

# 2018 Jurisdiction Manual



# A letter from the Director

Dear Colleagues,

Thank you for your partnership helping King County citizens make important decisions about their communities.

This 2018 Jurisdiction Manual provides you with information you'll need as a jurisdiction administrator including: key election dates and deadlines, requirements for filing ballot measures, and instructions regarding your role.

Additional tools for jurisdictions and voters are available on our website - [kingcounty.gov/elections](http://kingcounty.gov/elections). Please don't hesitate to let us know if you have questions or need additional information.

Here at King County Elections, we take great pride in the work we do to ensure an accurate and secure process. We would be happy to provide you and/or other members of your organization with a tour of our headquarters at any time.

Best Regards,

A handwritten signature in black ink that reads "Julie Wise". The signature is written in a cursive, flowing style.

Julie Wise, Director  
King County Elections

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### Legend

-  This symbol denotes important deadlines.
-  This symbol denotes general information.
-  This symbol denotes important information.
-  This symbol denotes contact information.

 Information contained in the Jurisdiction Manual is subject to change. Consult the online manual for the most updated information.



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# 2018 Election Calendar

Important election dates and deadlines.

## chapter 01

### Special election dates

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

- February election: the 2nd Tuesday in February.
- April election: the 4th Tuesday in April.
- Primary election as noted in the below section.
- General election as noted in the below section.

The resolution requesting the special election must be presented to King County Elections as follows:

- February or April election: 60 days prior to the date of the election.
- Primary election: no later than the Friday immediately before the first day of candidate filing.
- General election: no later than the day of the primary election.

All resolutions must be received by King County Elections no later than 4:30 p.m. on the day of the deadline.

### Primary and general election dates

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

- Primary election: the 1st Tuesday in August
- General election: the 1st Tuesday after the 1st Monday in November

Even-numbered years are when federal, state, legislative and some judicial offices appear on the general election ballot. Odd-numbered years are when county, port, some judicial, city, school and special purpose district offices appear on the general election ballot.

# February 13, 2018 Special Election Calendar

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 2017	10	11	12	13	14	15 Last day to file for the February special election Explanatory statements and committee appointment forms due	16
	17	18	19 Pro/con statements due	20	21 Pro/con rebuttal statements due	22	23
	24	25 Christmas Elections office closed in observance of Christmas	26	27 VP proofs sent	28	29 VP proof response due	30
	31						

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January		1 New Year's Day Elections office closed in observance of New Year's Day	2	3	4	5	6
	7	8	9	10	11	12 Overseas & service ballots mailed Online voter guide available Ballot tracker available	13
	14	15 Elections office closed  Deadline for mail/online registrations and transfers RCW 29A.08.140	16	17	18	19	20
	21	22	23	24 Ballots & Voters' pamphlets mailed Accessible voting centers opens	25 Ballot drop boxes open	26	27
	28	29	30	31			

# February 13, 2018 Special Election Calendar (continued)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February					1	2	3
	4	5 Deadline for in-person registrations RCW 29A.08.140	6	7	8	9	10
	11	12	13 Election Day	14	15	16	17
	18	19 Elections office closed in observance of Presidents' Day	20	21	22	23 Election certification RCW 29A.60.190	24
	25	26	27 Deadline to file application for recount RCW 29A.64.011	28			

# April 24, 2018 Special Election Calendar

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February						1	2
							3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
						Last day to file for the April special election Explanatory statements and committee appointment forms due	
	25	26	27	28			
			Pro/con statements due				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March						1	2
					Pro/con rebuttal statements due		3
	4	5	6	7	8	9	10
						VP proofs sent	
	11	12	13	14	15	16	17
		VP proof response due					
	18	19	20	21	22	23	24
						Overseas & service ballots mailed Online voter guide available Ballot tracker available	
	25	26	27	28	29	30	31
		Deadline for mail/online voter registrations and transfers RCW 29A.08.140					



## April 24, 2018 Special Election Calendar (continued)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April	1	2	3	4 Ballots & Voters' pamphlets mailed Accessible voting centers opens	5 Ballot drop boxes open	6	7
	8	9	10	11	12	13	14
	15	16 Deadline for in-person registrations RCW 29A.08.140	17	18	19	20	21
	22	23	24 Election Day	25	26	27	28
	29	30					

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May			1	2	3	4 Election certification RCW 29A.60.190	5
	6	7	8 Deadline to file application for recount RCW 29A.64.011	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

# August 7, 2018 Primary Election Calendar

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
May			1	2	3	4	5	
	6	7	8	9	10	11	12	
						Last day to file a resolution for the primary election RCW 29A.04.330 Committee appointment forms due		
	13	14	15	16	17	18	19	
	Candidate filing RCW 29A.24.050							
	20	21	22	23	24	25	26	
	Last day for candidates to withdraw RCW 29A.24.131	Pro/con statements due		Pro/con rebuttal statements due				
27	28	29	30	31				
	Elections office closed in observance of Memorial Day							

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
						VP proofs sent	
	17	18	19	20	21	22	23
		VP proof response due				Overseas & service ballots mailed Online voter guide available Ballot tracker available	
24	25	26	27	28	29	30	

# August 7, 2018 Primary Election Calendar (continued)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July	1	2	3	4 Elections office closed in observance of Independence Day	5	6	7
	8	9 Deadline for mail/online registrations and transfers RCW 29A.08.140	10	11	12	13	14
	15	16	17 Voters' pamphlet mailed to all residential households in King County	18 Ballots mailed Accessible voting centers open	19 Ballot drop boxes open	20	21
	22	23	24	25	26	27	28
	29	30 Deadline for in-person registrations RCW 29A.08.140	31				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August				1	2	3	4
	5	6	7 Election Day	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21 Election certification RCW 29A.60.1900	22	23 Deadline to file application for recount RCW 29A.64.011	24	25
	26	27	28	29	30	31	

