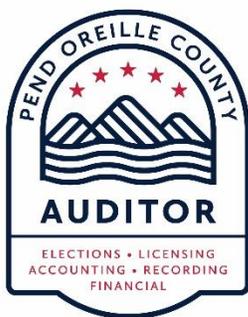


How to

Become a Candidate In Pend Oreille County

May 11 – 15, 2020



Pend Oreille County Auditor

How to become a candidate

In Pend Oreille County

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Filing for Office RCW 29A.24.070

Checklist

- Declaration of Candidacy
- Filing Fee if applicable
- Voters Pamphlet content

Where to File

Pend Oreille County Auditor's office accepts filings for office. You may file one of three ways:

Online

Online filing begins May 11 at 9:00 am and ends May 15 at 4:00 pm. For the best possible service, file online at www.vote.wa.gov. All you need is an email address and a credit card if applicable.

By Mail

Mail your declaration April 27 – May 15 to:
Pend Oreille County Elections
PO Box 5015
Newport WA 99156

Filings by mail and applicable fees must be received no later than 4:30 pm upon close of filing.

In Person (**Pending COVID Directive**)

May 11 – 15 Monday – Friday, 8:30am to 4:30pm at the Pend Oreille County Auditor's office, 625 W 4th Street, Newport.

Important Dates

April 27	candidate filing by mail
May 11	candidate filing online & in person
May 15	All candidate filing ends
May 18	last day to withdraw
May 18	Lot Drawing 9:00am
May 23	Last day to submit Voters' pamphlet content

Approval

Please provide an email address with your Declaration of Candidacy. Once you have been approved as a candidate for office, a confirmation email will invite you to submit your Voters' Pamphlet content.

The final ballot order of candidates in your race will be determined by lot draw after candidate filing ends.

Withdrawal of Candidacy

Candidates may withdrawal in writing at the Pend Oreille County Auditor's office, 625 W 4th Street, Newport no later than 4:30pm, Monday, May 18. Filing fee will not be reimbursed.

Declared Write-In Candidates

A Declaration of Write-In Candidacy may be submitted no later than 18 days before a primary or general election. You may not file as a write-in candidate if you were a candidate for the same office in the preceding primary or if you are already a candidate for a different office.

Filing Fees

Annual Salary	Filing Fees
No Salary	\$0.00
Per Meeting Salary	\$0.00
Per Diem	\$0.00
Salary Less than \$1,000	\$10.00
Salary Greater than \$1,000	1% of Salary

Filing Fee Petition

A filing fee petition containing signatures of registered voters equal to the dollar amount of the filing fee is permitted for those candidates without sufficient income to pay the filing fee.

Special Filing Period & Vacated Offices

If there is no viable candidate in a race after the close of the regular filing period and before the primary, a special filing period opens for three business days. Any filing received during this special filing period will skip the primary and go directly to the General Election. If there are no filings after the special filing period, the office will be void and removed from the ballot.

Campaign Finance Reporting

Depending on the office, candidates may be required to report campaign financing.

Candidates for state or local offices should refer to the Washington State Public Disclosure Commission for reporting requirements. Forms and information are available at www.pdc.wa.gov.

Complete Your Declaration of Candidacy

All candidates must submit a Declaration of Candidacy during the regular filing period.

1. Office

Enter the jurisdiction, office name and any position or district number defining the office for which you want to be a candidate.

You are responsible for meeting all qualifications and filing for the correct office. The list of offices open for election is available online.

2. Personal information

Enter your name and address exactly as it appears on your voter registration. You may confirm your voter registration information at www.myvote.wa.gov.

3. Ballot name

Print your name exactly as you want it to appear on the ballot. Nicknames are acceptable.

Titles denoting occupations, including military rank, positions on issues, political affiliation, symbols, or anything intentionally designed to mislead voters are not acceptable.

4. Party preference

If filing for a partisan office, you may state the party name you prefer using 16 characters or less.

