

# 2021 Jefferson County Election Guide for Jurisdictions

Including local voters' pamphlet rules



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**About This Guide**

Use this guide in conjunction with state and local laws, not in place of them. The Revised Code of Washington (“RCW”), Washington Administrative Code (“WAC”) and other notations are offered as reference for additional research. The material contained herein may change due to new legislation, judicial determinations, or rule changes.

## **Primary and General Election Dates ([RCW 29A.04.321](#), [RCW 29A.04.311](#)):**

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

- Primary: the 1<sup>st</sup> Tuesday in August
- General: the 1<sup>st</sup> Tuesday after the 1<sup>st</sup> Monday in November

## **Special Election Dates ([RCW 29A.04.321](#)):**

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

February Special Election: The 2<sup>nd</sup> Tuesday in February

April Special Election: The 4<sup>th</sup> Tuesday in April

Primary: The 1<sup>st</sup> Tuesday in August

General: The 1<sup>st</sup> Tuesday after the 1<sup>st</sup> Monday in November

Deadlines to submit a resolution requesting a special election are:

February Special Election: 60 days prior to the date of the election

April Special Election: 60 days prior to the date of the election

Primary: No later than the Friday immediately before the first day of candidate filing week

General: No later than the day of the primary Election

## 2021 Election Calendar

Candidate filing Period: May 17 – 21, 2021 First day to receive declarations by mail: May 3, 2021

	Feb 9, 2021 Special Election	April 27, 2021 Special Election	Aug 3, 2021 Primary Election	Nov 2, 2021 General Election	Feb 8, 2022 Special Election
<b>Cutoff for Ballot Resolutions</b> (60 days) Feb / April (Special Elections)	Dec. 11, 2020	Feb. 26, 2021	—	—	Dec. 10, 2021
<b>Cutoff for Ballot Resolutions</b> Primary – Fri before filing week General – Day of Primary	—	—	May 14, 2021	Aug. 3, 2021	—
<b>Military &amp; Overseas Mailed</b> Special – 30 days Prim & Gen – 45 days	Jan. 8, 2021	March 26, 2021	June 18, 2021	Sept. 17, 2021	Jan. 8, 2022
<b>Cutoff for New Registrations</b> & Transfers Online, Mail, MV <i>(8 days prior to Election)</i>	Feb. 1, 2021	April 19, 2021	July 26, 2021	Oct. 25, 2021	Jan. 31, 2022
<b>Ballots Mailed</b> (20 days prior to election)	Jan. 20, 2021	April 7, 2021	July 14, 2021	Oct. 13, 2021	Jan. 19, 2022
<b>New Registrations &amp; Transfers</b> <u>In-Person</u> ONLY in Auditor's Office up till 8:00 p.m. <i>(Election Day)</i>	Feb. 9, 2021	April 27, 2021	Aug. 3, 2021	Nov. 2, 2021	Feb. 8, 2022
<b>Election is Certified</b> Feb / April – 10 days Primary – 14 days General – 21 days	Feb. 19, 2021	May 7, 2021	Aug. 17, 2021	Nov. 23, 2021	Feb. 18, 2022

## **Purpose of the Jurisdictional Survey:**

The purpose of the Jurisdictional Survey is to confirm the information needed to properly conduct candidate filing for each jurisdiction in preparation for upcoming elections.

## **Completing the Jurisdictional Survey ([WAC 434-215-005](#)):**

Prior to February 1<sup>st</sup> of each year, Jefferson County Elections sends the survey to each jurisdiction to confirm current office holders, salary, and term length. Per WAC 434-215-005, responses should be received prior to March 1<sup>st</sup> of that year so that the filing information can be compiled and disseminated to the public at least two weeks prior to candidate filing.

## **Common Questions:**

Q: What if an office becomes vacant or there is a new appointment after I have submitted the Jurisdictional Survey?

A: Please notify Jefferson County Elections once an office becomes vacant. Once someone is appointed to that office, please notify our office in writing.

Q: What if an office holder receives per diem?

A: Per diem is not a fixed annual salary and should not be included as salary. The annual salary is a fixed salary, not compensated on per diem or per meeting basis.

Q: What do I do with my completed oath?

A: Please send completed original oaths to Jefferson County Elections. The oaths will be recorded and retained by the County Auditor.

Jefferson County Elections strives to keep accurate, up-to-date information regarding current office holders but we need your help! Please notify Jefferson County Elections of all vacancies and appointments that occur throughout the year.

## Resignations:

Once an office becomes vacant, please notify Jefferson County Elections in writing immediately. Please include the office holder name, office position and number, along with the date of resignation.

## New Appointments:

Once an individual has been appointed, please notify Jefferson County Elections in writing immediately.

## Oath of Office:

When should an oath of office be taken? All officials must take an oath of office prior to commencing the duties of the office. See the chart below to determine when to take your oath.

Where do I obtain my oath of office? Winning candidates, or their district, will be mailed their oath of office by Jefferson County Elections. Contact Jefferson County Elections if you or your district does not receive one.

Who can administer oaths? RCW 29A.04.133 requires that the oath of office be administered and certified by any office or notary public authorized to administer oaths, without charge.