# November 6, 2018 General Election Calendar

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August				1	2	3	4
	5	6	7 Last day to file for the general election. RCW 29A.04.330 Committee appointment forms due	8	9	10 Explanatory statements due	11
	12	13	14 Pro/con statements due	15	16 Pro/con rebuttal statements due	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September							1
	2	3 Elections office closed in observance of Labor Day	4	5	6	7 VP proofs sent	8
	9	10 VP proof response due	11	12	13	14	15
	16	17	18	19	20	21 Overseas & service ballots mailed Online voter guide available Ballot tracker available	22
	23	24	25	26	27	28	29
	30						

# November 6, 2018 General Election Calendar (continued)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October		1	2	3	4	5	6
	7	8 Deadline for mail/ online registrations and transfers RCW 29A.08.140	9	10	11	12	13
	14	15	16 Voters' pamphlets mailed to all residential households in King County	17 Ballots mailed Accessible voting centers open	18 Ballot drop boxes open	19	20
	21	22	23	24	25	26	27
	28	29 Deadline for in- person registrations RCW 29A.08.140	30	31			

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November					1	2	3
	4	5	6 Election Day	7	8	9	10
	11 Veterans Day	12 Elections office closed in observance of Veterans Day	13	14	15	16	17
	18	19	20	21	22 Elections office closed in observance of Thanksgiving	23 Elections office closed in observance of Thanksgiving	24
	25	26	27 Election certification RCW 29A.60.190	28	29 Recount deadline	30	

# Jurisdiction Survey

Confirming office holder information for candidate filing.

## chapter 02

### Purpose of the Jurisdiction Survey

The Jurisdiction Survey is sent to all jurisdiction administrators each year to confirm office holder information which King County Elections must use to properly conduct candidate filings for each office.

### Completing the Jurisdiction Survey

Prior to February 1st of each year, King County Elections sends an email with instructions regarding the Jurisdiction Survey. Administrators must provide the following information when completing the survey:

- Current contact information for the jurisdiction administrator
- Current contact information for the finance department (to be used to contact the jurisdiction for election billing purposes)
- Information about the current elected officials (office title, position number, office holder's name, annual salary at the time of candidate filing, term expiration)

Jurisdiction administrators must complete the survey prior to March 1st so that the filing information can be compiled and disseminated to the public at least 30 days prior to the candidate filing period.

### Frequently Asked Questions

#### What if an office becomes vacant or there is a new appointment after I have submitted the Jurisdiction Survey?

You need to notify King County Elections in writing once an office becomes vacant.

Prior to appointing a new person, email a list of potential appointees to King County Elections. Our staff will verify whether or not they are qualified registered voters for that office.

Once a new official is appointed to that office, you will need to notify our office in writing of the new appointment.

## **Where do I get the oath of office for a new appointee?**

King County Elections does not create or send out oaths of office for elected or appointed officials. Jurisdictions must provide their officials with an oath of office.

It is up to each jurisdiction to determine whether or not they need to send the oath of office for your newly appointed official to the King County Recorder's Office. There will be a charge to record the oath if you do choose to send it to the King County Recorder's Office.

Do not return the oath of office to King County Elections.

# Office Holders

Information about your current office holders, resignations, appointments and oaths of office.

## chapter 03

### Importance of keeping King County Elections informed

It is extremely important that King County Elections has accurate, up-to-date information regarding current office holders, as this information is used to determine which offices are subject to election. Our office must be notified immediately of all vacancies and appointments that occur throughout the year.

### Resignations

Once an office becomes vacant, notify our office immediately. Notification must be in writing; an email is sufficient. Please include the name of the office holder, the position number and effective date of the resignation. Additional information can be found about vacancies in [RCW 42.12](#).

### New appointments

Prior to appointing an individual to fill a vacancy, our staff must verify that the potential appointee is a registered voter of the jurisdiction. The list of appointees with a date of birth and/or residential address can be emailed and our staff will confirm their registration.

Once the registration status has been confirmed and an individual has been appointed, notify our office of the appointment. Again, the notification must be in writing and an email is sufficient. Please include the name of the appointed person, contact information for that person and the effective date of the appointment.

### Oaths of office

Every person elected to an office in the State of Washington is required by state and federal constitutions to take an oath prior to serving in office. Information on when regular terms begin for elected officials, how oaths must be administered and how oaths must be retained can be found in the chart on the next page.

King County Elections does not create or send an oath of office for office holders. It is the jurisdiction's responsibility to provide their officials with an oath of office.

It is up to each jurisdiction to determine whether or not they need to send the completed oath of office to the King County Recorder's Office. There will be a charge to record the oath if you do choose to send it to the Recorder's Office. Do not send the oath of office to King County Elections.



King County Recorder's Office  
206-477-6620  
[kcrocust@kingcounty.gov](mailto:kcrocust@kingcounty.gov)  
[kingcounty.gov/records](http://kingcounty.gov/records)



Office	Regular term begins	Administration and repository of oath	Citations
Court of Appeals judge Superior Court judge	Second Monday in January	Oath retained by Secretary of State	Washington State Constitution Article IV, Sections 5, 28 RCW 2.06.070, 085
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.	RCW 29A.60.280 RCW 36.16.040, 060
District Court judges	Second Monday in January	Prior to entering the duties of office	RCW 3.34.070 RCW 3.34.080
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 the County Auditor.	RCW 29A.60.270, 280 RCW 35.27.120 RCW 35.23.081 RCW 35A.12.040, 080 RCW 35A.13.160
Municipal court judges	Second Monday in January	Prior to entering the duties of office	RCW 35.20.150
Port District commissioners	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting.	RCW 29A.60.270, 280 RCW 53.12.172
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.	RCW 29A.60.270, 280 RCW 54.12.100
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.	RCW 28A.343.360
Fire Protection District commissioners	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. Retained by County Auditor.	RCW 29A.60.270, 280 RCW 52.14.070, 080

Sewer, Water and Hospital District commissioners	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting.	RCW 29A.60.270, 280 RCW 57.12.030 RCW 70.44.040
Cemetery Districts	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. Retained by County Auditor.	RCW 29A.60.270, 280 RCW 68.52.260
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.	RCW 35.61.050
Jurisdictions requiring land ownership (e.g. diking/flood control districts)	Upon certification of election	No statutory reference available	RCW 85.24.070 RCW 85.38.070 RCW 86.09.301

## Candidate filing - voids and lapses

A void in candidacy occurs when no valid Declarations of Candidacy have been filed for a position, or all candidates that did file a valid Declaration of Candidacy have withdrawn, died or been disqualified.

