



# ELECTIONS GUIDE FOR JURISDICTIONS & CANDIDATES

Includes Local Voters' Pamphlet Administrative Rules



# 2023

**Elections Division**  
**Clallam County Auditor's Office**

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*Updated December 2022*

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### Publication of Local Voters' Pamphlet and Administrative Rules

[RCW 29A.32.230](#)

[RCW 29A.32.241](#)

Clallam County will publish a local voters' pamphlet for each election. All local jurisdictions in the county with measures or candidates on the ballot are automatically included. For the General Election, the Local Voters' Pamphlet will continue to be produced in conjunction with the State Voters' Pamphlet. All pamphlets will be available in both printed and electronic form on the Auditor's website:

[www.clallamcountywa.gov/elections](http://www.clallamcountywa.gov/elections).

Contents to be included in the Clallam County Local Voters' Pamphlet shall include, but are not limited to:

- Official ballot title
- Explanatory statement
- "For" and "Against" statements, if submitted
- Committee contact information
- Candidate statements, bios and photos

The full text of a resolution calling for an election isn't printed in the Local Voters' Pamphlet. Resolutions are posted on the Auditor's website.

The Elections Division of the Auditor's Office will determine how the Local Voters' Pamphlet will be distributed, based on the size of the election and the number of jurisdictions participating. The Local Voters' Pamphlet may be distributed in any one of the following ways:

- By mail to all households (saturation)
- By mail to all registered voter households
- Included with the ballot and mailed to each registered voter

The intent of a printed voters' pamphlet and an online voters' guide is to provide citizens of Clallam County with informative, objective, consistent, and readable information regarding candidates and ballot measures.

These administrative rules set forth the manner and method in which a local voters' pamphlet is to be published and distributed. Rules are written in accordance with the provisions of [Chapter 29A, Section 32 of the Revised Code of Washington \(RCW\)](#) and [Clallam County Ordinance No. 667, 1999](#) authorizing the publication of a local voters' pamphlet.

These rules apply to all jurisdictions, candidates, and statement committees participating in a Clallam County election for which a local voters' pamphlet will be available.

The Elections Division will notify all jurisdictions within Clallam County of its intent to publish a local voters' pamphlet on a yearly basis. Notification will be by email and will occur at least 90 days before the publication and distribution of the pamphlet.

## **Cost of Participating in an Election**

[RCW 29A.32.270](#)

[RCW 29A.04.410](#)

Each jurisdiction is responsible for paying its proportionate share of election costs. Clallam County will bill the jurisdiction directly for these costs.

The State Auditor's Office has established uniform procedures for allocating election costs to each jurisdiction based upon its registered voter population as a percentage of registered voters in all jurisdictions participating in that election.

Election costs vary from one election to the next depending on a variety of factors. However, the number of participating jurisdictions and their respective size are the primary variables impacting costs. For example, an election shared by three jurisdictions will likely cost more per voter than an election shared by twenty-five jurisdictions.

Special elections in February and April are often shared by a smaller number of jurisdictions; thus, the proportionate share of the cost is often greater.

A specific cost or quote is difficult to provide in advance of an election. The cost allocation is dependent upon the number of jurisdictions and registered voters participating in the election. Estimates will be based on a reasonable range, taking into account historical information and specific known information about a particular election date.

The preparation of a local voters' pamphlet is an election cost. It is prorated, charged, and billed to local jurisdictions in the same manner as other election costs.

If a mandatory recount is required for a candidate in a jurisdiction, the cost of the recount is billed to the jurisdiction.

# Submitting a Resolution and Ballot Title

## Submittal Process for Resolutions

[RCW 29A.04.330](#)

Resolutions calling for an election by a jurisdiction shall be submitted on or before the resolution deadline established by state law. Resolutions calling for a special election in February or April must be submitted at least 60 calendar days prior to the election date. Resolutions calling for an election in conjunction with the Primary or General Election must be submitted by the established deadlines for those elections. See page 14 for resolution deadlines.

### How to submit a resolution

To place a measure on the ballot, a resolution must be emailed by the deadline to [elections@clallamcountywa.gov](mailto:elections@clallamcountywa.gov).

A **Resolution Cover Sheet** is required and **MUST** accompany each resolution. This cover sheet contains important contact information required by the Elections Division. A Resolution Cover Sheet is available on the Auditor's website: [www.clallamcountywa.gov/elections](http://www.clallamcountywa.gov/elections) under the "Ballot Measures" link.

