

Grant County Local Voters' Pamphlet Administrative Rules
Adopted February 9, 2021

1. Purpose

To establish the rules and procedure for the requirements for participation, production, and distribution of the local voters' pamphlets.

2. Rules

A. Notice of Intent of Publish a Local Voters' Pamphlet (RCW 29A.32.210) (RCW 29A.32.220)

The County shall print and distribute a local voters' pamphlet for all primary, general, or special elections. The County shall notify all jurisdictions within the county of its intent to publish a local voters' pamphlet at least 90 calendar days before the publication of the local voters' pamphlet.

B. Inclusion in the Local Voters' Pamphlet (RCW 29A.32.220)

All jurisdictions with a race or measure on the ballot will participate in the local voters' pamphlet for every election.

C. Costs Associated with the Local Voters' Pamphlet (RCW 29A.04.410) (RCW 29A.32.220) (RCW 29A.32.260)

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

If the required participation in a local voters' pamphlet would create undue financial hardship, the district may petition the Board of County Commissioners to waive this requirement. The Board may provide such a waiver no later than 60 days prior to the publication of the pamphlet. The request must be submitted in writing to the Board with a copy sent to Grant County Elections and the Grant County Auditor.

D. Notice of Deadlines and Requirements

The Grant County Election office will notify jurisdictions of the publication date of the local voters' pamphlet as well as the deadlines for submission of materials to be included in the local voters' pamphlet. Candidates will be notified of all deadlines and requirements when they file for office. **Deadlines can be found on page 10.**

E. Local Voters' Pamphlet Content (RCW 29A.32.241) (RCW 29A.32.250)

1. A cover page containing the words "Official Local Voters' Pamphlet," "Grant County" and the date of the election.
2. A list of jurisdictions that have measures or candidates in the pamphlet.
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 Grant County Election Office and verified by the Prosecuting Attorney.
5. Arguments for and against each measure submitted by committees selected pursuant to RCW 29A.32.280
6. A list of all student engagement hubs in the county as designated under RCW 29A.40.180
7. 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. Refer to notices specified in WAC 434-230-015
8. Statements and photos submitted by candidates with races on the ballot.
9. The county auditor's name may not appear in the local voters' pamphlet in his or her official capacity if the county auditor is a candidate for office during the same year. His or her name may only be included as part of the information normally included for candidates.
10. A disclaimer will be included that states that the Elections Office does not make corrections of any kind or verify statements for truth or fact.
11. PCOs will not appear in the Local Voters' Pamphlet.

F. Ballot Titles for Local Measures (RCW 29A.36.071)

The format and content requirements for local measure ballot titles are very specific and must conform to state law. Each ballot title must contain the following elements:

- Identification of the enacting legislative body.
- A statement of the subject matter not exceeding 10 words in length.
- A concise description of the measure not exceeding 75 words in length.
- A question.

The ballot title is prepared by the Grant County Election Office.

Resolutions submitted by jurisdictions needing a ballot title prepared by the Grant County Election office will be forwarded to the Prosecuting Attorney for approval.

Deadline

The deadlines for committee statements for and against can be found on page 10 of this manual.

G. Ballot Title Appeal (RCW 29A.36.090)

Jurisdictions dissatisfied with the ballot title for a local measure written by the city attorney, town attorney, or Prosecuting Attorney may appeal to the Grant County Superior Court, pursuant to RCW 29A.36.090.

The exception to this rule in Grant County, is the Election Office types the ballot title and submits this draft to the attorney for the jurisdiction submitting the measure. Once this is approved by the attorney, it is then forwarded to the Prosecuting Attorney's office for final approval. By submitting the draft to the attorney for the jurisdiction and getting the attorney's approval, this eliminates the need for an appeal.

H. Ballot Measure Explanatory Statements (RCW 29A.32.040) (RCW 29A.32.241)

For every election, ballot titles must be submitted along with an explanatory statement. An explanatory statement explains the purpose, and anticipated effect of the measure if passed into law.

The explanatory statement must not be more than 200 words and is verified by the Prosecuting Attorney for any county measure or by the attorney for the jurisdiction submitting the measure if other than a county measure. It must be written in clear and concise language avoiding legal and technical terms when possible.

Formatting the explanatory statement

Length

Explanatory statements must be 200 words or less. Any statement exceeding 200 words will have the extra words omitted. If such a deletion creates an incomplete sentence, that sentence shall be omitted.