If a void in candidacy occurs after the regular candidate filing period, but before the primary election day, a special three day candidate filing period will be held. The date of the special filing period will be determined by King County Elections. Notice of the void in candidacy will be given and include the time and place for individuals to file a Declaration of Candidacy.

All candidates that file a valid Declaration of Candidacy during the special candidate filing period will appear on the general election ballot. A primary election will not be held for that office. The candidate receiving the most votes for that office in the general election is deemed elected.

If after the regular and special candidate filing periods have passed no candidate has filed a valid Declaration of Candidacy, the election for that office is deemed lapsed and the office will not appear on the ballot.

If a lapse of election occurs, the current office holder will remain in office and continue to serve until the next succeeding general election that the office is allowed by law to have an election.

## Candidate filing - vacancies

When a vacancy in office occurs, certain factors determine when the office will appear on the general election ballot; such as the date the



Voids in candidacy to require a special filing period

General Election: May 22 to August 6, 2018



Deadline for vacancies to appear on the ballot

On or before May 13, 2018

vacancy occurs and whether the office was scheduled for election that year.

If, prior to the first day of the regular candidate filing period, a vacancy occurs in an office that is not scheduled to appear on the general election ballot, valid declarations of candidacy for that office will be accepted during the regular candidate filing period. King County Elections will give notice of the vacancy, and the notice will include the date, time and place for filing declarations of candidacy.

If, on the first day of the regular candidate filing period or later, a vacancy occurs in an office that is not scheduled to appear on the general election ballot, then declarations of candidacy will not be accepted for that office during the regular candidate filing period. That office will instead occur at the next succeeding general election that the office is allowed by law to have an election.



#### Examples

John Smith, a state legislative representative, resigns on April 1, 2018. His position was not scheduled for election until 2020, leaving an unexpired 2-year term. Since the vacancy occurred before the first day of the regular candidate filing period, declarations of candidacy will be accepted for that office and it will appear on the general election ballot.

Jane Jones, a district court judge, resigns on July 31, 2018. Her position was not scheduled for election until 2020. Since the regular candidate filing period has passed, this office will not appear on the general election ballot. This office will appear on the 2020 general election ballot as a short and full term. Declarations of candidacy will be accepted during the regular candidate filing period in 2020.

# Candidate Filing

Information about your role during candidate filing and general filing guidelines.

## chapter 04

### Jurisdiction Administrators - your role during candidate filing

Jurisdiction administrators are not active participants in the candidate filing process. 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.

### Candidate filing

All persons wishing to have his or her name printed on the ballot for election to office, must file a valid Declaration of Candidacy. Any person filing a Declaration of Candidacy must meet the qualifications specified by law for that office at the time of filing the Declaration of Candidacy. The candidate must be a registered voter of the jurisdiction for which they are filing, which is verified by King County Elections. It is the responsibility of the candidate to ensure that he or she meets any and all other requirements for the office.

For offices with an annual salary greater than \$1,000, a filing fee equal to 1% of the annual salary must accompany the Declaration of Candidacy at the time of filing. A filing fee is not charged for any office that is compensated on a per diem or per meeting basis.

Filing fees are not refundable. If a candidate withdraws their Declaration of Candidacy, he or she forfeits the filing fee.

Filing fees are not transferable. If a candidate withdraws their Declaration of Candidacy and re-files for a different position a second filing fee must be paid for the new position.

The candidate filing period begins the Monday two weeks prior to Memorial Day and ends the following Friday.

### Withdrawal of candidacy

Candidates may withdraw their Declaration of Candidacy prior to the deadline to withdraw.

There is no withdrawal period for Declarations of Candidacy filed during special candidate filing periods.

No filing fees will be refunded to any candidate that withdraws.



#### Candidate filing deadlines

Mail  
April 30 - May 18, 4:30 p.m., regardless of postmark

In-person  
May 14, 8:30 a.m. - May 18, 4:30 p.m.

Online  
May 14, 9 a.m. - May 18, 4:30 p.m.



#### Deadline to Withdraw Candidacy

May 21, 2018, at 4:30 p.m.

## Write-in candidates

If an individual wishes to file for an office after the candidate filing period has passed, he or she can file a Declaration of Write-in Candidacy and pay the filing fee, if any. The Declaration of Write-in Candidacy must be filed no later than the legal deadline to mail ballots.



### Deadline to File as Write-in Candidate

Primary Election: July 20, 2018, at 4:30 p.m.

General Election: October 19, 2018, at 4:30 p.m.

## Residency Requirements

All candidates must be a registered voter of the jurisdiction for which they have filed a Declaration of Candidacy. It is the candidate's responsibility to ensure he or she meets any and all other requirements.

## 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.

## Shared districts

Below are the district that are shared by more than one county. The primary county issues certificates of election and accepts Declarations of Candidacy for that jurisdiction.