Six positions are specifically qualified by statute to administer oaths:

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

When should the oath of office be administered? County, city and town officials may take an oath either at the last regular meeting of the governing body for which they were elected or within 10 days before the term of office begins. January 1<sup>st</sup> is the beginning of terms for county officials. January 1<sup>st</sup> is also the beginning of terms for special purpose districts, with the exception of school district directors or districts where ownership of land is a prerequisite of voting (e.g. diking or flood control districts).

Filing your Oath of office: Once the oath of office has been taken for a local or county office, the original must be filed with Jefferson County Elections.



## Oath of office administration and responsibility

The following chart provides information about regular terms and specifics regarding administration and retention of oaths for various offices.

Offices	Regular Term Begins	Administration and Repository of Oath	Applicable Citations
County Officials Executive Officers	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. Oath retained by County Auditor.	<a href="#">RCW 29A.60.280</a> <a href="#">RCW 36.16.040</a> , <a href="#">060</a>
District and Municipal Court Judges	Second Monday in January	Prior to entering the duties of the office. Oath filed with the County Auditor.	<a href="#">RCW 2.08.080</a> <a href="#">RCW 3.34.070</a> <a href="#">RCW 3.34.080</a> <a href="#">RCW 35.20.150</a> <a href="#">RCW 3.50.097</a>
City and Town Officials Executive Officers	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. Oath filed with County Auditor.	<a href="#">RCW 29A.60.280</a> <a href="#">RCW 35.27.120</a> <a href="#">RCW 35.23.081</a> <a href="#">RCW 35A.12.040</a> , <a href="#">080</a> <a href="#">RCW 35A.13.160</a>
Port District Commissioners	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting.	<a href="#">RCW 29A.60.280</a> <a href="#">RCW 53.12.172</a>
Public Utility District Commissioners	January 1	Administered by an officer of the county in which the district is situated. No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. Oath retained by County Auditor.	<a href="#">RCW 29A.60.280</a> <a href="#">RCW 54.12.100</a>
School Directors	Begins at first official meeting following certification of election	School officials are authorized to administer all oaths or affirmations. Retained by County Auditor.	<a href="#">RCW 28A.343.360</a>
Fire Protection District Commissioners District Secretary	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. Retained by County Auditor.	<a href="#">RCW 29A.60.280</a> <a href="#">RCW 52.14.070</a> , <a href="#">080</a>
Sewer, Water, Hospital Districts Commissioners	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting.	<a href="#">RCW 29A.60.280</a> <a href="#">RCW 57.12.030</a> <a href="#">RCW 70.44.040</a>
Cemetery Districts	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. Retained by County Auditor.	<a href="#">RCW 29A.60.280</a> <a href="#">RCW 68.52.260</a>
Park and Recreation District Commissioners	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. Retained by County Auditor.	<a href="#">RCW 35.61.050</a>
Jurisdictions requiring land ownership (e.g. diking / flood control districts)	Upon certification of election	No statutory reference available.	<a href="#">RCW 85.24.070</a> <a href="#">RCW 85.38.070</a> <a href="#">RCW 86.09.301</a>

# Candidate Filing

# Chapter 4

*General information regarding candidate filing for jurisdictions and office holders*

## **Candidate filing:**

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

Any person filing a Declaration of Candidacy must meet the qualifications specified by law for that office at the time of filing. Candidates must be a registered voter of the jurisdiction for which they are filing, which is verified by Jefferson County Elections. It is the responsibility of the candidate to ensure that they meet any and all other requirements for that particular office.

## **Filing Fee:**

For offices with an annual salary greater than \$1,000 the filing fee is 1% of the annual salary. For offices with an annual salary of \$1,000 or less the filing fee is \$25. There is no annual filing fee for offices that do not have a salary. Candidates without sufficient assets or income to pay the filing fee may submit a filing fee petition in lieu of filing fee. Each whole dollar of the filing fee requires one signature. Only complete petitions are acceptable. You may not pay partial cash to make up the difference.

Filing fees are non-refundable and non-transferable.

## **Candidate Filing Week:**

The candidate filing period begins Monday two weeks prior to Memorial Day and ends the following Friday with the following Monday being the candidate withdrawal deadline. [Please see page 5 for the election calendar and candidate filing dates.](#)

## **Withdrawal of Candidacy:**

Candidates may withdraw their Declaration of Candidacy prior to the withdrawal deadline. There is no withdrawal period for declarations filed during a special candidate filing period. No filing fees will be refunded to any candidate who withdraws.

## **Write-in Candidates:**

If an individual wants to file for an office after the candidate filing period has passed, they must file a Declaration of Write-in Candidacy. Write-in candidates may file a Declaration of Candidacy form up until 8:00 p.m. on Election day. Write-in candidates do not appear on the ballot, website or in printed Voters' Pamphlet.

## **No Double Filings:**

A candidate cannot file for more than one office appearing on the ballot, with the exception of filing as a Precinct Committee Officer. For example, a filed candidate may also file as Precinct Committee Officer but not an additional commissioner position on the same ballot.

**Joint Districts:**

Below is a list of districts that are joint with Clallam County. Clallam County Elections issues certificates of election and accepts Declaration of Candidacy for that jurisdiction.

