San Juan County

Candidate Filing Handbook

A reference manual for candidates for public office and a valuable resource for information about the election process.

San Juan County

Elections Office

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Friday Harbor, Washington 98250
www.sanjuanco.com

Dear Prospective Candidate:

Congratulations on your interest in running for office in San Juan County. It is our intention to provide you with information that you will find useful as you proceed through the election process. You will find information concerning filing, deadlines, forms, voters' pamphlet statements, political advertising, and other beneficial information.

The State of Washington will again conduct the Top 2 Primary. If you are planning on running for a partisan office, you will have the option to state on your *Declaration of Candidacy* which political party you prefer. This in no way means you are nominated or endorsed by that party. Voters will not have to pick a party when voting a primary ballot. They will be able to choose among all candidates for each office. If more that two candidates file for the same office, a primary will be held for that office to winnow the candidates to the two who will advance to the general election.

The Elections Department will accept *Declarations of Candidacy* by mail beginning Friday, May 21. Filing week for in-person and online filings begins Monday, June 7, and ends Friday, June 11. In the event that there is a void in candidacy, a special three-day filing will be scheduled for June 14 through June 16 for only that office. The last day a candidate may withdraw a *Declaration of Candidacy* is Thursday, June 15.

We hope you find this handbook a valuable resource. If you have questions or concerns, give us a call or stop by and see us. We are located in the Administration Building across the street from the San Juan County Courthouse at 55 2nd Street, Friday Harbor, WA.

Sincerely,

F. Milene Henley
Auditor

Doris Schaller
Elections Supervisor

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This manual is for information purposes only and does not take the place of local, state or federal laws.

Filing for Office

Filing Online

Candidates who wish to run for office in San Juan County have the option of filing online. Candidates who file online will not only receive confirmation of their filing, but will also receive updates when other candidates file for the same office. Candidates can either use their personal computers or a computer set up in the Elections Office. To get started, log onto http://wei.secstate.wa.gov/sanjuan/Pages/default.aspx.

Filing by Mail

Mail-in filing may be received by the Elections Office not earlier than ten working days before the first day for filing nor later than the close of business (4:30 PM) on the last day of the filing period.

Filings sent by facsimile or by email attachment are also accepted during the filing period. However, if the office that is filed for requires a filing fee, the filing fee must reach the Elections Office before the close of the filing period. Any facsimile or email filing must be followed by receipt of the original signed *Declaration of Candidacy* not later than seven calendar days after the receipt of the facsimile or email.

Filing in Person

Candidates may file their *Declarations of Candidacy* in person at the Elections Office, located at 55 Second Street, Suite A, Friday Harbor, WA 98250. Candidates will be encouraged to file using the online filing computer that is set up in the Elections Office.

Filing Forms

A *Declaration of Candidacy* and other filing forms can be found online at http://wei.secstate.wa.gov/sanjuan/Pages/default.aspx, or may be requested at the Elections Office.

Filing Fees

Fees

A filing fee of ten dollars [$10.00] must accompany the *Declaration of Candidacy* for any office with a fixed annual salary of one thousand dollars [1,000.00] or less; a filing fee equal to one percent [1%] of the annual salary of the office at the time of filing must accompany the *Declaration of Candidacy* for any office with a fixed annual salary of more than one thousand dollars [$1,000.00]. There is no filing fee for any office for which compensation is on a per diem or per meeting attended basis. There is also no filing fee for precinct committee officers.

Only those who file online may pay their filing fee using a debit or credit card. Filing fees may also be paid by check or by cash. When paying a filing fee by check, the check should be payable to San Juan County Treasurer.

Filing Fee Petition

A candidate who lacks sufficient assets or income at the time of filing may file a nominating petition in lieu of a filing fee. The filing fee petition must contain valid signatures of registered voters who support the candidacy, are registered in the district, and have not signed another petition for that office. The number of signatures must equal the number of dollars of the filing fee. The candidate cannot combine signatures and dollars.

Petition forms are available online at http://wei.secstate.wa.gov/sanjuan/Pages/default.aspx or by request at the Elections Office. The petition must be submitted with the *Declaration of Candidacy* and within the time frame for filing.

