

# Skagit County Candidates Guide

## 2024 Candidate Filing & Voters' Pamphlet

**Filing Information** 2

**Prepare Your Filing Fee** 3

**Completing Your Declaration of Candidacy** 4

**Voters' Pamphlet Profile Instructions** 5

**Things to Consider** 8

We urge all candidates to submit their Declaration of Candidacy and Voters' Pamphlet profile online.

This publication is not a substitute for the statutes and regulations governing this process.

## Important dates - When to file?

April 22	Candidates may file by mail
May 6	Online and in-person candidate filing begins
May 10	All candidate filing ends
May 13	Last day to withdraw from ballot
May 21	Last day to submit Voters' Pamphlet content
Aug 16	Last day for write-in candidates* to submit for the General Election

\*See write-in candidate rules on page 6.

## Checklist - you will need:

- Candidate email address to receive notifications
- Filing Fee, if applicable
- Voters' Pamphlet profile (page 6)

## Qualifications

You must be a registered voter and possess the qualifications specified by law at the time of filing.

All candidates except those for Superior Court and federal office must properly register to vote in the geographic area represented by the office. (RCW 29A.24.075)

You are responsible for contacting the district authority to clarify and understand additional qualifications.

Confirm or update your registration any time before filing. Contact our office for help or visit [VoteWA.gov](http://VoteWA.gov)

## Declaration of Candidacy

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

## Where to file?

The Secretary of State accepts candidate filings for federal and statewide offices and for any legislative, court of appeals, and superior court offices serving more than one county.

Your county elections department accepts filings for all other offices. All open offices may file online. Contact your county elections office for directions and hours of operation.

## How to file?

You may file your declaration one of three ways:

### 1. Online (recommended)

File online at [sos.wa.gov/elections/candidates/online-candidate-filing.aspx](http://sos.wa.gov/elections/candidates/online-candidate-filing.aspx)

Online filing begins May 6 at 8am and ends May 10 at 5pm. You will need an email address and a credit card.

### 2. By mail

Skagit County Elections cannot accept mailed declarations before April 22.

If you file with the Skagit County Elections Department, you may mail your declaration and filing fee to:

Skagit County Elections  
PO Box 1306  
Mount Vernon, WA 98273

### 3. In person

Skagit County Elections is open during filing week Monday through Friday from 8:00am until 5:00pm.

700 S 2nd St,  
Mount Vernon, Washington 98273

360-416-1702  
[sselections@co.skagit.wa.us](mailto:sselections@co.skagit.wa.us)

## Approval

After your filing fee is paid and declaration approved, you will receive a confirmation email and your name will appear on the official list as a candidate for office.

## Ballot order

After the close of the candidate filing period, a public lot draw determines the final ballot order of candidates in your race. The lot draw results will be available online.

## Filing fee

You must submit your filing fee with your Declaration of Candidacy.

## Cost of filing

The salary of the office determines the filing fee.

Offices without a fixed annual salary have no filing fee.

For any office with a fixed annual salary of \$1,000 or less, candidates pay a filing fee of \$10.

For all offices with salaries exceeding \$1,000, candidates pay a fee equal to one percent of the office's fixed annual salary.

Specific filing fees are on the list of offices open for election at [www.skagitcounty.net/elections](http://www.skagitcounty.net/elections)

## Accepted forms of payment

Online filing

- Credit card

In person or by mail with the Skagit County Auditors Office may pay via:

- Check
- Cash
- Money order
- Valid filing fee petition

Payment must be received in full before the filing deadline.

**Filing fees are nonrefundable**, even when you withdraw or file for the wrong office.

## Petition in lieu of filing fee

Candidates without sufficient assets or income may submit a filing fee petition to pay the filing fee.

You may not file signatures petitions electronically.

You may not combine petition signatures and currency to satisfy the filing fee.

Only signatures of registered voters in the same jurisdiction as the office are valid. Each petition sheet must:

- Be printed on uniform paper size and color
- Include a place for each voter's registration name, address, city, and county
- Provide 20 numbered lines or less
- Display the required warning and statement found in RCW 29A.24.101 and 29A.72.140

A printable petition form is available online at [sos.wa.gov/elections/candidates](http://sos.wa.gov/elections/candidates)

Petitions must include a total number of valid signatures no fewer than the dollar amount of the filing fee.

No person may sign more than one nominating petition for the same office.