The first letter of the party preference will be capitalized (example: Democratic). Initials require separation of each letter with a period (example: G.O.P.).

No changes to party preference will be accepted after the deadline for withdrawal of candidacy.

Your party preference will appear on the ballot and in the Voters' Pamphlet. If left blank, "States No Party Preference" will be printed.

Party preference plays no role in determining how candidates are elected to public office.

Party preference is entirely your decision and does not imply you have been nominated, endorsed, or approved by the party.

Judicial and most local offices are nonpartisan. Do not list your party preference if you are running for a nonpartisan office.

SAMPLE
of the printed candidate filing declaration

Washington State Declaration of Candidacy

1	office jurisdiction and office name	City of Olympia Councilman	POS. 4 position number
2	personal information as registered to vote	Elizabeth Christina Brown first name middle last	08/30/1970 date of birth (mm / dd / yyyy)
3	ballot information	Liz C. Brown exact name I would like printed on the ballot	(360) 555- phone number
4	campaign information	1500 Capitol Way S residential address	Olympia 98501 city / zip
		political party I prefer, if filing for partisan office: <input checked="" type="checkbox"/> (Prefers) D e m o c r a t i c <input type="checkbox"/> (States No Party Preference)	
	campaign information	campaign address (if different from residential address) liz.c.brown@campaign.com email address www.lizforcouncil.com website	city / zip (360) 555- phone number
	filing fee	<input type="radio"/> The office has no fixed annual salary; no filing fee <input type="radio"/> The office has a fixed annual salary of \$1,000 or less: \$10 <input checked="" type="radio"/> The office has a fixed annual salary over \$1,000: 1% of salary <input type="radio"/> I am submitting a filing fee petition instead of a filing fee	
	oath	I declare that the above information is true, that I am a registered voter residing at the address listed above, and that, at the time of filing this declaration, I am qualified to assume office. I swear, or affirm, that I will support the Constitution and laws of the United States, and the laws of the State of Washington. sign here: <i>Liz C. Brown</i> date here:	
	for office use only	date	voter registration number
		office code	fee

Complete Your Declaration of Candidacy

5. Campaign information

If you file with the Secretary of State, you must provide an email address. It is strongly recommended that you also provide a campaign mailing address, telephone number, website, and email address (required for online filing).

If you do not provide a campaign mailing address, your voter registration address will be published online in the list of candidates who have filed.

Government offices may not be used for campaign contact information.

6. Filing fee

Mark the appropriate circle. Refer to the online list of offices open for election to learn the applicable fee (see page 8 for more details).

7. Oath

Sign the oath. Your Declaration of Candidacy will not be approved without your signature.

If you file online, no signature is required.

SAMPLE
of the printed candidate filing declaration

Washington State Declaration of Candidacy

office	City of Olympia Councilman		POS. 4
	<small>jurisdiction and office name</small>		<small>position number</small>
personal information	Elizabeth	Christina	Brown
<small>as registered to vote</small>	<small>first name</small>	<small>middle</small>	<small>last</small>
	08/30/1970		(360) 555-
	<small>date of birth (mm / dd / yyyy)</small>		<small>phone number</small>
	1500 Capital Way S		Olympia 98
	<small>residential address</small>		<small>city / zip</small>
ballot information	Liz C. Brown		
	<small>exact name I would like printed on the ballot</small>		
	<small>political party I prefer, if filing for partisan office:</small>		
	<input checked="" type="checkbox"/> (Prefers) D e m o c r a t i c		
	<input type="checkbox"/> (States No Party Preference)		
campaign information	<small>campaign address (if different from residential address)</small>		<small>city / zip</small>
	liz.c.brown@campaign.com		(360) 555-
	<small>email address</small>		<small>phone number</small>
	www.lizforcouncil.com		
	<small>website</small>		
filing fee	<input type="radio"/> The office has no fixed annual salary: no filing fee <input type="radio"/> The office has a fixed annual salary of \$1,000 or less: \$10 <input checked="" type="radio"/> The office has a fixed annual salary over \$1,000: 1% of salary <input type="radio"/> I am submitting a filing fee petition instead of a filing fee		
oath	I declare that the above information is true, that I am a registered voter residing at the address listed above, and that, at the time of filing this declaration, I am qualified to assume office. I swear, or affirm, that I will support the Constitution and laws of the United States, and the laws of the State of Washington.		
	<small>sign here</small>		<small>date here</small>
for office use only	<small>date</small>		<small>voter registration number</small>
	<small>office code</small>	<small>fee</small>	



