	Accessible Voting Units available for the Primary Election
July 29	Deadline to receive new registrations online and by mail for the Primary Election
Aug 6	PRIMARY ELECTION Final day for in-person voter registration and updates for the Primary Election - 8:00 p.m. deadline Final day to file as a write-in candidate for the Primary Election - 8:00 p.m. deadline First posting of unofficial Elections Results online - approximately 8:15 p.m.
Aug 20	County Canvassing Board certifies the Primary Election
Sept 21	Deadline for Military and overseas ballots to be mailed for the November General Election
Oct 16	Begin mailing of November General Election ballots Ballot drop boxes open
Oct 17	Last day to file a Write-in Declaration of Candidacy for the General Election and avoid paying a filing fee
Oct 18	Accessible Voting Units available for the General Election
Oct 28	Deadline to receive new registrations online and by mail for the November General Election
Nov 5	GENERAL ELECTION Final day for in-person voter registration and updates for the General Election - 8:00 p.m. deadline Final day to file as a write-in candidate for the General Election - 8:00 p.m. deadline First posting of unofficial Election Results online - approximately 8:15 p.m.
Nov 26	County Canvassing Board Certification of the General Election

For other important dates, visit
www.spokanecounty.org/elections :

- Observer classes
- Logic & Accuracy Tests
- Ballot processing dates & times
- Random check of counting equipment
- Canvassing Board meetings

***Guide and dates may be subject to change.
Washington State Codes are currently under review***

Where to File for Office

The Office of the Secretary of State accepts candidate filings for federal and statewide offices and for all Legislative, Superior Court and Court of Appeals positions. For more information, visit www.sos.wa.gov. The Spokane County Elections Office accepts filings for all other offices. If you have questions about where to file, contact our office.

There are three ways to file a Declaration of Candidacy:

1. **Online**

File online at www.spokanecounty.org/elections. Online filing begins Monday, May 6, 2024 at 8:00 a.m. and is available 24 hours a day until Friday, May 10, 2024 at 5:00 p.m. You will need an email address and a credit card for your filing fee (if applicable) to file online.

2. **By mail**

Filings through the mail may be received beginning April 22, 2024. Any Declaration of Candidacy received prior to that date cannot be accepted. Declaration of Candidacy and filing fee (if applicable) must be received no later than 5:00 p.m. on May 10, 2024 regardless of postmark.

If you file with the Spokane County Elections Office, you may mail your declaration and filing fee (if applicable) to:

Candidate Filing
Spokane County Elections Office
1033 W Gardner Ave
Spokane, WA 99260

3. **In-person**

File in person at the Spokane County Elections Office from Monday, May 6, 2024 through 5:00 p.m. Friday, May 10, 2024. The Elections Office is located at 1033 W Gardner Ave in Spokane. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Approval

Once filed, a Declaration of Candidacy may not be altered. If you decide during the filing period to change the Declaration of Candidacy, you must first withdraw and then re-file for office. All filing fees are non-refundable and non-transferable should you file for the wrong office.

After your filing fee is paid and your Declaration of Candidacy has been approved, an email will confirm your candidacy and your name will appear on an official list as a candidate for office.

The final ballot order of candidates in your race will be determined by lot draw after candidate filing ends.

Qualifications

You must be a registered voter and possess the qualifications specified by law. You may verify your voter registration information online at www.VoteWA.gov.

If a candidate must be selected by voters from a geographic subdivision of a jurisdiction in the primary, the candidate must be registered to vote within that subdivision. RCW 29A.24.075

Contact the jurisdiction of the office to learn if there are additional qualifications.

Complete Your Declaration of Candidacy

Candidate information

Enter your name and address exactly as it appears on your voter registration.

Campaign contact information

All candidate information is public information and will be publicly available. For publication on official candidate lists and voters' guides, you may choose to display a campaign mailing address instead of your voter registration address. It is strongly recommended that you also provide a campaign telephone number, website, and email address.

Government offices, email addresses and telephone numbers may not be used for campaign contact information.

Ballot information

Choose the jurisdiction, office name, and position or district number 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 at www.spokanecounty.org/elections.

Ballot name

Enter your name exactly as you want it to appear on the ballot. Nicknames are acceptable, but the last name must be the name under which you are registered to vote.

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

Party preference

Judicial and most local offices are nonpartisan. Do not list your party preference if you are running for a nonpartisan office.

