

# How to Run for Office

## Candidate Guide








# 2020

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Information Current as of March 2020

  
**Snohomish County Elections**  
*A Division of the Auditor's Office*

# How to Run for Office

The 2020 Candidate Guide is designed to provide election and filing information to candidates. The guide is for informational purposes only and does not take the place of local, state or federal laws. Please contact Snohomish County Elections at (425) 388-3444 if you need additional information or have questions.

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## Step One: Choose an Office

So you want to become an elected official? The first step is to research open positions to see which office(s) you qualify for, who is currently in office, what the officials do, and how much it costs to file. Candidates may file for only one office (Precinct Committee Officer is an exception).

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# Offices up for Election 2020

## United States President and Vice President

The chief duty of the President is to ensure that the laws of the U.S. are faithfully executed. This duty is largely performed through appointments of thousands of federal positions, including secretaries of cabinet-level agencies and all judges of the federal judiciary; nominees are subject to confirmation by the Senate. The President is the commander in chief of the U.S. armed forces. The President has the power to make treaties with foreign governments, which must be approved by the Senate. The President has the power to sign and veto (reject) laws passed by Congress.

The Vice President shall become President in the event the Office of the President becomes vacant. The Vice President also serves as the presiding officer of the U.S. Senate.

A candidate must be:

- At least 35 years of age
- A natural born citizen of the United States
- A resident within the United States for fourteen years

There is a two term limit or no more than one term if he/she has acted as President for more than two years of someone else's term. (ART II, Sec. 1, US Constitution)

President and Vice President appear together on the ballot and may declare a political party affiliation.

### Office up for election:

District, Office (Term)	County, Incumbent	File With	Filing Fee
<b>United States</b>	<b>Statewide</b>		
President/Vice President (4-year term, Partisan)	Donald J. Trump / Michael R. Pence (R)	State	No fee



# Offices up for Election 2020 (continued)

## United States Congressional Representative

The House of Representatives is responsible for declaring war, maintaining the armed forces, assessing taxes, borrowing money, minting currency, regulating commerce, and making all laws necessary for the operation of government.

The House of Representatives is made up of 435 members, each state allocated a different number of members based on population. The total membership of the House is up for election in even-numbered years.

A candidate must be:

- At least 25 years old
- A citizen of the United States for seven years
- A resident of the state which he/she represents

U.S. Congressional Representative is a partisan office and candidates may declare a party affiliation.

### Office up for election:

District, Office (Term)	County, Incumbent	File With	Filing Fee
<b>Congressional District 1</b>	<b>King*, Skagit*, Snohomish*, Whatcom*</b>		
U.S. Representative (2-year term, Partisan)	Suzan DelBene (D)	State	\$1,740.00
<b>Congressional District 2</b>	<b>Island, San Juan, Skagit*, Snohomish*, Whatcom*</b>		
U.S. Representative (2-year term, Partisan)	Rick Larsen (D)	State	\$1,740.00
<b>Congressional District 7</b>	<b>King*, Snohomish*</b>		
U.S. Representative (2-year term, Partisan)	Pramila Jayapal (D)	State	\$1,740.00

\*Indicates partial county



# Offices up for Election 2020 (continued)

## State Governor

The Governor is the chief executive officer of the state. The Governor makes appointments for hundreds of positions, including directors of state agencies. The Governor reports annually to the Legislature on affairs of the state and submits a budget recommendation. The Governor has the power to sign or veto (reject) legislation passed by the Legislature.

A candidate must be:

- A citizen of the United States
- A registered voter in the state

State Governor is a partisan office and candidates may declare a party affiliation.

### Office up for election:

District, Office (Term)	County, Incumbent	File With	Filing Fee
<b>Washington State</b>	<b>Statewide</b>		
Governor (4-year term, Partisan)	Jay Inslee (D)	State	\$1,821.79

## State Lieutenant Governor

The Lieutenant Governor is elected independently of the Governor. The Lieutenant Governor is the presiding officer of the state Senate and is first in line of succession for the Office of the Governor. The Lieutenant Governor acts as Governor if the Governor is unable to perform the official duties of the office.

A candidate must be:

- A citizen of the United States
- A registered voter in the state

State Lieutenant Governor is a partisan office and candidates may declare a party affiliation.

### Office up for election:

District, Office (Term)	County, Incumbent	File With	Filing Fee
<b>Washington State</b>	<b>Statewide</b>		
Lt. Governor (4-year term, Partisan)	Cyrus Habib (D)	State	\$1,111.80



# Offices up for Election 2020 (continued)

## Secretary of State

The Secretary of State is the state's chief elections officer and oversees the state Archives and Library. Primary functions include certifying election results, filing and verifying initiatives and referenda, publishing the state voters' pamphlet, registering and licensing corporations, limited partnerships and trademarks, registering charitable organizations, and collecting and preserving historical records of the state. The Secretary of State is second in line of succession for the Office of the Governor.

A candidate must be:

- A citizen of the United States
- A registered voter in the state

Secretary of State is a partisan office and candidates may declare a party affiliation.

### Office up for election:

District, Office (Term)	County, Incumbent	File With	Filing Fee
<b>Washington State</b>	<b>Statewide</b>		
Secretary of State (4-year term, Partisan)	Kim Wyman (R)	State	\$1,305.60

## State Treasurer

As the state's fiscal officer, the state Treasurer's principal duties are to manage and disperse all funds and accounts, be responsible for the safekeeping and interest on all state investments, account for and make payments of interest and principal on all state bonded indebtedness, and maintain a statewide revenue collection system for the purpose of expediting the deposit of state funds into the Treasury.

A candidate must be:

- A citizen of the United States
- A registered voter in the state

State Treasurer is a partisan office and candidates may declare a party affiliation.

### Office up for election:

District, Office (Term)	County, Incumbent	File With	Filing Fee
<b>Washington State</b>	<b>Statewide</b>		
State Treasurer (4-year term, Partisan)	Duane Davidson (R)	State	\$1,491.03



# Offices up for Election 2020 (continued)

## State Auditor

The state Auditor works with more than 2,600 state and local governments, conducting independent financial and performance audits. The state Auditor conducts investigations of state employee whistleblower assertions about state agencies and also investigates reports of fraud, waste, and abuse of public funds received through its citizen hotline. Audit and investigation results are documented and reported to governments and the public.