Format

Format your statement as an essay. Text must be written in paragraphs. Up to four paragraphs may be used.

Italics

Italics may be used to emphasize specific words or statements. Any other formatting, such as bold, underline, or all caps, will be changed to italics.

Lists or bullets

The use of lists or bullets is not allowed. Lists or bullets will be converted to block paragraphs with a semicolon separating each item.

Explanatory statements shall be printed exactly as submitted and shall not be checked for accuracy by Elections staff.

Submitting the explanatory statement

Explanatory statements shall be submitted, along with the pertinent resolution, by the resolution deadline to:

Grant County Elections: 35 C St. NW, Ephrata WA 98823

Email: elections@grantcountywa.gov **AND** kjorozco@grantcountywa.gov or mail to PO Box 37, Ephrata WA 98823

Deadline

The deadlines for committee statements for and against can be found on page 10 of this manual.

I. Ballot Measure Argument (Pro/Con) Committees (RCW 29A.32.280)

For all elections, the jurisdiction must appoint for and against committees to prepare statements in favor of and in opposition to each ballot measure included in the local voters' pamphlet. The people appointed to be on the committee **MUST** be registered voters in Grant County to submit an argument.

The committee shall not have more than three members, however, can have an unlimited number of persons assist them in preparing statements.

The jurisdiction shall appoint persons known to favor the measure to serve on the "For" committee and persons known to oppose the measure to serve on the "Against" committee.

If a jurisdiction fails to appoint for and against committees by the deadline, the Auditor will post a news release on the county website seeking volunteers to prepare statements in favor of and in opposition to each ballot measure.

Jurisdictions must submit a completed Committee For and against appointment form for each measure to Elections by the resolution deadline. The form can be found on page 12 of this manual.

Completed appointment forms must be received by Gant County Elections no later than 4:00 p.m. on the day of the deadline. Committee appointment deadlines can be found on page 10 of this manual.

Deadline

The deadlines for committee statements for and against can be found on page 10 of this manual.

J. Ballot Measure Arguments (29A.32.070) (RCW29A.32.210)

Length

For and against statements can be no more than 150 words or less. Any statement exceeding 150 words will have the extra words omitted. If such a deletion creates an incomplete sentence, that sentence shall be omitted.

Format

- Up to four headings may be used to summarize and identify major arguments
- Format your statement as an essay. Text must be written in paragraphs.
- No tables, bullets, or lists requiring multiple indentations. Lists or bullets will be converted to block paragraph, with a semicolon to separate each of item.
- Words that are underlined, in bold, or all upper case will be changed to appear in italics.

Content

The Auditor may reject any statement or statement portion that is obscene; is libelous; is vulgar; promotes or advocates hatred, violence, hostility, ridicule, or shame upon any person or group of persons; or is received after the submittal deadline.

Other than corrections to format and length, committee statements shall be printed exactly as submitted and shall not be checked for accuracy by Elections staff.

Committee member names and at least one phone number shall be published in the local voters' pamphlet. The contact should be able to respond to questions from the voter obtaining information on the ballot measure. Titles of committee members will not be published in the pamphlet. Names and contact information will not be included in the word limitation.

Deadline

The deadlines for committee pro/con statements can be found on page 10 of this manual.

Review of committee statements

Prior to the publication of the local voters' pamphlet, Elections will email each committee spokesperson a proof copy of their statement as it will appear in the pamphlet.

Upon receipt of the proof, committees shall ensure that there are no discrepancies between the proof copy and the information they submitted.

No changes to the originally submitted statements will be accepted after the deadline. No new material will be accepted.

Committees must notify Elections of any discrepancies by 4:00 p.m. on the day of the deadline stated in the email containing the proof copy.

K. Rebuttal Statements (RCW 29A.32.210)

Once committee statements are submitted, Elections will email the statement to the spokesperson for the opposing committee listed on the committee appointment form.

Rebuttal statements are not required.

Length

Rebuttal statements may not exceed 75 words in length and must be in block paragraph form. Any statement exceeding 75 words will have the extra words omitted. If such a deletion creates an incomplete sentence, that sentence shall also be omitted.

Format

No headings may be used in rebuttal statements.

The use of tables, bullets or lists will be converted to block paragraph with a semicolon to separate each of them.

Only italics may be used to emphasize specific words or statements. Words that are underlined, in bold, or uppercase will be changed to appear in italics.