<b>Jurisdictions</b>	<b>Joint Counties</b>	<b>*indicates "lead" county</b>
<b>School Districts</b>		
Sequim School District No. 323	Clallam*/ Jefferson	
Quillayute Valley School District No. 402	Clallam*/ Jefferson	
<b>Fire Districts</b>		
Fire Protection District No. 1 (CJ1)	Clallam*/ Jefferson	
Fire Protection District No. 3 (CJ3)	Clallam*/ Jefferson	

# Candidate Statement and Photos Chapter 5

*Administrative rules and deadlines for candidate statement and photo*

## **About the Local Voters' Pamphlet:**

These rules establish submission guidelines for when candidates appear on the ballot. Precinct committee officer candidates do not appear in the local voters' pamphlet. Each candidate, with the exception of candidates running for Precinct Committee Officers, will have the opportunity to submit a biography, statement, contact information and photo.

## **Candidate Statement:**

Candidates must submit statements and photos electronically online, by email or in-person to Jefferson County Elections. Paper copies of statements or photos will not be accepted.

Pursuant to [RCW 29A.32.230](#), Jefferson County Elections may reject certain materials submitted. These materials include, without limitation, biographical information, candidate statements, photos or contact information.

### **Statement:**

- Each statement shall be limited to 200 words.
- Word count will be verified with Microsoft word.
- Changes will not be allowed after the deadline.
- The same statement will be used in both the Primary and General Election Pamphlets.

Statements exceeding the word limit will be shortened by deleting full sentences from the end. It is the responsibility of the candidate to ensure all information contained in their statement is true and accurate. Jefferson County Elections does not check statements for factual accuracy.

### **Biography:**

- Biographical information must be 100 words or less allocated between four section headings.
  - Elected Experience
  - Other Experience
  - Education
  - Community Service

Biographical information should be organized in accordance with the four subsections listed above. Subsections headings are not included in the word count. When a candidate doesn't submit information for a particular subsection heading, "No information submitted" will appear in that subsection area.

## **Format:**

Up to four paragraphs may be used in the candidate statements. Italics may be used to emphasize specific words or sentences. Other formatting such as all caps, bolding, underlining, lists, and bullets are not allowed and will be printed as italics.

You may not submit a new statement for the General Election. The same pamphlet information submitted during filing week will be used for both the Primary and General Elections.

**Candidate Photo:**

Candidates may submit one self-portrait showing head and shoulders.

**Photos must be:**

- Digital (.JPEG or .TIFF format)
- 300 dpi or larger resolution
- No smaller than 4 x 5 inches (1200 x 1500 pixels)
- Submitted electronically
- Current (taken within 5 years)
- A head and shoulder portrait
- Plain, light colored background

**Photos may not:**

- Include scenery, flags, or other background settings
- Show judicial robes, law enforcement, fire or military uniforms
- Show clothing or insignia suggesting that you hold a public office
- Be an informal candid photo, cartoon, caricature of any other image that does not accurately portray the candidate.
- Be a group photo

Photos may be rejected that do not meet the criteria outlined above. Jefferson County Elections has the discretion to accept updated photos, crop or adjust photos.

The Auditor’s Office will not be responsible if a candidate photo appears in publications other than the local voters’ pamphlet.

When a candidate does not submit a photo, “No photo submitted” will appear in the candidate photo section.

**Content:**

Pursuant to [RCW 29A.32.230](#), the Auditor may reject certain materials submitted for publication. These materials include, without limitation, biographical information, candidate statements, photos, or contact information that: is obscene; is libelous; contains commercial advertisements; contains matter not limited to the candidate themselves or to the measure or political office; contains matter that is otherwise inappropriate or that does not comply with applicable law; photos will be rejected that do not meet statutory and administrative criteria outlined in this document.

**Candidate Contact Information:**

A candidate’s campaign name, address, email address, website and phone number may be printed in the local voters’ pamphlet. If the candidate does not submit campaign information with their statement, the information on their Declaration of Candidacy form will be used as contact information. Contact information is not part of the 200-word count for candidate statements.

Be certain that mail, email, web addresses, and phone numbers are accurate, functional, and not confidential or private.

**Deadline:**

The final deadline to submit and receive a candidate statement and photo is the Friday following candidate filing week at 4:30 p.m. Rewriting or additional information submitted will not be accepted after the deadline.

Statements, photos and campaign contact information must be submitted electronically using one of the following:

1. State provided link after your candidate filing has been approved.
2. Email to [elections@co.jefferson.wa.us](mailto:elections@co.jefferson.wa.us)

**Rejection and Appeal (RCW 29A.32.230):****Rejection:**

The Auditor's Office reserves the right to reject any submission to the local voters' pamphlet, if it does not meet submission requirements as outlined in this document.

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

- It is obscene.
- It is libelous.
- Contains a commercial advertisement.
- Contains matter prohibited by law from distribution through the mail.
- Contains matter not limited to the candidate themselves or to the political office which the candidate is filing.
- Contains matter that is otherwise inappropriate or that does not comply with applicable law.
- Photo does not meet statutory or administrative criteria.
- Was received after the submission deadline.

If a statement, photo or contact information is rejected, a written notice of rejection shall be sent to the candidate by email within 48 hours after receipt thereof and shall explain specific grounds for rejection.

The candidate will have 24 hours from the time of notification to submit an adjusted statement, photo or contact information as long as their rejected material was submitted on time.

**Appeal:**

Any candidate whose submission is rejected may appeal the decision. A written notice of appeal shall be submitted to the Jefferson County Auditor by email ([carrollra@co.jefferson.wa.us](mailto:carrollra@co.jefferson.wa.us)) not more than 48 hours after the notice of rejection was sent. The Auditor shall issue a written decision granting or denying the appeal by email not more the 48 hours after receiving the notice of appeal. The decision of the Auditor to grant or deny an appeal shall be final.