Washington's Top 2 Primary

Washington State's Top 2 Primary is a process of winnowing a field of candidates. The two candidates receiving the highest number of votes cast in a primary race will advance to the general election ballot. Party preference plays no role in determining how candidates are elected to public office.

Washington State Declaration of Candidacy

office		
	jurisdiction and office name	position number

personal information <i>as registered to vote</i>			
	first name	middle	last
	date of birth (mm / dd / yyyy)		phone number
	residential address		city / ZIP

ballot information	exact name I would like printed on the ballot	
	political party I prefer, if filing for partisan office:	
	<input type="radio"/> (Prefers <input type="text"/> Party)	
	<input type="radio"/> (States No Party Preference)	

campaign information		
	campaign address (if different from residential address)	city / ZIP
	email address	phone number
	website	

filing fee	<input type="radio"/> The office has no fixed annual salary: no filing fee
	<input type="radio"/> The office has a fixed annual salary of \$1,000 or less: \$10
	<input type="radio"/> The office has a fixed annual salary over \$1,000: 1% of salary
	<input type="radio"/> I am submitting a filing fee petition instead of a filing fee

oath	I declare that the above information is true, that I am a registered voter residing at the address listed above, that I am a candidate for the office listed above, and that, at the time of filing this declaration, I am legally qualified to assume office.	
	I swear, or affirm, that I will support the Constitution and laws of the United States, and the Constitution and laws of the State of Washington.	
	sign here	date here

for office use only		
	date	voter registration number
	office code	fee

Withdrawal of Candidacy

RCW 29A.24.131

important information

The deadline for withdrawing is the Monday following candidate filing week.

Once filed, a declaration of candidacy may not be altered. If the candidate decides during the filing period to change the declaration of candidacy, the candidate must first withdraw and then re-file.

Note: Filing fees are nonrefundable.

office information

jurisdiction and office name

position number *(if applicable)*

personal information

first name

middle

last

signature

I withdraw my candidacy for the office listed above and understand that the filing fee is nonrefundable.

sign
here

date
here

Online submission

The deadline to submit Voters' Pamphlet information is **5 p.m. on Friday, May 22, 2020.**

Submissions or corrections after deadline will not be accepted.

Only candidates for the offices listed below will be included in the 2020 state Voters' Pamphlet, regardless of where they filed their Declaration of Candidacy.

- U.S. Representative
- State Executive
- State Senator
- State Representative
- Supreme Court Justice*
- Court of Appeals Judge*
- Superior Court Judge*

You may submit your Voters' Pamphlet information when you file for office or you may submit later. If you choose to submit your Voters' Pamphlet information later, you will receive an email with a link to submit your statement and photo. Statements are not made public until after the submission deadline.

Please prepare the following before you file for office:

- Photograph
- Campaign contact information
- Biography
- Statement

Questions?

1-800-448-4881
voterspamphlet@sos.wa.gov

1 Photograph

You may submit one self-portrait of your head and shoulders.

Photos must be high resolution and may not be digitally altered.

Clothing or insignias that suggest holding a public office are banned. For example: judicial robes, law enforcement or military uniforms.

A color photo is highly preferred. For best results, use a light-colored background, but not white. Photos must be no more than five years old.