## Ballot Titles for Local Measures

[RCW 29A.36.071](#)

For measures submitted to the voters of a city or town, the official ballot title is prepared by the city or town attorney. For measures submitted to the voters of a unit of local government other than a city or town (e.g. a county, fire district, or school district), the official ballot title is prepared by the Clallam County Prosecuting Attorney.

The format and content requirements for local measure ballot titles are very specific and must conform to state law. Each ballot title must contain:

- A statement of the subject matter not exceeding 10 words in length
- A concise description of the measure not exceeding 75 words in length
- A question

Resolutions submitted by jurisdictions that need a ballot title prepared by the Clallam County Prosecuting Attorney will be forwarded to that office.

## Ballot Title Appeal

[RCW 29A.36.090](#)

Any person dissatisfied with the ballot title for a local measure written by the city/town attorney or the Clallam County Prosecuting Attorney may appeal to the Clallam County Superior Court pursuant to RCW 29A.36.090.

# Resolution Cover Sheet

## Resolution Cover Sheet

Please include this form with each resolution.

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Name of District: \_\_\_\_\_

District Address: \_\_\_\_\_

Date of Election: \_\_\_\_\_

Contact Person/ Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Attorney for District: \_\_\_\_\_

Attorney Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Type of Election (levy, bond, lid lift, etc.): \_\_\_\_\_

Please state the pass/fail requirement for this measure (simple majority, supermajority, 60% plus validation, etc.) as determined by your legal counsel:

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### Questions?

Clallam County Elections Division Phone: 360-417-2217

Email: [elections@clallamcountywa.gov](mailto:elections@clallamcountywa.gov)

### Explanatory Statement for Local Measure

[RCW 29A.32.241](#)

Each ballot title must be accompanied by an explanatory statement. The explanatory statement is prepared by the Clallam County Prosecuting Attorney for county measures and by the attorney for the jurisdiction submitting the measure if other than a county measure. All explanatory statements for city, town or district measures must be approved by the attorney for the jurisdiction submitting the measure.

The purpose of an explanatory statement is to state the effect of the proposed measure if approved by the voters. It must be impartial, written in clear and concise language, avoid the use of legal and technical terms whenever possible, and conform to the formatting requirements discussed below. If prepared by the jurisdiction, proof of approval by the jurisdiction's attorney must be received by the Elections Division either by cover letter or email.

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

#### **Length**

Explanatory statements must be **200** words or less, in block paragraph form.

**Each part of a hyphenated or slashed word will be counted as a separate word. (Examples: "Around-the-corner" = 3 words; "and/or" = 2 words)**

#### **Format**

- Up to three (3) paragraphs may be used.
- The Auditor's Office reserves the right to eliminate excessive paragraph returns if the statement does not fit within the space provided.
- Italics may be used to emphasize specific words or statements. Any other formatting, such as **bold**, ALL CAPS, or underlining is not allowed and will be changed to appear in *italics*.
- The use of lists, bullets, or tables is not allowed. Lists or bullets will be converted to a block paragraph, with a semicolon to separate each item.
- An explanatory statement shall limit the language to the proposition to which it pertains. It may not endorse, speak about, or advocate for or against another proposition or measure.

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

#### **How to submit the explanatory statement**

The explanatory statement must be emailed by the deadline to [elections@clallamcountywa.gov](mailto:elections@clallamcountywa.gov). See page 14 for explanatory statement deadlines.

## **Establishing Committees “For” and “Against” a Local Measure**

[RCW 29A.32.280](#)

For each measure from a jurisdiction that is included in the Local Voters’ Pamphlet, the legislative authority of that jurisdiction shall formally appoint, by the statutory deadline, committees “For” and “Against” the measure.

The jurisdiction shall appoint persons known to favor the measure to serve on the “For” committee and shall appoint persons known to oppose the measure to serve on the “Against” committee. An email is required for each committee appointed for correspondence with the Elections Division.

### **Committee members must reside within the district they will be preparing statements “for” and “against.”**

Each committee shall consist of not more than three members; however, a committee may seek the advice of any other person or persons.

If such persons are not immediately known, the jurisdiction is encouraged to employ some formal means of notifying the public that members of the “For” and “Against” committees are being sought.

The jurisdiction is responsible for providing committee members with copies of instructions, specifications, and deadlines for all statements.