If material is rejected, that portion will be omitted from the local voters' pamphlet and the appropriate space left blank.

## Candidate Statement and Photo- Quick Reference

A quick overview of requirements discussed in the previous section is noted in the table below.

Candidate Statement and Photo Deadlines		
Type	Primary Election	General Election
Statement	May 28, 2021	May 28, 2021
Photo	May 28, 2021	May 28, 2021

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

Candidate Statement – At a Glance		
Type	Word limit	Formatting
Candidate Statement	200	Allowed: <ul style="list-style-type: none"> <li>• <i>italics</i></li> </ul> Not Allowed: <ul style="list-style-type: none"> <li>• <b>Bold</b>, ALL CAPS, <u>underlining</u>, lists, bullets, or tables</li> </ul>
Biographical information	100 Section headings are not included in word count	Not Allowed: <ul style="list-style-type: none"> <li>• <b>Bold</b>, ALL CAPS, <u>underlining</u>, lists, bullets, or tables</li> </ul>
Photo		Allowed: <ul style="list-style-type: none"> <li>• Digital (.JPEG or .TIFF format) 300 dpi or greater Limited to head and shoulders Not more than 5 years old Not smaller than 4"X 5"</li> </ul> Not Allowed: <ul style="list-style-type: none"> <li>• Political party, patriotic symbols, or logos. Flags, robes, or law enforcement/military uniforms. Clothing or insignia suggesting that you hold a public office.</li> </ul>
Contact Information	Not included in word count	Allowed: <ul style="list-style-type: none"> <li>• Phone number Email address Campaign website address At least one method of contact must be provided.</li> </ul> Not Allowed: <ul style="list-style-type: none"> <li>• Titles (DR., President, PhD) Email and website addresses may not be obscene, libelous, or a commercial advertisement.</li> </ul>

**Deadline:** The final deadline to submit a candidate statement and photo is the Friday following candidate filing week at 4:30 p.m. Rewriting or additional information submitted will not be accepted after the deadline. Statements, photos and campaign contact information must be submitted electronically using one of the following:

1. State provided link after your candidate filing has been approved.
2. Email to [elections@co.jefferson.wa.us](mailto:elections@co.jefferson.wa.us)

# Local Voters' Pamphlet & Online Voters' Guide

## Chapter 6

*Administrative rules for the local voters' pamphlet and online voters' guide ([RCW 29A.32.230](#))*

### **Purpose:**

The purpose of this chapter is to establish uniform requirements and procedures for local jurisdictions within Jefferson County included in the Local Voters' Pamphlet for Elections.

For the year 2021, Jefferson County Elections will print and publish a local voters' pamphlet for the Primary and General Elections. Starting in 2022 and every year thereafter Jefferson County Elections will print and publish a local voters' pamphlet for every Special, Primary, and General election. All local jurisdictions in the county with a measure or candidate on the ballot, shall participate.

### **Duty to Print and Distribute ([RCW 29A.32.210](#), [29A.32.220](#)) (Effective July 1, 2021):**

It is the duty of the Auditor's Office to publish a local voters' pamphlet for the Primary and General Elections for the 2021 election cycle. Starting in 2022 it is the duty of the Auditor's office to publish a local voters' pamphlet for every election. Jefferson County Elections shall notify all jurisdictions within the county of its intent to publish a local voters' pamphlet at least ninety days before any primary or general election, or at least forty days before any special election.

Notification will be made via email or standard mail to the jurisdiction's contact person on file with the Jefferson County Elections Division of the Auditor's Office.

### **Inclusion in the Local Voters' Pamphlet ([RCW 29A.32.210](#)):**

All jurisdictions with a race or measure on the ballot for any election in which a local voters' pamphlet is produced will participate in the local voters' pamphlet. Local jurisdictions shall include information on all jurisdictional ballot measures scheduled to appear on the ballot.

### **Costs associated with the Local Voters' Pamphlet ([RCW 29A.04.410](#), [RCW 29A.32.270](#)):**

The cost of preparing a local voters' pamphlet is billed to local jurisdictions included in the pamphlet. It is prorated and charged in the same manner as other elections costs. Each jurisdiction is responsible for paying its proportionate share of costs.

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 is the primary variable impacting costs. For example, an election shared by two or three jurisdictions will likely cost more per voter than an election shared by 17 or 18 jurisdictions.

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, considering historical information and specific known information about a particular election date.



**Financial Hardship ([RCW 29A.32.220](#)):**

If the required participation in a local voters' pamphlet would create undue financial hardship for any unit of government, the legislative authority of the unit may petition the Board of County Commissioners (BOCC) to wave this requirement. A petition from a jurisdiction must be submitted to the BOCC and County Auditor no later than 60 days before the publication of the local voters' pamphlet.

The request must be submitted in writing to the Board of County Commissioner with a copy sent to Jefferson County Elections.

