

2025 Election Calendar

Important election dates and deadlines

Election dates

- February Special Election 2/11/2025
- April Special Election 4/22/2025
- August Primary Election 8/5/2025
- November General Election 11/4/2025

Submission deadlines

Resolution and Statement Dates				
Election Dates	February Special Feb. 11, 2025	April Special April 22, 2025	August Primary August 5, 2025	November General Nov. 4, 2025
Jurisdiction's Responsibility and Deadlines				
Resolution	Dec. 13, 2024	Feb. 21, 2025	May 2, 2025	August 5, 2025
Mandatory Resolution Cover Sheet				
Explanatory Statement				
Committee Member Appointment Form				
Committee's Responsibility and Deadlines				
Statement For and Against	Dec. 19, 2024	Feb. 27, 2025	May 8, 2025	Aug. 12, 2025
Rebuttal Statements	Dec. 26, 2024	March 6, 2025	May 15, 2025	Aug. 19, 2025

In 2020, the Legislature passed a bill requiring all county auditors to produce a local voters' pamphlet for any primary, general or special election, effective July 1, 2021. Due to this change, we are tasked to implement new requirements that a local jurisdiction must follow while submitting a resolution.

For a measure to appear on the ballot, a local jurisdiction must submit the following to the Elections department.

Refer to deadline checklist for dates for each election.

What to submit:

1. Ballot Measure Cover Sheet

Mandatory Resolution Cover Sheet

It is the submitter's responsibility to ensure that documentation is presented no later than the resolution deadline date. Contact person or persons should have the authority and be available to answer questions. Call (509)888-6403 with questions about a resolution or completing this form.

Election Information

Election Date: _____

Type of Measure: _____
(Levy, Bond, Levy List/LRI, etc.)

Pass/Fail Requirements: _____
(Single Majority, 60% plus minimum turnout, etc.)

District Information

District Name: _____

District Address: _____

Contact Person 1	Contact Person 2
Name & Title: _____	Name & Title: _____
Phone & email: _____	Phone & email: _____

Attorney Information

Name: _____ Was the ballot measure prepared by your attorney?
 Yes No

Phone & email: _____

Have you:

Attached a signed copy of the resolution?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attached the Explanatory Statement (not to exceed 200 words) for the Local Voters' Pamphlet, prepared by your attorney?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attached the 'For' and 'Against' Committee Appointment Forms?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Completed this cover sheet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Auditor's Office Use

Time: _____ **Date Stamp** Received by: _____

Physical: Douglas County Courthouse, 213 S Rainier St, Waukesha, WA

Email: Douglas County Elections, PO Box 853, Waukesha, WI 52858

Email: elections@co.do.gls.wa.us

2. Resolution

3. Explanatory Statement:

- a. The statement may be no more than 200 words* and must be prepared by the attorney for the jurisdiction submitting the proposition or measure. A letter from the jurisdiction's attorney confirming they prepared and approved the explanatory statement is required.
- b. If there is no letter from the jurisdiction's attorney or if a jurisdiction does not retain legal counsel for the review, the statement will be submitted to the Douglas County Prosecuting Attorney's Office for review.

4. For/Against Committee Appointment Forms:

For Committee (3 members)		Against Committee (3 members)	
1st Committee Member		1st Committee Member	
Name*		Name*	
One form of committee contact is required below for print in the local voters' pamphlet.		One form of committee contact is required below for print in the local voters' pamphlet.	
Email (required)*	<input type="checkbox"/> Published in Voters' Pamphlet Check YES	Email (required)*	<input type="checkbox"/> Published in Voters' Pamphlet Check YES
Phone (optional)	<input type="checkbox"/> Published in Voters' Pamphlet Check YES	Phone (optional)	<input type="checkbox"/> Published in Voters' Pamphlet Check YES
Website (Published in Voters' Pamphlet)		Website (Published in Voters' Pamphlet)	
Committee Name (Published in Voters' Pamphlet)		Committee Name (Published in Voters' Pamphlet)	
2nd Committee Member		2nd Committee Member	
Name:		Name:	
Email:		Email:	
3rd Committee Member		3rd Committee Member	
Name:		Name:	
Email:		Email:	

If jurisdiction is NOT appointing a "For" Committee, check box to confirm. If jurisdiction is NOT appointing an "Against" Committee, check box to confirm.