Content

Rebuttal statements may not interject new issues or arguments and are limited to addressing issues and arguments raised in the opposing statement.

Rebuttal statements shall be printed exactly as submitted and shall not be checked for accuracy by Elections staff.

All statements shall be submitted by the required deadline to:

Email: elections@grantcountywa.gov AND kjorozco@grantcountywa.gov

PO Box 37 Ephrata WA

Deadline: The deadlines for committee statements for and against can be found on page 10.

L. Candidate Statements (RCW 29A.32.121)

Length

Candidate statements may not be longer than 150 words.

Submissions exceeding the word limit will be shortened, without notice and without consulting the candidate, by deleting the words more than the 150-word limit. If such a deletion creates an incomplete sentence, that incomplete sentence will also be omitted. Microsoft Word will be used to verify word count.

When a candidate does not submit a statement, “No statement submitted” will appear in the candidate statement section.

Format

Format your statement as an essay. Text must be written in paragraphs.

Content Use italics to emphasize words or phrases. Bolding, underlining, and all caps are not allowed. Tables, lists, and bullets are not allowed.

The Auditor may reject any submission that is obscene; is libelous; is vulgar; promotes or advocates hatred, violence, hostility, ridicule, or shame upon any person or group of persons; or is received after the submittal deadline.

A candidate’s email address, phone number, and campaign website will be published with their statement. Contact information does not count towards the word limit of the statement.

The same statement will be used for both the Primary and General Election.

Deadline

The deadlines for candidate statements be found on page 10 of this manual.

Biography

The biography information must be 100 words or less allocated between four subsection headings.

Biography information should be organized in accordance with the four subsection headings listed below. Subsection headings are not included in the word count.

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

When a candidate doesn't submit information for a particular subsection heading, "No information submitted" will appear in that subsection area.

M. Candidate Photo (RCW 29A.32.031)

Photos must be:

- Digital JPEG
- Not more than five years old.
- Limited to the head and shoulders of the candidate.
- Light colored, plain background.

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

The Elections Office will reject photos that do not meet the above guidelines. If a photo is rejected, the Elections Office will contact the candidate electronically, by phone, or in writing. Once contacted, the candidate has until the final deadline to submit a new image.

The Election office will adjust/crop photos as necessary. Photos are published in black and white format.

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

All candidates who file for state legislative or judicial offices must submit their statements and photos to OSOS, even if they file with our office.

The same statement will be used for both the Primary and General Election.

Deadline

The deadlines for candidate photos can be found on page 10 of this manual.

N. Rejection and appeal for Statements or Arguments

Rejection

The County Auditor may reject certain materials submitted for publication in the online voters' guide and the local voters' pamphlet. These materials include candidate statements, explanatory statements, for and against statements, rebuttal statements, and contact information.

Notice of rejected statements shall be sent to the proponent by email not more than two business days after the deadline for submittal.

Materials submitted for publication in the Local Voters' Pamphlet may be rejected if;

- deemed to be libelous
- inappropriate
- contains matter not relevant to the measure
- contains matter that is otherwise inappropriate or does not comply with the applicable law

If the adjusted statement does not meet requirements, a "No Statement Submitted" notation will be printed for the candidate or measure.

Appeal

The proponent of aforesaid statement may appeal the decision to reject.

Written notice of appeal shall be submitted to the Grant County Auditor and Grant County Elections Office by email no more than 48 hours after the notice of rejection was sent and shall set forth the specific grounds for appeal.

The Auditor shall issue a written decision granting or denying the appeal by email no more than three business days after the appeal was submitted. The decision of the Auditor to grant or deny an appeal shall be final.

2023 Submission Deadlines at a Glance

2023 Submission Deadlines- Deadlines are 4:00 p.m. on each designated day				
Election Dates	Feb. 14, 2023	April 25, 2023	Aug. 1, 2023	Nov 7, 2023
Jurisdiction's Responsibility and Deadlines				
Resolution	Dec. 16, 2022	Feb. 24, 2023	May 12, 2023	Aug 1, 2023
Resolution Cover Sheet (Found on page 13) <i>Providing jurisdiction contacts</i>	Dec. 16, 2022	Feb. 24, 2023	May 12, 2023	Aug 1, 2023
Explanatory Statements	Dec. 16, 2022	Feb. 24, 2023	May 12, 2023	Aug 1, 2023
For and Against Committee Appointments <i>For and against committee forms must be completed and emailed by this date.</i>	Dec. 16, 2022	Feb. 24, 2023	May 12, 2023	Aug 1, 2023
Committee's Responsibility and Deadlines				
Statements for and against <i>Written by the committees for and against the measure</i>	Dec. 23, 2022	March 3, 2023	May 19, 2023	Aug 8, 2023
Rebuttal Statements	Jan 3, 2023	March 10, 2023	May 26, 2023	Aug 15, 2023
Candidate's Responsibility and Deadlines				
Statement			May 26, 2023	May 26, 2023
Photo			May 26, 2023	May 26, 2023