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

**Content ([RCW 29A.32.241](#), [WAC 434-230-015](#)):**

The local voters' pamphlet shall include at a minimum:

- A cover page containing the words "Official Local Voters' Pamphlet," "Jefferson County," and the date of the election or primary;
- A list of jurisdictions that have measures or candidates in the pamphlet. This may be in the form of a table of contents or index;
- Information on how a person may register to vote and obtain a ballot;
- The text of each measure and an explanatory statement prepared by the Prosecuting Attorney for any county measure or by the jurisdiction's attorney submitting the measure for any non-county measure;
- Arguments for and against each measure submitted by committees selected pursuant to [RCW 29A.32.280](#);
- Candidate names and races appearing on the ballot;
- All candidate statements and photos received by the submission deadline;
- For partisan primary and general elections, refer to notices specified in [WAC 434-230-015](#).

**Online Voters' Guide:**

For every election and primary, an online voters' guide will also be available. Jurisdictions with measures or candidates on the ballot will automatically be included. There will not be an additional charge to jurisdictions for the online voters' guide.

Contents to be included in the online voters' guide shall include:

- Ballot titles of measures submitted;
- Explanatory statements for measures submitted;
- "For" and "Against" statements
- Candidates statements and photos for any races scheduled to appear on the ballot.

# Resolution Filing

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

# Chapter 7

## **Deadline for submitting a resolution ([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 elections must be submitted by the established deadline for each election. [See page 5 for all resolution deadlines.](#)

## **How to submit a resolution:**

Resolutions can be submitted by email, mail, fax, or in person but must be received by Jefferson County Elections no later than 4:30 p.m. on the day of the resolution filing deadline.

Email: [elections@co.jefferson.wa.us](mailto:elections@co.jefferson.wa.us)

Mail: Jefferson County Elections  
PO Box 563  
Port Townsend WA 98368

Fax: (360) 385-9228

In person: Jefferson County Auditor's Office  
1820 Jefferson St Rm 170  
Port Townsend WA 98368

A **Resolution Cover Sheet** is mandatory and must accompany each resolution. This cover sheet contains important contact information required by Jefferson County Elections. [Please see page 27 for a Resolution Cover Sheet or one will be provided upon request.](#)

## **Checklist for Submitting a Resolution:**

- Submit the resolution on or before statutory deadline
- Verify that the resolution is signed
- Include a completed Resolution Cover Sheet
- Include an explanatory statement
- Include a Committee "For" and "Against" Appointment Form

### **Ballot Titles for Local Measures ([RCW 29A.36.071](#)):**

The official ballot title for measures submitted to the voters of a city or town shall be prepared by the city or town attorney. The official ballot title for measures submitted to voters of a local government other than a city or town (e.g., a county, fire district or school district) shall be prepared by the Jefferson 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 the following elements:

- Identification of the enacting legislative body.
- 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 Jefferson County Prosecuting Attorney will be forwarded to that office by Jefferson County Elections.

### **Appealing a Ballot Title ([RCW 29A.36.090](#)):**

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

### **Explanatory Statement for Local Measures ([RCW 29A.32.241](#)):**

For every election, ballot titles must be submitted along with an explanatory statement. The explanatory statement is prepared by the attorney for the jurisdiction submitting the ballot measure.

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

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

### **Formatting the Explanatory Statement:**

#### **Length:**

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

#### **Format:**

Format your statement as an essay, up to **three paragraphs** may be used.

Italics may be used to emphasize specific words or statements. Any other formatting, such as bold, underline, or all caps, will be changed to appear in italics. The use of lists or bullets is not allowed. Lists or bullets will be converted to block paragraph, with a semicolon separating each item.

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

**Submitting the Explanatory Statement:**

Explanatory statements shall be submitted, along with the pertinent resolution, by the resolution deadline. See page 5 for all resolution deadlines and page 17 for how to submit a resolution.

**Jurisdictions Shall Appoint Committees “For” and “Against” a Local Measure ([RCW 29A.32.280](#)):**

For each jurisdiction measure, the legislative authority of that jurisdiction shall formally appoint (by the deadline) committees “For” and “Against” the measure. The “For” and “Against” Committee Member Form must be submitted by the deadline to appoint committees. Please see page 28 for the “For” and “Against” Committee Member Form.

The jurisdictions shall appoint persons known to favor the measure to serve on the “For” committee and persons known to oppose the measure to serve on the “Against” committee.

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

If such persons are not immediately known, the jurisdiction is encouraged to formally notify the public that it is in search of members to serve on “for” and “against” committees.

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 Jefferson County Elections in accordance with the specific timeline for that election. Please see page 22 for deadlines.

**Committee Appointments by the Auditor ([RCW 29A.32.280](#)):**

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.

The Auditor’s Office may, in its sole discretion seek committee appointments through press release, notices on the Auditor’s website, Facebook, and any other means necessary.

The Auditor’s Office will use the following criteria when making appointments:

- Have an email address and the demonstrated ability to communicate rapidly by email.
- Shall agree to work collaboratively with co-committee members.

**Committee Appointment Deadline:**

Complete appointment forms must be received by Jefferson County Elections no later than 4:30 p.m. on the day of the deadline. Please see page 22 for committee appointment deadlines.

### **For and Against Committee Responsibilities:**

Committees are responsible for submitting their statements directly to Jefferson County Elections no later than 4:30 p.m. on the day of the deadline. After the deadline to submit for and against statements, Jefferson County Elections will email the opposing committee's statement to the spokesperson identified on the appointment form. Each committee will then have the opportunity to write a rebuttal statement; however, a rebuttal statement is not required.

Committee member names and at least one point of contact, one phone number, and one email address shall be published in the local voters' pamphlet. The point of contact should be able to respond to questions from voters regarding the jurisdictions ballot measure.