The committees are solely responsible for submitting their statements to the Elections Division by the deadline for that election. See page 14.

### **How to submit the committee appointment form**

The committee appointment form must be emailed by the deadline to [elections@clallamcountywa.gov](mailto:elections@clallamcountywa.gov). See page 14 for committee appointment deadlines. This form is available on the Auditor’s website: [www.clallamcountywa.gov/elections](http://www.clallamcountywa.gov/elections) under the “Ballot Measures” link.

## **Appointments by the Auditor**

If a jurisdiction fails to appoint “For” and “Against” committees by the deadline, the Auditor’s Office will seek out and, whenever possible, appoint up to three members to each committee.

If the jurisdiction has appointed one, two, or three members to a committee, the Auditor will consider the committee completed and formed. The Auditor will not seek or appoint additional members.

When the Auditor’s Office is responsible for appointing committees, it may, in its sole discretion, seek committee appointments through notices on the Auditor’s website, press releases, etc.

Appointments will be made in the order that requests from qualified applicants are received by email. The email request must include the applicants name, voter registration address, phone number, and the district they wish to write a statement for. The Auditor will accept email requests for appointments as soon as the jurisdiction’s deadline has passed.



**How to submit a request for a committee appointment**

The request must be emailed by the deadline to [elections@clallamcountywa.gov](mailto:elections@clallamcountywa.gov). The deadline for an interested party to request a committee appointment is 12:00 noon on the date that “For” and “Against” statements are due. See Page 14.

Appointed committee members will be notified by email. The appointed committee must abide by the specified timelines for submitting statements for that election.

It is not the responsibility of the Auditor’s Office to coordinate communications between committee members or to arbitrate disagreements among them.

The first person appointed by the Auditor’s Office will be designated as the “1<sup>st</sup> Committee Member” and “spokesperson” for the committee.

# Committee Member Appointment Form

## Committee “For” and “Against” Appointment Form

Name of Jurisdiction/Proposition No.: \_\_\_\_\_

Jurisdiction Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Jurisdiction’s responsibility:

1. Submit completed form to Clallam County Elections Division on or before the resolution submittal deadline:
2. Provide committee members with statement submission requirements and deadlines. (Requirements and deadlines can be found in the Elections Guide for Jurisdictions and Candidates.)  
[elections@clallamcountywa.gov](mailto:elections@clallamcountywa.gov) Questions? Call (360) 417-2217

“For” Committee (1-3 members)	
*1st Committee Member:	
Name	
Email	
Phone	
Website	
2nd Committee Member:	
Name	
Email	
3rd Committee Member:	
Name	
Email	

“Against” Committee (1-3 members)	
*1st Committee Member:	
Name	
Email	
Phone	
Website	
2nd Committee Member:	
Name	
Email	
3rd Committee Member:	
Name	
Email	

*\*1st Committee Member must provide at least one method of contact, which will be published in the voters’ guide/pamphlet.*

## **“For” and “Against” Statements**

[RCW 29A.32.090](#)

[RCW 29A.32.230](#)

### **Length**

“For” and “Against” statements must be **250** words or less, in block paragraph form.

**Each part of a hyphenated or slashed word will be counted as a separate word. (Examples: “Around-the-corner” = 3 words; “and/or” = 2 words)**

If a “For” and “Against” statement is received before the deadline and exceeds the applicable word limit the committee will be notified by email and asked to delete words, paragraphs or sentences. Only deletions are allowed. No changes or additions to the statement will be allowed. The shortened statement must be received by the deadline.

If the deadline has passed and the statement exceeds the applicable word limit, it will be shortened by deleting full sentences from the end until the limit is reached.

### **Format**

- Up to four headings may be used to summarize and identify major arguments. Headings must be located at the beginning of the paragraph they are summarizing and will be printed in bold type.
- The Auditor’s Office reserves the right to eliminate excessive paragraph returns if the statement does not fit within the space provided.
- Italics may be used to emphasize specific words or statements. Any other formatting, such as **bold**, ALL CAPS, or underlining is not allowed and will be changed to appear in *italics*.
- The use of lists, bullets, or tables is not allowed. Lists or bullets will be converted to a block paragraph, with a semicolon to separate each item.

### **Content**

A committee shall limit their statement (in support or against) to the proposition to which they were appointed. They may not endorse, speak about, or advocate for or against another proposition, measure or candidate.