A candidate must be:

- A citizen of the United States
- A registered voter in the state

State Auditor is a partisan office and candidates may declare a party affiliation.

### Office up for election:

District, Office (Term)	County, Incumbent	File With	Filing Fee
<b>Washington State</b>	<b>Statewide</b>		
State Auditor (4-year term, Partisan)	Pat (Patrice) McCarthy (D)	State	\$1,281.20

## State Attorney General

The Attorney General serves as legal counsel to the Governor, members of the Legislature, state officials, and more than 230 state agencies, boards, commissions, colleges and universities. The office also represents administrative agencies and schools in court or administrative hearings. The Office of the Attorney General enforces consumer protection statutes and serves the public directly by providing information on consumer rights and fraudulent business practices.

A candidate must be:

- A citizen of the United States
- A registered voter in the state

State Attorney General is a partisan office and candidates may declare a party affiliation.

### Office up for election:

District, Office (Term)	County, Incumbent	File With	Filing Fee
<b>Washington State</b>	<b>Statewide</b>		
Attorney General (4-year term, Partisan)	Bob Ferguson (D)	State	\$1,673.81





# Offices up for Election 2020 (continued)

## State Superintendent of Public Instruction

Superintendent of Public Instruction heads the state educational agency and serves as chief executive officer of the state Board of Education. The Superintendent is responsible for the administration of the state kindergarten through twelfth grade education program. Duties of the office include certification of teaching personnel, approval and accreditation of programs, and apportionment of state and local funds. The Superintendent also provides assistance to school districts' school improvement areas.

A candidate must be:

- A citizen of the United States
- A registered voter in the state

Superintendent of Public Instruction is a nonpartisan office and candidates do not state a political party preference.

### Office up for election:

District, Office (Term)	County, Incumbent	File With	Filing Fee
<b>Washington State</b>	<b>Statewide</b>		
Superintendent of Public Instruction (4-year term, Nonpartisan)	Chris Reykdal	State	\$1,458.60

## State Commissioner of Public Lands

The Commissioner of Public Lands is the head of the Department of Natural Resources, overseeing the management of 5 million acres of forest, agricultural, range, tidal, and shore lands of the state. Subject to proprietary policies established by the Board of Natural Resources, the Commissioner is responsible for the exercise of all duties and functions of the department.

A candidate must be:

- A citizen of the United States
- A registered voter in the state

State Commissioner of Public Lands is a partisan office and candidates may declare a party affiliation.

### Office up for election:

District, Office (Term)	County, Incumbent	File With	Filing Fee
<b>Washington State</b>	<b>Statewide</b>		
Commissioner of Public Lands (4-year term, Partisan)	Hilary Franz (D)	State	\$1,458.60



# Offices up for Election 2020 (continued)

## State Insurance Commissioner

The Office of the Insurance Commissioner regulates insurance companies doing business in Washington, licenses agents and brokers, reviews policies and rates, examines the operations and finances of insurers, and handles inquiries and complaints from the public.

A candidate must be:

- A citizen of the United States
- A registered voter in the state

State Insurance Commissioner is a partisan office and candidates may declare a party affiliation.

### Office up for election:

District, Office (Term)	County, Incumbent	File With	Filing Fee
<b>Washington State</b>	<b>Statewide</b>		
Insurance Commissioner (4-year term, Partisan)	Mike Kreidler (D)	State	\$1,326.00

## State Senator

During legislative sessions, the Legislature is called upon to enact or reject legislation affecting public policy in the state, provide for the levy and collection of taxes and other revenue to support state government and assist local government, and appropriate funds for these purposes.

A candidate must be:

- A citizen of the United States
- A registered voter in the district which he/she represents

State Senator is a partisan office and candidates may declare a party affiliation.

The Senate is made up of 49 members, one from each legislative district in the state. One-half the membership of the Senate is up for election each even-numbered year. The Senate's only exclusive duty is to confirm appointments made by the governor.

### Offices up for election:

District, Office (Term)	County, Incumbent	File With	Filing Fee
<b>Legislative District 1</b>	<b>King*, Snohomish*</b>		
State Senator (4-year short and full term, Partisan)	Derek Stanford (D)	State	\$527.66
<b>Legislative District 10</b>	<b>Island, Skagit*, Snohomish*</b>		
State Senator (4-year short and full term, Partisan)	Ron Muzzall (R)	State	\$527.66
<b>Legislative District 39</b>	<b>King*, Skagit*, Snohomish*</b>		
State Senator (4-year term, Partisan)	Keith L. Wagoner (R)	State	\$527.66

\*Indicates partial county



# Offices up for Election 2020 (continued)

## State Representative

During legislative sessions, the Legislature is called upon to enact or reject legislation affecting public policy in the state, provide for the levy and collection of taxes and other revenue to support state government and assist local government, and appropriate funds for these purposes.

The House is made up of 98 members, two from each legislative district in the state. The total membership of the House is up for election each even-numbered year.

A candidate must be:

- A citizen of the United States
- A registered voter in the district which he/she represents

State Representative is a partisan office and candidates may declare a party affiliation.

### Offices up for election:

District, Office (Term)	County, Incumbent	File With	Filing Fee
<b>Legislative District 1</b>	<b>King*, Snohomish*</b>		
State Representative Pos. 1 (2-year short and full term, Partisan)	Davina Duerr (D)	State	\$527.66
State Representative Pos. 2 (2-year term, Partisan)	Shelley Kloba (D)	State	\$527.66
<b>Legislative District 10</b>	<b>Island, Skagit*, Snohomish*</b>		
State Representative Pos. 1 (2-year term, Partisan)	Norma Smith (R)	State	\$527.66
State Representative Pos. 2 (2-year term, Partisan)	Dave Paul (D)	State	\$527.66
<b>Legislative District 21</b>	<b>Snohomish*</b>		
State Representative Pos. 1 (2-year term, Partisan)	Strom Peterson (D)	Snohomish	\$527.66
State Representative Pos. 2 (2-year term, Partisan)	Lillian Ortiz-Self (D)	Snohomish	\$527.66
<b>Legislative District 32</b>	<b>King*, Snohomish*</b>		
State Representative Pos. 1 (2-year term, Partisan)	Cindy Ryu (D)	State	\$527.66
State Representative Pos. 2 (2-year term, Partisan)	Lauren Davis (D)	State	\$527.66