### **"For" and "Against" Statements:**

#### **Length:**

"For" and "Against" statements must be **250** words or less.

If a "For" and "Against" statements exceeds 250 words and is received before the deadline, the committee will be notified by email and asked to delete words, paragraphs, or sentences. Deletions are only allowed; no changes or additions to the statements will be allowed. The shortened statement must be received by the deadline.

If the deadline has passed and the statements exceeds the 250-word limit, it will be shortened to be within the word limit.

#### **Format:**

Up to four headings may be used to summarize and identify major arguments or paragraphs of the statements. Headings may not exceed 15 words and are included in the 250-word count.

Committee member names and, contact information will be printed in the local voters' pamphlet; but this information is not included in the 250-word count.

#### **Deadline:**

Please see page 22 for committee statement deadlines.

### **Rebuttal Statements**

If both "For" and "Against" statements are submitted, Jefferson County Elections will email the opposing committee's statement to the spokesperson identified on the appointment form.

Each committee will then have the opportunity to write a rebuttal statement; however, a rebuttal statement is not required. However, it gives each committee an opportunity to provide a response to the opposing statement.

The failure of a committee to submit a "For" or "Against" statement will disqualify the committee from submitting a rebuttal statement.

**Length:**

Rebuttal statements must be **75** words or less. If the statement exceeds the applicable word limit, it will be shortened to be within the word limit.

**Format:**

No headings may be used in rebuttal statements.

**Content:**

Rebuttal statements may not interject new issues or arguments and are limited to addressing issues and arguments raised in the opposing statement.

**Deadline:**

Please see page 22 for committee statement deadlines.

**Review of Committee Statements, Rejection and Appeal Process ([RCW 29A.32.230](#)):**

No changes to the originally submitted statements will be accepted after the deadline. No new material will be accepted. Committees must notify Jefferson County Elections of any discrepancies or contact information updates needed by 4:30 p.m. on the day of the submission deadline.

**Rejection:**

The Auditor’s Office reserves the right to reject any submission to the local voters’ pamphlet, if it does not meet submission requirements, or is deemed to be libelous or otherwise inappropriate.

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

- It is obscene.
- It is libelous.
- Contains a commercial advertisement.
- Contains matter prohibited by law from distribution through the mail.
- Contains matter not relevant to the measure.
- Contains matter that is otherwise inappropriate or that does not comply with applicable law.
- Was received after the submission deadline.

If a “For” or “Against” statement, rebuttal statement, or contact information is rejected, a written notice of rejection shall be sent to the committee spokesperson by email within 48 hours after receipt and shall explain specific grounds for rejection.

The committee will have 24 hours from the time of notification to submit an adjusted statement or contact information as long as their rejected material was submitted on time.

**Appeal:**

The spokesperson of a rejected explanatory statement, “For” or “Against” statement, rebuttal statement, or contact information may appeal the decision. A written notice of appeal shall be submitted to the Jefferson County Auditor by email ([carrollra@co.jefferson.wa.us](mailto:carrollra@co.jefferson.wa.us)) not more than 48 hours after the notice of rejection was sent. The Auditor shall issue a written decision granting or denying the appeal by email not more the 48 hours after receiving the notice of appeal. The decision of the Auditor to grant or deny an appeal shall be final. If material is rejected, that portion will be omitted from the local voters’ pamphlet and the appropriate space left blank.

## Measure Statements at a Glance

A quick overview of requirements discussed in the previous section is noted in the table below.

<b>Statement Deadlines</b>				
<b>ELECTION DATES</b>	<b>February 9, 2021</b>	<b>April 27, 2021</b>	<b>August 3, 2021</b>	<b>November 2, 2021</b>
<b>Jurisdiction Responsibility and Deadlines</b>				
<b>1. Resolution</b>	Dec. 11, 2020	Feb. 26, 2021	May 14, 2021	August 3, 2021
<b>2. Resolution Cover Sheet</b>	*same deadline for all four items*	*same deadline for all four items*	*same deadline for all four items*	*same deadline for all four items*
<b>3. Explanatory Statement</b>				
<b>4. For and Against Committee Appointment</b> For and Against Committee Form must be completed and emailed by this date.				
<b>Committee's Responsibility and Deadlines</b>				
<b>1. Statement "For" and "Against"</b> Written by the committees for or against a measure.	Dec. 18, 2020	March 5, 2021	May 21, 2021	August 10, 2021
<b>2. Rebuttal statement</b>	Dec. 21, 2020	March 8, 2021	May 24, 2021	August 13, 2021

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

## Measure Statements at a Glance – Cont.

A quick overview of requirements discussed in the previous section is noted in the table below.