*1st Committee Member required to provide name and email address for correspondence with Voters' Pamphlet Coordinator.

- a. The legislative authority shall appoint persons known to favor the measure to serve on the committee advocating approval and shall, whenever possible, appoint persons known to oppose the measure to serve on the committee advocating rejection. Each committee shall have not more than 3 members, however, a committee may seek the advice of any person or persons.
- b. All "for" and "against" committee appointments must be submitted by the deadline to submit measures and resolutions.
- c. If the legislative authority of a unit of local government fails to make such appointments by the prescribed deadline, the county auditor shall whenever possible make the appointments. For jurisdictions where committee members were not obtained, the pamphlet will contain a statement that no one came forward to prepare a statement and it will provide information on how to get involved in future committees.
- d. Each committee shall identify a chair who will serve as the primary contact for the County Auditor's Office.



Mandatory Resolution Cover Sheet

It is the submitter's responsibility to ensure that documentation is presented no later than the resolution deadline date. Contact person or persons should have the authority and be available to answer questions. Call (509)888-6403 with questions about a resolution or completing this form.

Election Information

Election Date: _____

Type of Measure: _____
(Levy, Bond, Levy Lid Lift, etc.)

Pass/Fail Requirements: _____
(Simple Majority, 60% plus minimum turnout, etc.)

District Information

District Name: _____

District Address: _____

Contact Person 1	Contact Person 2
_____ Name & Title	_____ Name & Title
_____ Phone & email	_____ Phone & email

Attorney Information

Name

Was the ballot measure prepared by your attorney?

Phone & email

Yes No

Have you:

Attached a signed copy of the resolution?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attached the Explanatory Statement (not to exceed 200 words) for the Local Voters' Pamphlet, prepared by your attorney?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attached the "For" and "Against" Committee Appointment Forms?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Completed this cover sheet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Auditor's Office Use

Time: _____ **Date Stamp**

Received by: _____ , _____
name *title*

Committee Member Appointment Form

Name of Jurisdiction: _____

Jurisdiction Contact Name: _____

Email: _____ Phone: _____



Jurisdiction's responsibility:

1. Email completed form to elections@co.douglas.wa.us by the resolution submittal deadline.
2. Provide committee members with statement submission requirements and deadlines. (See the Jurisdiction Manual at douglascountywa.net) *Committees are solely responsible for submitting voters' pamphlet statements to the Elections Division in accordance with the specified time line for that election.*

Questions? Douglas County Elections Department: elections@co.douglas.wa.us or (509)888-6407

For Committee (3 members)		Against Committee (3 members)	
1st Committee Member		1st Committee Member	
Name*		Name*	
One form of committee contact is required below for print in the local voters' pamphlet.		One form of committee contact is required below for print in the local voters' pamphlet.	
Email (required) *	Publish in Voters' Pamphlet? <input type="checkbox"/> Check if YES _____	Email (required) *	Publish in Voters' Pamphlet? <input type="checkbox"/> Check if YES _____
Phone (optional)	Publish in Voters' Pamphlet? <input type="checkbox"/> Check if YES _____	Phone (optional)	Publish in Voters' Pamphlet? <input type="checkbox"/> Check if YES _____
Website (Published in Voters' Pamphlet)		Website (Published in Voters' Pamphlet)	
Committee Name (Published in Voters' Pamphlet)		Committee Name (Published in Voters' Pamphlet)	
2nd Committee Member		2nd Committee Member	
Name:		Name:	
Email:		Email:	
3rd Committee Member		3rd Committee Member	
Name:		Name:	
Email:		Email:	

*1st Committee Member required to provide name and email address for correspondence with Voters' Pamphlet Coordinator.

Statements - At a Glance- Measures

Statement Type	Word Limit	Formatting	
Explanatory Statement	200	Allowed:	<i>Italics</i>
		Not Allowed:	Bolding , <u>underlining</u> , ALL CAPS, tables, lists, or bullets
For & Against Statements	150	Allowed:	<i>Italics</i>
		Not Allowed:	Bolding , <u>underlining</u> , ALL CAPS, tables, lists, or bullets
Rebuttal Statements	75	Allowed:	<i>Italics</i>
		Not Allowed:	Bolding , <u>underlining</u> , ALL CAPS, tables, lists, or bullets

*If no information is submitted a statement to that affect will be in that area.