Jurisdictions	Counties that share the district
<b>Judicial districts</b>	
King County Southeast Electoral District Court	Pierce (City of Auburn portion only)
<b>Cities</b>	
Auburn	Pierce
Bothell	Snohomish
Milton	Pierce*
Pacific	Pierce
<b>School districts</b>	
Auburn School District No. 408	Pierce
Fife School District No. 417	Pierce*
Northshore School District No. 417	Snohomish
<b>Special purpose districts</b>	
East Pierce Fire & Rescue	Pierce*
King County Rural Library District	Snohomish
Ronald Wastewater District	Snohomish

Jurisdictions	Counties that share the district
Snoqualmie Pass Fire Protection District No. 51	Kittitas*
Snoqualmie Pass Utility District	Kittitas*
Sound Transit	Pierce & Snohomish
Stevens Pass Sewer District	Chelan
Valley Regional Fire Authority	Pierce

\* indicates primary county

# Resolution Filing

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

# chapter 05

## Deadlines for requesting to place a measure on the ballot

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

- February election: the 2nd Tuesday in February
- April election: the 4th Tuesday in April
- Primary election: the 1st Tuesday in August
- General election: the 1st Tuesday after the 1st Monday in November

The resolution requesting the special election must be presented to King County Elections as follows:

- February or April election: 60 days prior to the date of the election
- Primary election: no later than the Friday immediately before the first day of candidate filing
- General election: no later than the day of the primary election

All resolutions must be received by King County Elections no later than 4:30 p.m. on the day of the deadline.

## Filing a resolution

Resolutions can be submitted to King County Elections by email, mail, fax or in-person.

A [ballot measure submission cover sheet](#) is required for each resolution being submitted. The cover sheet is available on our website.

## Withdrawing a resolution

If a jurisdiction wishes to withdraw a submitted resolution, a resolution withdrawing the previously submitted resolution must be submitted to King County Elections. The deadline to withdraw a resolution is the same as filing a resolution calling for an election.



### Resolution deadlines

Resolutions must be submitted to King County Elections no later than 4:30 p.m. on the following dates:

Election date	Resolution Deadline
February 13, 2018	December 15, 2017
April 24, 2018	February 23, 2018
August 7, 2018	May 11, 2018
November 6, 2018	August 7, 2018
February 12, 2019	December 14, 2018

## Ballot titles

Ballot titles consist of three elements: ballot caption (name of jurisdiction and a statement of the subject matter); a concise description of the measure; and a question. The concise description must not exceed seventy-five words.

The ballot title is prepared by the Prosecuting Attorney's Office; except ballot titles for a city or town which are prepared by the city attorney.

King County Elections will send an order of election containing the official ballot title to the jurisdiction.

## Appealing a ballot title

Within ten business days of a ballot title being filed, any persons dissatisfied with the ballot title may file a petition with the superior court to appeal the ballot title. The date the ballot title is filed is the date that the ballot title was first filed with King County Elections. The decision of the superior court is final. More information about appealing a ballot title can be found in [RCW 29A.36.090](#).



# Ballot Order

Information about the order in which candidates and measures appear on the ballot.

## chapter 06

### Ballot order

State law determines the order of offices and measures on the ballot at the federal or state level. For local offices and measures, the order they appear on the ballot is established by the county.

### Order of offices

The offices will appear in the following order:

- Federal Offices
  - President and Vice-President of the United States
  - United States Senator
  - United States Representative
- State Offices
  - Governor
  - Lieutenant Governor
  - Secretary of State
  - State Treasurer
  - State Auditor
  - Attorney General
  - Commissioner of Public Lands
  - Superintendent of Public Instruction
  - Insurance Commissioner
  - State Senator
  - State Representative
- County Offices
  - County Executive
  - Prosecuting Attorney
  - Sheriff
  - Assessor
  - Director of Elections
  - County Council
- State and County Judicial Offices. These appear on the ballot sequentially by district and/or position within each category.
  - Justices of the Supreme Court
  - Judges of the Court of Appeals
  - Judges of the Superior Court
  - Judges of the District Court
- Countywide Special Purpose Districts
  - Port of Seattle
- Cities and Towns
  - Mayor
  - City Attorney
  - Other elective department positions
  - Council
  - Municipal Court Judge
- Special Purpose Districts. Directors or commissioners within each district shall be in the order of the position or director district numbers assigned to those offices.
  - Regional districts that are not countywide
  - School
  - Fire
  - Water
  - Sewer
  - Sewer and water combined
  - Public hospital
  - Airport
  - Cemetery
  - Park and Recreation Districts
  - Park and Recreation Service Areas
  - Flood, Drainage or related districts
  - Community Municipal Corporations

## Order of measures

The measures will appear on the ballot in the following order:

- Initiatives to the people
- Referendum measures
- Referendum bills
- Initiatives to the Legislature and alternate proposals, if any
- Proposed Constitutional amendments
  - Senate Joint Resolutions
  - House Joint Resolutions
- Advisory votes
- Countywide ballot measures

All other local measures, if any, appear in the area dedicated to that jurisdiction and follow the offices. For example, a ballot measure for a city would appear on the ballot after the city council races. Local measures would appear in the following order:

- Initiatives
- Referendum measures
- Proposed charter amendments
- All other propositions

Measures are numbered sequentially within each of the above categories in the order they are received by King County Elections, unless otherwise indicated by the jurisdiction proposing the measures.

## Order of candidates

After the close of the regular candidate filing period, King County Elections will conduct a lot draw to determine the order in which candidate names will appear on the primary election ballot.

For the general election ballot, the candidate receiving the most votes in the primary election will appear first and the candidate receiving the second highest number of votes will appear second. If a primary election is not required for an office, the candidate names will appear on the general election ballot in the order determined by the lot draw.

# Validation Rates

General information about validation rates and how they are calculated.

## chapter 07

### Bond and levy election validations

Passing a levy or bond issue is not always a simple matter of majority rules. State law requires bond issues and some types 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, and (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.