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

The first letter of each word of the party preference will be capitalized (example: Progress For All). Acronyms or initialisms will be printed in all caps with or without periods. No changes to party preference will be accepted after the deadline for withdrawal of candidacy (May 13, 2024).

Your party preference will appear on the ballot and in voters' guides. If left blank, "States No Party Preference" will be printed.

Party preference plays no role in determining how candidates are elected to public office. Party preference is entirely your decision and does not imply you have been nominated, endorsed, or approved by the party.

Filing fee

Your declaration will not be approved until the required filing fee is paid. A current list of offices open for election along with the office filing fee is available on the Spokane County Elections website. More information on filing fees can be found on the next page.

Filing fees are not refundable, even in the event of a withdrawal. If a candidate withdraws and re-files for a different position, a second filing fee must be paid for the new position.

Oath

You need to read and affirm the oath on your Declaration of Candidacy.

Washington's Top 2 Primary

Washington State's Top 2 Primary is a process of winnowing a field of candidates. The two candidates who receive the highest number of votes cast in a primary race will advance to the General Election ballot. Party preference plays no role in determining how candidates are elected to public office.

***Guide and dates may be subject to change.
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Filing Fees

You must submit your filing fee when you file for office. Your Declaration of Candidacy will not be approved until the required filing fee is paid.

Cost of filing

The filing fee is based upon the salary of the office. Specific filing fees for each office are displayed on the Offices Open for Election list at www.spokanecounty.org/elections.

- Offices without a fixed annual salary have 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 1% of the office's fixed annual salary.

Accepted forms of payment

Filing online requires a credit card (Visa, MasterCard or American Express).

Filing in person or by mail with the Office of the Secretary of State or Spokane County Elections Office requires a check, cash, money order, or a valid filing fee petition.

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

Filing fee petitions

Candidates without sufficient assets or income may submit a filing fee petition in place of the filing fee.

Candidates submitting a filing fee petition may not file electronically. Filing fees may not be paid by combining petition signatures and currency.

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.

No additional signatures are accepted after initial submission at time of filing.

Only signatures of registered voters in the same jurisdiction as the office are valid. Each petition sheet must:

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

A reproducible filing fee petition form is available online at www.spokanecounty.org/elections or at the Spokane County Elections Office.

Petition sheets are not returned to the candidate.

Write-in Candidates

Write-in candidates who file 19 or more days before an election are not required to pay a filing fee.

Write-in candidates who file on or after 18 days before an election pay a filing fee. Filing fees must accompany the declaration. The amount depends on the office and annual salary:

- Fee equal to 1% of the office's annual salary if salary is greater than \$1000.
- Fee is \$25 for offices with an annual salary of \$1000 or less.

No person may file for a write-in candidate where the office filed for is precinct committee officer.

See RCW 29A.24.311 for more information.

***Guide and dates may be subject to change.
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Precinct Committee Officers (PCO)

Precinct Committee Officers (PCOs) are elected to two year terms in even-year Primary Elections. Political parties may fill vacant PCO positions by appointment.

At the time of filing, you must be registered to vote in the precinct for which you are filing. Look up your voter registration information to confirm your current precinct or update your address at www.VoteWA.gov.

There is no filing fee for PCOs. PCOs are not eligible to submit candidate statements or photographs and do not appear in the Local Voters' Pamphlet.

If only one candidate files for either the Democratic or Republican position in a Precinct, that candidate is considered elected after the last day to withdraw (May 13, 2024). If two or more candidates file, the candidate receiving the highest number of votes in the Primary will be elected. PCOs do not advance to the General Election ballot. If no one files for office, the political party may fill the position by appointment.

View WAC 434-230-100 or contact your political party for more information:

- Spokane County Democrats - <https://spokanedemocrats.org/>
- Spokane County Republicans - <https://www.spokanegop.com/>

Additional Filing Information

Order of appearance on ballots

The order of candidates on the Primary Election ballot will be determined by a random lot drawing. The random lot draw will take place following the close of candidate filing.

In the General Election, the candidate with the most votes in the Primary Election will be listed first on the ballot.

If no Primary Election is held for an office, candidates will appear in lot draw order on the General Election ballot.

Withdrawal of candidacy

If you decide you no longer want your name on the ballot, submit a *Withdrawal of Candidacy* form with the office where you filed for candidacy. This form must be received by the end of business on the Monday immediately following Candidate Filing Week (May 13, 2024).

