



2016 CANDIDATE GUIDE

Chelan County

Chelan County Elections
350 Orondo Ave. STE 306 Level 3, Wenatchee WA 98801
509.667.6808
www.elections.chelancountywa.gov
elections@co.chelan.wa.us

Letter to Candidates:

Dear Candidate:

Congratulations on your decision to run for office. This guide contains information that you may find helpful, including important election dates, filing information, voter information requests and more.

Our office has a variety of information you may find useful. Precinct maps are available online or may be purchased in our office. We also have voter registration reports, which include walking lists, voter turnout information, election results by precinct, and more. The request form used to order voter information is included in your packet.

You may need to file with the Public Disclosure Commission. If you have any questions regarding PDC, please contact them at www.pdc.wa.gov or call 1-877-601-2828.

If you have questions concerning the election process, please contact your Elections Division at (509)667-6808. Good luck with your campaign.

Sincerely,

Skip Moore
Chelan County Auditor

Filing for Office

Withdrawal

A Declaration of Candidacy may be withdrawn until the close of business on the Monday following the last day of the regular filing period. All withdrawals must be submitted in writing, signed by the candidate, and received by the filing officer prior to the Monday deadline. A withdrawal form is available from the Election's Department.

No Refund

Filing fees are not refundable, even if a candidate erroneously files for an office. (RCW 29A.24.131)

2016 Calendar

Filing Calendar

Filing for office by mail	May 2 - May 15	(RCW 29A.24.081)
Filing for office online or in person	May 16 - May 20	(RCW 29A.24.040, & 050)
Lot Drawing	May 20; 5:00pm	(RCW 29A.36.131)
Last day for candidate withdrawal	May 23; 5:00pm	(RCW 29A.24.131)
Submit photo and statement for online voters' guide	June 24	

Primary Key Dates

Last day to file resolutions	May 13	(RCW 29A.04.330)
Voter registration deadlines:		(RCW 29A.08.140)
Last day to register by mail/online	July 4	
Last day to update any registration	July 4	
Last day to register in office if not registered in Washington State	July 25	
Primary military ballots mailed	June 17	
Primary ballots available/mailed	July 15	(RCW 29A.40.070)
Primary Election Day	August 2	(RCW 29A.04.311)
County certifies Primary Election	August 16	(RCW 29A.60.190)
State certifies Primary Election	August 19	(RCW 29A.60.240)

General Key Dates

Last day to file resolutions	August 2	(RCW 29A.04.330)
Voter registration deadlines:		(RCW 29A.08.140)
Last day to register by mail/online	October 10	
Last day to update any registration	October 10	
Last day to register in office if not registered in Washington State	October 31	
General military ballots mailed	September 23	
General ballots available/mailed	October 21	(RCW 29A.40.070)
General Election Day	November 8	(RCW 29A.04.320)
County certifies General Election	November 29	(RCW 29A.60.190)
State certifies General Election	December 8	(RCW 29A.60.250)

Online Voters' Guide

Submit your statement online

The deadline is **5 p.m.** on **June 24, 2016**. Late or incorrect submissions will not be accepted. To submit online, you must provide an email address with your candidate filing. Once you have been approved as a candidate for office, a confirmation email will invite you to submit your Online Voters' Guide information. Please prepare the following in advance:

Photograph

Biography

Statement

Campaign contact information

1. *Photograph*

You may submit one self-portrait of your head and shoulders. Use a light-colored background, but not white. Photos must be no more than five years old. A color photo is required. Digital photos must be at minimum 300 dpi resolution and no smaller than 4 x 5 inches (1200 x 1500 pixels). Your photo may not be digitally altered. Clothing or insignia that suggest a public office are banned. Examples: judicial robes, law enforcement or military uniforms.

2. *Biography*

In addition to your statement, you may provide biography. You must use the following headings, which do not count toward the word limit. "No information submitted" will be inserted next to each heading left blank.

Elected Experience*

Other Professional Experience

Education

Community Service

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

3. *Statement*

You may *not* submit a new statement for the general election. The statement you submit will be displayed online through the Primary and available if you advance to the General election.

The statement must be a 100 words or less. Hyphenated words count as two words.

* *Judicial candidates' statements must comply with the Judicial Code of Conduct. The Administrative Office of the Courts can review judicial statements prior to submission. Contact Nan Sullins at (360) 357-2124.*

Proofread carefully. Your statement and biography will be displayed online exactly as submitted.

Use only *italics* to emphasize words or phrases. Bolding, underlining, and all caps are not allowed. Tables, lists, and bullets are not allowed. Text must be written in paragraphs.

Correct

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

Incorrect

I approve of:

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

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.
- Who endorses your candidacy?
- Avoid technical terms and abbreviations.

