



Whatcom County Local Voters' Pamphlet

Administrative Rules For Candidates

Whatcom County Auditor's Office
Election Division
311 Grand Avenue, Suite 103
Bellingham, WA 98226
360-778-5102



Purpose of Administrative Rules (RCW 29A.32.230, RCW 29A.32.270):

The Administrative Rules explain the procedures and requirements for participation, production, and distribution of the local voters' pamphlet.

Each candidate, with the exception of candidates running for Precinct Committee Officer, will have the opportunity to submit a statement, biography, photograph, and contact information for publication in the local voters' pamphlet.

Publishing and Distribution of the Local Voters' Pamphlet (RCW 29A.32.220)

The Auditor's Office will prepare a local voters' pamphlet for all Primary, General, and Special Elections. It will be mailed to the households in each jurisdiction included in the pamphlet and also available online.

Candidate Submissions and General Provisions

Local Voters' Pamphlet submissions are due the Friday following Filing Week by 4:30 pm.

- Microsoft Word will be used to verify word counts. Submissions exceeding the word limit will be shortened by deleting full sentences from the end.
- The Auditor's office will not correct errors in spelling, grammar or punctuation and reserves the right to edit the formatting of the statement/biography submitted.
- The Auditor has the authority to reject statements that are deemed inappropriate per RCW 29A.32.230.
- Submissions do not represent the position of the Whatcom County Auditor or Whatcom County. Neither the Whatcom County Auditor nor Whatcom County is responsible for the validity or accuracy of the submissions.

Only candidates who ran in the Primary Election may submit a revised statement for the General Election. Within 5 days after Certification of the Primary, candidates moving on to the General will be notified on how to submit a revised statement.



Candidate Biography & Statement

Keep your submission only about you. Do not include references to your opponent(s), per RCW 29A.32.230 (3). Profane, libelous, or defamatory language is not permitted.

Candidates are allowed:

- 100 words for the biography portion. Biography will be organized under the 4 headings listed below. The headings are not included in the word count.
 - ◊ Elected Experience
 - ◊ Other Professional Experience
 - ◊ Education
 - ◊ Community Service
- 200 words for the statement portion, up to 4 paragraphs or less; paragraphs exceeding the limit will be combined from the end.

Rules for Biography & Statement:

Submissions exceeding the word limit will be shortened by deleting full sentences from the end.

Allowed: *italics*

Not Allowed: **Bold**, underlining, and ALL CAPS.

Not Allowed: Tables, lists, and bullets.

Not Allowed: Graphs, charts, photographs, cartoons or caricatures.

Spelling, punctuation, or grammatical errors will not be checked or corrected.

Photograph

The Auditor's office will adjust and/or crop photos as necessary. Photos are published in a black and white format.

- Candidates submit **1 self-portrait** of the head and shoulders.
- Photos must be high resolution and may not be digitally altered. Photos may not be smaller than 4x5 inches. A color photo is highly preferred. For best results, use a light-colored background, but not white.
- The photo may not be more than 5 years old and should reflect the candidate in a professional and tasteful manner.
- **Not allowed:** Clothing or insignias that suggest holding a public office. For example: judicial robes, law enforcement or military uniforms, flags.



Contact Information

A candidate's campaign email address, website, and phone number are printed in the local voters' pamphlet and available online.

How and When to Submit Your Local Voters' Pamphlet Information

After your filing has been approved, a unique link will be sent to you by email. **Use this link to upload your statement, biography, photograph, and campaign information.**

Submissions for the Primary and General Local Voters' Pamphlets are due on the Friday following Filing Week at 4:30 pm.

The candidate will receive an email confirming the receipt of their Local Voters' Pamphlet information, and a follow up email once their information has been reviewed and accepted.

Candidates are responsible for ensuring their statement, biography, photograph, and contact information are received in the Auditor's office by the deadline. If the candidate's statement, biography, and/or photograph is not received by the deadline, the text "No statement submitted", "No information submitted", and/or "No photo submitted", may be printed in the applicable sections.

Public Inspection of Candidate Submissions (RCW 29A.32.100)

Candidate submissions shall not be available for public inspection until all submissions have been received. Public inspection requests shall be made in the same manner as requests for public records.

Content Rejection and Appeal Process (RCW 29A.32.230)

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

- It is obscene or libelous.
- It contains a commercial advertisement.
- It contains matter not limited to the candidate themselves or to the political office for which the candidate is filing.
- It contains matter that is inappropriate or that does not comply with applicable law.
- The photograph does not meet statutory or administrative criteria.
- It was received after the submittal deadline.

Candidates will be notified if their statement or any portion of it has been rejected. Candidates will have **3 days** after the rejection notice to re-write the statement.



Candidates can file an appeal with the Auditor within **2 days** of receiving the notice of rejection. The Prosecuting Attorney will render a final decision of the appeal within **2 days**. In the event a Prosecuting Attorney participated in the initial review and rejection, a second Prosecuting Attorney will review the statement on appeal.

If material is rejected, the local voters’ pamphlet will be printed with the rejected material omitted and the appropriate space left blank.

Sample Candidate Statement

Your submission will look something like this in the local voters’ pamphlet:

 Whatcom County - County Council At-Large Position A - Nonpartisan Office - 4 year term	
	<p>Warren G. Magnuson</p> <p>Elected Experience: Washington House of Representatives, Legislative District 37.</p> <p>Other Professional Experience: Farmer/Rancher, Owner of Hai-ley Company, Inc. our 4th generation family farm. Public service volunteer, Registrar and Attendance Specialist for North Franklin School District, Bailie Memorial Youth Ranch Foundation Board, Di-rector, Past Director of Bailie Memorial Youth Ranch Board, former 4-H leader, PTA President, continuing classroom volunteer. Served as Regional Director for a US Senator.</p> <p>Education: Graduate Paschal High School, Ft. Worth, TX. Graduate of Eastern Washington University, 1980. Law degree from Gonzaga University, 1956.</p> <p>Community Service: Inland Northwest Humane Society; Walk for Life participant, 11 years; neighborhood watch participant; long time recycler.</p> <p>Statement: Senator Magnuson has always given the highest pri-ority to advocating for children and families, including veterans, the elderly and disabled.</p>
	<p>District growth has been more than 30% over the past two years, creating a strain on schools and other services. He helped make dif-ficult choices to balance needs and restrain the budget, working to secure funding for the Pierce County Skills Center in Frederickson, the Yelm Loop, the Cross Base Highway, the Orting Bridge for kids, the Nisqually-Mashel State Park, an upgraded early warning sys-tem and work to keep transportation dollars here at home.</p> <p>Warren advocated for in-home intervention, home health care, support and chore services for children with developmental or behavioral disabilities, seniors and the disabled. He worked to ex-tend the property tax deferral program – helping people whose homes have increased in value, but have not had an increase in income.</p> <p>He believes the WASL should only be one of several tools used to measure academic success. Warren is honored to represent you and he is and always will be, there for you.</p> <p>For More Information: (509) 123-4567 warren@magnuson.net www.magnuson.com</p>
<p><i>*Candidate statements are printed exactly as submitted and are not checked for grammar, punctuation, spelling, or accuracy.</i></p>	