#### **i** Levy validation (not school) example:

If there were 10,000 votes cast in the last general election for the district:

$$10,000 \times 40\% = 4,000$$

$$4,000 \times 60\% = 2,400$$

To pass the levy, the district must have at least 2,400 yes votes, even if only a total of 2,500 people voted on the levy.

### 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 turnout for that jurisdiction must equal 40% of the voters who cast ballots in the previous general election.

#### **i** Bond validation example:

If there were 10,000 votes cast in the last general election for the district:

$$10,000 \times 40\% = 4,000$$

To pass the bond issue, the district must have at least a 60% “Yes” vote and a minimum turnout of at least 4,000 voters.

### Validation summary

Following certification of the general election each year, King County Elections will notify all jurisdictions that the [validation summary](#) is available on our website.

The validation summary contains information compiled from the general election and includes the following statistics for each jurisdiction:

- The total number of “active registered voters” at the time of the general election
  - “Active registered voters” does not include voters who are inactive due to the return as non-deliverable of official documents such as a mail ballot or voter registration card.

- The number of votes cast for the general election
- The minimum number needed (40% of votes cast) to validate a measure; and
- The minimum number of “Yes” votes needed to approve a measure (60% of the 40% of the number of voters who voted in the general election)

If a jurisdiction is shared with another county, you will need to add that county’s figures to get the total number needed for validation.

# Local Voters' Pamphlet

Information on how to publish a local voters' pamphlet, explanatory statements and pro/con committees.

## chapter 08

### Requesting a local voters' pamphlet

For primary and general elections, King County publishes a local voters' pamphlet. All jurisdictions requesting a measure be placed on the ballot are automatically included in the local voters' pamphlet.

For the February and April special elections, King County does not publish a local voters' pamphlet automatically. The jurisdiction must specifically request a local voters' pamphlet in a resolution submitted to King County Elections. The jurisdiction must pay for the costs of publishing the local voters' pamphlet.

The request for publication of a local voters' pamphlet can be included in the resolution calling for a special election, or submitted as a separate resolution. The deadline to submit is the same as the deadline to submit a ballot measure.

### Jurisdictions responsibility - appointing committee members

The jurisdiction is responsible for appointing pro and con committees to prepare statements in favor of and in opposition to the ballot measure. Pro and con committees consist of members of the public who commit to write a statement either in favor of or in opposition to a ballot measure. Each committee is limited to three members, but the committee can have an unlimited number of persons assist them to prepare the statements. Each committee must designate a spokesperson with whom King County Elections will communicate all matters related to the local voters' pamphlet.

Once the committee members have been chosen, the jurisdiction must complete the Committee



#### Local voters' pamphlet deadlines

##### Special elections

Election date	February 13	April 24
Resolution due	12/15/17	2/23/18
Explanatory statement	12/15/17	2/23/18
Pro/Con Committee Appointments	12/15/17	2/23/18
Pro/Con Statements	12/19/17	2/27/18
Rebuttal Statements	12/21/17	3/1/18

##### Primary and general elections

Election date	August 7	November 6
Resolution due*	n/a	n/a
Explanatory statement	5/15/18	8/10/18
Pro/Con Committee Appointments	5/11/18	8/10/18
Pro/Con Statements	5/22/18	8/14/18
Rebuttal Statements	5/24/18	8/16/18

\*Resolution requesting local voters' pamphlet not required, pamphlet automatically produced for primary and general

Appointment Form which is included in the [Local Voters' Pamphlet Packet](#) and submit it to King County Elections by 4:30 p.m. on the day of the deadline.

The jurisdiction is also responsible for informing the committee members of the deadlines and rules related to the voters' pamphlet statements. King County Elections provides a packet of information for jurisdictions to distribute to committee members. The [Local Voters' Pamphlet Packet](#) is available on our website.

If a jurisdiction is unable to locate persons to serve on either or both committees, the jurisdiction will notify King County Elections no later than 4:30 p.m. on the day of the pro and con committee appointment form deadline. The notification will detail the efforts made by the jurisdiction to establish the committee(s). In the event that a jurisdiction is unable to appoint committee members by the deadline, King County Elections may appoint committee members.

## **Jurisdictions responsibility - preparing an explanatory statement**

The jurisdiction must coordinate with their legal counsel to prepare an explanatory statement. An explanatory statement states the effect of a ballot measure if passed into law, and only covers the anticipated effect of the measure should it be passed into law. The statement must not be an argument in favor of or in opposition to the measure.

The statement can be prepared by the jurisdiction or by the jurisdiction's attorney. If the statement is prepared by the jurisdiction, it must be signed-off by the jurisdiction's attorney.

The explanatory statement must be submitted by 4:30 p.m. on the day of the deadline.

## **Pro and con committee responsibilities**

The pro and con committees submit statements in favor of and in opposition to the ballot measure for the local voters' pamphlet.

Pro and con statements are to be submitted directly to King County Elections by the committee spokesperson, no later than 4:30 p.m. on the day of the deadline, regardless of postmark. A Pro/Con Statement Submission form is required when submitting a statement. This form is included in the [Local Voters' Pamphlet Packet](#).

After the deadline to submit pro and con statements, King County Elections will email the opposing committee's statement to the spokesperson identified on the committee appointment form. Each committee will then have the opportunity to write a rebuttal statement. However, a rebuttal statement is not required. Rebuttal statements must be submitted to King County Elections by 4:30 p.m. on the day of the deadline, regardless of postmark. Rebuttal statements are not exchanged.

King County Elections prefers to receive statements as a Word document sent via email; but statements may be submitted by email, mail, fax or in-person.

It is the responsibility of the committees to submit all statements to King County Elections by 4:30 p.m. on the appropriate deadline day, regardless of postmark. Submissions received after the deadline will not be accepted.