4. Campaign contact info

The following campaign contact information will be published with your statement. Contact information does not count toward the word limits, but long web addresses such as Facebook or blogs are not allowed. You may update your contact information at any time.

Campaign phone number**Campaign email****Campaign website****Campaign finance info**

As of 2013, your campaign finance information will be provided to voters by the Public Disclosure Commission. A link to your campaign finance information will be published in the online voters' guide.

Campaign Guidelines

BALLOT DROP BOX SITES

Chelan County is a vote-by-mail county and has ballot drop box sites throughout the county. Voting Center regulations regarding campaign electioneering apply to drop box sites from the time they are opened (18 days before the election) until boxes are closed at 8:00 p.m. on Election Day.

Electioneering is forbidden within 25 feet of a drop box site or voting center (the County Courthouse is a voting center and adheres to the same restrictions). Electioneering also includes the wearing of campaign T-Shirts and buttons.

RCW 29A.84.510 ACTS PROHIBITED . . .

(1) *During the voting period that begins eighteen days before and ends the day of a special election, general election, or primary, no person may:*

(a) *Within a voting center:*

(i) *Suggest or persuade or attempt to suggest or persuade any voter to vote for or against any candidate or ballot measure;*

(ii) *Circulate cards or handbills of any kind;*

(iii) *Solicit signatures to any kind of petition; or*

(iv) *Engage in any practice which interferes with the freedom of voters to exercise their franchise or disrupts the administration of the voting center;*

(b) *Obstruct the doors or entries to a building in which a voting center or ballot drop location is located or prevent free access to and from any voting center or ballot drop location.*

(2) *Any sheriff, deputy sheriff, or municipal law enforcement officer shall stop the prohibited activity, and may arrest any person engaging in the prohibited activity.*

(3) *Any violation of this section is a gross misdemeanor, punishable to the same extent as a gross misdemeanor that is punishable under RCW 9A.20.021, and the person convicted may be ordered to pay the costs of prosecution.*

Campaign Materials

Campaign materials cannot be placed in or on top of mailboxes without paying postage (U.S. Postal Service, Private Express Statute), nor should campaign materials be placed in newspaper delivery tubes. Please be courteous to these agencies.

Campaign Signs

The Washington State Department of Transportation reminds candidates and supporters that campaign signs must meet state and local restrictions. For local restrictions, contact the appropriate county or city agent.

The Hatch Act and Federal Employees

Permitted Activities for Employees

- May be candidates for public office in nonpartisan elections
- May register and vote as they choose
- May assist in voter registration drives
- May express opinions about candidates and issues
- May contribute money to political organizations
- May attend political fundraising functions
- May attend and be active at political rallies and meetings
- May join and be an active member of a political party or club
- May sign nominating petitions
- May campaign for or against referendum questions, constitutional amendments, or municipal ordinances
- May campaign for or against candidates in partisan elections
- May make campaign speeches for candidates in partisan Elections.
- May distribute campaign literature in partisan elections
- May hold office in political clubs or parties including serving as a delegate to a convention

Prohibited Activities for Employees

- May not use their official authority or influence to interfere with an election
- May not solicit, accept or receive political contributions unless both individuals are members of the same federal labor organization or employee organization and the one solicited is not a subordinate employee
- May not knowingly solicit or discourage the political activity of any person who has business before the agency
- May not engage in political activity while on duty
- May not engage in political activity in any government office
- May not engage in political activity while using a government vehicle
- May not be candidates for public office in partisan elections
- May not wear political buttons while on duty

For additional questions, contact:

US Office of Special Counsel

1730 M Street NW, Suite 218

Washington, DC 20036-4505

Phone 1-800-85-HATCH

Federal Relay Service

1-800-877-8339 www.osc.gov

Rules on Political Activity

Under the law, State and Local Employees in Federally Aided Programs **may not**:

- 1) use their official authority or influence for the purpose of interfering with or affecting the results of an election or a nomination for office;
- 2) directly or indirectly coerce, attempt to coerce, command or advise State or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for partisan political purposes; or
- 3) be a candidate for public office in a partisan election.

Caution: Activity permitted by Federal law may be restricted or prohibited by State or local law or regulation.

Voter Registration Information



Voter data request

350 Orondo Ave. STE 306 Level 3, Wenatchee WA 98801
Phone 509.667.6808 www.elections.chelancountywa.gov

1. print your contact information

Name: _____ Candidate/Campaign: _____

—

Mailing Address: _____

Day Phone: _____ Email: _____

2. tell us about the data you are requesting

See reverse side for report descriptions and costs.

