



# FOR CANDIDATES

Local Voters' Pamphlet Administrative Rules and Elections Calendar

# 2021

Whitman County Elections Office  
304 N. Main Street  
Colfax, WA 99111

<http://whitmancounty.net/>  
[lvp@whitmancounty.net](mailto:lvp@whitmancounty.net)  
(509) 397-5284

Updated: February 2021

## About This Guide

This guide should be used in conjunction with state and local laws, not in place of them. The Revised Code of Washington (RCW), the Washington Administrative Code (WAC) and other references are provided as sources 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 Whitman County as required by RCW 29A.32.230.

# 2021 Elections Calendar for Candidates

## Candidate Filing

Declarations of candidacy will be accepted:

<b>By mail</b> (received date, regardless of postmark)	May 3 – May 21, 2021 at end of business day
<b>In person</b>	May 17 – May 21, 2021 (8 am – 4 pm)
<b>Online</b>	May 17 – May 21, 2021 (8 am – 4 pm)
<b>Three Day Filing Period (if needed)</b>	May 24 – May 26, 2021 (8 am – 4:30 pm)

Lot drawing for order of candidates on the ballot	May 27 (4 pm)
Deadline to withdraw declaration of candidacy	May 24 (4:30 pm)
Voters' pamphlet information submission deadline	May 28 (4:30 pm)

## Primary

Ballots mailed	July 16
<b>Election Day</b>	<b>Aug. 3</b>
Election certification	Aug. 17

## General Election

Ballots mailed	Oct. 15
<b>Election Day</b>	<b>Nov. 2</b>
Election certification	Nov. 23

## Filing for Office Overview

### Where to File RCW 29A.24.070

All Declarations of Candidacy for local and special districts shall be filed with the Whitman County Elections Office:

304 N. Main Street  
PO Box 191  
Colfax, WA 99111

### How to File in Whitman County

Candidates in Whitman County may file in person, by mail or online at [lvp@whitmancounty.net](mailto:lvp@whitmancounty.net)

#### Candidates must:

- Be a registered voter of the district and meet the residency requirements for the office for which they are filing
- Complete a Declaration of Candidacy form
- Provide an email address if filing online
- Pay filing fee by cash or check if filing in person or by mail
- Pay filing fee by credit card if filing online
- If using a filing fee petition in lieu of the filing fee, submit in person with declaration

Candidate's name will not appear on any official list as a candidate until the Declaration of Candidacy form is approved and the filing fee is paid.

### When to File in Whitman County RCW 29A.24.081, RCW 29A.24.050, RCW 29A.24.040

#### File by Mail

Mail must arrive in our office **no earlier** than May 3 and no later than 4:30 pm Friday, May 21, 2021.

Whitman County Elections, PO Box 191, Colfax, WA 99111

#### File in Person

8 am Monday, May 17 to 4 pm Friday, May 21, 2021 Whitman County Elections, 304 N. Main Street, Colfax, WA 99111 (509) 397-5284

#### File Online

9 am Monday, May 17 to 4:00 pm Friday, May 21, 2021

The online filing tool at <http://whitmancounty.net/> will provide step-by-step instructions, email a confirmation notice to candidates, alert candidates when other candidates file in their race, and provide a link to submit voters' pamphlet information.

**Campaign Contact  
Information  
RCW 42.52.180**

It is highly recommended that candidates provide a campaign mailing address, phone number and website address when filing for office.

If a candidate does not provide a campaign mailing address, the address in his or her voter registration record will be published online in the list of candidates who have filed.

Make certain that phone numbers, email addresses and website addresses are accurate, functional, and not confidential or private.

The use of government email accounts for the purpose of assisting a campaign is considered improper use of public resources and therefore not allowed as campaign or candidate contact information.

**Withdrawal of Filing  
RCW 29A.24.131**

A candidate may withdraw his or her candidacy in writing no later than 4:30 pm Monday, May 24, 2021. There is not a withdrawal period when filing for office during the special three-day filing period. **Filing fees are not refundable.**

**Order of Appearance on  
Ballots and in Local  
Voters' Pamphlet  
RCW 29A.36.131,  
RCW 29A.36.170**

The order of candidates' names on the primary ballot and in the primary Local Voters' Pamphlet will be determined by a lot draw. The lot draw will occur at 4 pm on May 27, 2021. The process is open to the public.

For the general election, the candidate with the most votes in the primary will be listed first on the ballot and in the Local Voters' Pamphlet. If no primary is held for an office, candidates will appear on the general election ballot in the established lot draw order.