\*Indicates partial county

State Representative offices continued on next page





# Offices up for Election 2020 (continued)

## State Representative (continued)

District, Office (Term)	County, Incumbent	File With	Filing Fee
<b>Legislative District 38</b>		<b>Snohomish*</b>	
State Representative Pos. 1 (2-year term, Partisan)	June Robinson (D)	Snohomish	\$527.66
State Representative Pos. 2 (2-year term, Partisan)	Mike Sells (D)	Snohomish	\$527.66
<b>Legislative District 39</b>		<b>King*, Skagit*, Snohomish*</b>	
State Representative Pos. 1 (2-year term, Partisan)	Robert J. Sutherland (R)	State	\$527.66
State Representative Pos. 2 (2-year term, Partisan)	Carolyn Eslick (R)	State	\$527.66
<b>Legislative District 44</b>		<b>Snohomish*</b>	
State Representative Pos. 1 (2-year term, Partisan)	John Lovick (D)	Snohomish	\$527.66
State Representative Pos. 2 (2-year term, Partisan)	Jared M. Mead (D)	Snohomish	\$527.66

## Snohomish County Council

The County Council is the legislative authority for the county that identifies and articulates the needs of the citizens of the county, and provides a framework for county administration to respond to community needs.

Responsibilities include, but are not limited to: adopts and enacts ordinances, resolutions, and motions; levies taxes; adopts county general fund and road fund tax levy; adopts budgets for the county; confirms nominations to county boards and commissions; has concurrent authority with the county executive to nominate members to the county planning commission; conducts performance audits.

A candidate must be:

- over 21 years old at the time of the election
- a county resident for 3 years immediately prior to filing
- a registered voter in the council district in which the candidate files

County council is a partisan office and candidates will be asked to state a political party preference at the time of filing. Political party preference will appear on the ballot and in other election material.

County council is limited to three consecutive terms.

### Office up for election:

District, Office (Term)	County, Incumbent	File With	Filing Fee
<b>County Council District 4</b>		<b>Snohomish</b>	
Council District 4 (1-year unexpired term, Partisan)	Vacant (D)	Snohomish	\$1,265.71

\*Indicates partial county



# Offices up for Election 2020 (continued)

## State Supreme Court

Supreme Court Justices serve six-year terms. There are nine justices on the state Supreme Court. Three justices are up for election every two years and are voted on statewide.

A candidate must be:

- A registered voter in Washington State
- Admitted to practice in the courts of record of Washington State or the territory of Washington

The Supreme Court is the highest judiciary in the state, hearing appeals and deciding on cases from the Court of Appeals and other lower courts.

State Supreme Court is a nonpartisan office and candidates do not state a political party preference.

### Offices up for election:

District, Office (Term)	County, Incumbent	File With	Filing Fee
<b>Supreme Court</b>	<b>Statewide</b>		
Justice Position 3 (6-year short and full term, Nonpartisan)	Raquel Montoya-Lewis	State	\$2,107.32
Justice Position 4 (6-year term, Nonpartisan)	Charles W. Johnson	State	\$2,107.32
Justice Position 7 (6-year term, Nonpartisan)	Debra L. Stephens	State	\$2,107.32

## Court of Appeals, Division 1, District 2

Court of Appeals Judges serve six-year terms. A total of 22 judges serve in three, multi-county divisions headquartered in Seattle, Tacoma and Spokane. Each division is broken up into three districts.

A candidate must be:

- A registered voter in Washington State
- Admitted to practice in the courts of record of Washington State or the territory of Washington

Courts of Appeals hear and decide on most of the appeals that come up from the superior courts.

State Supreme Court is a nonpartisan office and candidates do not state a political party preference.

### Office up for election:

District, Office (Term)	County, Incumbent	File With	Filing Fee
<b>Court of Appeals, Division 1, District 2</b>	<b>Snohomish</b>		
Judge Position 2 (6-year term, Nonpartisan)	J. Robert Leach	Snohomish	\$2,006.03



# Offices up for Election 2020 (continued)

## Superior Court Judge

Superior Court Judges serve four-year terms. Superior Courts are organized by county into 31 judicial districts.

Superior Courts hear felony criminal cases, civil matters, divorces, juvenile cases, and appeals from lower-level courts.

### Offices up for election:

A candidate must be:

- A registered voter in Snohomish County
- Admitted to practice in the courts of record of Washington State or the territory of Washington

Snohomish Superior Court is a nonpartisan office and candidates do not state a political party preference

District, Office (Term)	County, Incumbent	File With	Filing Fee
<b>Snohomish Superior Court</b>	<b>Snohomish</b>		
Judge Position 1 (4-year term, Nonpartisan)	Marybeth Dingley	Snohomish	\$1,909.85
Judge Position 2 (4-year term, Nonpartisan)	Joe Wilson	Snohomish	\$1,909.85
Judge Position 3 (4-year term, Nonpartisan)	Cindy Larsen	Snohomish	\$1,909.85
Judge Position 4 (4-year term, Nonpartisan)	Edirin Okoloko	Snohomish	\$1,909.85
Judge Position 5 (4-year term, Nonpartisan)	Richard Todd Okrent	Snohomish	\$1,909.85
Judge Position 6 (4-year term, Nonpartisan)	George Appel	Snohomish	\$1,909.85
Judge Position 7 (4-year term, Nonpartisan)	Anna Alexander	Snohomish	\$1,909.85
Judge Position 8 (4-year term, Nonpartisan)	Eric Z. Lucas	Snohomish	\$1,909.85
Judge Position 9 (4-year term, Nonpartisan)	Dave Kurtz	Snohomish	\$1,909.85
Judge Position 10 (4-year term, Nonpartisan)	Janice Ellis	Snohomish	\$1,909.85
Judge Position 11 (4-year term, Nonpartisan)	Millie Judge	Snohomish	\$1,909.85
Judge Position 12 (4-year term, Nonpartisan)	Anita L. Farris	Snohomish	\$1,909.85
Judge Position 13 (4-year term, Nonpartisan)	Jennifer Langbehn	Snohomish	\$1,909.85
Judge Position 14 (4-year term, Nonpartisan)	Paul W. Thompson	Snohomish	\$1,909.85
Judge Position 15 (4-year term, Nonpartisan)	Bruce I. Weiss	Snohomish	\$1,909.85

This guide is for informational purposes only and does not take the place of local, state or federal laws. RCW, WAC and county code notations are offered as a reference.