Filing fees are nonrefundable, even if you filed for the wrong office (RCW 29A.24.131).

Withdrawals are not permitted if you filed during a special filing period.

Special filing periods & vacated offices

If no candidate filed for a contest during the regular filing period, a special filing period will open for three business days after the August Primary. There is no special filing period for Precinct Committee Officer contests.

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

Filing Deadlines

Mail

April 22nd - May 6th, 5:00 p.m., regardless of postmark

Online

May 6th, 8:00 a.m. - May 10th, 5:00 p.m.

In-Person

May 6th - May 10th, 8:00 a.m. - 5:00 p.m.

If an office is open for a special filing period, the race skips the Primary and appears on the General Election ballot (RCW 29A.24.181). Withdrawals are not permitted if you filed during a special filing period.

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Local Voters' Pamphlet Submission

Candidates have the opportunity to provide a candidate statement and/or photograph for publication on the Online Voters' Guide and in the printed Local Voters' Pamphlet. PCO candidates are not eligible to submit candidate statements or photographs and do not appear in the Local Voters' Pamphlet.

Only local candidates in Spokane County submit their information to Spokane County. Candidates filing for any federal, state, legislative, court of appeals, superior court, or offices serving more than one county need to submit their information to the Secretary of State's Office (go to www.sos.wa.gov for more information). **The Local Voters' Pamphlet guidelines and deadlines in this manual only pertain to candidates who file with Spokane County Elections.** For detailed information, refer to the Spokane County Local Voters' Pamphlet Administrative Rules for Candidates.

You may **not** submit new pamphlet information for the General Election. The information you submit will be published for the Primary Election and the General Election (if you advance to the General Election).

Online submission

You will be sent instructions via email on how to submit your pamphlet information after your candidate filing has been approved. All statements, biographies, and photographs must be submitted electronically. **The deadline is 5:00 p.m. on May 21, 2024.** Late or incorrect submissions will not be accepted.

Please prepare the following in advance:

- Photograph
- Statement
- Biography
- Campaign Contact Information

Your campaign phone number, email, website, and address may be included in voters' guides regardless of whether you submit a photo, statement and/or biography. If you do not submit campaign contact information, then the address from your voter registration will be used as contact information.

1. Photograph

You may submit one self-portrait of your head and shoulders. Photographs must be high resolution and may not be digitally altered.

Clothing or insignias that suggest holding a public office are banned. For example: judicial robes, law enforcement or military uniforms.

A color photograph is highly preferred. For best results, use a light-colored background, but not white. Photographs must be no more than five years old.

2. Biography

Candidates may provide a 100-word biography. You must use the following headings, which do not count toward the word limit:

- Elected Experience **
- Other Professional Experience
- Education
- Community Service

** Judicial candidates—use Legal/Judicial Experience instead.

Lists will be combined with semi-colons. If you leave a heading blank, "No information submitted" will be inserted next to that heading.

3. Statement

In addition to your Biography, you may provide a Candidate Statement. State law sets maximum word limits. Hyphenated words count as two words.

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

Statement Word Limits:

- | | |
|------------------------|--------------------------|
| 300 words—6 paragraphs | 200 words—4 paragraphs |
| • U.S. Senator | • State Senator |
| • U.S. Representative | • Supreme Court Justice |
| 100 words—2 paragraphs | • Court of Appeals Judge |
| • State Representative | • Superior Court Judge |
| • All Other Positions | |

Use only italics to emphasize words or phrases. Bolding, underlining, and all caps are not allowed. Incorrect format will be converted to italics. Tables, lists, and bullets are not allowed.

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

Naming people, such as an opponent or endorsement, delays processing and could result in court-ordered changes to your statement. Obscene, profane, libelous, and defamatory language will be rejected.

Proofread carefully. Your statement and biography will be printed exactly as submitted. Changes after submission are not allowed unless requested by the Office of the Secretary of State, Spokane County Elections Office, or required by court order.

Local Voters' Pamphlet Submission (Continued)

4. Campaign contact information

The following campaign contact information may be published with your statement:

- Campaign phone number
- Campaign email
- Campaign website

Contact information does not count toward word limits, but long web addresses such as Facebook or blogs may not be allowed due to space limitations.