A: district (circle one)

countywide

district/precinct _____

B: report (circle one)

voter list

walking list (PDF only)

mailing list by household

C: voting history (circle one)

none

last 5 elections

D: format (circle one)

Email (free)

CD (+\$7.50)

paper(\$5.00+\$0.15 / pg after 34 pgs)

E: additional information for custom reports (circle one) a \$10.00 base fee for custom report will be charged

inactive voters

date of birth

specific election history

3. acknowledgment

Orders placed before 3:00pm will be available for pick up the following business day. Orders placed after 3:00pm will be available for pick up on the second business day. Orders are not processed until payment is received. It is the responsibility of the purchaser to know how to use the data in the format provided. Descriptions of report formats and data fields are provided. Any corrections or other concerns with data must be brought to our attention within 48 hours of purchase, otherwise all sales are final. Data is only current as of the time the report is run and is subject to change based on normal voter registration and election activities. **All data orders are processed between 3:00pm and 5:00pm daily.**

I have read and understand the legal statutes on the back of this request form that describes the limits on how this data may be used. I will not use this data for commercial purposes. I understand that any violation of RCW 29A.08.720 relating to the misuse of lists of registered voters is a felony and shall be punished by imprisonment for a period of not more than five years and/or a fine of not more than five thousand dollars.

Signature: _____ Date: _____

Official use only

date received _____ date completed _____ completed by _____

Revised 1/27/2016

report descriptions

voter list: Includes the following data: voter ID number, voter name, home and mailing address, precinct, registration date and last 5 elections vote history. Voter lists can be requested **countywide** or for a **specific district or precinct**.

walking list: Is a specific report that comes in Adobe PDF format only. It can be requested for a specific district and is ordered by precinct number and street address. This report is primarily used by candidates or campaigns to "walk the district".

mailing list by household: Includes the mailing address for each household by surname. This report can be requested **countywide** or for a **specific district or precinct**.

Basic Instruction: Open a data base program such as Excel or Access. Open the file from the CD or Email. An import wizard will walk you through the steps required to import the file. This voter file is a text file and delimited by TAB. Column headings will automatically populate. The names of the precincts are included with the voter file. **It is the responsibility of the purchaser to know how to open and use the data in this voter file. We are not able to refund or exchange any voter file.**

how cost is determined and collected

Base cost + media cost (if applicable) + mailing cost (if applicable)

Upon receipt of a request, Elections staff will contact you to discuss report requirements and arrange for payment. Reports can be paid for by cash, check or credit card.

legal limits of the availability and use of voter registration data

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](#), poll books, 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.

Precincts/District Maps

Large area maps and individual precinct maps are found on our website. Please contact Chelan County Elections office for custom maps for your campaign or project. Prices for custom maps printed in our office or burned to a CD are listed below. A \$10.00 base fee will be charged for custom maps.

Small	8.5 x 11	\$1.00	<i>Stephanie Wilder</i> <i>Elections Director</i> stephanie.wilder@co.chelan.wa.us 509-667-6806
	11 x 17	\$1.00	
Large	24 x 36	\$5.00	
	36 x 48	\$5.00	
CDs		\$7.50	
Bring in a CD		Free	
Email		Free	

Maps can be created for free by using the Chelan County Elections GIS web tool on our website at:
<http://maps.co.chelan.wa.us/elections>

Custom maps created on the website can be exported in the following formats: Adobe pdf, gif or jpg.

This tool will allow you to search precincts, roads, and addresses.

Voter Qualifications

To register to vote you must be:

- A citizen of the United States.
- Residing at your current address for a minimum of 30 days before Election Day.
- A legal resident of Washington State.
- At least 18 years old by Election Day.

Candidates,

The Chelan County Auditor's Office has voter registration forms if you are conducting a voter registration drive.

Contact: The Elections Office 509.667.6808 or email: elections@co.chelan.wa.us

Felony Convictions:

- If you have been convicted of a felony, you lose the right to vote until it is restored.
 - If you were convicted in Washington State Superior Court, your right to vote is restored as long as you are not in prison or placed in community custody for the felony with the Washington State Department of Corrections (DOC).*
 - If you were convicted in another state or in federal court, your right to vote is restored as long as you are not incarcerated for that felony.
- * If you have questions about whether you are on community custody with the Department of Corrections (DOC), please call the DOC at (360) 725-8213, Monday through Friday, 8 a.m. - 5 p.m.

Registration Deadlines:

New Registrants

Individuals who are not currently registered in Washington may register by mail or online, 29 or more days prior to the election, or they may register in-person at the Auditor's Office up to 8 days before Election Day.

Address and Name Changes

If you were previously registered anywhere in Washington and have moved or changed your name, you must update your voter registration record by 29 days prior to each election.

Did you know that you can register to vote and update your voter registration by visiting our website at: www.Elections.ChelanCountyWa.gov

To register to vote online you must have a Washington State ID or Driver License. If you are currently registered in Chelan County, you do not need any ID to update your registration online (excluding name changes).