## Word limits

The explanatory statement is limited to 250 words.

Pro and con statements must not exceed 200 words (incorporation measures have a 500 word limit), but further limitations are based upon the space available within the pamphlet. Rebuttal statements are limited to 75 words.



### Word limits

Explanatory statements: 250 words

Pro and con statements: 200 words

Rebuttal statements: 75 words

## Formatting

Space is limited, so formatting is very important. Format your statement as an essay, text must be written in paragraphs. Tables, lists and bullets are not allowed.

Only use italics to emphasize specific words or statements. Bolding, underlining and all caps are not allowed. **Prohibited formatting within submitted statements will be changed to italics.**

### Correct

I approve of *justice* for all, *fairness* of the law, and *rehabilitation*.

### Incorrect

I approve of:

- JUSTICE for all
- **Fairness** of the law
- Rehabilitation

Keep your statement simple and write in the narrative style. The King County Elections Director may reject any statement if, in his or her opinion, the statement contains obscene, vulgar, profane, scandalous, libelous, defamatory or treasonable matter; any language tending to provoke crime or a breach of the peace, or language or matter the circulation of which through the mail is prohibited by any act of Congress.

Here are a few tips: treat this as a resume and edit carefully, avoid technical terms that may not be generally understood, avoid criticism of opponents.

Proofread carefully. Your statement will be printed exactly as you submit it. Changes to your statement are not allowed once it has been submitted. King County Elections will not proofread any statement for errors in spelling, punctuation or syntax. All statements are published as submitted. King County is not responsible for the validity or accuracy of the statements.

## Contact information - jurisdictions

An email address and phone number for the jurisdiction will be published in the local



### Statement review deadlines

#### Special elections

Election date	Feb. 13	Apr. 24
Proof copy emailed to committees and jurisdiction	12/27/2017	3/9/2018
Response from committees and jurisdiction due	12/29/2017	3/12/2018

#### Primary and general elections

Election date	Aug. 7	Nov. 6
Proof copy emailed to committees and jurisdiction	6/15/2018	9/7/2018
Response from committees due and jurisdiction due	6/18/2018	9/10/2018

voters' pamphlet. This contact should be able to respond to questions from voters regarding the jurisdiction's ballot measure.

## **Contact information - pro & con committees**

The names of the committee members and one phone number, email or website are added after the statements. This information is not included in the statement word limit. No titles will be included with the committee members' names.

## **Review of statements**

Prior to publication of the local voters' pamphlet, King County Elections will email each committee and jurisdiction a proof of their statements. Upon receipt of the proof, committees and jurisdiction administrators should ensure that there are no discrepancies between the proof copy and the information they submitted.

No changes to the originally submitted statements will be accepted. No new material will be accepted. The only permitted changes are updates to the contact information section. Committees and jurisdictions must notify King County Elections of any discrepancies or contact information updates by 4:30 p.m. on the day of the deadline stated in the email containing the proof copy.

## **Frequently asked questions**

### **When are local voters' pamphlets mailed?**

King County Elections makes every effort to have ballots and local voters' pamphlets delivered to voters around the same time; however, even though the materials are mailed at once, they may not reach every voter on the same day.

Local voters' pamphlet information is also available on our website, where voters can view a personalized voter guide.

### **How are local voters' pamphlets distributed?**

In countywide elections, one copy of the local voters' pamphlet will be mailed to each household in the county. All households in a zip code will receive the same edition of the pamphlet but not all material contained inside will appear on each voter's ballot.

For example, two school districts may share the same zip code so both will appear in one edition of the pamphlet, however, the voter only resides within one of those school districts.

### **How can a jurisdiction participate in the local voters' pamphlet?**

For the primary and general elections, King County publishes a local voters' pamphlet. Districts placing measures on the primary or general election ballot are automatically included in the local voters' pamphlet. Special election local voters' pamphlets are not automatically produced. A local voters' pamphlet must be specifically requested by the jurisdiction, by resolution, and the jurisdiction pays the costs associated with publishing the pamphlet.

The resolution requesting a local voters' pamphlet must be submitted to King County Elections by 4:30 p.m. on the day of deadline to request a ballot measure.



# Recounts

General information about mandatory recounts and how to request a recount.

## chapter 09

### Mandatory recounts

Recounts are conducted in accordance with [RCW 29A.64](#). Once an election is certified, a mandatory recount is required for candidate races that meet certain thresholds. Depending on the thresholds, either a machine or manual (by hand) recount is required. There are no mandatory recounts for ballot measures.

A mandatory machine recount is required when the vote total difference between two candidates is less than 2,000 votes and also less than one-half of one percent of the total number of votes cast for both candidates.

A mandatory manual (by hand) recount is required when the vote difference between two candidates is less than 150 votes and also less than one-fourth of one percent of the total number of votes cast for both candidates.

### Requested recounts

To request a recount for a candidate race, a political party representative or any candidate for whom votes were cast may file an [application to request a recount](#) of the votes or a portion of the votes cast for all candidates in that race.

To request a recount for a ballot measure, a group of five or more registered voters may file an application to request a recount of the votes or a portion of the votes cast for any ballot measure. The group must designate one person as chair; and include the voting residence of each group member.

Applications requesting a recount of local offices or measures must be filed with King County Elections within two business days after the election has been certified. An [application to request a recount](#) is available on our website. For shared county jurisdictions, an application must be filed with the county with whom filings are made for that jurisdiction.

The application must specify whether the requested recount will be done manually or by machine. A deposit is required at the time of filing the application. The deposit must be either



#### Mandatory machine recount example

Candidate A receives 5,050 votes and Candidate B receives 5,000 votes for a total of 10,050 votes cast for both candidates.

$$5,050 - 5,000 = 50 \text{ vote difference}$$

$$50 / 10,050 = 0.4975\%$$

For this race, there is less than a 2,000 vote difference between the candidates (50 votes) and also less than one-half of one percent of the total votes cast for both candidates (0.49%). Thus, a machine recount is required.



