



# Online Local Voters' Guide

## Yakima County Administrative Rules 2017

These rules apply to all offices up for election in 2017

**deadline** | Friday, May 26  
for statement and photo | 4pm

Administrative rules were developed in 1989 in conjunction with the first local voters' pamphlet published in Yakima County. The following rules represent the current rules in their entirety for an online voter guide. The rules, as adopted by the Yakima County Auditor, contain dates that change from year to year. Solely changing these dates and deadlines will not result in amending the administrative rules.

These administrative rules were amended and adopted the 9<sup>th</sup> day of January, 2017 by the Yakima County Auditor.

Yakima County Auditor's Office | Elections Division

128 N 2<sup>nd</sup> St Rm 117; Yakima WA 98901  
PO Box 12570; Yakima WA 98909

[www.yakimacounty.us/vote](http://www.yakimacounty.us/vote)  
[iVote@co.yakima.wa.us](mailto:iVote@co.yakima.wa.us)

509.574.1340  
1.800.833.0569

date	event
May 15-19	Candidate filing week
May 26; 4:00pm	Deadline for submitting candidate statements & photo
May 30	Candidate to be notified if statement is rejected
June 2	Candidate can appeal rejection or submit new statement
June 6	Deadline for decision on candidate appeal (final)
June 5	Deadline for Auditor's office to send candidate a formatted copy of statement. This deadline applies only to candidates in the Primary.
June 12	Deadline for candidate response to formatted copy of statement
June 15	Online Local Voters' Guide posted for Primary <a href="http://www.yakimacounty.us/vote">www.yakimacounty.us/vote</a>
June 16	Military/Overseas ballots mailed for Primary
July 14	Ballots available for Primary
August 1	Primary
August 15	Primary certified
September 11	Deadline for Auditor's office to send candidate a formatted copy of statement. This deadline applies to candidates who were not in the Primary.
September 18	Deadline for candidate response to formatted copy of statement
September 21	Online Local Voters' Guide posted for General Election <a href="http://www.yakimacounty.us/vote">www.yakimacounty.us/vote</a>
September 22	Military/Overseas ballots mailed for General Election
October 20	Ballots available for General Election
November 7	General Election
November 28	General Election certified

# candidate statement rules

## deadline

All statements must be submitted to the Yakima County Auditor's Office, Elections Division by 4:00 p.m., Friday, May 26.

Friday  
May 26  
4 pm

It is your responsibility to ensure the Auditor's Office has received your statement and photo prior to the deadline. The Yakima County Auditor will not grant an extension beyond the deadline, no exceptions.

Late submissions will be rejected.

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## word limit

Statements shall not exceed 100 words. Statements in excess of 100 words will be shortened by deleting full sentences from the end.

100 words

Hyphenated words are counted as two words. Prefixes such as pre-tax or mid-January count as one word.

You may submit campaign contact information to be included in the voters' guide and it will not count toward the maximum word allowance. A telephone number, e-mail address, and a website address are allowed.

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## formatting and style

your statement will be reformatted if it does not follow the formatting and style standards

In order to maintain standards of readability and to ensure consistency in format throughout the voters' guide, the following formatting and style standards have been established:

All statements will be typeset in block paragraph style with a double space between paragraphs.

Statements submitted in upper case letters will be set in proper sentence case.

Tables, lists denoted by a colon, enumerated items and bullets are not allowed. Text must be written in paragraphs.

Bolding, underlining, and all caps are not allowed. Use only *italics* to emphasize words or phrases.

Example:

Correct	Incorrect
I approve of <i>justice for all</i> , fairness of the law, and rehabilitation.	I approve of: <ul style="list-style-type: none"><li>• JUSTICE for all</li><li>• <b>Fairness</b> of the law</li><li>• <u>Rehabilitation</u></li></ul>

We suggest short concise sentences arranged in two or three short paragraphs.

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## content

Why should voters cast their ballot for you? What do you want to accomplish if elected? Your statement must pertain to you and your candidacy.

Once submitted, changes are not allowed and your statement is posted exactly as submitted.

Write what you stand for or support.

Avoid technical terms and abbreviations that may not be understood.

Offer your vision. Be positive and avoid criticism of opponents.

Election staff will not make any changes to content, spelling, or punctuation.

Any libelous or otherwise inappropriate statement(s) including obscene, profane or defamatory statements will result in the rejection of your entire statement.

Proofread and edit carefully.

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## photographs

The Auditor's office does not retain hard copy, digital, or electronically submitted photos from previous voter guides for candidates to reuse.

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

Photos are reduced to appear online as approximately 2.5 x 3 or 197 x 236 pixels and will be posted in color or black and white as it is submitted.