Tips from voters

- Treat this as a resume and edit carefully.
- Offer your vision. Be positive.
- What do you want to accomplish, if elected?
- Describe what sets you apart from your opponent.
- Avoid criticism of your opponent.
- Avoid technical terms and abbreviations.

After submission

Approved candidate submissions will be published on the Online Voters' Guide and in the Local Voters' Pamphlet. If you advance to the General Election, the same information will be published. You may **not** submit new pamphlet information after the Primary.

More information, including the content rejection and appeal process, may be found in the Spokane County Local Voters' Pamphlet Administrative Rules for Candidates.

Campaign finance information

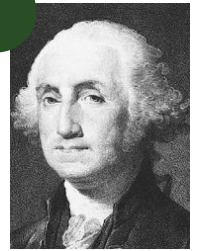
Your campaign finance information is public information. A link to your campaign finance information will appear on your page on the Online Voters' Guide.

Candidates for state or local office should refer to the Washington State Public Disclosure Commission for reporting requirements. Information and links to filing systems are available at www.pdc.wa.gov.

Candidates for U.S. Senate or U.S. House of Representatives must report campaign finance information to the Federal Election Commission at www.fec.gov.

SAMPLE

1



Candidate Name

(Prefers Sample Party)

Elected Experience

Virginia provincial legislature, representing Frederick County in the House of Burgesses.

Other Professional Experience

2 Former Commander –in-Chief of the Continental Army during the American Revolutionary War.

Education

No formal education, but studied mathematics, trigonometry, and surveying.

Community Service

Virginia provincial legislature, representing Frederick County in the House of Burgesses. Former Commander –in-Chief of the Continental Army during the American Revolutionary War.

Statement

3 George Washington, a retired general, had no wish or aspiration beyond the humble and happy lot of living and being a private citizen at his Mount Vernon farm.

However, his peers and the American people at large spread rumors declaring George Washington would likely be elected first President of the United States (much to the dismay of Washington himself). George Washington could not escape his conscience. In a formal letter of acceptance, Washington succinctly assented to what he had agonized over for more than a year. Washington concluded to obey the important and flattering call of his Country.

Contact

(202) 555-1776

info@georgewashington.com

www.georgewashington.com

4

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Election Information

Primary Election

The State of Washington has a Top 2 Primary system. This allows voters to choose among all candidates running for each office regardless of their party preference. The top two candidates who receive the most votes in the Primary Election qualify for the General Election. Candidates need at least 1% of the votes cast in that race to advance to the General Election.

Each candidate for a partisan office may state a political party that he or she prefers. A candidate's preference does not imply that they are nominated or endorsed by the party, or that the party approves of or associates with that candidate.

The order of candidates on the Primary Election ballot is determined by a lot draw. The lot draw is held after the close of candidate filing.

General Election

Appearance on the ballot is determined by the most votes received in the Primary Election (RCW 29A.36.170). The top two vote getters proceed to the General Election. The candidate with the greatest number of votes appears first and the candidate with the next greatest number of votes appears second.

For partisan races, each candidate will retain his or her party preference from the Primary Election to the General Election.

If there is no primary, appearance on the General Election ballot is determined by the outcome of the lot drawing (RCW 29A.36.131).

Mailing of the ballots

For the Primary and General Elections, ballots for military/overseas voters are mailed at least 45 days prior to the election. All other ballots are mailed to voters starting 20 days prior to the election.

Ballot drop boxes are located throughout the county. A current list of ballot drop box locations can be found on the Spokane County Elections website. The opening date for the drop boxes is 20 days prior to the election.

Election observers

Official observers must attend an observer class. Interested members of the public, candidates and representatives of political parties may observe election activities during the election period. Contact the Spokane County Elections Office for more information.

Logic and Accuracy Test

The Logic and Accuracy Test is a public test of the election tabulation system. The test is witnessed by party representatives. Interested members of the public may also attend. Testing is conducted by the Spokane County Elections Department using the same software and hardware that will be used Election Day. The date and time of the Logic and Accuracy Test will be posted on the Spokane County Elections website.

Election results

Unofficial election results may be obtained beginning at approximately 8:15 p.m. election night on the Spokane County Elections website, at the Spokane County Elections office, or by calling 509-477-2320. The Office of the Secretary of State's website, www.sos.wa.gov, lists all state-wide results.