# Offices up for Election 2020 (continued)

## Public Utility District Commissioner

Public Utility District Commissioners establish policy, approve plans, budgets and expenditures and review the District's operations. The legal responsibilities and powers of the District, including the establishment of rates and charges for services rendered, are exercised through the commission.

A candidate must be:

- a registered voter who resides in the Commissioner District for which they are filing.

Public Utility District Commissioner is a nonpartisan office and candidates do not state a political party preference.

If a Primary is triggered, only voters within the commissioner district are allowed to vote for a candidate. Voters within the entire public utilities district vote in the General Election.

### Office up for election:

District, Office (Term)	County, Incumbent	File With	Filing Fee
<b>Public Utility District No. 1</b>	<b>Snohomish</b>		
Commissioner District 1 6-year term, Nonpartisan	Sidney (Sid) Logan	Snohomish	\$270.40

## Precinct Committee Officer

A Precinct Committee Officer is the representative of a political party at the grassroots level.

A candidate must be:

- a member of a major political party and a registered voter in the precinct for which they are filing.

This office appears in the Primary Election ONLY. If there are multiple candidates within the same party, then the names will appear on the ballot in lot draw order.

Each precinct is eligible to elect a Democratic and Republican PCO, however voters may vote for ONE candidate only.

PCO candidate do not appear in the voters' pamphlet.

### Offices up for election:

District, Office (Term)	Party	File With	Filing Fee
<b>All Precincts</b>	<b>Snohomish</b>		
Precinct Committee Officer 2-year term, Partisan	Democratic	Snohomish	No fee
Precinct Committee Officer 2-year term, Partisan	Republican	Snohomish	No fee



# Terms of Office

## What is the difference between regular, a short and full, and an unexpired term?

A **term** is a length of time when an elected official is in office. Most terms begin on or shortly after January 1 after the official is elected. Exception: school district directors take office at the next scheduled meeting after the elections results are certified.

**Regular (full) term** lengths vary based on the type of district and the rules that govern the district. Common term lengths are 1 year, 2 years, 4 years, or 6 years.

When a vacancy occurs in an elected office, it can create the need to elect a person to either a short and full term or an unexpired term.

A **short and full term** is designated when the vacancy occurs in an office that is already scheduled for election at the next General Election. The winning candidate takes office immediately following the certification of the election to serve the “short term” until their “full term” begins, typically on, or shortly after January 1.

An **unexpired term** is designated when a vacancy occurs in an office not scheduled to be on the ballot at the next General Election, but still in a year in which the district elects other offices. The winning candidate takes office immediately following certification of the election for the remainder of the term that was vacated.

## Example

Fresh Air Park District has 5 elected commissioners. The positions are scheduled to be up for election as follows:

Position Number	Year Up for Election	Incumbent
1	2020	Ann
2	2022	Tom
3	2020	Jane
4	2024	Barb
5	2022	Rick

If Ann resigned in 2019, Position 1 will continue to be up for election in 2020 and the winner will fill a short term through the end of 2020 and complete the full 4-year term through 2024.

If Tom resigned in 2019, Position 2 will be scheduled for election in 2020 and the winning candidate will fill a 2-year unexpired term through 2022.

Position Number	Term listed on the 2020 ballot
1	Short and 4-year Term
2	2-year Unexpired
3	4-year term
4	(office not on the 2020 ballot)
5	(office not on the 2020 ballot)





# Step Two: Declare Your Candidacy

Once you publicly announce your candidacy or organize a campaign committee, you have two weeks to make a formal declaration of candidacy with the Public Disclosure Commission (PDC).

In addition, candidates running for county government offices must also file PDC paperwork with the Snohomish County Recording Division.

<b>Public Disclosure Requirements</b>	<b>18</b>
<b>County Office Reporting Requirement</b>	<b>19</b>



# Public Disclosure Requirements

The Washington State Public Disclosure Commission (PDC) is responsible for ensuring candidates and campaigns comply with campaign finance laws. The type of district and the amount of campaign monies collected determines the type and extent of a campaign's PDC reporting requirements.

## Reporting Requirements

Most candidates must file PDC reports within **two weeks** of a formal declaration of candidacy or organization of a campaign committee. Refer to the table below for clarification on which reports are required.

## Campaign Contribution Limits

Contributions to candidates and campaigns from individuals and groups are limited by state law and Washington Administrative Code 390-05-400. Please see the PDC website for information on contribution limits.

## Where to Find and Submit

### PDC Reports

#### Public Disclosure Commission

711 Capitol Way, Room 403  
 PO Box 40908  
 Olympia, WA 98504-0908  
 (877) 601-2828  
 pdc@pdc.wa.gov  
 www.pdc.wa.gov

	Financial Affairs Statement (F-1 Form)	Campaign Disclosure Reports ("C" Forms)
<b>U.S. President &amp; Vice President</b>	Federal Reports only	Federal Reports only
U.S. Senator & Representative	Federal Reports only	Federal Reports only
State Senator or Representative	Yes	Yes
Governor, Lt. Governor, Secretary of State, State Treasurer, State Auditor, Attorney General, Commissioner of Public Lands, Superintendent of Public Instruction, Insurance Commissioner	Yes	Yes
County Council	Yes	Yes
Supreme Court Justice, Court of Appeals Judge, Superior Court Judge	Yes	Yes
Public Utility District Commissioner	Yes	Yes
Precinct Committee Officers	No	No
<b>Political Committees:</b>		
Proponents and opponents of a ballot measure in a jurisdiction having 1,000 or more registered voters*	No	Yes

\* Number of registered voters as of the preceding General Election



# County Office Reporting Requirements

In addition to Public Disclosure Commission (PDC) reporting requirements, campaigns for county offices are subject to additional reporting requirements.

Any candidate for a county office (county council and judge) shall file copies of the state PDC forms C1 through C7 with Snohomish County Recording, a division of the Auditor's Office. Reports are due at Snohomish County Recording on the same day that they are due at the Public Disclosure Commissioner.