## **Committee Contact Information**

Committee member names, an email address, phone number, and/or website address will be published in the Local Voters’ Pamphlet. Contact information does not count towards the word limit of the statement. At least one method of contact must be provided for print in the Local Voters’ Pamphlet.

### **How to submit a “For” or “Against” statement**

The “For” or “Against” statement must be emailed by the deadline to [elections@clallamcountywa.gov](mailto:elections@clallamcountywa.gov). See page 14 for “For” and “Against” statement deadlines.

Should the committee be unable to agree or if multiple statements are submitted, the statement submitted by the “1<sup>st</sup> Committee Member” will be the statement printed in the Local Voters’ Pamphlet.

If a committee member wishes to withdraw before a statement has been submitted, he or she must notify the Auditor’s Office by email at least 24 hours prior to the submittal deadline for the statement. Should a committee member wish to withdraw after the

statement has been submitted, the withdrawal will be honored provided at least one member remains on the committee.

Once statements have been submitted by email and a confirmation reply has been sent by the Auditor's Office, statements are considered final and may not be amended.

## Measure Statements - Overview

Item	Word Limit	Style
<b>Explanatory Statement</b>	200	Allowed: <i>Italics</i> Up to three (3) paragraphs  Not Allowed: <b>Bold</b> , ALL CAPS, <u>underlining</u> , lists, bullets, or tables
<b>“For” and “Against” Statements</b>	250	Allowed: <i>Italics</i> Up to four (4) headings  Not Allowed: <b>Bold</b> , ALL CAPS, <u>underlining</u> , lists, bullets, or tables
<b>Contact Information</b>	Does not count as part of word limit	Allowed: Committee member names; Committee name One Email address One Phone number and/or One Website address  <b>At least one method of contact must be provided.</b>

Pursuant to RCW 29A.32.230, the Elections Division may reject certain materials submitted for publication. Statements submitted may be rejected if:

- It is obscene, libelous, or vulgar;
- It promotes or advocates hatred, violence, hostility, ridicule, or shame upon any person or group of persons;
- It contains matter not limited to the measure;
- It contains matter that is otherwise inappropriate or that does not comply with applicable law; or
- It is received after the submittal deadline.

An appeal process is included in the General Provisions section of this document. See page 21.

**Other than corrections to length, format, and content, statements shall be printed exactly as submitted and shall not be checked for accuracy by the Elections Division.**

## Submittal Deadlines

Election Date	February 14, 2023	April 25, 2023	August 1, 2023	November 7, 2023
<b>Jurisdiction's Responsibility and Deadlines</b>				
1. Resolution				
2. Resolution Cover Sheet				
3. Explanatory Statement	Dec. 16, 2022	February 24, 2023	May 12, 2023	August 1, 2023
4. For and Against Committee Appointment Form				
<b>Committee's Responsibility and Deadlines</b>				
For and Against Statements	Dec. 23, 2022	March 3, 2023	May 19, 2023	August 8, 2023
<b>Candidate's Responsibility and Deadlines</b>				
Statement, Biography and Photo			May 26, 2023	May 26, 2023

***Deadlines are at 4:30 p.m. on each designated day.***

All documents must be emailed by the corresponding deadlines to [elections@clallamcountywa.gov](mailto:elections@clallamcountywa.gov).

### **Report of Voters Participating in the General Election**

[WAC 434-262-017](#)

Following certification of the general election each year, the County Auditor's Elections Division determines the number of voters participating in the General Election for each taxing district in the county and provides this number to each district. Districts may use that number to determine the number of votes required for bond and levy passage in the next year.

The report containing the number of voters participating in the General Election by district will also be published on the Auditor's website: [www.clallamcountywa.gov/elections](http://www.clallamcountywa.gov/elections).

### **Requirements for Passage of Levy or Bond**

[WAC 434-262-017](#)

In compliance with WAC 434-262-017, the County Auditor is not responsible for determining minimum turnout or yes votes required for ballot measures and shall not determine if ballot measures meet requirements for passage.

## Candidate Photo, Biography and Statement

### Submit your Local Voters' Pamphlet information online

The Local Voters' Pamphlet provides an opportunity for every candidate to publish a candidate statement, biographical information, photo, and contact information. With the exceptions of PCOs if they are included on the Primary ballot.

Candidates may submit their information when they file for office. If they choose to submit their information later, they will receive an email after their filing has been approved with a link to submit their statement and photo.