#### Mandatory manual recount example

Candidate A receives 6,105 votes and Candidate B receives 6,080 votes for a total of 12,185 votes cast for both candidates.

$$6,105 - 6,080 = 25 \text{ vote difference}$$

$$25 / 12,185 = 0.2052\%$$

For this race, there is less than a 150 vote difference between the candidates (25 votes) and also less than one-fourth of one percent of the total votes cast for both candidates (0.20%). Thus, a manual recount is required.

cash or a certified check. The amount of the deposit is determined by the type of recount requested and the number of ballots cast.

- \$0.15 per ballot cast for a machine recount
- \$0.25 per ballot cast for a manual recount

The deposit is only a security deposit, and is not the total cost of the recount. The total charges are determined by the Canvassing Board. The deposit will be deducted from the total amount, and the party requesting the recount is responsible for paying the difference. If the result of the recount changes the result of the election, the amount of the deposit will be returned.

The Canvassing Board will determine the date and time of the recount. The applicant or affected parties will be notified of the date, time and location of the recount not less than one day prior to the recount. Each person entitled to receive notice of the recount may attend and be accompanied by counsel.

# Petitions

Information about initiative and referendum petitions and recall petitions.

## chapter 10

### Initiative & referendum petitions

Members of the public interested in filing an initiative or referendum petition must file with the relevant jurisdiction. For example, in the case of a King County initiative petition, the petition must be filed with the Clerk of the King County Council. The clerk will initially review the petition and then forward it to King County Elections within three business days of the petition being filed.

**The only role that King County Elections has in the initiative and referendum petition process is to determine whether or not the number of valid signatures on the petition is sufficient.**

The number of signatures required to validate a petition is determined by the jurisdiction, based on the applicable charter, statute or ordinance. King County Elections does not provide legal interpretation.

Once King County Elections receives the petition, our office will send a letter to the petition sponsor stating the date the petition checking will begin. Additional petition signature pages may be submitted prior to this date. No signatures can be added or removed once the petition checking has started. Any person who signed a filed petition may submit a written request with the jurisdiction to have their signature withdrawn prior to the date the petition checking will begin.

King County Elections verifies the signatures on the petition based on the signature verification guidelines in [WAC 434-379-020](#). In addition to the WAC guidelines, each jurisdiction may have additional signature requirements that may be more restrictive.

King County Elections is limited to the signatures contained in the petition to determine sufficiency. Prior to determining the sufficiency of the petition, all communications regarding the status of the petition are conducted between King County Elections and the jurisdiction administrator. The petition sponsor may be included on the correspondence if the jurisdiction agrees.

Petitions containing the required number of signatures are accepted as prima facie valid until the invalidity has been proven. If the number of signatures is determined as sufficient, a letter and certificate of sufficiency is sent to the petition sponsor and the original petition is returned. If the number of signatures is determined as insufficient, the petition is returned to the petition sponsor with a letter stating the petition is insufficient.

### Recall petitions

Recall petitions are conducted in accordance with [RCW 29A.56.110 - 270](#). If the Declaration of Candidacy for the office concerning the elected official is filed with King County Elections, any person making a charge must file it with our office. If the recall petition reaches the signature

gathering stage, the number of signatures required is determined pursuant to [RCW 29A.56.180](#), and based on the total number of votes cast for the candidates for the office to which the official whose recall is being demanded was elected. King County Elections does not provide legal interpretation.

# City Annexation Process

Information about the annexation process.

## chapter 11

### City annexation process

Under the State's Growth Management Act:

- A City may only annex areas contiguous to its borders.
- Only territory within the urban growth area may be annexed by a city. Rural areas cannot be annexed.
- If territory is claimed by one city as part of its potential annexation area, that territory may not be annexed by a different city.

### Annexation methods

In Washington State there are five methods of annexation:

#### The Election Method

Residents can file a petition (in a prescribed format, signed by not less than 10% of the number of voters in the area to be annexed who voted in the last General Election) with the city, asking for an annexation election. The city need not agree to hold the election. Alternately, the legislative body of a city or town may adopt a resolution calling for the annexation of certain territory by election. In either case, the city and the residents file a resolution with the Clerk of the King County Council. The Council then adopts an ordinance setting the date for an election on the question of annexation. Only registered voters residing within the boundaries of the proposed annexation area are eligible to cast ballots for the annexation measure. The annexation is approved if supported by a simple majority.

#### Direct Petition Method (the 60% Petition)

The annexation is initiated by filing two separate petitions with the city. The first petition is signed by owners of property representing not less than 10% of the assessed value of the property in the area to be annexed. This filing notifies the city of the resident's intent to commence annexation proceedings. The legislative body then accepts, rejects or geographically modifies the proposed annexation. A second petition must then be signed by the owners of properties representing not less than 60% of the assessed valuation of the area proposed to be annexed (i.e. not all property owners must sign/agree). The legislative body of the city then holds a public hearing and rejects or accepts the petition. If accepted, the petition is submitted to the King County Boundary Review Board (BRB). The BRB may invoke jurisdiction and expand or contract the area to be annexed based on certain criteria. The city may then accept the revised petition or reject it entirely. The annexation is finalized by the adoption of an ordinance by the City Council. A finalized copy of the ordinance must then be delivered to King County Elections and all other County agencies affected by the city's boundary change.