Your photograph must be:

- Sufficiently recent to be a good likeness of you.
- Absent of any words or insignias of any organization which advocates or teaches racial or religious intolerance.
- Absent of the uniform of any organization that may suggest you have held public office. Examples of such clothing or insignia include, but are not limited to, judicial robes, law enforcement or military uniforms, or official seals or symbols.

Digital photos are preferred in .jpg format. Please be aware that, if a photo is submitted as part of a Word document or PDF, the clarity will be degraded.

If a hard copy photo is submitted, please print your name and office being sought on the back of the photo. Hard copy photos are returned after December 1.

Election Division staff can take a digital photo of you if you wish.

If you submit a statement without a photo, *no photo submitted* will appear in the space where a picture would have appeared.

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## rejected statements

All statements are subject to review by the Auditor's Office. You will be notified if any portion of your statement is rejected. You will have three (3) business days after notification of the rejection to appeal in writing or submit a re-written statement. A second rejection is final, due to time limitations.

Appeals are made to a board comprised of the County Auditor and the County Prosecuting Attorney. The board will make its decision on your appeal within two (2) business days and the decision is final.

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## political party preference

If a ballot includes a race for partisan office, the online guide will include the following statement: "Each candidate for partisan office may state a political party that he or she prefers. A candidate's preference does not imply that the candidate is nominated or endorsed by the party, or that the party approves of or associates with that candidate."

Candidate party preference is posted as required in WAC 434-230-045.

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## proofing

To ensure maximum accuracy, the Election Division will forward a formatted copy of your statement to you at the address listed on your Statement Submission Form at least one calendar week prior to being posted online.

It is your responsibility to sign off on the acknowledgement by the deadline and notify the Election Division immediately of any correction of incidental errors in spelling or punctuation in the original statement.

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## translations

As required by Section 203 of the Voting Rights Act, Yakima County provides all election information in English and Spanish. Candidate statements are translated only by election staff. You will be sent a copy of your original statement in English along with the Spanish translation.

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## extensions

The Yakima County Auditor will not grant any extensions and late submissions will be rejected.

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## inadvertent omission

In the interest of voter outreach and education, if your photo or statement is inadvertently omitted or not posted in its entirety due to an election department error, the County Auditor will immediately post your statement and/or photo.

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**appearance**

If you appear on the Primary ballot, your statement will be posted online starting in June.

If you are successful in the Primary and advance to the General Election, the same statement and photo will be used. You may *not* submit a new statement or photo after the Primary.

Write-in candidates are not included in the voters' guide unless a write-in candidate at the Primary successfully advances to the General Election.

Candidate statements shall appear in the closest possible order that they are designated on the ballot.

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**no  
submission**

If one candidate for a position submits a statement but the opposing candidate does not, the candidate who does not submit a statement shall have his/her name listed with the following wording: "no candidate statement or photo submitted".

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**disclaimer**

This disclaimer will appear in substantially the following form below each statement: "Candidate statements are posted exactly as submitted. The County Auditor has no editorial authority."

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**public  
information**

Candidate statements are not available for public inspection or copying until (1) all statements by all candidates who have filed for a particular office have been received, or (2) the deadline for submission of statements has elapsed.

RCW 29A.32.100

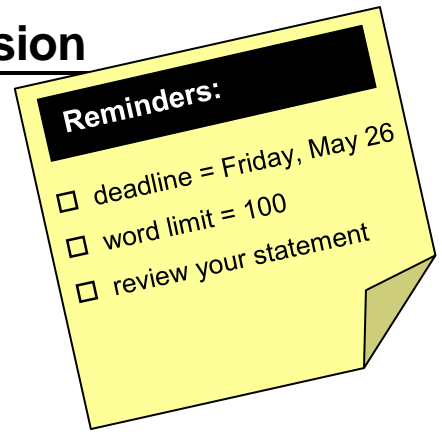
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# Yakima County Candidate Statement Submission

Please attach this form or include the information in the electronic submission of your statement.

**submit by:** fax: 509-574-1341  
email: [iVote@co.yakima.wa.us](mailto:iVote@co.yakima.wa.us)  
mail: Yakima County Elections Division  
Attn: Voter Guide  
PO Box 12570  
Yakima WA 98909



<b>office sought</b>	_____	
	jurisdiction and office name	position number

<b>personal contact information</b> this contact information is not published	_____		
	first name	middle	last
	mailing address	city / zip	phone number

<b>campaign contact information</b> this contact information will be published in the voters' guide	_____	
	phone number	email address
	_____	
	website	