After election day

Spokane County Elections staff will continue to process ballots until certification. Under RCW 29A.60.160, interim ballot tabulations are normally scheduled after a Primary or General Election excluding weekends and holidays. Exact tabulation dates are determined by voter turnout and will be posted on the Spokane County Elections website. For dates and times of interim ballot tabulations, please call 509-477-2320 or go to the Spokane County Elections website.

Election Information (Continued)

Spokane County Canvassing Board

The Spokane County Canvassing Board is comprised of the County Auditor, chair of the Board of County Commissioners and the County Prosecuting Attorney or their designated representatives. One of the official duties of the Canvassing Board is to accept or reject ballots submitted by voters whose validity or intent is in question.

Ballots that require review by the Canvassing Board are brought before the Board prior to the official certification of the election. Canvassing Board meetings are open public meetings. Notice of Canvassing Board meetings are published in the Spokesman Review newspaper and are posted on the Spokane County Elections website.

Certification

All elections must be certified by the Spokane County Canvassing Board. The process of certification includes a review of the final election tabulation report and the signing by each board member of the election certification oath. The election certification process is an open public meeting. Notice of certification is published in the Spokesman Review newspaper and posted on the Spokane County Elections website.

Information Requests

Voter information requests

Voter registration database exports are available free of charge from the Office of the Secretary of State's website at www.sos.wa.gov/elections. Spokane County voter registration information may be requested using the data request form available at the Spokane County Elections Office and at www.spokanecounty.org/elections.

Per RCW 29A.08.710 (2) The following information contained in voter registration records or files regarding a voter or a group of voters is available for public inspection and copying, except as provided in RCW 40.24.060: The voter's name, address, political jurisdiction, gender, year of birth, voting record, date of registration, and registration number. No other information from voter registration records or files is available for public inspection or copying.

For further information, please contact the Spokane County Elections Office at elections@spokanecounty.org or (509) 477-2320.

Election matchbacks

Election matchbacks, also known as Ballot Status Reports, include a list of ballots that have been received for the current election. Statewide matchbacks are available free of charge on the Office of the Secretary of State's website at www.sos.wa.gov/elections. Spokane County matchbacks can be requested by using the *Request for Voter Information* form. This form is available at the Spokane County Elections Office and at www.spokanecounty.org/elections.

Precinct maps

Precinct map files are available on the Spokane County Elections website at www.spokanecounty.org/321/precinct-maps. Available maps include: Countywide, County Commissioner Districts, Legislative Districts, City of Spokane Council Districts, School Districts, Fire Districts, Cemetery Districts, Water Districts, Public Transportation Benefit Area, Precincts with Zip Codes, and Aquifer Protection Area.

Select prepared printed maps are available for purchase at the Spokane County Elections Office. Please contact our office for pricing and availability.

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Additional Campaign Information

Additional Information and printable forms are available under the Candidates and Campaigns tab on the Spokane County Elections Website at www.spokanecounty.org/elections:

Offices Open for Election
Online Candidate Filing
Candidates Who Have Filed
Local Voters' Pamphlet Administrative Rules

Printable Forms

Declaration of Candidacy
Precinct Committee Officer Declaration of Candidacy
Declaration of Write-in Candidacy
Withdrawal of Candidacy

Filing Fee Petition
Request for Election Matchbacks
Request for Voter Information
Voter Registration Forms

Additional Information

Campaign Finance Reporting
Campaign Sign Regulations
Election Calendar
Political Party Contact Information
Precinct Maps
Registration Drives
Washington 811 - Call Before You Dig



Know what's below.
Call before you dig.



Spokane County Elections Office
1033 West Gardner Avenue
Spokane, WA 99260

www.spokanecounty.org/elections
elections@spokanecounty.org
(509) 477-2320
twitter.com/SpoCoElections
facebook.com/SpokaneCountyElections

Washington Secretary of State
PO Box 40229
Olympia, WA 98504

www.sos.wa.gov
elections@sos.wa.gov
(360) 902-4180
(800) 448-4881

Washington Public Disclosure Commission
711 Capitol Way, Room 206
PO Box 40908
Olympia, WA 98504

www.pdc.wa.gov
pdc@pdc.wa.gov
(360) 753-1111

Election Data Request Form

Spokane County Elections Department

1033 W Gardner Avenue, Spokane Washington 99260-0025
Phone: (509) 477-2320 * Fax: (509) 477-6607 * TDD: (509) 477-2333
Website: www.spokanecounty.org/elections
Email: elections@spokanecounty.org