Without the required number of signatures, the petition is insufficient and your Declaration of Candidacy is invalid.

No additional signatures are accepted after initial submission at time of filing.

Petition sheets are not returned to the candidate.



### Online filing is fast and easy!

The online filing tool will give you step-by-step instructions, email confirmations, alert you when other candidates file in your race, and provide a link to submit your Voters' Pamphlet content.

[sos.wa.gov/elections](http://sos.wa.gov/elections)

All candidates must submit a Declaration of Candidacy during the regular filing period. This can be done online or at a laptop available in the Skagit County Elections office.

If you need to file by mail, please contact our office. Mailed declarations cannot be received by our office before April 22.

## Personal information

Enter your name and address exactly as it appears on your voter registration.

## Office information

**You are responsible for meeting all qualifications and filing for the correct office.** Contact the district authority to clarify office qualifications.

The list of offices open for election is available online.

## Candidate information

**All candidate information is public information and will be publicly available. (RCW 29A.24.072)**

### Ballot name

Enter your ballot name exactly as you wish it to appear on the ballot. You may use a nickname by which you are commonly known as your first name, but the last name must be the name under which you are registered to vote.

Titles denoting occupations, including military rank, positions on issues, political affiliation, symbols, or anything intentionally designed to mislead voters are not acceptable and will be removed prior to placement on the ballot or in the Voters' Pamphlet.

### Contact information (for administration)

Provide an official candidate email and phone number for direct communication with the filing office. We will use this email address to send confirmations of receipt, notice of approval, Voters' Pamphlet submission links, and direct emails from our office.

### Campaign contact information (for voters)

You may provide an alternative campaign email and phone number for voters. This allows you to display an alternative method of contact different from your candidate contact. They may be the same if you wish.

We strongly recommend that you provide a campaign email address, phone number, and website for publication.

This information is displayed on the Who's Filed Candidate List and printed in the Voters' Pamphlet.

If you are the incumbent, you may *NOT* use the email for the office that you are filing.

## Campaign mailing address

For online display of the Who Filed list and Online Voters' Pamphlet, you may choose to display a campaign address instead of your voter registration address.

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

Government offices may not be used for campaign contact information.

## Party preference

Nonpartisan offices will not provide a party preference.

If you are filing for a partisan office, you may state the party name you prefer using 18 characters or less.

The first letter of each word of the party preference will be capitalized (example: Progress For All). Acronyms or initialisms will be printed in all caps with or without periods.

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

Your party preference will appear on the ballot and in the Voters' Pamphlet. If you choose not to state a party preference, "States No Party Preference" will appear with your ballot name.

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

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

## Filing fee

Your declaration will not be approved until the required filing fee is paid.

Filing fee petitions, submitted in lieu of money by candidates with insufficient funds or assets, must be submitted at the time of filing a declaration of candidacy. No signatures may be submitted later.

All filing fees are non-refundable.

## Oath

You will need to read and approve the oath on your online filing to complete the filing.

The deadline to submit Voters' Pamphlet information is **4:30pm on Tuesday May 21, 2024**.

No submissions or corrections after the deadline.

All communications between your campaign and the elections office will be via the candidate email address.

When the elections office approves your filing, your candidate email address will receive a notification to submit your Voters' Pamphlet information. This email will contain a unique access link to submit your statement and photo.

You must submit before the deadline. Whether you appear in the August Primary or go directly to the General Election, you will not receive another opportunity to submit or edit a profile.

Only candidates for local offices will be included in the Skagit County portion of the Voters' Pamphlet.

## Don't wait, start today!

The following pages explain the rules for all four sections of the profile.

Please prepare the following:

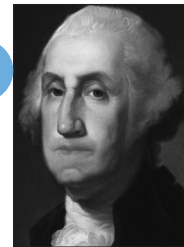
- Photograph
- Biography (four headings)
- Statement
- Campaign contact information

## Questions?

360-416-1702  
voterspamphlet@co.skagit.wa.us

Due to space constraints in our printed pamphlet, our office may adjust font size and/or spacing to ensure all of your information fits on the page.

Sample of the printed voters' pamphlet



### 1 Candidate Name

(Prefers Sample Party)

### 2 Elected Experience

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

### Other Professional Experience

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.

### 3 Statement

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

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

### 4 Contact information

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

## 1. Photograph

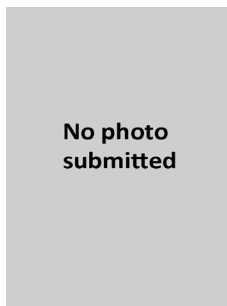
You may submit one self-portrait of your head and shoulders.

