

# 2021 Jefferson County

## Guide for Candidates

Including local voters' pamphlet rules

**Candidate filing Period: May 17-21, 2021**



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

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

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

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

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

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

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

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

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

Deadlines to submit a resolution requesting a special election are:

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

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

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

General: No later than the day of the primary Election

## 2021 Election Calendar

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

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

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

## Resignations:

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

## New Appointments:

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

## Oath of Office:

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

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

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

Six positions are specifically qualified by statute to administer oaths:

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

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

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

## Oath of office administration and responsibility

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

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

# Candidate Filing

# Chapter 3

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

## **Candidate filing:**

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

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

## **Filing Fee(RCW 29A.24.091):**

For offices with an annual salary greater than \$1,000 the filing fee is 1% of the annual salary. For offices with an annual salary of \$1,000 or less the filing fee is \$10. There is no annual filing fee for offices that do not have a salary. Candidates without sufficient assets or income to pay the filing fee may submit a filing fee petition in lieu of filing fee. Each whole dollar of the filing fee requires one signature. Only complete petitions are acceptable. You may not pay partial cash to make up the difference.

Filing fees are non-refundable and non-transferable.

## **Candidate Filing Week:**

The candidate filing period begins Monday two weeks prior to Memorial Day and ends the following Friday with the following Monday being the candidate withdrawal deadline. [Please see page 3 for the election calendar and candidate filing dates.](#)

## **Withdrawal of Candidacy:**

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

## **Write-in Candidates:**

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

## **No Double Filings:**

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

**Joint Districts:**

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

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



# Candidate Statement and Photos Chapter 4

*Administrative rules and deadlines for candidate statement and photo*

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

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

## **Candidate Statement:**

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

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

### **Statement:**

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

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

### **Biography:**

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

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

## **Format:**

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

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

**Candidate Photo:**

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

**Photos must be:**

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

**Photos may not:**

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

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

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

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

**Content:**

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

**Candidate Contact Information:**

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

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

**Deadline:**

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

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

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

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

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

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

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

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

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

**Appeal:**

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

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

## Candidate Statement and Photo- Quick Reference

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

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

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

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

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

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



**Voter Registration Data Order Form & Affidavit**

**Jefferson County Elections**

**1820 Jefferson St.**

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

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

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

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

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

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

**1. Select Source**

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

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

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

**2. Select Type**

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

**3. Select Format**

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

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

(electronic data is a txt file)

**4. Read and sign**

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

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

X \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Requestor

**For office use only:**

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

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

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

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

### **29A.08.740 Violations of restricted use of registered voter data – Penalties – Liabilities.**

(1) Any person who uses registered voter data furnished under RCW 29A.08.720 for the purpose of mailing or delivering any advertisement or offer for any property, establishment, organization, product, or service or for the purpose of mailing or delivering any solicitation for money, services, or anything of value is guilty of a Class C felony punishable by imprisonment in a state correctional facility for a period of not more than five years or a fine of not more than ten thousand dollars or both such fine and imprisonment, and is liable to each person provided such advertisement or solicitation, without the person's consent, for the nuisance value of such person having to dispose of it, which value is herein established at five dollars for each item mailed or delivered to the person's residence. However, a person who mails or delivers any advertisement, offer, or solicitation for a political purpose is not liable under this section unless the person is liable under subsection (2) of this section. For purposes of this subsection, two or more attached papers or sheets or two or more papers that are enclosed in the same envelope or container or are folded together are one item. Merely having a mailbox or other receptacle for mail on or near the person's residence is not any indication that the person consented to receive the advertisement or solicitation. A class action may be brought to recover damages under this section, and the court may award a reasonable attorney's fee to any party recovering damages under this section.

(2) Each person furnished data under RCW 29A.08.720 shall take reasonable precautions designed to assure that the data is not used for the purpose of mailing or delivering any advertisement or offer for any property, establishment, organization, product, or service or for the purpose of mailing or delivering any solicitation for money, services, or anything of value. However, the data may be used for any political purpose. Where failure to exercise due care in carrying out this responsibility results in the data being used for such purposes, then such person is jointly and severally liable for damages under subsection (1) of this section along with any other person liable under subsection (1) of this section for the misuse of such data.

## Contact information:

### Jefferson County Auditor's Office

**Physical address:**

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

**Mail address:**

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

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

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

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