Name of Organization/Committee/Requestor: _____

Address: _____

Email: _____ Phone: (____) _____ ext. _____

Voter Information Request

Note: Washington voter registration database extracts are available free of charge at sos.wa.gov/washington-voter-registration-database-extract

Format: Electronic List (\$20) Flash Drive CD Email to: _____

Jurisdiction: Full County Single District: _____

Requested Fields: Name Residential Address Mailing Address
 Precinct Gender Year of Birth
 Date of Registration Registration Number Jurisdiction/District

Voting History (list includes up to 5 elections):

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Special Instructions: _____

Matchback Request

A list of voters who returned their ballot is emailed on business days beginning two weeks prior to the election and continuing until the election is certified. Each matchback request is \$35 per election. *This information is available to download free of charge at sos.wa.gov*

Requested Election: February Special April Special Primary Election General Election

Jurisdiction: Full County Single District: _____

Email: _____

The Auditor shall furnish copies of voter data as allowed in RCW 29A.08.720. Such data shall be used for political purposes only. See RCW 29A.08.740 (back of form) for violations of use.

- I certify that such data or any alterations thereof will not be used for any commercial or non-political purpose.
- I shall exercise due care in the responsibility of securing this data and shall take precautions to prevent its misuse.
- I am jointly and severally liable for damages incurred from any misuse of this data in my possession or from my distribution.

Signature of Requestor: _____ Date: _____

Office Use Only: Date Completed: _____ By: _____ Amount Paid: _____

Maps

Precinct maps in large format are available for sale for \$10.00 each for the following types of prepared maps:

Countywide; County Commissioner District; Legislative District; City/Town; City Council District; School District; Fire District; Cemetery District; Water/Sewer Districts; Public Transportation Benefit Area; Precinct with Zip Codes; Aquifer Protection Area. Contact Spokane County Elections for availability.

Custom maps are also available; please contact Spokane County Elections at elections@spokanecounty.org or 509-477-2320 for more information.

Map(s) requested: _____

Election Results

Election Results are available free of charge on our website: www.spokanecounty.org/elections

More detailed results will be provided, free of charge, if available. Please contact our office at elections@spokanecounty.org or 509-477-2320 with special requests.

Violations of Use

Any person who violates any portion of RCW 29A.08.720/740 relating to use of such data is guilty of a class C felony punishable by: imprisonment for not more than five (5) years; a fine of not more than \$10,000; both fine and imprisonment; and may additionally be liable for nuisance fees, class action and attorney's fees.

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.

[2005 c 246 § 19. Prior: 2003 c 111 § 249; 2003 c 53 § 176; 1999 c 298 § 2; 1992 c 7 § 32; 1974 ex.s. c 127 § 3; 1973 1st ex.s. c 111 § 4. Formerly RCW 29.04.120.]

Washington State Declaration of Candidacy

how to file for elective office

when to file

The five day filing period begins the first Monday in May. All candidates must file no later than the Friday of that week.

All declarations of candidacy must be received before the close of business on the last day of the filing period. Declarations of candidacy received after this date, regardless of the postmark, are invalid.

Mailed declarations of candidacy may be submitted in advance up to 10 business days before the filing period begins. Declarations of candidacy filed in person must be during business hours.

where to file

- File with the Office of the Secretary of State if the office sought is federal, statewide, state legislative, court of appeals, or superior court. You may file in person, by mail, or online at www.sos.wa.gov/elections.
- File with the County Elections Office for all other offices.

cost to file

The filing fee is nonrefundable even in the event of withdrawal. Filing fees or filing fee petitions must accompany the declaration of candidacy at the time of filing. The filing fee, described on the Declaration of Candidacy form, is based on the salary in effect at the time of filing.

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 no fewer than the dollar amount of the filing fee.

withdrawals

The deadline for withdrawing from office is the Monday following filing week.

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.



other requirements:

public disclosure and campaign finance reporting with the Public Disclosure Commission

Reporting requirements are based on the office, campaign revenues, and size of jurisdiction.

State law requires most campaigns to complete a Financial Affairs Disclosure of the candidate's personal finances, and many also need to register and submit detailed reporting of campaign finances.

More information can be found at www.pdc.wa.gov.

Washington State Declaration of Candidacy

how to complete the form

1. candidate information

Your name and address must match your voter registration.

Update your voter information prior to submitting a declaration of candidacy.

You are responsible for ensuring that you meet all qualifications of the office.