## Submit Local Voters' Pamphlet Information

The deadline to submit Local Voters' Pamphlet information is **4:30 pm Friday, May 28, 2021.**

The Local Voters' Pamphlet provides an opportunity for every candidate running for a position (other than Precinct Committee Officer) to have his or her biographical information, candidate statement, contact information and photo published.

After a candidate files for office, he or she will receive an email with a link. The link can be used to submit the information listed above for publication in the Local Voters' Pamphlet. A candidate may also submit his or her information by email to [lvp@whitmancounty.net](mailto:lvp@whitmancounty.net) or in person at 304 N. Main Street, Colfax. The Elections Office cannot accept information submitted on a flash drive.

To meet the deadline, candidates should submit their information as soon as possible after they file for office. There is no benefit to delaying. Local Voters' Pamphlet submissions are kept confidential until the submittal deadline has passed and all submissions have been approved by the Elections Office.

Any candidate who experiences technical problems while submitting his or her information online should call the Elections Office immediately at (509) 397-5284. Technical difficulties will not excuse candidates from meeting the deadline.

All submissions for the local voters' pamphlet must be received in the Elections Office by **4:30 pm Friday, May 28, 2021.**

Offices that file with the state must make sure to submit voters' pamphlet information to the state within its deadline.

**Once submitted, all biographical information, statements, photos and contact information are final. Submissions cannot be revised by the candidate. Statements submitted by candidates directly to the state are final as submitted as of the filing deadline.**

Candidates may **NOT** submit a new statement for the general election Local Voters' Pamphlet. The information submitted for the primary pamphlet will also be used for the general election pamphlet.

## Candidate Biographical

## Biographical Information Length

## Information and Statement

Biographical information must be **100** words or less allocated between the four section headings listed below. Section headings are not included in the word count and are listed as follows:

- *Elected Experience or Legal/Judicial Experience*
- *Professional/Work Experience*
- *Education*
- *Community Service*

Information submitted must be pertinent to the subject of the heading. Information deemed by the Elections Office to be unrelated to the subject of the heading may be moved to an appropriate heading, moved to the statement if word count allows, or excluded. Placement will be made in consultation with the candidate. If attempts to reach the candidate are unsuccessful within 48 hours, the Elections Office will determine the most appropriate action.

The candidate will have 24 hours from the time of notification to submit the adjusted material. If a candidate does not submit a response to a section heading or the response is deemed unrelated to the section heading, the heading will appear in the Local Voters' Pamphlet and "No information submitted" will appear in the corresponding section.

### **Statement Length (RCW 29A.32.121)**

- Each statement shall be limited to 200 words for local candidates.
- State candidates will utilize the State Online Voters' Pamphlet submission tools where word counts are specified.
- Microsoft Word will be used to verify word counts.

### **Format for Biographical Information and Statements**

Each part of a slashed or hyphenated word will be counted as a separate word. For example, "and/or" will be counted as two words and "around-the-corner" will be counted as three words.

Biographical information and statements exceeding word limits will be shortened by the Elections Office in consultation with the candidate. If attempts to reach the candidate are unsuccessful within 48 hours, the Elections Office will shorten the submissions by deleting full sentences from the end until the word limit is reached.

Italics may be used to emphasize specific words or sentences. Any other formats such as bold font, underlined font, or all caps will be changed to italics.

Lists and bullets are not allowed. Lists or bullets will be converted by the Elections Office to a block paragraph, with a semicolon to separate each item and a period at the end.

If a section of the submission is not received by the deadline, the text

“No photo submitted,” “No biographical information submitted,” and/or “No statement submitted” will appear in the applicable sections. If no submission is received for a candidate, the text “No photo, biographical information or statement submitted” will appear along with the candidate name and office being sought.

### **Content**

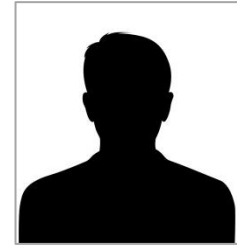
Pursuant to RCW 29A.32.230 and by administrative rule by the county Auditor, the Elections Office may reject certain materials submitted for publication. This includes, without limitation, biographical information, candidate statements, photos or contact information that:

- Is obscene
- Is libelous
- Contains an advertisement
- Contains content prohibited by law from distribution through the mail
- Contains content not limited to the candidate himself or herself or political office
- Contains content that is otherwise inappropriate or that does not comply with the law
- Is deemed unrelated to the biographical information section heading
- Does not meet statutory or administrative criteria
- Is received after the submittal deadline

**Candidate Photo Rules**  
**RCW 29A.32.110,**  
**WAC 434-381-140**

Photo must be DIGITAL and should be:

- Good quality and original
- Current (taken within five years)
- Head and shoulders portrait, forward facing, containing no other people or animals
- JPEG or TIFF format
- At least 1200 x 1500 pixels
- 300 DPI resolution



Photos may not:

- Show clothing or insignia suggesting the holding of a public office. Examples include, but are not limited to, judicial robes, law enforcement or military uniforms, official seals or symbols.
- Be digitally altered
- Be an informal candid photo, cartoon, caricature.
- Be a group photo.

