

Yakima County Official Local

# Voters' Guide

## Administrative Rules for Candidates

**Friday, May 27 4pm  
deadline**



**2022**

Yakima County Elections Division  
128 N 2<sup>nd</sup> St Room 117  
PO Box 12570; Yakima WA 98909



[www.yakimacounty.us/vote](http://www.yakimacounty.us/vote)



509.574.1340 or 1.800.833.0569



[iVote@co.yakima.wa.us](mailto:iVote@co.yakima.wa.us)

date	event
May 16-20	Candidate filing week
May 27; 4:00pm	Deadline for submitting candidate statements & photo; no exceptions
June 1	Candidate to be notified if any portion of statement is rejected
June 3	Candidate can appeal rejection or submit new or revised statement
June 7	Deadline for decision on candidate appeal (final)
June 17	Online Local Voters' Guide posted for Primary <a href="http://www.yakimacounty.us/vote">www.yakimacounty.us/vote</a>
June 17	Military/Overseas ballots mailed for Primary
July 11-15	Estimated date Local Voters' Guide mailed to voter households
July 15	Ballots available for Primary
August 2	Primary
August 16	Primary certified
September 23	Online Local Voters' Guide posted for General Election <a href="http://www.yakimacounty.us/vote">www.yakimacounty.us/vote</a>
September 23	Military/Overseas ballots mailed for General Election
October 17-21	Estimated date Local Voters' Guide mailed to voter households
October 21	Ballots available for General Election
November 8	General Election
November 29	General Election certified

# YCE Local Voters' Guide Rules for Candidates

The following rules apply to offices that file with the Yakima County Auditor. Precinct Committee Officer positions do not appear in the local voter guide.

## deadline

Friday  
May 27  
4 pm

All statements must be submitted by 4:00 p.m., Friday, May 27.

It is your responsibility to ensure the Yakima County Elections Division has received your statement and photo prior to the deadline. If you filed for office online, you were sent an email with a link to file your statement electronically.

The Yakima County Auditor will not grant an extension beyond the deadline. Late submissions will be rejected. There are no exceptions.

## statement rules and information

### 1 photograph

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 portrait of your head and shoulders. The Auditor's office will adjust or crop photos as necessary.

Your photograph must be:

- Sufficiently recent to be a good likeness of you.
- Absent of a uniform that conveys your profession or suggests that 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.
- Absent of logos, insignias, pins, or buttons.

Please use a neutral background for best results.

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.

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

sample of statement sections



**Candidate  
Name**

Prefers Sample Party

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## Contact Information

You may submit the following campaign contact information to be published with your statement.

- phone number
- email
- campaign website

Contact information does not count toward the maximum word limits, but long web address such as Facebook or blogs are not allowed.

Make sure that email, web addresses, and phone numbers are accurate and functional. Once submitted, changes are not allowed.

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## Biography

You may provide a 100 word biography – all categories combined. You must use the following headings, which do not count toward the word limit.

- elected experience
- other professional experience
- education
- community service

Stay within the word limit. Once submitted, corrections and changes are not allowed. Submissions are shortened by deleting full sentences, starting from the end of the biographical information until the word limit is reached.

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

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## Statement

Statements are limited to 100 words and a maximum of 2 paragraphs.

Statements that are more than 100 words will be shortened by deleting full sentences from the end until the word limit is reached.

Stay within the limit. Once submitted, corrections and changes are not allowed.

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

sample of statement sections

### Contact me:

(000) 123-4567;  
[info@georgewashington.com](mailto:info@georgewashington.com);  
[www.georgewashington.com](http://www.georgewashington.com)

### 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.

### Other Professional Experience

Former Commander-in-Chief of the Continental Army during the American Revolutionary War.

### 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.

### Statement

George Washington, a retired general, had no aspiration beyond the humble and happy lot of living and dying a private citizen. However, his peers and the American people at large spread rumours declaring he would likely be elected the first President.

As the first president, he was aware of the responsibility of defining the powers of the office. He believed that the precedents he set must make the presidency powerful enough to function effectively in government, but at the same time these practices could not show any tendency toward monarchy or dictatorship.

## statement content tips

By law, your statement must be about you. Criticism of your opponent or other individuals is not allowed. Naming people specifically or making references to “my opponent or “the incumbent” is prohibited. RCW 29A.32.230

Why should voters cast their ballot for you? What do you want to accomplish if elected?

Write about what you stand for or support. Offer your vision. Be positive. Avoid technical terms and abbreviations that may not be understood.

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

## statement formatting and style

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.

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.

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

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>

## proofing

Prepare and edit your statement carefully. Once you submit your statement, you cannot make changes or corrections. The elections division does not correct spelling, punctuation, or typographical errors. Statement content is printed as submitted if it complies with content rules.

## rejection and appeal

All submissions are reviewed by Yakima County Elections for compliance with the administrative rules and laws. Libelous or inappropriate statement(s) including obscene, profane or defamatory statements will result in the removal of the entire sentence or sentences.

You will be notified if any portion of your submission is rejected and why. You have two (2) business days after notification of the rejection to appeal in writing or submit a new statement. The County Auditor and Prosecuting Attorney or their designees, shall review appeals. A decision on your appeal will be made within two (2) business days.

A second rejection is final, due to time limitations.

## appearance

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

If you 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.

## no submission

Candidates who do not submit a statement shall have *no statement submitted* listed next to his/her name.

## translations

Yakima County provides all election information in English and Spanish as required by Section 203 of the Voting Rights Act. Candidate statements are translated only by election staff.

## **disclaimer**

This disclaimer will appear in the voters' guide in substantially the following form. The content of candidate statements, ballot measure explanatory statements, "for" or "against" statements and rebuttal statements are the sole responsibility of the authors and do not represent the position of the Auditor's Office, Election Division, or Yakima County. Submissions are not proofed for accuracy or fact, and are not corrected for errors in spelling or punctuation.

## **public information**

RCW 29A.32.100

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.

## **how to submit your photo and statement**

You may submit your candidate statement when you file for office or at a later date before the deadline. There is no benefit to waiting. Your statement will not be released until the deadline has passed and it has been approved by the Elections Division.

If you filed for office online, once your Declaration of Candidacy has been approved, you will receive an email with a link to submit your photo and statement.

If you filed for office using a paper form, you may use the form provided in these rules.

## **if we need to contact you**

All communication with you will be via the *candidate* email address you provide, not the public campaign email address.

Administrative rules were developed in 1989 in conjunction with the first local voters' pamphlet published in Yakima County. The preceding represents the current rules for candidates. 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 14th day of April, 2022 by the Yakima County Auditor.

# Candidate Statement Submission Form

**Deadline to submit is Friday, May 27, 4pm**

Submit by: email: [IVote@co.yakima.wa.us](mailto:IVote@co.yakima.wa.us)

**Changes are not allowed once submitted.**

Your statement is printed as submitted.

mail: Yakima County Elections Division

Attn: Voter Guide

PO Box 12570

Yakima WA 98909

**my name  
and  
personal  
email**

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**my campaign  
contact  
information**

this contact  
information **will  
be** published in  
the voters'  
guide

phone number

email address

website

If we need to contact you, it will be via your personal email address.

**my  
biography**

all categories  
combined  
cannot be  
more than  
100 words

**Elected Experience**

**Other Professional Experience**

**Education**

**Community Service**

**my  
statement**

no more than  
100 words