



Charles R. Ross
Yakima County Auditor

Elections Division

Kathy A Fisher, Manager

128 N 2nd St Rm 117; Yakima WA 98901

PO Box 12570; Yakima WA 98909

509.574.1340

1.800.833.0569

ivote@co.yakima.wa.us

www.yakimacounty.us/vote

March 31, 2021

City of Wapato
205 E 3rd St
Wapato WA 98951

In 2020, the legislature passed a bill requiring all county auditors to print and distribute a local voters' pamphlet for every election beginning with the 2021 August Primary.

RCW 29A.32.210

Duty to print and distribute—Contents—Format. *(Effective July 1, 2021.)*

Before any primary or general election, or any special election held under RCW 29A.04.321 or 29A.04.330, each county auditor shall print and distribute a local voters' pamphlet. The pamphlet shall provide information on all measures and candidates within that jurisdiction. The format of any local voters' pamphlet shall, whenever applicable, comply with the provisions of this chapter regarding the publication of the state candidates' and voters' pamphlets.

As you look to future election dates for placing measures on the ballot, enclosed are the local administrative rules and deadlines for ballot measure explanatory statements and for appointing "for" and "against" committees.

In addition, as candidate filing preparations get underway for open positions in your district, I have enclosed the local administrative rules for candidate statements.

The cost of the local voters' guide is billed in the same manner as other election costs which is proportionately based on the number of registered voters in your district and how many measures or candidate statements are in the pamphlet. If your district feels the additional cost would create an undue financial hardship, the legislative authority of your district may petition the Board of County Commissioners to waive the requirement to publish your district's information. The BOCC may provide a waiver of participation no later than 60 days before publication of the pamphlet.

A local voters' guide in Yakima County was last printed and distributed in 2011. Please know that our office will be doing our best to be fiscally responsible in production and distribution methods. In an effort to try and assist you with budgeting for this required expense, a summary of costs from the last two odd-year election cycles in which a pamphlet was printed is included on the reverse of this letter.

Please contact us if you have any questions.

Sincerely,

Kathy A Fisher
Elections Manager

Yakima County Official Local

Voters' Guide

Administrative Rules for Jurisdictions

**ballot measure
local voter guide rules**



2021

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Election Division responsibility. If the jurisdiction fails to make committee appointments by the deadline, the Election Division will distribute a press release and post notice on the Yakima County Elections website for one week seeking participation. Appointments will be made in the order that email requests from applicants are received. The first person appointed shall serve as the committee chair/spokesperson.

The Election Division will provide each committee chair with a copy of the administrative rules and deadlines.

The Election Division will *not* coordinate communications between committee members or arbitrate disagreements among them.

Committee responsibility. Each committee must select a chairperson to act as the sole contact person with the Election Division. An email address and prompt communication skills are required. The committees are solely responsible for submitting their statements to the Elections Division.

If the committee is unable to agree or if multiple statements are submitted, the statement submitted by the Chair/Spokesperson will be the statement that appears in the local voters' guide.

If a committee member wishes to withdraw from the committee, he or she must notify the Elections Division by email no later than 24 hours prior to the deadline to submit the statement.

“for” and “against” statements

Content. Statements shall be limited to the proposition to which the committee member was appointed. The statement may not endorse, speak about, or advocate for or against another proposition, measure, candidate, or current office holder. Commercial advertisements and solicitations for contributions are not allowed.

Word limit. Statements are limited to 100 words. 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 word 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.

Only the names of committee members are published in the voters' guide. In addition, each committee may include *one* form of contact information for publication in the voters' guide -- a phone number, email address, *or* a website address. Government email and web addresses like those ending in .gov, may not be used. This contact information does not count toward the word limit.

Format and Style. Text must be written in paragraphs. All statements will be typeset in block paragraph style with a double space between paragraphs. The statement will be reformatted if it does not follow the formatting and style standards.

ALL CAPS, **bolding**, and underlining, are *not* allowed. Only *italics* may be used to emphasize words or phrases.