To meet the deadline, candidates should begin the upload process as early as possible after they file for office. There is no benefit to delaying. Local voters' pamphlet submissions are kept confidential. A candidate's submission will not be released until the deadline for submission of all statements has passed and the submissions have been approved by the Elections Division.

Any candidate who experiences technical problems should call the Elections Division immediately. Technical difficulties will not excuse candidates from failing to meet the deadline.

Candidates may **NOT** submit a new statement for the General Election if they appear in the Primary. The same local voters' pamphlet information submitted will be used for both the Primary and the General Election.

### Candidate Photo

[RCW 29A.32.110](#)

[WAC 434-381-140](#)

### Candidate Photo

Candidates may submit one self-portrait photo. Photos must be:

- Digital (JPEG format)
- 300 dpi or greater
- Not smaller than 4x5 inches (1200 x 1500 pixels)
- Less than 1MB in size
- Not more than 5 years old
- Light colored, plain background (preferred)
- Color (preferred) or black and white

Photos may not reveal clothing or insignia suggesting the holding of a public office. Examples of such clothing or insignia include, but are not limited to, judicial robes, law enforcement or military uniforms, official seals or symbols similar thereto other than the flag of the state of Washington, or other similar indicia of public office.



The Elections Division will reject photos that do not meet the above guidelines. If a photo is rejected, the Elections Division will contact the candidate electronically, by phone, or in writing. Once contacted, the candidate will have two business days to submit a new image.

If the candidate does not supply a photo, the following image will be used:



## Candidate Biographical Information and Statement

### Biographical Information

#### *Length*

The biographical information must be **100** words or less, allocated between four section headings.

Each part of a hyphenated or slashed word will be counted as a separate word. (Examples: "Around-the-corner" = 3 words; "and/or" = 2 words)

Biographical information should be organized in accordance with the four subsection headings listed below. Subsection headings are not included in the word count.

- Elected Experience (Judges use Legal/Judicial Experience)
- Other Professional Experience
- Education
- Community Service

When a candidate does not submit information for a subsection heading, "No Information Submitted" will appear in that subsection area.

### Candidate Statement

#### *Length*

The candidate statement must be **200** words or less, in block paragraph form.

Each part of a hyphenated or slashed word will be counted as a separate word. (Examples: "Around-the-corner" = 3 words; "and/or" = 2 words)

### **Shortening Biographical Information and Candidate Statements**

Biographical information and candidate's statements exceeding the word limits will be shortened by the Elections Division without notice and without consulting the candidate. Submissions are shortened by deleting full sentences, starting from the end of the biographical information or candidate statement until the word limit for that section is reached.

**Stay within the word limit. Candidates are not given an opportunity to correct submissions.**

When a candidate does not submit a statement, "No Information Submitted" will appear in the candidate statement section.

### ***Format - biographical information and candidate statement***

- The candidate statement should use the candidate's name exactly as it will appear on the ballot.
- Italics may be used to emphasize specific words or sentences. Any other formatting, such as **bold**, ALL CAPS, or underlining is not allowed and will be changed to appear in *italics*.
- The use of lists, bullets, or tables is not allowed. Lists and bullets will be converted to a block paragraph, with a semicolon to separate each item.
- The Auditor's Office reserves the right to eliminate excessive paragraph returns if the statement does not fit within the space provided.

### **Candidate Contact Information**

The candidate's campaign email address, phone number, and/or campaign website address will be published in the Local Voters' Pamphlet. Contact information does not count towards the word limit of the statement. At least one method of contact must be provided for print in the Local Voters' Pamphlet.

## Candidate Statements - Overview

Item	Word Limit	Style
Photo		<p>Allowed:</p> <ul style="list-style-type: none"> <li>Head and shoulders only, no hands</li> <li>Digital (JPEG format)</li> <li>300 dpi or greater</li> <li>Not smaller than 4x5 inches (1200 x 1500 pixels)</li> <li>Less than 1MB in size</li> <li>Not more than 5 years old</li> <li>Light colored, plain background</li> <li>Color (preferred) or black and white</li> </ul> <p>Not Allowed: Clothing or insignia suggesting the holding of a public office. Examples include judicial robes, law enforcement or military uniforms, or similar official seals or symbols</p>
Biographical Information	100	<p>Allowed: <i>Italics</i></p> <p>Not Allowed: <b>Bold</b>, ALL CAPS, <u>underlining</u>, lists, bullets, or tables</p>
Statement	200	<p>Allowed: <i>Italics</i></p> <p>Not Allowed: <b>Bold</b>, ALL CAPS, <u>underlining</u>, lists, bullets, or tables</p>
Contact Information	Does not count as part of word limit	<p>Allowed:</p> <ul style="list-style-type: none"> <li>Campaign email address</li> <li>Campaign phone number and/or</li> <li>Campaign website address</li> </ul> <p>Not Allowed: Titles (Dr., President, PhD., etc.)</p> <p><b>At least one method of contact must be provided.</b></p>