Public Disclosure Commission documents filed with the county are filed under the candidate's name and can be reviewed in the Public Records area of the:

Snohomish County Customer Service Center  
1st floor, Robert J. Drewel Building  
3000 Rockefeller Avenue  
Everett, WA 98201

or online by visiting [www.snoco.org](http://www.snoco.org) and entering "recording" in the top right search box.

For more information:

**Snohomish County Recording**  
3000 Rockefeller Avenue M/S 204  
Everett, WA 98201  
(425) 388-3483  
[recording@snoco.org](mailto:recording@snoco.org)



# Step Three: File for Office

Now that you know which office you are running for, you must file for office during filing week, May 11-15. This activity is done online and puts your name on the ballot.

**Filing for Office**  
**Primary vs. General Election**

**21**  
**22**



# Filing for Office

To run for political office, all candidates must submit a declaration of candidacy during the designated filing period, May 11 - 15, 2020.

The declaration of candidacy application captures:

- the office sought
- the candidate's name and address
- the candidate's name as it should appear on the ballot (ballot name)
- the candidate's party preference, if the office sought is partisan
- campaign contact information
- the filing fee (if applicable)
- an oath confirming the qualifications of the office have been met

## Requirements

### Qualifications

Each candidate is responsible for meeting the qualifications of the office. This typically includes being a registered voter in the district. For a complete list of qualifications for each office, please refer to the Offices up for Election in 2020 on pages 4-15.

### Ballot name

A candidate's last name on the ballot must match the last name under which he/she is registered to vote. Candidates cannot use a nickname that denotes occupation, military rank, their positions on issues, or their political affiliations or one that intentionally misleads voters.

### Party preference

Each candidate seeking a partisan office may state a political party preference. A candidate's preference does not imply endorsement by the party or that the party approves of or associates with the candidate. Each candidate will retain the party preference from the Primary to the General Election.

### Filing fee

If the office has a salary, candidates are required to pay a filing fee equal to 1% of the salary. There is no filing fee for offices with no salary. See Offices up for Election in 2020 on pages 4-15 for filing fees for specific offices.

If you cannot afford the filing fee, please contact Snohomish County Elections for an explanation of the petition in lieu of filing fee process.

## Where to File

For information on filing in person, online, or by mail visit: [snoco.org/elections](http://snoco.org/elections)

**Filing by mail:** April 27 – May 15  
**Filing online or in person:** May 11 – 15

Any declaration received by mail before April 27 will be returned and the candidate will be permitted to resubmit his/her declaration during the filing period.

## Withdrawing from a race

After filing, a candidate may withdraw from a race through May 18. Any filing fee will not be refunded. After May 18, a candidate's name will be on the ballot regardless of a candidate's intention to campaign for office or take the oath of office if he/she wins election.

## Declared Write-in Candidates

To file as a declared write-in, a candidate must, no later than 8 p.m. the day of the primary or general election:

- File in person or by mail a declaration of candidacy, and
- Pay the office filing fee, if applicable.

A write-in candidate's name will not be printed on the ballot or in the voters' pamphlet.

Write-in candidates who file 19 days or more before an election pay no filing fee. Write-in candidates who file 18 days or less before an election must pay a filing fee. Offices with an annual salary of more than \$1,000 pay 1% of the annual salary. Offices with a salary of \$1,000 or less pay a \$25 filing fee.

**Last day to file as a write-in without a fee:**  
August 4 Primary July 16  
November 3 General Election October 15



# Primary vs. General Election

## Primary

A Primary is required if more than two candidates file for the same position or if the office is a partisan office. Exception: the results of PCO races on the Primary ballot are final.

The order in which candidates are listed on the ballot is determined by lot draw.

The lot draw for local candidates (who file with Snohomish County) is conducted at 5:01 p.m., Friday, May 15. Results of the drawing are posted on our webpage immediately after the drawing.

The State of Washington has a Top 2 Primary system. This allows voters to choose among all candidates running for each office regardless of their party preference. The two candidates who receive the most votes in the Primary qualify for the General Election.

Candidates need at least 1% of the votes cast in that race to advance to the General Election.

Each candidate for a partisan office may state a political party that he or she prefers. A candidate's preference does not imply that they are nominated or endorsed by the party, or that the party approves of or associates with that candidate.

## General Election

Order of appearance on the General Election ballot is determined by the votes received in the Primary. (RCW 29A.36.170)

Each candidate will retain their party preference from the Primary to the General Election.

If there is no Primary, order of appearance on the General Election ballot is determined by lot draw. (RCW 29A.36.131)



## Step Four: Submit Your Candidate Statement

Let the voters know who you are and what you stand for by submitting a candidate statement and photo to be published in the local voters' pamphlet.

**Submitting Statements and Photos**

**24**

**Sample Candidate Statement**

**25**



# Submitting Statements and Photos

Snohomish County publishes a local voters' pamphlet (LVP) featuring candidates and issues for primaries and general elections.\* The LVP is sent to every household in Snohomish County. Each candidate may submit the following:

- biography
- statement
- photo

## Requirements

- Submit biographies, statements and photos electronically through web application.
- Limit biographical information to 100 words (Headings, such as Elected Experience, Other Professional Experience, etc. do not count toward the word limit).
- Limit candidate statements to 200 words and 4 paragraphs. Exceptions:

300 Words and 3 Paragraphs	100 Words
U.S. Senator	State Representative
U.S. Representative	
Governor	

- 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. Text must be written in paragraph form.
- Edit statement carefully. Errors in spelling or grammar will not be corrected by Snohomish County Elections.
- Do not comment on or make any judgments about opponents or incumbents.
- Do not include obscene, vulgar, profane, scandalous, libelous, or defamatory language.
- Submit recent professional-type headshot photo (Do not include any uniforms, judicial robes, hats, sunglasses or brand insignias). Exceptions must be approved by the Auditor.
- Include contact information (phone, email, website) This does not count toward word limit.

## Where and When to Submit Statements and Photos

Submit candidate statements and photos online via a web application link that will be provided at the time of filing. Submissions received later the deadlines below will not be accepted.

<u>Election</u>	<u>Submission Deadline</u>
August 4 Primary	May 22 @ 5 p.m.
November 3 General	May 22 @ 5 p.m.

**\*Note:** In even years, Snohomish County Elections partners with the State for the General Election voters' pamphlet. The General Election LVP is mailed by the Secretary of State's office.

Statements/photos that do not meet requirements may be rejected by the Auditor.

