

DOUGLAS COUNTY LOCAL VOTERS' PAMPHLET ADMINISTRATIVE RULES

ARTICLE I. PURPOSE

The purpose of these Administrative Rules is to establish the rules and requirements for participation, production and distribution of the local voters' pamphlet.

ARTICLE II. RULES

Section 2.01 NOTICE OF INTENT TO PUBLISH A LOCAL VOTERS' PAMPHLET (*RCW 29A.32.220*)

The County shall prepare a local voters' pamphlet for all elections. The County shall notify all jurisdictions within the county of its intent to publish a pamphlet for each election at least 90 calendar days before the publication and distribution of the pamphlet. Notification will be made via email or standard mail to the jurisdiction's contact on file with the Elections Department of the Auditor's Office.

SECTION 2.02 INCLUSION IN THE LOCAL VOTERS' PAMPHLET (*RCW 29A.32.220*)

All jurisdictions with a race or measure on the ballot in an election in which a pamphlet is produced, will participate in the pamphlet. In the case of a city or town, the city or town may opt to produce its own local voters' pamphlet.

SECTION 2.03 COSTS ASSOCIATED WITH THE LOCAL VOTERS' PAMPHLET (*RCW 29A.32.220, RCW 29A.32.270*)

The cost to produce, print and mail a local voters' pamphlet is an election cost that is included when jurisdictions with a race or measure on the ballot are billed for their portion of the cost of the election.

The Douglas County Commissioners have the authority to waive financial responsibility of any jurisdiction where participation in the pamphlet would create undue financial hardship. A petition from a jurisdiction must be submitted to the County Council no later than 60 days before the publication of the pamphlet. A jurisdiction receiving a waiver for pamphlet costs will continue to be responsible for their remaining portion of the cost of the election.

SECTION 2.04 NOTICE OF DEADLINES AND REQUIREMENTS

The County Auditor's Office will notify jurisdictions of the pamphlet publication date as well as deadlines for submission of materials to be included in the pamphlet. Candidates will be notified of all deadlines and requirements when they file for office.

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SECTION 2.05 LOCAL VOTERS' PAMPHLET CONTENT (RCW 29A.32.241)

The local voters' pamphlet shall include at a minimum:

1. A cover page containing the words "Official Local Voters' Pamphlet", "Douglas County" and the date of the election.
2. A list of the jurisdictions that have measures or candidates in the pamphlet. This may be in the form of a Table of Contents or Index.
3. Information on how a person may register to vote and obtain a ballot.
4. The text of each measure accompanied by an explanatory statement prepared by the prosecuting attorney for any county measure(s) or by the attorney for the local jurisdiction submitting the measure(s).
5. Arguments for and against each measure submitted by committees pursuant to *RCW 29A.32.280*.
6. For partisan primary elections, information on how to vote the applicable ballot format and an explanation that minor political party candidates and independent candidates will appear only on the general election ballot.
7. Statements and photos submitted by candidates in each race on the ballot. Precinct Committee Officer (PCO) candidates are not included in this publication.

SECTION 2.06 CANDIDATE NAME

When filing for office, input your name exactly as you wish it to appear on the ballot. It will appear as you enter it on the ballot and the voters' pamphlet. You may use a nickname by which you are commonly known as your first name, but your last name must be the name under which you are registered to vote. For example, if you are registered to vote as William Smith but are commonly known as Bill, you may use Bill Smith for your ballot name.

You may not use a nickname that denotes present or past occupation or military rank, use a nickname that denotes your position on issues or political affiliation or use a nickname designed to intentionally mislead voters.

For offices in jurisdictions that cross county lines, Douglas County will follow the rules established by the county where the candidate files.

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SECTION 2.07 BALLOT MEASURE EXPLANATORY STATEMENTS (RCW 29A.32.230, RCW 29A.32.241)

An explanatory statement addresses the anticipated effect of a measure if passed into law.

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.

Only *italics* will be used to emphasize words or phrases. **Bolding**, underlining, and ALL CAPS are not allowed. Tables, lists and bullets are not allowed.

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.

Any appeal to an explanatory statement must be filed with the Douglas County Auditor no later than 2 business days after the due date for explanatory statement submission. The Douglas County Auditor's decision will be final.

**For districts that cross county lines, Douglas County will follow the word count of the county where the ballot measure is required to be filed.*

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.

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SECTION 2.08 BALLOT MEASURE ARGUMENT (FOR/AGAINST) COMMITTEES (RCW 29A.32.280)

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.

All “for” and “against” committee appointments must be submitted by the deadline to submit measures and resolutions.

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. In this instance, the Auditor will be responsible for instructions to the committee. 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. The Auditor will require that the committee members be registered voters in the jurisdiction.

Each committee shall identify a chair who will serve as the primary contact for the County Auditor’s Office. The names of committee members and one member’s phone number, email or website will be published in the voters’ pamphlet. This information is not included in the statement word limit. No titles will be included with the committee members’ names. Government website and email addresses, such as those ending in .gov may not be used for committee contact information.

SECTION 2.09 BALLOT MEASURE ARGUMENTS (RCW 29A.32.280)

A ballot measure argument is written to support or oppose a ballot measure. Each argument “for” or “against” a measure can be no more than 150 words* and must be prepared by the committee formed pursuant to RCW 29A.32.280. The Auditor’s Office will not edit or advise committees on statements.

Only *italics* will be used to emphasize words or phrases. **Bolding**, underlining, and ALL CAPS are not allowed. Tables, lists and bullets are not allowed.

Arguments will be shared by the Auditor’s Office with the opposing committee once both arguments have been received. Each committee has an opportunity to formulate a rebuttal statement containing no more than 75 words*. Rebuttal statements may only address the issues raised in the opposing statement without introducing new issues not previously addressed in either statement. Rebuttal statements will not shared with the opposing committee.