Tables, lists denoted by a colon, enumerated items and bullets are not allowed.

Deadline. Statements must be submitted no later than one calendar week (7 calendar days) after the deadline for the formation of the committee. There are no extensions or exceptions to the deadline.

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.

Exchange of statements. The Elections Division will exchange statements with committee chairs after the latest deadline to submit a statement has passed and the statements have been approved by the Election Division.

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.

no submission

No statement submitted will appear in the space where a statement would have been printed.

translations

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

how to submit statements

The Chair of each committee is responsible for submitting statements on behalf of the committee. Yakima County Elections prefers to receive statements by email at iVote@co.yakima.wa.us. We request that all communications identify the ballot measure or district and specify which committee you are representing.

All deadlines are at close of business (4pm) on the day indicated.

	2021			2022			
Election Date	Aug 3 2021	Nov 2 2021	Feb 8 2022	Apr 26 2022	Aug 2 2022	Nov 8 2022	
Jurisdiction's Responsibility and Deadlines							
Resolution							
Resolution cover sheet	May 14	Aug 3	Dec 10	Feb 25	May 13	Aug 2	
Explanatory Statement							
Committee Member Appointment Form							
Committee Responsibility and Deadlines							
if jurisdiction appointed the committee							
'for' and 'against' statements	May 21	Aug 10	Dec 17	Mar 4	May 20	Aug 9	
rebuttal statements	May 24	Aug 13	Dec 20	Mar 7	May 23	Aug 12	
if jurisdiction failed to appoint the committee (appointed by elections division)							
'for' and 'against' statements	May 28	Aug 17	Dec 24	Mar 11	May 27	Aug 16	
rebuttal statements	May 31	Aug 20	Dec 27	Mar 14	May 30	Aug 19	

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 jurisdictions and ballot measures. 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.

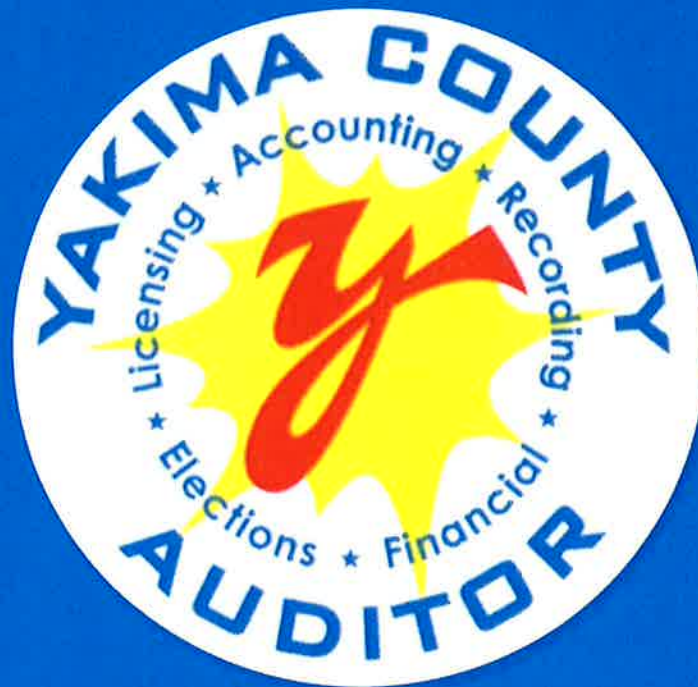
These administrative rules were amended and adopted the 29th day of March, 2021 by the Yakima County Auditor.

Yakima County Official Local

Voters' Guide

Administrative Rules for Candidates

**Friday, May 28 4pm
deadline**



2021

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128 N 2nd St Room 117
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YCE Local Voters' Guide Rules for Candidates

deadline

Friday
May 28
4 pm

All statements must be submitted to the Yakima County Auditor's Office, Elections Division by 4:00 p.m., Friday, May 28.

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. No exceptions.

statement rules and information

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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

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

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

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.

Candidate Statement Submission Form

Deadline to submit is Friday, May 28, 4pm

Submit by: email: 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**

**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