Candidate Statement Rules at a Glance

Statement Type	Word Limit	Formatting
Photo		<p>Allowed:</p> <ul style="list-style-type: none"> • Digital JPEG • Limited to head and shoulders • Not more than 5 years old • Not smaller than 4"x 5" • Light or plain background <p>Not Allowed: Political party, patriotic symbols, or logos. Flags, robes, or law enforcement/military uniforms. Clothing or insignia suggesting that you hold a public office</p>
Biography	100	<p>Allowed: <i>Italics</i></p> <p>Not Allowed: Bold, ALL CAPS, <u>underlining</u>, lists, Bullets</p>
Statement	150	<p>Allowed: <i>Italics</i></p> <p>Not Allowed: Bold, ALL CAPS, <u>underlining</u>, lists, bullets</p>
Contact Information	Contact information is not included in the word count	<p>Allowed: Campaign website address; A contact phone number; An email address; At least one method of contact (Phone, Email, website address) Must be provided.</p> <p>Not Allowed: Titles of committee members (Dr., President, Ph.D.)</p>

Committee statements at a Glance

Statement Type	Word Limit	Formatting
Explanatory Statement	200	Allowed: <i>Italics</i> Not Allowed: Bold , ALL CAPS, <u>underlining</u> , lists, bullets
“For” and “Against” Statement	150	Allowed: <i>Italics</i> Up to four headings (up to 15 words Each). Heading included in word count. Four paragraphs. Not Allowed: Bold , ALL CAPS, <u>underlining</u> , lists, bullets
Rebuttal Statement	75	Allowed: Italics Two paragraphs Not Allowed: Bold , ALL CAPS, <u>underlining</u> , lists, Bullets
Contact Information	Does not count toward word limit	Allowed: Committee members names. A contact phone number At least one method of contact (phone or email) Must be provided. Not Allowed: Titles of committee members (Dr., President, Ph.D.)

All Statements

Material submitted for publication in the local voters' 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 limited to the measure.
- Contains matter that is otherwise inappropriate or that does not comply with applicable law.
- Was received after the submittal deadline.



Committee For and Against Form

Name of Jurisdiction/Proposition No: _____

Jurisdiction Contact Name: _____

Email: _____ Phone: _____

Jurisdiction’s responsibility:

- Email completed form to elections@grantcountywa.gov on or before the resolution submission deadline. (Submission deadlines are located on page 10)
- Provide committee members with statement submission requirements and deadlines (Requirements are located on pages 4-6, deadlines are located on page 10)

Questions? Call (509) 754- 2011 EXT 2704 or email elections@grantcountywa.gov

**1st Committee Member must provide contact information for print in the local voters’ pamphlet.*

For committee (1-3 members)
1st Committee Member
Name
*Email
*Phone
2nd Committee Member
Name
Email
3rd Committee Member
Name
Email

Against committee (1-3 members)
1st Committee Member
Name
*Email
*Phone
2nd Committee Member
Name
Email
3rd Committee Member
Name
Email



Resolution Cover Sheet

Grant County Election Department

This form **must** accompany each resolution. Contact person or persons should have the authority and be available to answer questions.

Name of District: _____

District Address: _____

Date of Election: _____

Contact Person: _____ Title: _____

Contact Phone Number: _____ Fax number: _____

Contact Email: _____

2nd Contact Person: _____ Title: _____

2nd Contact Email: _____

2nd Contact Phone Number: _____

Attorney for District: _____

Attorney Phone Number: _____ Attorney Fax Number: _____

Attorney Email Address: _____

Type of Election (Levy, bond, lid lift etc.): _____

Please state the pass/fail requirements for this measure. (i.e., Simple Majority, 60%, etc.) As determined by your legal counsel, together with applicable statutory references: _____

the mandatory resolution cover sheet form must accompany the original or certified copy of the resolution.