Clothing or insignias that suggest holding a public office are not acceptable (e.g., judicial robes, law enforcement or military uniforms).

Photos must be high resolution, no larger than 5 MB and may not be digitally altered.

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

If no photo is submitted, this stock image will be used.



## 2. Biography

You may provide a 100-word biography.

You must use the following headings, which do not count toward the word limit.

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

Headings you leave blank will display "No information submitted."

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

## 3. Statement

**Statement word limit - 200 words.**

No tables, lists, or bullets allowed.

We will combine lists with semi-colons.

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

Our office will convert incorrect format to italics..

### Correct

I approve of *justice* for all, *fairness* of the law, and *rehabilitation*.

### Incorrect

- I approve of:
- JUSTICE for all
  - **Fairness** of the law
  - Rehabilitation

Obscene, profane, libelous, and defamatory language will be rejected.

### Write-in Candidates

If a write-in candidate for the Primary earns enough votes to have their name printed on the General Election ballot, they may submit Voters' Pamphlet content.

The deadline for write-in submissions is August 16.

Should that occur, the opposing candidate will be notified and may submit updated content by the August 16 deadline.

### Campaign Contact Info

The campaign contact information submitted with your declaration appears with your statement.

Campaign phone number

Campaign email

Campaign website

Contact information does not count toward the word limits. Long addresses such as Facebook or blogs are not allowed.

If you are the incumbent, you may *NOT* use the email for the office that you are filing.



Your submission is for **both** the Primary **and** General Elections. If you miss the deadline you will not have an entry in the Online or Printed version of the Voters' Pamphlet.

If you choose not submit a biography or statement, "No information submitted" will be displayed.

We will notify you of guideline violations. If you do not respond by the deadline provided in the notification, our office will remove whole sentences from the bottom up until the statement/biography is within the correct limits.

## Preview

Proofread carefully.

Your statement and biography will be printed exactly as submitted. Changes after the submission deadline are not allowed unless requested by the Auditor's Office or required by court order.

## After submission

Check your candidate email address for a confirmation of receipt about 15-30 minutes after you submit. Check your junk or spam folders. If you do not receive a confirmation email within an hour of submission, please contact our office to ensure we received your profile.

Our office reviews all submissions for compliance before accepting the profile. This may take up to two weeks.

## Campaign finance info

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

Candidates for state or local office should refer to the Washington State Public Disclosure Commission for reporting requirements. Forms and information are available at [pdc.wa.gov](http://pdc.wa.gov)

Candidates for U.S. Senate or U.S. House of Representatives must report campaign finance information to the Federal Election Commission at [fec.gov](http://fec.gov)

## Tips from Voters

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



### Washington's Top 2 Primary

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

## Content Rejection and Appeal Process

### RCW 29A.32.230

#### Rejection

The Auditor's Office reserves the right to reject any submission to the local voters' pamphlet, if it does not meet submission requirements, or is deemed to be libelous or otherwise inappropriate.

Material submitted for publication in the local voters' pamphlet may be rejected if:

- It is obscene
- It is libelous.
- Contains a commercial advertisement.
- Contains a matter prohibited by law from distribution through the mail.
- Contains a matter that is otherwise inappropriate or that does not comply with applicable law.
- Photo does not meet statutory or administrative criteria.
- Was received after the submittal deadline.

If a statement, photo or contact information is rejected, a written notice of rejection shall be sent to the candidate by email and shall explain specific grounds for rejection.

The candidate will have until the deadline stated in the email to submit an adjusted statement, photo, or contact information if their rejected material was submitted on time.

#### Appeal

Any candidate whose submission is rejected may appeal the decision to the Skagit County Auditor. A written notice of appeal shall be submitted to the Auditor by email ([scauditor@co.skagit.wa.us](mailto:scauditor@co.skagit.wa.us)) not more than 48 hours after 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 not more than 48 hours after receiving the notice of appeal.

The decision of the Auditor to grant or deny an appeal shall be final.

## Public Record

All material and information provided between you and the filing office is public information.

## Address Confidentiality Program (ACP)

Any candidate who qualifies for the ACP must complete the ACP enrollment process before filing their declaration. Anything you submit before you enroll is public record. ACP candidates file with paper forms. Contact your filing office for instruction.