Argument and rebuttal statements must be signed or otherwise approved by all members of the committee. It is not the role of the Auditor’s Office to coordinate between committee members. Once submitted, argument and rebuttal statements cannot be withdrawn or changed. If committee members

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cannot agree on an argument or rebuttal statement, no argument or rebuttal statement will be presented in the pamphlet. Failure to submit an argument statement will disqualify the committee from submitting a rebuttal statement.

The deadlines for each committee to submit their argument and rebuttal will be established by the Auditor's Office at least 30 calendar days in advance of the filing deadlines.

**For districts that cross county lines, Douglas County will follow the word count & format of the county where the ballot measure is required to be filed.*

SECTION 2.10 CANDIDATE STATEMENTS (RCW 29A.32.230)

A statement may be submitted by each candidate and will be published in the pamphlet, except for Precinct Committee Officer (PCO) candidates.

The candidate profile information shall be limited to 100 words or less and will be allocated between 4 section headings (Elected Experience, Other Professional Experience, Education, and Community Service). Subsection headings are not included in the word count. When a candidate doesn't submit information for a subsection heading, "No information submitted" will appear in that subsection area.

Candidate statements shall be limited to 200 words.

Candidate statements should only address campaign issues, plans, and ideas of the candidate. Statements shall not contain obscene, inappropriate or libelous language. Candidates' statements shall not comment on or make any judgments about opponents or incumbents. The County Auditor has the authority to reject statements that are deemed inappropriate per RCW 29A.32.230.

Only *italics* will be used to emphasize words or phrases. **Bolding**, underlining, and ALL CAPS are not allowed. Tables, lists and bullets are not allowed.

The County Auditor's Office will not correct errors in spelling, grammar or punctuation.

Candidate contact information (name, campaign address, phone number, email, and website) provided by the candidate during candidate filing, will be listed separately from the candidate statement and will not count in word count. If the candidate campaign information is included within the statement submission, it will count towards the word count and will also be in the contact area. Contact information is published even if no statement is submitted.

Candidate statement deadlines will be established by the Auditor's Office at least 30 calendar days before candidate filing.

Candidates not submitting a statement will have "No statement submitted" printed in the local voters' pamphlet.

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Statements - At a Glance- Candidates

Statement Type	Word Limit	Formatting	
Biographical Information	100 Subsection heading are NOT included in word count.	Not Allowed:	Bolding , <u>underlining</u> , ALL CAPS, tables, lists, or bullets
Candidate Statements	200	Allowed:	<i>Italics</i>
		Not Allowed:	Bolding , <u>underlining</u> , ALL CAPS, tables, lists, or bullets
Contact Information	Not Counted In Word Limit	Allowed:	Campaign Phone number, Campaign email address, Campaign Website address, At least on method of contact must be provided
		Not Allowed:	Titles (Dr., President, PHD, etc), Email and Website addresses may not be obscene, libelous or a commercial advertisement

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

SECTION 2.11 CANDIDATE PHOTO

A photo may be submitted by each candidate on the ballot for an election in which a pamphlet is produced.

Photo requirements will be provided to candidates at the time of filing.

- The photo may not be a cartoon, caricature or any other image that does not accurately portray the candidate.
- The photo cannot show the candidate wearing a uniform, judicial robe, hat, anything bearing an insignia or otherwise suggest holding of a public office. Sunglasses or other items obscuring the candidates face in the photo will not be accepted.
- The photo must include only the candidate.

The Auditor's Office will adjust and/or crop photos as necessary. Photos should reflect the candidate in a professional and tasteful manner.

Candidates not submitting a photo will have a "No photo submitted" statement printed in the pamphlet.

SECTION 2.12 REJECTION OF ARGUMENTS OR STATEMENTS (RCW 29A.32.230)

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The Auditor's Office reserves the right to reject any argument or statement if it does not meet requirements.

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

- It's obscene.
- It's libelous.
- Contains a commercial advertisement.
- Contains matter prohibited by law from distribution through the mail.
- Contains matter not relevant to the measure.
- Contains matter that is otherwise inappropriate or does not comply with applicable law.
- Was received after the submittal deadline.

If a "for" or "against" statement, rebuttal statement, or candidate contact information is rejected by the Elections Supervisor, a written notice of rejection shall be sent to the committee chair or candidate by email within 2 business days after receipt thereof and shall explain specific grounds for rejection.

The committee or candidate will have 24 hours from the time of notification to submit an adjusted statement or contact information.

Candidates or committee chairs may appeal the rejection of the statement by emailing an appeal to the Douglas County Auditor within 2 business days of notification. The Auditor's decision on the appeal will be final.

SECTION 2.13 APPEAL

The spokesperson of a rejected statement, "for" or "against" statement, rebuttal statement, or candidate contact information may appeal the Elections Supervisor's decision to the Douglas County Auditor. A written notice of appeal shall be submitted to the Auditor by email no more than 2 business days after the notice of rejection was sent and shall explain the specific grounds for appeal. The Auditor shall issue a written decision granting or denying the appeal by email no more than 2 business days after receiving the notice of appeal. The decision of the Auditor to grant or deny an appeal shall be final.

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

SECTION 2.14 FORMAT AND DISTRIBUTION OF THE LOCAL VOTERS' PAMPHLET

The County Auditor's Office retains complete control over content, format and distribution of the pamphlet.

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ARTICLE III. ADOPTED

The Revised Douglas County Administrative Rules for the Local Voters' Pamphlet are adopted this 1st day of May 2023 by Douglas County Auditor, Thad L. Duvall.

Thad L. Duvall
Douglas County Auditor