Statements – At a Glance		
Type	Word Limit	Formatting
Explanatory Statement	200	Allowed: <ul style="list-style-type: none"> <li>• <i>Italics</i></li> </ul> Not Allowed: <ul style="list-style-type: none"> <li>• <b>Bold</b>, ALL CAPS, <u>underlining</u>, lists, bullets, or tables</li> </ul>
“For” and “Against” Statement	250	Allowed: <ul style="list-style-type: none"> <li>• <i>Italics</i></li> </ul> Not Allowed: <ul style="list-style-type: none"> <li>• <b>Bold</b>, ALL CAPS, <u>underlining</u>, lists, bullets, or tables</li> </ul>
Rebuttal Statement	75	Allowed: <ul style="list-style-type: none"> <li>• <i>Italics</i></li> </ul> Not Allowed: <ul style="list-style-type: none"> <li>• <b>Bold</b>, ALL CAPS, <u>underlining</u>, lists, bullets, or tables</li> </ul>
Contact Information	Not included in word count	Allowed: <ul style="list-style-type: none"> <li>• Committee member names; Contact phone number; Email address; Website; and Committee name.</li> </ul> <b>At least one method of contact (phone number, email address, website address) must be provided.</b> Not Allowed: <ul style="list-style-type: none"> <li>• Titles for committee members (Dr., PhD., President, etc.)</li> </ul>
<b>All Statements</b> Material submitted for publication in the local voters’ pamphlet may be rejected if: <ul style="list-style-type: none"> <li>• It is obscene.</li> <li>• It is libelous.</li> <li>• Contains a commercial advertisement.</li> <li>• Contains matter prohibited by law from distribution through the mail.</li> <li>• Contains matter not relevant to the measure.</li> <li>• Contains matter that is otherwise inappropriate or that does not comply with applicable law.</li> <li>• Was received after the submission deadline.</li> </ul>		



# General Provisions Applicable to All Submissions

## Chapter 8

*Rules applicable to all submissions, rejections, and*

### **Rules applicable to all submissions:**

The contents of candidate statements, candidate photo, explanatory statements, For or Against statements and rebuttal statements are the sole responsibility of the authors and do not represent the position of the Auditor or Jefferson County regarding the measure or of any material contained therein; nor are the Auditor or Jefferson County responsible for the validity or accuracy of the 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.

Once a deadline has passed, all submissions are final and a submission cannot be amended.

If a submission is not received by the deadline, the text “No statement submitted” and “No photo submitted” will appear in the applicable sections.

### **Statements:**

- Microsoft Word will be used to verify word count.
- No changes will be allowed after submission.

### **Format:**

Italics may be used to emphasize specific words or statements. Any other formatting, such as bold, underline, or all caps will be changed to italics. The use of lists or bullets is not allowed.

### **Review Proofs:**

A proof copy of the statement as it will appear in the local voters’ pamphlet will be sent to each jurisdiction and committee for review. Only errors made by Jefferson County Auditor’s Office may be corrected.

### **Public Inspection of Statements ([RCW 29A.32.100](#)):**

Statements submitted for publication in the local voters’ pamphlet shall not be available for release to the public until all statements pertaining to the specific ballot measure have been received and signed off by the respective jurisdiction or committee.

Requests for public inspection of arguments or statements shall be made in the same manner as any requests for public records are currently made.

**Rejection and appeal:****Rejection:**

The Auditor's Office reserves the right to reject any submission to the local voters' pamphlet, if it does not meet submission requirements, or is deemed to be libelous or otherwise inappropriate.

Notice of rejection shall be sent to the proponent by email within 48 hours after receipt thereof and shall explain specific grounds for rejection.

**Appeal:**

The proponent of a statement may appeal the decision to reject.

A written notice of appeal shall be submitted to the Jefferson County Auditor by email ([carrollra@co.jefferson.wa.us](mailto:carrollra@co.jefferson.wa.us)) not more than 48 hours after the notice of rejection was sent.

The Auditor shall issue a written decision granting or denying the appeal by email not more the 48 hours after receiving the notice of appeal. The decision of the Auditor to grant or deny an appeal shall be final.

# Bond and Levy Validation

*Information regarding bond and levy validation*

## Chapter 9

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

### **Levy Validation for School Districts:**

A school district levy requires a simple majority to pass.

### **Levy Validation (Excluding School Levies):**

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

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

### **Bond Validation**

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

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

### **Validation Requirements ([WAC 434-262-017](#)):**

Following each general election, the Jefferson County Elections Division determines the number of voters participating in the general election for each taxing district in the county. The data is compiled into a spread sheet and mailed to the districts at the beginning of the year and posted on our website. Districts may use that number to determine the number of votes required for bond or levy passage for that year.

### **Requirements for Passage ([WAC 434-262-017](#)):**

In accordance with WAC 434-262-017, the County Auditor is not responsible for determining minimum turnout or “yes” votes required for ballot measure and shall not determine if a ballot measure meets minimum requirements for passage.



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

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

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

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

### **Jurisdiction’s responsibility:**

- Email completed form to [elections@co.jefferson.wa.us](mailto:elections@co.jefferson.wa.us) on or before the resolution submission deadline.
- Provide committee members with statement requirements and deadlines.
- Committees are solely responsible for submitting voters’ pamphlet statements to the election division.