2. campaign information

If you do not provide campaign information, your information as a registered voter will be used.

A telephone number, email address, or website is not required, but recommended.

Government office addresses may not be used for campaigns.

3. ballot information

Print the jurisdiction, the office name, and any position or district number (if applicable) defining the office for which you are a candidate.

The responsibility for filing for the correct office is yours.

Print your name exactly as you wish 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 information:

For a partisan office, you may choose to state a political party that you personally prefer.

A preference does not imply that you have been nominated or endorsed by the party, or that the party approves of or associates with you.

If you choose to state a party preference, enter the name of the party (limited to 18 characters).

Example

Washington State Declaration of Candidacy

1

candidate information as registered to vote

<i>James</i>	<i>Noothername</i>	<i>Doe</i>
<small>first name</small>	<small>middle</small>	<small>last</small>
<i>100 Main Steet Apt Q</i>		<i>Anywhere, 99999</i>
<small>residential address</small>		<small>city / zip</small>
<i>1/1/1974</i>	<i>jamesdoe@anywhere.com</i>	<i>555-555-1234</i>
<small>date of birth</small>	<small>email address</small>	<small>phone number</small>

2

campaign contact information for publication

<i>201-555-5555</i>	<i>jimmy4office@anywhere.com</i>
<small>campaign phone number</small>	<small>campaign email</small>
<i>PO Box 123</i>	
<small>mailing address (if different from residential address)</small>	
<i>www.jimmy4office.com</i>	
<small>campaign website</small>	

3

ballot information

<i>Legislative Dist 40</i>	<i>Representative</i>	<i>2</i>
<small>jurisdiction</small>	<small>office name</small>	<small>position number</small>
<i>Jimmy (James) Doe</i>		
<small>exact name I would like printed on the ballot</small>		
<small>political party I prefer to be printed on the ballot, if filing for partisan office:</small>		
<input checked="" type="checkbox"/> (Prefers <i>H a p p y V o t i n g</i> Party) <input type="checkbox"/> (States No Party Preference)		

4

filing fee

The office has no filing fee
 A filing fee of \$ *454.74* 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

5

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.

<small>sign here</small>	<small>date here</small>
<i>Jimmy Doe</i>	<i>5/08/2024</i>

for office use only

3/2024

<small>submission date</small>	<small>voter registration number</small>
<small>office code</small>	<small>fee</small>

Your party preference will appear in parenthesis below your name.

The first letter of each word or abbreviation will be capitalized (e.g., Democratic or Ind.). Acronyms appear in all capital letters.

If you do not choose to state a party preference, "(States No Party Preference)" will be printed on the ballot.

No changes to party preference will be accepted between the primary and the general election.

4. filing fee

Fill in the appropriate circle.

Applicable filing fees must accompany the declaration of candidacy. See a list of offices open for election for current filing fees.

If you lack sufficient funds at the time of filing, you may petition per RCW 29A.24.091 / RCW 29A.24.101.

5. oath

Read, sign, and date the oath. The declaration of candidacy is not complete and ready for submission until signed.

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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 number	campaign email
mailing address (if different from 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"/> <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

Declaration of Candidacy

Precinct Committee Officer

instructions File this form with your county elections department.
No filing fee is required.
Note: This document becomes public record once filed.

office information member of the Democratic Party
 Republican Party

precinct representing (name / number)

personal information as registered to vote

first name middle last

date of birth (mm / dd / yyyy) phone number

residential address city / ZIP

ballot information

exact name I would like printed on the ballot (only contested races will appear on the ballot)

contact information

mailing address (if different from residential address) city / ZIP

email address phone number

oath

I declare that the above information is true, that I am a registered voter residing at the residential address and precinct listed above, and that I am a candidate for Precinct Committee Officer for the party and precinct identified above.

Further, I declare, under penalty of perjury, 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

voter registration number date

precinct verified office code

staff

Washington State Declaration of Write-in Candidacy

how to file as a write-in candidate

when to file

All declarations of candidacy must be received by the filing officer before 8 p.m. on election day.

Declarations of candidacy received after this time and date, regardless of the postmark, are invalid.

where to file

- File with the Office of the Secretary of State if the office sought is federal, statewide, or is a legislative, court of appeals, or superior court office that includes more than one county. You may file in person, by mail, or email at elections@sos.wa.gov.
- File with the County Elections Office for all other offices.

cost to file

The filing fee is nonrefundable, even in the event of withdrawal

If the declaration is filed 19+ days before the election, no filing fee is required.