Sample of the printed voters' pamphlet

1



Candidate Name

Prefers Sample Party

2

Contact Information

(202) 456-1776; info@georgewashington.com;
www.georgewashington.com

3

Elected Experience

Virginia provincial legislature, representing Frederick County in the House of Burgesses. Former Commander-in-Chief of the Continental Army during the American Revolutionary War. No formal education, but studied mathematics, trigonometry, and surveying.

Other Professional Experience

Virginia provincial legislature, representing Frederick County in the House of Burgesses. Former Commander-in-Chief of the Continental Army during the American Revolutionary War. No formal education, but studied mathematics, trigonometry, and surveying.

Education

No formal education, but studied mathematics, trigonometry, and surveying.

Community Service

Virginia provincial legislature, representing Frederick County in the House of Burgesses. Former Commander-in-Chief of the Continental Army during the American Revolutionary War.

4

Statement

George Washington, a retired general, had no wish or aspiration beyond the humble and happy lot of living and dying a private citizen at his Mount Vernon farm. However, his peers and the American people at large spread rumors declaring George Washington would likely be elected first President of the United States (much to the dismay of Washington himself). George Washington could not escape his conscience. In a formal letter of acceptance, Washington succinctly assented to what he had agonized over for more than a year. Washington concluded to obey the important and flattering call of his Country.

George Washington, as the first president, was well aware of the great responsibility of defining the American presidency. "I walk on untrodden ground," was a frequent comment he made in the days leading up to his first inauguration. Washington believed that the precedents he set must make the presidency powerful enough to function effectively in the national government, but at the same time these practices could not show any tendency toward monarchy or dictatorship. In addition to defining the actual powers of the office, Washington also needed to show the new nation how the leader of a democracy should behave socially.

2 Campaign Contact Info

The following campaign contact information will be published with your statement:

- Campaign phone number
- Campaign email
- Campaign website

Contact information does not count toward the word limits, but long web addresses such as Facebook or blogs are not allowed. You may update your contact information any time before the Friday after the Primary Election.

Proofread carefully. Your statement and biography will be printed exactly as submitted. Changes after the submission deadline are not allowed unless requested by the Office of the Secretary of State or required by court order.

3 Biography

In addition to your statement, you may provide a 100-word biography. You must use the following headings, which do not count toward the word limit.

Lists will be combined with semi-colons. If you leave a heading blank, "No information submitted" will be inserted next to that heading.

- Elected Experience**
- Other Professional Experience
- Education
- Community Service

**Judicial candidates, use Legal/Judicial Experience instead.

4 Statement

State law sets maximum word limits. Hyphenated words count as two words. Statements exceeding the word limit will be shortened by deleting full sentences from the end.

300 words ≈ 6 paragraphs

- U.S. Representative
- Governor

100 words ≈ 2 paragraphs

- State Representative

200 words ≈ 4 paragraphs

- State Executive (except Governor)
- State Senator
- Supreme Court Justice*
- Court of Appeals Judge*
- Superior Court Judge*

Use only italics to emphasize words or phrases. Bold, underline, and all caps are not allowed.

Incorrect format will be converted to italics.

Tables, lists, and bullets are not allowed. Text must be written in paragraphs. Semi-colons will be used to combine paragraphs.

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

Those named in your statement, such as an opponent or endorsement, will receive notice from our office that they were mentioned. This may result in court-ordered changes to your statement.

**Judicial candidates' statements must comply with the Judicial Code of Conduct. The Administrative Office of the Courts can review judicial statements prior to submission: Shannon Hinchcliffe at (360) 357-2124.*

Tips from Voters

- Treat this as a resume and edit carefully.
- Offer your vision. Be positive.
- What do you want to accomplish if elected?
- Describe what sets you apart from your opponent.
- Avoid criticism of your opponent.
- Who endorses your candidacy?
- Avoid technical terms and abbreviations.

After submission

The statement you submit will be displayed online no later than 45 days before the Primary and printed in the Voters' Pamphlet if you advance to the General Election. You may not submit a new statement or corrections after the Primary.