Important Dates

Primary
August 17, 2010

General Election
November 2, 2010

Candidate Filing Week
June 7 to June 11, 2010

Last Day for Candidate to Withdraw
June 17, 2010

Special Filing Period (if necessary)
June 16 to June 18, 2010

Deadline to submit candidate statement and photo
June 18, 2010

Elections Office delivers proofs to candidates
June 25, 2010

Residency Requirements

Candidacy Qualifications

Each candidate must be a registered voter of the jurisdiction for which he or she is filing. When the office is titled *at large,* the candidate may reside anywhere within the district boundaries. When the office is titled *geographical*, the candidate must reside within a specific district within the jurisdiction.

Judicial offices and the office of Prosecuting Attorney require additional qualifications.

Political Sign Regulations

San Juan County Code 18.40.400(C)

Political signs shall be permitted outright; provided, that they shall not be erected more than 45 days prior to an election and shall be removed by the candidate or landowner no more than 72 hours following an election terminating candidacy. Political signs shall not exceed six square feet in area.

Town of Friday Harbor Municipal Code 14.04.100(F)

Political campaign signs are permissible providing the sign copy is limited to information about a candidate, political party or public issue in a current election campaign. They shall be removed within five days after the applicable election

PDC Political Advertising

A PDC political advertising brochure and other filer resources can be found at: www.pdc.wa.gov/filers/manuals_brochures/Default.aspx.

Online Voters' Guide and Local Voters' Pamphlet

Online Voters' Guide

Candidate statements and photos will be published to the San Juan County Elections Department web site for both the primary and general elections. For candidates who do not submit a statement and/or a photo, only their name and contact information will be published in the Online Voters' Guide.

Printed Local Voters' Pamphlet

A Local Voters' Pamphlet will be published for the general election only. The Local Voters' Pamphlet is published in conjunction with the Washington State Voters' Pamphlet. The voters' pamphlet will be mailed during the same week ballots are to be mailed to voters.

Deadline for Submission

All candidates who wish to have a statement and photograph appear in the San Juan County Online Voters' Guide and Local Voters' Pamphlet must submit material to the San Juan County Elections Office **no later than 4:30 p.m. on the Friday following the end of regular candidate filing week** in order to ensure inclusion in the guide and pamphlet.

Candidate Statements

Length: Candidate statements will be limited to 150 words. Candidates are responsible for observing this limit. *Please manually count the number of words in your statement*. Some computer programs do not use the same counting method as the San Juan County Elections Office. All material in excess of the word limit, counting from the beginning of the statement, will be omitted. If such a deletion creates an incomplete portion of a sentence at the end of the statement, that incomplete sentence will be omitted. There is *no exception* to these limitations.

Contact Information: The candidate's name, address, telephone number, e-mail address and/or website address, and the office and position for which he or she is running should appear at the top of the statement. This information is not included in the word count.

Content/Basis for Rejection: Any statements by a candidate should be limited to statements about himself or herself. The Elections Supervisor will reject any statement that contains any obscene, vulgar, profane, scandalous, libelous, or defamatory matter. The Elections Supervisor will also reject any language which in any way cites, counsels, promotes or advocates hatred, abuse, violence and/or hostility toward, or which tends to cause ridicule or shame upon any person or group of persons by reason of sex, race, color, religion or manner of worship, sexual orientation, or any language or matter the circulation of which through the mail is prohibited by federal law.

Online Voters' Guide and Local Voters' Pamphlet continued

Style

All statements will be set in a single paragraph. Lists of items that require multiple indentations, bullets, or numbered lists are not permitted. Words, phrases and sentences that are italicized, underlined, capitalized, or emphasized in some other manner will be typeset in *italics*. We recommend that candidates avoid such exaggerations since they reduce the readability of the statement. Hyphenated words will count as two words (e.g., "user-friendly"); numbers will count as one word (e.g., "1,000,000" or "1 million"); two words with a slash between them will count as two words (e.g., "public/private"). Candidate email addresses and campaign website URLs will only be displayed in the contact information area and are not allowed in the statement text.

