

Thurston County Local Voters' Pamphlet Administrative Rules for Candidates

Thurston County Elections
2000 Lakeridge Dr SW
Olympia, WA 98503
360.786.5408
pamphlet@co.thurston.wa.us
ThurstonVotes.org



Purpose

These rules establish submission guidelines for when candidates appear on the ballot. Precinct committee officer candidates do not appear in the Local Voters' Pamphlet.

General Provisions Applicable to All Submissions Statement

Length

- 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 in RCW 29A.32.121.
- Microsoft Word will be used to verify word counts.
- No changes will be allowed after submission.

If a statement exceeds the word limit it will be shortened to be within the word limit.

Statement Format

Up to four paragraphs may be used for local races. Candidates for state and federal offices must use the number of paragraphs specified in the State Candidate Guide. 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.

Photos recommendations:

- 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 shoulders 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. The Auditor's Office has 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.

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 local candidate statements.

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

Changes to contact information are subject to the discretion of the Auditor. How and When to Submit Statements, Photos and Contact Information:

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

- State provided link after your candidate filing has been approved.
- email to: pamphlet@co.thurston.wa.us
- Electronic storage device to:
Thurston County Auditor's Office
Elections Division 2000 Lakeridge Dr SW
Olympia WA 98502

The contents of candidate statements, photo, and contact information are the sole responsibility of the authors. Candidates are responsible for ensuring their statements and photos are received in the Auditor's Office by the deadline.

- Submissions for inclusion in the Primary and General Local Voters' Pamphlets are due on the Friday following filing week at 4:30 p.m.

The Auditor's Office will confirm receipt of voter pamphlet materials.

If a submission is not received by the deadline, the text "No photo submitted", "No information submitted", and/or "No statement submitted" will appear in the applicable sections.

Review Proofs

A proof copy of the statement as it will appear in the local voters' pamphlet will be sent to each candidate for review. Only errors made by the Thurston County Auditor's Office may be corrected.

Disclaimer

Submissions do not represent the position of the Thurston County Auditor or Thurston County. Neither the Thurston County Auditor nor Thurston County is responsible for the validity or accuracy of the submissions.

Submissions 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 and content rules.

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 race have been received and signed off by the candidate/campaign. Requests for public inspection of statements shall be made in the same manner as requests for public records.

Content Rejection and Appeal Process (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, 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 limited to the candidate himself or herself or to the political office for 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 submittal deadline.

If a statement, photo or contact information is rejected by the Elections Division Manager, 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 Elections Division Manager's decision to the Thurston County Auditor. A written notice of appeal shall be submitted to the Auditor by email (TCAuditor@co.thurston.wa.us) not more than 48 hours after notice of rejection was sent and shall set forth the specific grounds for appeal. The Auditor shall issue a written decision granting or denying the appeal by email not more than 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, the local voters' pamphlet will be printed with the rejected material omitted and the appropriate space left blank.