**Requirements and deadlines are located on pages 20- 23 in the Election Guide for Jurisdictions.**

Questions? Email [elections@co.jefferson.wa.us](mailto:elections@co.jefferson.wa.us) or call (360) 385-9117

### **Information for inclusion in voters’ pamphlet:**

#### **“For” Committee (1-3 members):**

**1<sup>st</sup> Committee Member** is responsible for contact with Election Coordinator on behalf of the committee.

Name: \_\_\_\_\_

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

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

Website: \_\_\_\_\_

Committee Name: \_\_\_\_\_

#### **2<sup>nd</sup> Committee Member:**

Name: \_\_\_\_\_

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

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

#### **3<sup>rd</sup> Committee Member:**

Name: \_\_\_\_\_

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

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

#### **“Against” Committee (1-3 members):**

**1<sup>st</sup> Committee Member** is responsible for contact with Election Coordinator on behalf of the committee.

Name: \_\_\_\_\_

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

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

Website: \_\_\_\_\_

Committee Name: \_\_\_\_\_

#### **2<sup>nd</sup> Committee Member:**

Name: \_\_\_\_\_

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

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

#### **3<sup>rd</sup> Committee Member:**

Name: \_\_\_\_\_

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

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



# Committee “For” and “Against” Appointment Form

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

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

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

### **Jurisdiction’s responsibility:**

- Email completed form to [elections@co.jefferson.wa.us](mailto:elections@co.jefferson.wa.us) on or before the resolution submission deadline
- Provide committee members with statement requirements and deadlines.
- Committees are solely responsible for submitting voters’ pamphlet statements to the election division.

**Requirements and deadlines are located on pages 20- 23 in the Election Guide for Jurisdictions.**

Questions? Email [elections@co.jefferson.wa.us](mailto:elections@co.jefferson.wa.us) or call (360) 385-9117

### **Information for inclusion in voters’ pamphlet:**

#### **“For” Committee (1-3 members):**

**1<sup>st</sup> Committee Member** is responsible for contact with Election Coordinator on behalf of the committee.

Name: \_\_\_\_\_

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

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

Website: \_\_\_\_\_

Committee Name: \_\_\_\_\_

#### **2<sup>nd</sup> Committee Member:**

Name: \_\_\_\_\_

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

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

#### **3<sup>rd</sup> Committee Member:**

Name: \_\_\_\_\_

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

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

#### **“Against” Committee (1-3 members):**

**1<sup>st</sup> Committee Member** is responsible for contact with Election Coordinator on behalf of the committee.

Name: \_\_\_\_\_

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

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

Website: \_\_\_\_\_

Committee Name: \_\_\_\_\_

#### **2<sup>nd</sup> Committee Member:**

Name: \_\_\_\_\_

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

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

#### **3<sup>rd</sup> Committee Member:**

Name: \_\_\_\_\_

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

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



**Voter Registration Data Order Form & Affidavit**

**Jefferson County Elections**

**1820 Jefferson St.**

**PO Box 563, Port Townsend WA 98368**

**(360) 385-9119 Fax: (360) 385-9228 email: [elections@co.jefferson.wa.us](mailto:elections@co.jefferson.wa.us)**

Name of requestor: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Campaign / Organization: \_\_\_\_\_

You can return this form by email, mail, fax or in person.

**1. Select Source**

Voter data \_\_\_\_\_

Labels \_\_\_\_\_ Individual or Household (circle one)

Election returns \_\_\_\_\_ Matchbacks from starting date \_\_\_\_\_ to ending date \_\_\_\_\_

**2. Select Type**

Active Voters \_\_\_\_\_ and/or Inactive Voters \_\_\_\_\_

**3. Select Format**

Electronic data via email \_\_\_\_\_ Free Paper List \_\_\_\_\_ \$0.15/page

Electronic data on CD \_\_\_\_\_ \$5.00 Sheets of Labels \_\_\_\_\_ \$0.25/sheet

(electronic data is a txt file)

**4. Read and sign**

I understand the County Auditor is required by law to furnish current lists and / or labels of registered voters to any person, upon written request, PROVIDED: That such lists be used for political purposes and **shall not be used for any commercial purposes** (RCW 29A.08.720). I further understand that any violation of RCW 29A.08.720 relating to the use of lists of registered voters is a class C felony punishable by imprisonment in a state correction 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, in addition to possible civil penalties as cited in RCW 29A.08.740.

Therefore, I hereby certify under penalty of perjury under the laws of the state of Washington that I will not use said records for commercial purposes, or any other purpose prohibited by law.

X \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Requestor

**For office use only:**

Date received: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date of Delivery: \_\_\_\_\_

Payment: \_\_\_\_\_ Cash / Check No: \_\_\_\_\_ Order filled by: \_\_\_\_\_

Order picked up by or delivered to: \_\_\_\_\_

## **Title 29A RCW: Elections**

### **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 any 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.

## Contact information:

### Jefferson County Auditor's Office

**Physical address:**

1820 Jefferson St (1<sup>st</sup> Floor) Rm 170  
Port Townsend WA 98368

**Mail address:**

Jefferson County Auditor's Office  
PO Box 563  
Port Townsend WA 98368

**Website:** <https://co.jefferson.wa.us/1266/Elections>

**Voter Portal:** [voter.votewa.gov](http://voter.votewa.gov)

**Rose Ann Carroll**

**Jefferson County Auditor**

(360) 385-9118

[carrollra@co.jefferson.wa.us](mailto:carrollra@co.jefferson.wa.us)

Brenda Huntingford

Chief Deputy Auditor

(360) 385-9358

[bhuntingford@co.jefferson.wa.us](mailto:bhuntingford@co.jefferson.wa.us)

Quinn Grewell

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Sandi Eldridge

Voter Registration Coordinator

(360) 385-9119

[seldridge@co.jefferson.wa.us](mailto:seldridge@co.jefferson.wa.us)

### Washington Secretary of State

Election Division

[www.sos.wa.gov](http://www.sos.wa.gov)

PO Box 40232

Olympia WA 98501

(360) 902-4180 Main phone for Elections in Olympia