## Questions?

Contact Snohomish County Elections at (425) 388-3444 or at [candidates@snoco.org](mailto:candidates@snoco.org)





# Sample Candidate Statement

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



## Jessica Smith

(Prefers Clean Water Party)

### Contact:

(425) 555-1234

Vote4me@hotmail.com

Jessicaforcommissioner.com

**Elected Experience:** Crystal Clear Water District Commissioner (6 years); local PCO (4 years)

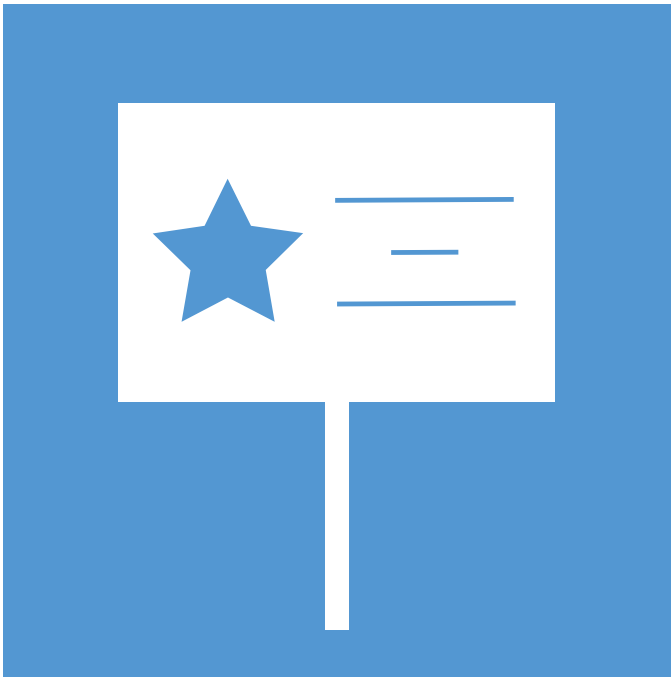
**Other Professional Experience:** Civil Engineer –Build-It Better Engineering, Seattle, WA (2001 – Present)

**Education:** B.S. Civil Engineering – University of Washington (2000)

**Community Service:** Rivers of America (2012-2013)

**Statement:** As a practicing civil engineer and a lifelong drinker of water, I understand the benefits of a clean, safe, efficient water district delivery system. Under my oversight and leadership, the Crystal Clear Water District has improved how it delivers water to customers and the quality of water that is delivered. What I have learned during my time as water district commissioner is that efforts to protect, preserve and deliver quality water are not just the responsibility of the water district – it's a responsibility of government in general.

Let me be your voice in Olympia for clean, safe water.



## Step Five: Run Your Campaign

Now that you're all set to be in the election, reach out to voters with campaign signs, fliers, and other outreach materials, and be sure to follow sign rules.

**Campaign Resources**  
**Campaign Sign Rules**

**27**  
**28**



# Campaign Resources

## Major Political Party Information

Snohomish County political parties may be helpful in candidate campaigns. They can be reached at:

### Democratic Party Headquarters

Party Chair - Hillary Moralez  
www.snocodems.org - (425) 252-2305

### Republican Party Headquarters

Party Chair - Debbie Blodgett  
www.snocogop.com - (425) 252-3100

## Snohomish County Voter Data

State law requires that voter data be available to candidates, campaigns and political parties to be used for political purposes. Voter data can be purchased from Snohomish County Elections to assist in campaign efforts.

Voter data that is available for purchase includes the voter's name, home and mailing address, precinct, registration date, elections voted, whether the voter's current election ballot has been returned and on what date, and if the voter signature on the current election return envelope has been questioned during the review process.

### Common Data Requests

- Data file of all registered voters in the county or in a specific district or precinct.
- Data file of all voters who voted in one or more election(s) in the county or in a specific district or precinct.
- List of voters in a district or precinct (the list will be in pdf format sorted by address. For walking purposes only).
- Data file of voters for an election with ballot return dates and voters whose signatures on the return envelopes have been questioned.

### Cost:

- \$11.50 base fee per report produced
- \$1.00 CD fee (if applicable)
- \$2.00 mailing fee (if applicable)

Please visit [www.snoco.org/elections](http://www.snoco.org/elections) to download a data request form or contact Snohomish County Elections at (425) 388-3444 for more information.



# Campaign Sign Rules

## Political Sign Regulations

### State Regulations

The Department of Transportation and the Attorney General have provided the following rules to all candidates regarding placement of signs and placards along state highways.

The Scenic Vistas Act (RCW 47.42) restricts signs on interstate highways, all primary highways, and the entire Scenic and Recreational Highway System. Signs erected on private property adjacent to these highways must comply with the Scenic Vistas Act, and local zoning restrictions.

In accordance with Washington Administrative Code (WAC) 468-66-050, political signs are considered a Type 3(b) on-premise sign for which no fee or application is necessary.

Temporary political signs are signs which endorse a political candidate or ballot issue.

Temporary political campaign signs:

- are limited to a maximum size of thirty-two square feet in area
- must be removed within ten days after the election
- are subject to all other applicable provisions of Chapter 47.42 RCW and Chapter 468-66 WAC that pertain to Type 3 on-premise signs

In addition to the above restrictions, the posting of advertising signs within the right-of-way of all state highways is illegal. Accordingly, any sign placed within the right-of-way of any state highway may be removed by the Department of Transportation.

## County Regulations

All political signs are subject to the zoning laws outlined in Snohomish County Code 30.27.070.

For information regarding county sign regulations please contact:

Snohomish County Public Works

Permitting Section

(425) 388-6453

or

Snohomish County Planning Department

Zoning Division

(425) 388-3311

## City Regulations

For information regarding city sign placement regulations, please contact the public works department of the particular city.



## Step Six: Watch the Election Results

Watch the election results to see if you have won.

How Do I Know if I am a Winner?

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# How Do I Know if I am a Winner?

Candidates will participate in the August 4 Primary as long as there are more than two people running for the office or if it is a partisan race. PCOs will be on the ballot if more than one candidate files within the same party. The results of the Primary for PCO are final.

When only one or two people have filed for a nonpartisan office, they will not appear on the Primary ballot and automatically move on to the General Election.

The two candidates with the highest number of votes in the Primary, regardless of party preference, will advance to the November 3 General Election.