## **Direct Petition Method (the 50/50 Method)**

The annexation is initiated by securing signatures of both landowners and registered voters within the annexation area. The petition initiators (owners of not less than 10% of the land area or not less than 10% of the areas residents) must notify the city of their intent to commence the annexation process. The city sets a meeting with the initiating parties to determine whether the city will accept, reject or modify the boundaries of the proposed annexation. A second petition, in a form approved by the city, is prepared and must be signed by at least 50% of the registered voters in the area and the owners of at least 50% of the acreage of the area. Following submittal of the petition, the city holds a public hearing and then decides whether to accept the annexation (it may be rejected, despite having a valid petition).

## **Annexation of Small Unincorporated Islands Method**

This method is only applicable to areas less than 100 acres in size where at least 80% of the area boundaries are contiguous to the city or town. A public hearing must be held, after which the city passes an ordinance to annex. The annexation is subject to resident referendum (i.e., can be overturned) if a petition signed by a number of residents of the area equal to at least 10% of the area residents voting in the last general election is filed with the city within 45 days of the date the city ordinance is adopted. If such a petition is filed, an election on the issue is held and the annexation must be approved by not less than 50% of those persons in the area voting on the matter.

## **Annexation by Interlocal Agreement Method**

This method of annexation allows for annexation to occur based on an agreement between a city and the County, but the agreement (and thus the annexation) can be overturned by residents of the proposed annexation area. This method may only be used to annex areas bordered at least 60% by one or more cities. Following a public hearing and approval of the annexation agreement by the city and County, the city council adopts an ordinance annexing the territory. The ordinance must set an annexation effective date at least 45 days following the date the ordinance is adopted. If, during that 45 day period, a petition is filed with the city signed by not less than at least 15% of the registered voters of the area, then an election on the question must be held at which at least a simple majority of those persons voting on the matter approve the annexation.

## **Role of the Boundary Review Board**

The King County Boundary Review Board (BRB) is responsible for reviewing all city and special purpose district annexations in the county. It evaluates annexation proposals for consistency with state and local laws. The BRB also provides direct assistance to residents on annexation questions, such as how to file a petition or challenge an annexation proposal. The BRB also provides information to those seeking to create new cities through incorporation. Contact the BRB at 206-296-6800 or [kingcounty.gov/annexations](http://kingcounty.gov/annexations).

## **Boundary Review Board Evaluation of Each Annexation Proposal**

Under all annexation methods described above (excluding the “interlocal agreement” method), there is a point at which the annexation proposal is submitted to the BRB. After ensuring the proposal is technically complete, the BRB circulates a Notice of Intent and staff analysis of that document to other affected governments such as King County, adjacent cities, water and sewer providers. Affected parties (including the applicant, citizens via a petition, affected jurisdictions

or the County Council) may “invoke jurisdiction” of the BRB, asking it to formally approve, reject or modify an annexation proposal. A public hearing is held at which the BRB takes testimony from all interested parties. The BRB then issues an opinion approving, rejecting or modifying the proposed annexation. The BRB decision may be appealed to the superior court.

# Election Costs

Information about calculating the cost of participating in an election and the cost of publishing a local voters' pamphlet.

## chapter 12

### Cost of participating in an election

Election costs are based upon a jurisdiction's proportionate share. Each jurisdiction's cost is determined by taking the total number of registered voters in the jurisdiction and dividing it by the total number of all registered voters in all participating jurisdictions in the election.

Election costs vary from one election to the next, depending on a variety of factors. For instance, whether or not the election is held in an odd or even-numbered year is a significant factor for determining costs in a primary or general election; but less of a factor for a special election held in February or April. This is primarily due to the number of participating jurisdictions in an odd-numbered year as opposed to an even-numbered year. Although the overall cost of a primary or general election from one year to the next is somewhat comparable, a general election shared by ten jurisdictions is going to cost more per voter for each jurisdiction than an election shared by 135 jurisdictions.

Special elections in February and April are often shared by a smaller number of jurisdictions, thus the proportional share is often greater. In the case of a single jurisdiction election, the cost would be 100%.

King County Elections will prepare and send billing notifications to the jurisdictions. Payment is processed via inter-fund transfer; jurisdictions typically do not process direct payment for election costs.

Prior to deciding what election to place a measure on the ballot, jurisdictions may contact King County Elections to request an estimated election cost. Estimates will be based on a reasonable range, taking historical information into account, as well as specific known information about a particular election date. A specific cost or quote cannot be provided, as there are unknown factors such as the number of jurisdictions participating in an election.

### Local voters' pamphlet cost

The cost of participating in a local voters' pamphlet is processed separately from election costs. This is done in part because the number of jurisdictions participating in an election is not always the same as those participating in a local voters' pamphlet. In addition, the cost allocation method is slightly different.

Local voters' pamphlet costs are determined for each participating jurisdiction based on the number of registered voters, but the cost is separated into two categories: printing and



#### Example:

Jurisdiction A has 30,000 registered voters

Jurisdiction B has 50,000 registered voters

Jurisdiction C has 20,000 registered voters

100,000 total registered voters participating in the election

Based on the numbers above, Jurisdiction A would have 30% of the cost allocation, Jurisdiction B would have 50% and Jurisdiction C would have 20%.



distribution. Printing costs are driven in large part by the number of pages in a pamphlet, therefore the allocation of printing costs are factored by the number of pages for each jurisdiction. Distribution costs are not impacted by the number of pages and thus are calculated in the same way as the election costs. The allocation of printing and distribution costs are combined for the full cost of participating in a local voters' pamphlet.

King County Elections prepares the voters' pamphlet billing after the election costs have been processed. Unlike election costs, the payment for participating in the local voters' pamphlet is not processed via inter-fund transfer. Instead, invoices are sent to participating jurisdictions to be processed for direct payment to King County Elections.

A jurisdiction's participation in a local voters' pamphlet depends on the election. During special elections held in February or April, jurisdictions must specifically request the production of a local voters' pamphlet or one will not be produced. During a primary or general election, all jurisdictions are automatically included in the local voters' pamphlet.