If the declaration is filed 18 days or less before the election a fee will be required. The filing fee is based on the salary for that office at the time of the official filing period.

Filing fees or filing fee petitions must accompany the declaration of candidacy at the time of filing.

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 no fewer than the dollar amount of the filing fee.

voters' pamphlet

A statement and photograph will be published only when a write-in candidate qualifies as a top two finisher in the primary.

Only write-in candidates whose names are printed on the general election ballot will appear in the general election voters' pamphlet/guide.

Write-in candidates declaring for a primary should submit a voters' pamphlet statement and photograph when filing. Doing so will meet publication deadlines if the candidate continues on to the general election ballot.

Write-in candidates for the general election do not appear on the ballot or in the voters' pamphlet/guide.



other requirements:

public disclosure and campaign finance reporting with the Public Disclosure Commission

Reporting requirements are based on the office, campaign revenues, and size of jurisdiction.

State law requires most campaigns to complete a Financial Affairs Disclosure of the candidate's personal finances, and many also need to register and submit detailed reporting of campaign finances.

More information can be found at www.pdc.wa.gov.

Washington State Declaration of Write-in Candidacy

how to complete the form

1. candidate information

Your name and address must match your voter registration.

Update your voter information prior to submitting a declaration of candidacy.

You are responsible for ensuring that you meet all qualifications of the office.

2. campaign information

If you do not provide campaign information, your information as a registered voter will be used.

A telephone number, email address, or website is not required, but recommended.

Government office addresses may not be used for campaigns

3. ballot information

Print the jurisdiction, the office name and any position or district number defining the office for which you are a candidate.

The responsibility for filing for the correct office is yours.

Print your name exactly as you wish 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 information:

For a partisan office, you may choose to state a political party that you personally prefer.

A preference does not imply that you have been nominated or endorsed by the party, or that the party approves of or associates with you.

If you choose to state a party preference, enter the name of the party (limited to 18 characters).

Example

Washington State Declaration of Write-in Candidacy			
1 candidate information as registered to vote	James	Noothername	Doe
	100 Main Street Apt Q		Anywhere, 99999
	1/1/1974	jamesdoe@anywhere.com	555-555-1234
2 campaign contact information for publication	201-555-5555	jimmy4office@anywhere.com	
	PO Box 123	Anywhere, 99999	
	www.jimmy4office.com		
3 ballot information if qualifying	I am a write-in candidate for: <input checked="" type="radio"/> Primary <input type="radio"/> General		
	Legislative Dist 40	Representative	2
	Jimmy (James) Doe		
4 filing fee	<input type="radio"/> The office has no filing fee		
	<input checked="" type="radio"/> A filing fee of \$ 454.74 accompanies the declaration of candidacy		
	<input type="radio"/> I lack sufficient funds and submit a filing fee petition in lieu of the filing fee under RCW 29A.24.091		
5 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	Jimmy Doe	date here 8/2/2021
for office use only	submission date	voter registration number	
	office code	fee	

Only the top two candidates from the primary will be printed on the ballot for the general election.

The first letter of each word or abbreviation will be capitalized (e.g., Democratic or Ind.). Acronyms appear in all capital letters.

If you do not choose to state a party preference, "(States No Party Preference)" will be printed on the ballot.

No changes to party preference will be accepted once filed.

4. filing fee

Fill in the appropriate circle.

Applicable filing fees must accompany the declaration of candidacy. See a list of offices open for election for current filing fees.

If you lack sufficient resources at the time of filing, you may petition per RCW 29A.24.091 / RCW 29A.24.101.

5. oath

Read, sign, and date the oath.

The declaration of candidacy is not complete and ready for submission until signed.

Washington State Declaration of Write-in 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 from residential address)	city / zip
campaign website	

ballot information
if qualifying

I am a write-in candidate for: Primary General

jurisdiction	office name	position number
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exact name I would like printed on the ballot if I qualify

political party I prefer to be printed on the ballot, if filing for partisan office:

(Prefers Party)

(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

important information

The deadline for withdrawing is the Monday following candidate filing week.
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 [

Return form to Spokane County Elections by 5:00 p.m. Monday, May 13, 2024. You may return the form in person, by fax 509-477-6607 or email to elections@spokanecounty.org