Primary Election Results		
CITY OF OCEAN VISTA– COUNCIL POSITION (1)		
	295/295	100.00%
Under Votes	1867	
Over Votes	40	
	Vote Count	Percent
Clark Simmons	26,758	49.20%
Lois Lipnski	5,035	9.26%
Terry White	1,976	3.63%
Janine Luthans	18,815	34.59%
Eva Teachman	1,670	3.07%
Write-In	136	0.25%
Total	54,390	100.00%

In this race for Ocean Vista City Council, Clark Simmons and Janine Luthans have the highest vote counts and advance to the the General Election.

The candidate with the highest number of votes in the General Election will take office.

Washington is a vote-by-mail state. Ballots are processed as they are received. Results are released after 8:00 p.m. on Election Day.

After 8:00 p.m. on Election Day, you can find the current results on our website at [www.snoco.org/elections](http://www.snoco.org/elections). Ballots continue to be tabulated after election day until the election is certified. Results are typically updated each weekday afternoon.

Once the election is certified, the final official results will be posted at [www.snoco.org/elections](http://www.snoco.org/elections).

The August 4 Primary is certified on August 18.

The November 3 General Election is certified on November 24.



## Step Seven: Take Office

When you take office is dictated by state law and depends on whether you are assuming a regular term, a short and full term, or an unexpired term.

### When Do I Take Office?

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# When Do I Take Office?

Congratulations! You've won the election. Now what? After the election is certified, an oath of office will be sent to your district. Contact your district to arrange signing the oath prior to commencing duties. The following are the typical first date in office:

**U.S. President/Vice President** - January 20 (U.S. Constitution, Amendment 20)

**U.S. Senator** - January 3 (U.S. Constitution, Amendment 20)

**U.S. Representative** - January 3 (U.S. Constitution, Amendment 20)

**Governor, Lt. Governor, Secretary of State, Treasurer, Auditor, Attorney General, Commissioner of Public Lands, Superintendent of Public Instruction, Insurance Commissioner** - Wednesday following the 2nd Monday in January (RCW 43.01.010)

**State Senator** - 2nd Monday of January (RCW 29A.04.133)

**State Representative** - 2nd Monday of January (RCW 29A.04.133)

**County Council\*** - January 1 (RCW 29A.20.040)

**Supreme Court Justice, Court of Appeals Judge, Superior Court Judge** - 2nd Monday in January (RCW 2.06.070)

**Public Utilities District Commissioner** - January 1 (RCW 29A.60.280)

**Precinct Committee Officer** - December 1 (RCW 29A.80.061)

\*Unexpired term

- All unexpired term positions take office upon election certification.
- All short plus full term positions take the oath of office upon election certification and again in January.

The following can administer the oath: judges, notary publics, county auditors or deputies, city/town clerks, school officials, county commissioners, and clerks of the court.





## Key Dates and Deadlines

Be aware of the deadlines that apply to you.

**August 4 Primary Key Dates**

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**November 3 General Election Key Dates**

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# August 4 Primary Key Dates

## Candidate/Campaign

Filing for office by mail	April 27 - May 15
Filing for office online or in person	May 11 - 15
Candidate withdrawal period	May 11 - 18
Lot drawing for all candidates	May 15, 5:01 p.m.
Voters' pamphlet statement/photo due	May 22
Last day to file as a write-in candidate without fee	July 16
Voters' pamphlet mailed	July 16
Last day to file as a write-in candidate	August 4

## Voter Registration Deadlines

Last day to register or update registration by mail/online	July 27
Last day to register or update registration in office	August 4

## Voting/Ballot Mailing

Military ballots mailed	June 19
Ballot drop boxes open	June 19
Accessible voting begins in office	July 15
All other ballots mailed	July 16
Last day to mail or return voted ballot	August 4

## Primary Day

August 4

## Certification of Election Results

County certification	August 18
State certification	August 21



# November 3 General Key Dates

## Candidate/Campaign

Voters' pamphlet statement/photo due	May 22
Voters' pamphlet mailed	October 15
Last day to file as a write-in candidate without fee	October 15
Last day to file as a write-in candidate	November 3

## Voter Registration Deadline

Last day to register or update registration by mail/online	October 26
Last day to register or update registration in office	November 3

## Voting/Ballot Mailing

Military ballots mailed	September 18
Ballot drop boxes open	September 18
Accessible voting begins in office	October 15
All other ballots mailed	October 16
Last day to mail or return voted ballot	November 3

## General Election Day

November 3

## Certification of Election Results

County certification	November 24
State certification	December 3



# Election Information

Learn about voter registration in Washington state and how elections work.

**Voter Registration**  
**Election Information**  
**Contact Us**

**37**  
**38-39**  
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## Who can register to vote?

You may register to vote if you are:

- A U.S. citizen
- 18 years of age or older by Election Day (16 and 17 year-olds can pre-register, but will not vote until age 18)
- A legal resident of Washington State for at least 30 days
- Not under the authority of the DOC
- Not disqualified due to a court order

In Washington, a voter does not register by political party or declare political party membership.

## When can I register to vote?

You may register online or by mail up to 8 days before the election or in-person at the Auditor's Office up until 8 p.m. on Election Day. Once you are registered, you do not need to register again unless you change your address or name.

## Where can I register to vote?

You may register online at [www.votewa.gov](http://www.votewa.gov). Mail-in registration forms are available at libraries, post offices, and at the Auditor's Office. You may also register when you renew your driver's license.

## What if I change my name, signature or address?

If you change your name or move within Snohomish County, you must update your voter registration. Changes made online or by mail after 8 days before an election will take effect after election certification. Voters can change this information in person up until 8 p.m. Election Day.

Name and signature changes may be made by completing a voter registration form and sending the updated information to Snohomish County Elections. Address changes may be made by calling Snohomish County Elections at (425) 388-3444 or by sending an email to [elections@snoco.org](mailto:elections@snoco.org).

## Can a voter's registration be canceled simply for failure to vote?

No. Failure to vote alone will not result in the cancellation of a voter's registration.

## How are voters' registrations canceled?

Voters' registrations are canceled when a voter registers in another state or county; when Snohomish County Elections receives notice that a voter has died or has been imprisoned for a felony conviction; or when a voter contacts Snohomish County Elections requesting their registration be canceled.