Campaign finance info

Your campaign finance information is public information. A link to your campaign finance information will appear on your page in the online voters' guide.

Candidates for state or local office should refer to the Washington State Public Disclosure Commission for reporting requirements. Information and links to filing systems are available at pdc.wa.gov.

Candidates for U.S. Senate or U.S. House of Representatives must report campaign finance information to the Federal Election Commission at fec.gov.

Basic Election Information

Mail Ballots & Drop Boxes

Washington is a vote-by-mail state. Ballots are mailed to all eligible registered voters 19 days prior to each election. Ballots can be returned via mail or deposited in one of our secure 24 hour drop boxes located at the Pend Oreille County Courthouse, in the alley behind the Courthouse, and in Lone.

Lost Ballots or Errors

If a ballot is lost or marked in error a voter may request a replacement ballot through Election Day by calling the Election Office at 447-6472 or coming into the Election Office.

Public Access

The public, candidates and representatives of political parties may observe all election processing including signature verification and ballot

processing at any time during the election period. All observers must sign in at the Election Office.

Logic and Accuracy Testing

The Logic & Accuracy test is a public test of the election tabulation program. This test is open to the public and is witnessed by the Office of the Secretary of State for each election with State and Federal races.

Canvassing & Certification

The Pend Oreille County Canvassing Board certifies all election results. The board is comprised of the County Auditor, Chair of the County Commissioners and the Prosecuting Attorney. The board reviews all ballots challenged for no signature, signature discrepancy, postmark too late, and any other reason. The process of Certification includes a review of the final election tabulation reports and signing of certification documents. This process is completely open to the public.

2020 Primary Election Key Dates

Last Day to file Resolutions	May 9
Candidate Filing	May 11 – 15
Candidate Statement due	May 22
Military/Overseas Ballots Mailed	June 20
Primary Ballots Mailed	July 16
Primary Election Day	August 5
County Certifies Election	August 18
State Certifies Election	August 21

2020 General Election – Key Dates

Last Day to file Resolutions	August 4
Military/Overseas Ballots Mailed	September 18
General Ballot Available & Mailed	October 15
Voters' Pamphlets Mailed by State	October 15
General Election Day	November 3
County Certifies Election	November 24
State Certifies Election	December 4

Pend Oreille County Offices Subject to Election 2020

Position	Incumbent	Term Begins	Term Ends	Term Length/YRS	Candidate Filing Fee\$
Pend Oreille County					
County Commissioner 1	Karen Skoog	1/1/2021	12/31/24	4	\$567
County Commissioner 3	Steve Kiss	1/1/2021	12/31/24	4	\$567
PUD Commissioner					
Commissioner District 2	Curt Knapp	1/1/2021	12/31/26	6	\$308

STATE OF WASHINGTON)
)ss
COUNTY OF PEND OREILLE)

OATH OF OFFICE

I, _____, do solemnly swear that I am a Citizen of the United States and of the State of Washington; that I will support the Constitution of the United States and the Constitution and Laws of the State of Washington, and that I will faithfully and impartially discharge the duties of the office

_____, _____, to the best of my ability. *(District Office)*
(Position No.)

(Signature)

Subscribed and sworn to before me this _____ day of _____, 2020

(Officer Administering Oath)

(Administrator's Position)

Pend Oreille County Election Contact Information

Pend Oreille County Auditor's Office

625 W 4th Street

PO Box 5015

Newport WA 99156

Monday through Friday 8:30am to 4:00pm

Election Day 8:00am to 8:00pm

Election office located on the 3rd floor of the courthouse (Elevator available on each floor)

Liz Krzenesky

Election Supervisor

(509) 447-6472

lkrzenesky@pendoreille.org

Marianne Nichols

Pend Oreille County Auditor

(509) 447-6474

mnichols@pendoreille.org

Election Web Page

<http://pendoreilleco.org/your-government/auditor/elections/>