## Withdrawal of candidacy

If you decide you no longer want your name on the ballot, you must submit a signed withdrawal form to the office where you filed by 5:00pm on the Monday immediately following Candidate Filing Week (May 13). The candidate withdrawal form is available below and at [sos.wa.gov/elections](https://sos.wa.gov/elections).

Filing fees are nonrefundable, even if you filed for the wrong office. **(RCW 29A.24.131)**

If you file for the wrong office or position, you must withdraw and file again.

## Write-in candidates

If you do not file before the last day of the filing period, you may file as a write-in candidate. Write-in candidates do not appear online or in Voters' Pamphlets. Only candidates printed on the ballot will appear. For more information, visit [sos.wa.gov/elections/candidates](https://sos.wa.gov/elections/candidates)

## Special filing periods & vacated offices

If a race lacks a candidate after the close of the regular filing period and before the Primary, a special filing period opens for three business days.

Filings during special filing periods are conducted in the same manner as regular candidate filing periods.

If an office is filed for during a special filing period, the race skips the Primary to appear on the General Election ballot. **(RCW 29A.24.181)**

Withdrawals are not permitted if you filed during a special filing period.

# Withdrawal of Candidacy

RCW 29A.24.131

<b>important information</b>	The deadline for withdrawing is the Monday following candidate filing week. Once filed, a Declaration of Candidacy may not be altered. If the candidate decides during the filing period to change the Declaration of Candidacy, the candidate must first withdraw and then re-file. <b>Note:</b> Filing fees are nonrefundable.
<b>office information</b>	_____ jurisdiction and office name _____ position number (if applicable)
<b>personal information</b>	_____ first name _____ middle name _____ last name
<b>signature</b>	I withdraw my candidacy for the office listed above and understand that the filing fee is nonrefundable.  sign here [ _____ ] date here [ _____ ]



## Campaign signs

Contact the respective agency or department about sign restrictions, permits, and deposits.

State - Department of Transportation (below)

County - Public works or transportation department

City - City clerk



**Washington State  
Department of Transportation**

**Transportation Building**  
310 Maple Park Avenue S.E.  
P.O. Box 47300  
Olympia, WA 98504-7300  
360-705-7000  
TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

Dear Candidate:

The Washington State Department of Transportation (WSDOT) wishes to take this opportunity to advise political candidates about the placement of campaign signs and placards along state highways.

Revised Code of Washington (RCW) 47.42, the Highway Advertising Control Act, regulates signing on Interstate Highways, primary highways, and highways that are part of the Scenic and Recreational System. Signs erected on private property that are adjacent to these highways must comply with the Highway Advertising Control Act, rules contained in Washington Administrative Code (WAC) 468-66, and applicable local agency sign codes.

In accordance with WAC 468-66-050, Sign Classifications and Specific Provisions, temporary political campaign signs are identified and regulated as a type of on-premise sign intended to express a property owner's endorsement of a political candidate or initiative. Prior to placing signs, WSDOT recommends checking with the property owner for approval and to determine property line locations. Campaign signs are allowed under the following regulations:

- 1) Temporary political campaign signs are limited to a maximum size of thirty-two square feet.
- 2) Temporary political campaign signs must be removed within ten days following the election.
- 3) Sign installers must have permission of the underlying property owner prior to placing signs.
- 4) Temporary political campaign signs are subject to all other applicable provisions of RCW 47.42 and WAC 468.66 that pertain to Type 3 on-premise signs.

In addition to the above restrictions, **the erection of temporary political campaign signs within the right-of-way of all state highways is prohibited. Accordingly, signs placed within the right-of-way of any state highway are subject to removal by the Washington State Department of Transportation.**

Also, RCW 47.36.180(1) states in part that it is unlawful to erect any structure, sign, or device visible from a city street, county road, or state highway that simulates any directional, warning, or danger sign likely to be mistaken for such a sign. Therefore, a campaign sign cannot be designated in a manner that resembles an official traffic control sign.

If you should have any questions about placement of campaign signs along state highways, please contact Trevor McCain at 360-705-7282 or email at [Trevor.McCain@wsdot.wa.gov](mailto:Trevor.McCain@wsdot.wa.gov).

We sincerely hope that candidates for public office will observe the laws and regulations enacted to limit driver distraction, and protect and preserve the roadside beauty of our state. Thank you in advance for your courtesy in this matter.

**Washington State Department of Transportation**