Submission

Candidates are encouraged to submit their statements and photographs electronically (online, email or CD). All statements not submitted electronically must be clearly legible. The Elections Office will not be responsible for errors due to illegibility. Submissions on paper should be typed, double-spaced, on white 8½ x 11 inch paper. Submissions by electronic media should be composed in Microsoft Word or in the body of an email.

Candidate Photos

Candidate photographs may not be more than five years old. If desired, the Elections staff will take voter pamphlet photographs of the candidates during filing week. Candidates may arrange to have the Elections staff take their photograph at another time. Candidates will have the opportunity at the time their picture is taken digitally to approve their photograph. There is no charge by the Elections Office for candidate photographs.

Photographs must only be of the head and shoulders of the candidate. It is recommended that you use a light (not white) background. This will produce the best contrast when printed. Any photographs that reveal clothing, uniform or insignia suggestive of holding public office, or that of any organization that advocates or teaches racial or religious intolerance, are prohibited.

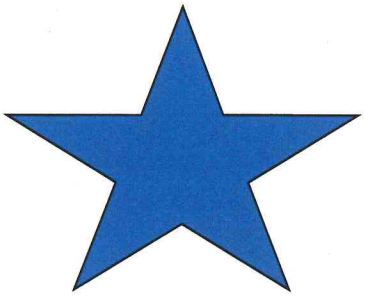
Candidates may submit photographs in electronic or paper form. Digital photographs should be 300 dpi, either .jpg or .tif format and may be submitted online, by email, or on CD. Paper photographs should be glossy prints, either color or black and white, not smaller than 3 x 5 inches or larger than 5 x 7 inches. Color photographs are recommended. Color photos can be placed in the Online Voters' Guide and reformatted to grayscale for the Local Voters' Pamphlet.

Public Disclosure Commission

Filings Required by the PDC

Many local candidates are required to file campaign disclosure records with the Public Disclosure Commission (PDC). The PDC, a state agency, was created by an initiative of the people. It provides public access information about finances of campaigns and candidates, including contributors and expenditures.

PDC forms can be found at the Public Disclosure Commission web site www.pdc.wa.gov. Forms are also available at the Elections office.



Contacting the PDC

Public Disclosure Commission
711 Capitol Way #206
Olympia, WA 98504-0908
Phone (360) 753-1111
Fax (360) 753-1112
Toll Free 1-877-601-2828
Website: http://www.pdc.wa.gov

Who Must File

Each candidate or campaign should review the PDC rules to determine if they are required to file.

Candidates need to file a *Personal Financial Affairs Statement* (PDC Form F-1) within two weeks if they are a candidate for state office, legislative office, county office, local office in a jurisdiction with 1,000 or more registered voters, or have raised or expect to raise at least $5,000. Candidates will file the original with the Public Disclosure Commission and submit a copy to the Elections Office.

Candidates will need to file a *Candidate Registration* (PDC Form C-1) within two weeks if they are a candidate for state office, legislative office, county office, local office in a jurisdiction with 5,000 or more registered voters, or you have raised or expect to raise at least $5,000. Candidates will file the original with the Public Disclosure Commission and submit a copy to the Elections Office.

Candidates do not file public disclosure forms if they are a candidate for a local office in a jurisdiction with less than 1,000 voters provided they raise less than $5,000; they are a candidate for a cemetery district; they are a candidate for an office that is elected by voters who have special qualifications such as property ownership; or they are a candidate for precinct committee officer.

Campaign disclosure records can also be filed online at www.pdc.wa.gov.