**Pursuant to RCW 29A.32.230, the Elections Division may reject certain materials submitted for publication. Statements submitted may be rejected if:**

- It is obscene, libelous, or vulgar;
- It promotes or advocates hatred, violence, hostility, ridicule, or shame upon any person or group of persons;
- It contains matter not limited to the candidate himself or herself or to the political office;
- It contains matter that is otherwise not germane to the candidate's qualifications nor to the office that is the subject of election;
- It contains matter that is otherwise inappropriate or that does not comply with applicable law;
- Photo does not meet statutory or administrative criteria; or
- It is received after the submittal deadline.

An appeal process is included in the General Provisions section of this document. See page 21.

**Other than corrections to length, format, and content, statements shall be printed exactly as submitted and shall not be checked for accuracy by the Elections Division.**

## General Provisions Applicable to All Statements

### General Provisions For All Submissions

The contents of the candidate statement, biographical information, photo, explanatory statements, “For” or “Against” statements, and contact information are the sole responsibility of the authors and do not represent the position of the Auditor’s Office or Clallam County regarding the candidate and/or measure or of any material contained therein; nor are the Auditor’s Office or Clallam County responsible for the validity or accuracy of statements.

Statements should be edited and prepared as carefully as one would edit and prepare a resume. Spelling, grammar, and punctuation errors will not be corrected. Statement content will be printed exactly as received, as long as it complies with format specifications and content rules.

Each part of a hyphenated or slashed word will be counted as a separate word. (Examples: “Around-the-corner” = 3 words; “and/or” = 2 words)

Be sure the campaign contact email, phone number, and website address, to be included in the pamphlet are accurate and functional when submitted.

Once statements and photos have been submitted by email and a confirmation reply has been sent by the Elections Division, statements are considered final and may not be amended.

If a submission is not received by the deadline, the text “No Information Submitted” or “No Photo Submitted” will appear in the applicable sections. **No exceptions are allowed.**

### Public Inspection of Statements

[RCW 29A.32.100](#)

Statements submitted for publication in the Local Voters’ Pamphlet are not available for public inspection or copying until all statements pertaining to the specified ballot measure or office have been received or the deadline for submission of statements has passed. Requests for public inspection of statements shall be made in the same manner as requests for public records.

## **Rejection and Appeal Process**

[RCW 29A.32.230](#)

### **Rejection**

Pursuant to RCW 29A.32.230, the Elections Division may reject certain materials submitted for publication in the Local Voters' Pamphlet. These materials include, without limitation, candidate statements, biographical information, photo, explanatory statements, "For" or "Against" statements, and contact information.

If the candidate statement, biographical information, photo, explanatory statement, "For" or "Against" statement, and/or contact information is rejected by the Elections Division, a written notice of rejection shall be sent to the proponent by email not more than five business days after the deadline for the Local Voters' Pamphlet submittal and shall set forth specific grounds for rejection.

### **Appeal**

The proponent of a candidate statement, biographical information, photo, explanatory statement, "For" or "Against" statement, and/or contact information, may appeal the Elections Division decision to reject. A written notice of appeal shall be submitted to the County Auditor by email not more than two business days after the notice of rejection was sent and shall set forth the specific grounds for appeal.

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

If material is rejected, the Local Voters' Pamphlet will be printed with the rejected material omitted and the appropriate space left blank.

### Clallam County Voter and Election Data

Voter information is available in the form of excel, csv, or tab delimited text files.

Several different types of lists and reports can be requested:

- Active Voter List – no history
- Active Voter List – with history
- Walking List
- Matchback Data

The Active Voter Lists contain basic voter registration information such as residential and mailing addresses. The Active Voter List with history includes the last election in which the voter voted. An Active Voter List with history for a specific election may also be requested.

The Walking List is a report primarily used by candidates and/or campaigns to “walk the district”.