Voters' registrations are also canceled by a periodic removal of voters that have been on inactive status for two successive federal elections. A voter is designated inactive if any mail from Snohomish County Elections is returned as undeliverable from the US Post Office. When moved to inactive, the voter is sent a forwardable address verification postcard. The voter is reactivated if he/she votes or notifies Snohomish County Elections of a current address.

### All Mail Ballot Elections

Washington state is an all mail ballot environment. Ballots are mailed to all eligible registered voters 19 days (30/45 days for military and overseas voters) before each election. Ballots can be returned through the mail postage paid or at a 24-hour drop box. There are multiple 24-hour drop box locations throughout the county. Locations are sent with the ballot and posted on the Elections website.

A voter may request a replacement ballot through Election Day by contacting Snohomish County Elections at (425) 388-3444, [elections@snoco.org](mailto:elections@snoco.org), or visiting the office. Hours are 9 a.m. to 5 p.m. Monday through Friday and 8 a.m. to 8 p.m. on Election Day.

### The Top 2 Primary

The State of Washington has a Top 2 Primary system. Voters can choose to vote for any candidate regardless of their party preference. The two candidates who receive the most votes in the Primary advance to the General Election.

A Primary is required if:

- more than two candidates file for the same position
- if the office is a partisan office; or
- if the office is decided in a Primary by law

Candidates need at least 1% of the votes cast in a race to advance to the General Election.

### Order of Races and Names on the Ballot

The order of races on a ballot is established by state law and local rule.

The order of candidate names within a race is determined by:

- lot draw for the Primary
- votes received in the Primary for the General Election

If there is no Primary, order of appearance on the General Election ballot is determined by lot draw.

### Election Observers

The public, candidates and representatives of political parties may observe ballot signature verification and ballot processing at any time during the election period. All observers must sign in at either Snohomish County Elections, 3000 Rockefeller Ave, Administration Building West, Everett or at the Ballot Processing Center, 1615 75th St SW, Everett.

### Logic and Accuracy Testing

The logic and accuracy test is a public test of the election tabulation system. The test is witnessed by party representatives and for primaries or elections with state or federal races, a representative of the Office of the Secretary of State. Testing is conducted by Snohomish County Elections using the same software and hardware that will be used to tabulate ballots.

### Election Results

Local election results are available beginning at approximately 8:00 p.m. on election night at the Snohomish County Elections website ([www.snoco.org/elections](http://www.snoco.org/elections)), the Ballot Processing Center (1615 75th St SW, Everett), or by calling (425) 388-3444. Statewide results can be found on the Washington Secretary of State's Office website ([www.vote.wa.gov](http://www.vote.wa.gov)).

Election night results generally represent ballots that have been received by Snohomish County Elections through the Monday before Election Day. Snohomish County Elections staff will continue to verify, open and tabulate mail and provisional ballots until the election is certified 10, 14, or 21 days after the election.

Interim ballot tabulations are determined by voter turnout. Dates and times of interim releases of election results are posted on the Elections results webpage.

### Canvassing Board Review of Ballots

The Snohomish County Canvassing Board is comprised of the County Auditor, Chair of the County Council, and the County Prosecuting Attorney or their designated representatives.

Ballots that require review by the Canvassing Board are brought before the Board usually one day before the official certification of the election. Notice of all Canvassing Board meetings are published in the Everett Herald newspaper and on Snohomish County Elections webpage. Canvassing Board meetings are open to the public, candidates and representatives of political parties.

### Certification of Election Results

All elections must be certified by the Snohomish County Canvassing Board. The process of certification includes a review of the final election tabulation report and the signing of certification documents by each board member. The election certification process is open to the public, candidates and representatives of political parties.

### Recounts

Automatic recounts apply to candidates and statewide measures. An automatic machine recount will occur if less than 1/2 of 1% and less than 2,000 votes cast separate candidates or issue responses in a race.

An automatic hand recount will occur if less than 1/4 of 1% and less than 150 votes (or 1,000 votes for statewide races) separate candidates or issue responses in a race.

A recount is applicable only to candidates nominated or elected and the closest defeated opponent based on certified election results. In a primary a recount could occur between the second and third place candidates. An automatic recount will only tally votes for the position in question and will be conducted without charge to any candidate.

A candidate or an officer of a political party may request and pay for a recount if the race is not close enough for an automatic recount or has been recounted once already. All requested recounts must be submitted no later than two business days after the official canvass is complete. A deposit of \$.15 per ballot for a machine count and \$.25 per ballot for a hand count by certified check or cash is required. Final cost of the recount will be calculated after the recount is complete. The recount will be conducted in a time-frame determined by the Canvassing Board.

### Effective Date of State Measures

State ballot measures receiving a favorable majority vote are declared law by the Governor 30 days after the General Election, unless an effective date is contained within the text of the measure.

### For more information:

Visit the following sites for more information on the elections process.

- **Revised Code of Washington (RCW) Title 29A**  
[apps.leg.wa.gov/rcw](http://apps.leg.wa.gov/rcw)
- **Washington Administrative Code (WAC) Title 434**  
[apps.leg.wa.gov/wac](http://apps.leg.wa.gov/wac)
- **Snohomish County Charter Article 4 - Elections**  
[www.codepublishing.com/wa/snohomishcounty](http://www.codepublishing.com/wa/snohomishcounty)
- **Snohomish County Elections**  
[www.snoco.org/elections](http://www.snoco.org/elections)
- **United States Elections Assistance Commission**  
[www.eac.gov](http://www.eac.gov)
- **Washington State Secretary of State's Office/Elections Division**  
[www.vote.wa.gov](http://www.vote.wa.gov)
- **Washington State Public Disclosure Commission**  
[www.pdc.wa.gov](http://www.pdc.wa.gov)



## Contact Us



### **Snohomish County Elections** *A Division of the Auditor's Office*

**Garth Fell**  
County Auditor

#### **Customer Service Hours**

Monday to Friday 9 a.m. - 5 p.m.  
Election Day hours 8 a.m. - 8 p.m.

#### **Contact Information**

Administration Building West, 1st Floor  
3000 Rockefeller Ave M/S 505  
Everett, WA 98201

(425) 388-3444  
(800) 562-4367

[elections@snoco.org](mailto:elections@snoco.org)  
[www.snoco.org/elections](http://www.snoco.org/elections)