Photo guidelines:

- Color photos are preferred, but black and white photos are acceptable.
- Photos should be light colored, with a plain, but not white background.

**Photos that do not meet the statutory and administrative criteria outlined will be rejected.**

Candidate photos from previous Local Voters' Pamphlets are not available from the Elections Office for reuse. Candidates must submit a new photo.

The Auditor's Office will not be responsible if a candidate photo appears in publications other than the Local Voters' Pamphlet.

**Candidate Contact**  
**Information**  
**RCW 42.52.180**

A candidate's phone number, email address and website address may be printed in the Local Voters' Pamphlet. At least one form of contact information is required. A candidate's mailing address will not be printed. If the candidate does not submit campaign contact information with their statement, the information on their Declaration of Candidacy form will be used. Contact information is not part of the 200-word count.

Make certain that phone numbers, email addresses and website addresses are accurate, functional, and not confidential or private. The use of government email accounts for the purpose of assisting a campaign is considered an improper use of public resources and therefore not allowed as campaign or candidate contact information.



## **General Provisions Applicable to All Submissions**

The contents of biographical information, statements, photos and contact information are the sole responsibility of the candidate. Submissions do not represent the position of the Elections Office or of Whitman County. The Elections Office and Whitman County are not responsible for the validity or accuracy of the submissions.

Submissions should be prepared and edited as carefully as one would prepare and edit a resumé. Spelling, grammar and punctuation errors will not be corrected.

Submissions will be printed exactly as received, provided that they comply with the specifications and rules for format and content.

**Once submitted, all biographical information, statements, photos and contact information are final. Submissions cannot be revised by the candidate. Statements submitted by candidates directly to the state are final as submitted as of the filing deadline.**

All submissions for inclusion in the Local Voters' Pamphlet are due by **4:30 pm Friday, May 28, 2021**. No exceptions are allowed.

## **Rejection of Statements RCW 29A.32.230**

### **Rejection**

The Elections Office may reject certain materials submitted for publication in the Local Voters' Pamphlet. This includes, without limitation, biographical information, candidate statements, photos and contact information.

If the biographical information, candidate statement, photo or contact information is rejected by the Elections Office, a notice of rejection will be emailed to the candidate within two business days after the receipt thereof and explain the specific grounds for the rejection.

The candidate will have one business day from receipt of this rejection notice to submit the appropriate adjusted material, as long as the originally rejected material was originally submitted on time.

### **Appeal**

Any candidate whose submission is rejected may issue an appeal. A notice of appeal must be emailed to the Auditor at [auditor@whitmancounty.net](mailto:auditor@whitmancounty.net), not more than two business days after the notice of rejection was sent and must state the specific grounds for appeal. The Auditor will email a decision granting or denying the appeal not more than two business days after receiving the notice of appeal. The decision of the Auditor to grant or deny an appeal will be final.

Material that has been rejected will not be published in the pamphlet.

**Voters’ Pamphlet Submissions – At a Glance**

Section	Word Limit	Formatting
Biographical information	100 <i>Section headings are not included in the word count.</i>	Allowed: <i>Italics.</i> Not allowed: <b>Bold font</b> , <u>underlined font</u> , ALL CAPS, lists and bullets.
Candidate statement	200	Allowed: Up to four paragraphs, <i>italics.</i> Not allowed: <b>Bold font</b> , <u>underlined font</u> , ALL CAPS, lists and bullets.
Contact information <ul style="list-style-type: none"> <li>• <i>At least one method of contact must be provided.</i></li> </ul>	<i>Contact information is not included in the word count.</i>	Allowed: Candidate phone number, candidate email address, and candidate website address.  Not allowed: Titles (Dr., President, Ph.D.)
Material submitted for publication in the Local Voters’ Pamphlet may be rejected if it:		<ul style="list-style-type: none"> <li>• Is obscene</li> <li>• Is libelous</li> <li>• Contains an advertisement</li> <li>• Contains content prohibited by law from distribution through the mail</li> <li>• Contains content not limited to the candidate himself or herself or political office</li> <li>• Contains content that is otherwise inappropriate or that does not comply with the law</li> <li>• Contains a photo that does not meet statutory or administrative criteria</li> <li>• Is deemed unrelated to the biographical section heading</li> <li>• Was received after the submittal deadline</li> </ul>