The Matchback Data is a list of voters who have already returned their ballot for the election. This data is available beginning fifteen (15) days prior to the election through certification day.

When requesting voter and election data, the requestor should indicate whether data is needed for voters in the entire county or only within certain precincts or districts.

State law does not allow phone numbers or email addresses to be made public.

#### **How to request voter and election data**

The Voter and Election Data Request Form can be emailed to [elections@clallamcountywa.gov](mailto:elections@clallamcountywa.gov). This form is available on the Auditor’s website: [www.clallamcountywa.gov/elections](http://www.clallamcountywa.gov/elections) under the “Request Voter & Election Data” link.

Data sent to you electronically via email is provided at no charge. Fees are charged for data that is provided in print format; see the request form for the latest fee schedule.

If you have questions about the form, please contact the Voter Registration Coordinator at (360) 417-2221.

## **Restricted Use of Voter Data**

[RCW 29A.08.720](#)

[RCW 29A.08.740](#)

State law establishes rules and restrictions on the use of registered voter data. Voter information may not be used for commercial or other non-political purposes.

[RCW 29A.08.740](#) states: “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.”

## Voter and Election Data Request Form

Clallam County Elections Division  
223 E 4th St, Room 042, Port Angeles, WA 98362  
Tel: (360) 417-2221  
Email: [elections@clallamcountywa.gov](mailto:elections@clallamcountywa.gov)  
Fax: (360) 417-2312 [www.clallam.net/elections](http://www.clallam.net/elections)

### 1. Print your contact information

Name: \_\_\_\_\_ Candidate/Campaign: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Elections staff will not disperse political advice or strategy. We will do our best to provide you with any information we have using the options available below. It is the responsibility of the requester to know how to use the data in the format provided.

### 2. What are you interested in obtaining? (See Report Descriptions on page 2 for more information.)

**Option 1**  Active voter list / no history By Household:  Yes  No Jurisdiction \_\_\_\_\_ or Specify Precinct(s) \_\_\_\_\_

**Option 2**  Active voter list / with history (not available by household) Jurisdiction \_\_\_\_\_ or Specify Precinct(s) \_\_\_\_\_  
 Election last voted in \_\_\_\_\_  
 List specific elections \_\_\_\_\_

**Option 3**  Walking List Jurisdiction \_\_\_\_\_ or Specify Precinct(s) \_\_\_\_\_

**Option 4**  Matchback Data (Daily Ballot Returns) (Email Only) Jurisdiction \_\_\_\_\_

### 3. What format would you like your data in, if applicable?

Excel  Tab delimited text file

### 4. How do you want your data delivered? (See page 3 for full information on prices.)

Email (no charge)  Paper list (\$0.15 per page)  Labels (\$0.15 per page) (see payment options)

### 5. Acknowledge and finalize your request

Electronic orders are not processed until payment is received. Electronic orders not paid for within 5 days will be canceled.

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 (page 2) for violations of use.

#### TERMS OF USE

By signing below, I acknowledge and agree to the following terms:

- I certify that voter registration 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.
- I have read and understand RCW sections 29A.08.720 and 29A.08.740 (see page 2).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY** Date Received \_\_\_\_\_ Base Cost \_\_\_\_\_ Initials \_\_\_\_\_



**Precinct  
and District  
Maps**

Maps of precincts and districts in Clallam County are available on the Auditor’s website: [www.clallamcountywa.gov/elections](http://www.clallamcountywa.gov/elections) under the “Maps of Precincts & Districts” link.

**Election  
Results**

Election results are available at approximately 8:00 p.m. on Election Night in the lobby of the Clallam County Courthouse, located at 223 E 4th St, Suite 1, Port Angeles. Election results are then posted online at: [www.clallamcountywa.gov/elections](http://www.clallamcountywa.gov/elections).

**After Election Day**

Elections Division staff will continue to verify, open, count and update results until certification. The public may observe ballot processing from the public viewing area in the Clallam County Elections Center, located in the basement of the Courthouse.

**Archived  
Election  
Data**

Results from past elections can be found on the Auditor’s website: [www.clallamcountywa.gov/elections](http://www.clallamcountywa.gov/elections).

**About this  
Guide**

This guide should be used in conjunction with the state and local laws, not in place of them. The Revised Code of Washington, Washington Administrative Code 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.

The requirements described in this guide serve as the Local Voters’ Pamphlet Administrative Rules for Clallam County as authorized by RCW 29A.32.230.