Offices Open for Election

	Term	Filing Fee	File With
Federal Offices			
U.S. Senator	6 year term, Partisan	$ 1,740.00	State Only
U.S. Congressional Dist 2, Representative	2 year term, Partisan	$ 1,740.00	State Only
Washington State Offices			
Legislative Dist 40 State Representative Pos 1	2 year term, Partisan	$ 421.06	State Only
Legislative Dist 40 State Representative Pos 2	2 year term, Partisan	$ 421.06	State Only
San Juan County Offices			
District Court Judge	4 year term, Nonpartisan	$ 1,091.17	San Juan County
County Council District 2	4 year term, Nonpartisan	$ 337.18	San Juan County
County Council District 5	4 year term, Nonpartisan	$ 337.18	San Juan County
County Council District 6	4 year term, Nonpartisan	$ 337.18	San Juan County
Assessor	4 year term, Nonpartisan	$ 722.55	San Juan County
Auditor	4 year term, Nonpartisan	$ 722.55	San Juan County
Clerk	4 year term, Nonpartisan	$ 722.55	San Juan County
Prosecuting Attorney	4 year term, Partisan	$ 1,299.32	San Juan County
Sheriff	4 year term, Nonpartisan	$ 975.14	San Juan County
Treasurer	4 year term, Nonpartisan	$ 722.55	San Juan County
Precinct Committee Officer for each precinct	2 year term, Partisan	No filing fee	San Juan County
Washington State Judicial Offices			
State Supreme Court Justice Pos 1	6 year term, Nonpartisan	$ 1,642.21	State Only
State Supreme Court Justice Pos 5	6 year term, Nonpartisan	$ 1,642.21	State Only
State Supreme Court Justice Pos 6	6 year term, Nonpartisan	$ 1,642.21	State Only
San Juan County Superior Court			
Superior Court Judge Pos 1	2 year unexpired term, Nonpartisan	$ 1,488.32	County

Request for Voter Information

Paper Voter List (Precinct or County-wide) per page	$.15
Digital Voter List (CD, or email attachment)	$30.00
List of Voters *Not Voted in Election*—per election	$30.00
Mailing Labels—First Precinct	$30.00
Additional precincts	$15.00
Maximum	$150.00

Voter lists can be a useful tool for any campaign. Some of the information that can be included in the list are: voter name, physical address, mailing address, precinct/district, voting history, date of registration, and date of birth.

Digital lists will be created in Excel. The candidate must sign a disclosure that states the information will only be used for political purposes.

Call or email the Elections Office to submit a voter information request.

San Juan County Elections Office
55 2nd Street, Suite A
PO Box 638
Friday Harbor WA 98250
elections@co.san-juan.wa.us
PH (360) 378-3357
Fax (360) 378-8856

Definitions

Declaration of Candidacy - a form used to file for elective office.

Filing Fee Petition - a petition submitted in lieu of the filing fee. The filing fee petition is signed by individuals who support the candidacy of a person who lacks adequate financial resources at the time of filing to pay the filing fee.

Filing Officer - the person with whom a candidate files the *Declaration of Candidacy* form. For candidates filing for federal office, statewide office, or legislative or judicial districts that cross county line, the filing officer is the Secretary of State. Candidates filing for legislative or judicial districts within one county file with the County Auditor at the Elections Office.

General Election - is a statewide election held on the first Tuesday after the first Monday in November.

Lapsed Election - an election that is not held because no candidate filed at the regular or special filing period.

Nonpartisan Office - an office for which candidates do not indicate a party preference. No party designation appears on the ballot.

Partisan Office - public office for which a candidate may indicate a political party preference on his or her *Declaration of Candidacy*. That preference will appear on the primary and general election ballots in conjunction with his or her name. Statement of party preference does not imply that the candidate is nominated, endorsed, or approved by the party.

Special Election - any election that is not a General Election.

Special Filing Period - opened for three business days if a vacancy in office or a void in candidacy occurs. The time period in which the vacancy or void occurs will determine whether candidates who file during the special filing period will appear on the Primary or the General Election ballot.

Top 2 Primary - a process of winnowing a field of candidates for public office. The two candidates with the most votes will advance to the general election ballot. Voters do not have to declare a party affiliation to participate in the Top 2 Primary, and may choose amongst all candidates running for each office.

Vacancy in Office - occurs when the person in office resigns, dies, or becomes disqualified.

Void in Candidacy - occurs when no valid *Declarations of Candidacy* were filed, or all persons who filed die or are disqualified. There is no void in candidacy as long as there is at least one candidate who has filed.