ELECTION GUIDE FOR JURISDICTIONS

Includes Local Voters’ Pamphlet Administrative Rules
Updated October 2023

Pierce County Elections
2501 S 35th St, Suite C
Tacoma, WA 98409

PierceCountyElections.org
Elections@PierceCountyWa.gov
253-798-VOTE (8683)
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## Questions about:

<table>
<thead>
<tr>
<th>Planning and Scheduling Elections</th>
<th>Contact:</th>
</tr>
</thead>
</table>
| Kyle Haugh, Elections Manager     | 253-468-7544  
| Kyle.Haugh@piercecountywa.gov     |          |

<table>
<thead>
<tr>
<th>Election Costs</th>
<th>Contact:</th>
</tr>
</thead>
</table>
| Georgia Cookson, Fiscal Services Manager | 253-798-2178  
| Georgia.Cookson@piercecountywa.gov     |          |

| Filing a Resolution  
Bond and Levy Validation  
Obtaining Election Data | Contact: |
|------------------------|----------|
| Laura Llera, Elections Specialist | 253-798-2145  
| Laura.Llera@piercecountywa.gov     |          |

<table>
<thead>
<tr>
<th>Ballot Titles</th>
<th>Contact:</th>
</tr>
</thead>
</table>
| Kyle Haugh, Elections Manager | 253-468-7544  
| Kyle.Haugh@piercecountywa.gov     |          |

<table>
<thead>
<tr>
<th>Voters’ Pamphlet Materials</th>
<th>Contact:</th>
</tr>
</thead>
</table>
| Meghan Wetting | 253-820-3245  
| VoterPamphlet@piercecountywa.gov |
Local Voters’ Pamphlet

Publication of Local Voters’ Pamphlet

Pierce County publishes a local voters’ pamphlet for each election. Jurisdictions with measures or candidates on the ballot are automatically included. It is available in print and on our website.

For each measure, the pamphlet includes:

- Official ballot title.
- Explanatory statement.
- “For” and “Against” statements, if submitted.
- Rebuttal statements, if submitted.
- Committee contact information.

The full text of a resolution calling for an election isn’t printed in the local voters’ pamphlet. Resolutions are posted on the Auditor’s website. Printed copies are available and will be mailed upon request.

The Elections Division of the Auditor’s Office will determine how the local voters’ pamphlet will be distributed, based on the size of the election and the number of jurisdictions participating. The local voters’ pamphlet may be distributed in any one of the following ways:

- By mail to all households (saturation).
- By mail to all registered voter households.
- Included with the ballot and mailed to each registered voter.

The Elections Division will notify all jurisdictions within Pierce County of its intent to publish a local voters’ pamphlet on a yearly basis. Notification will be by email and will occur at least 90 days before the publication and distribution of the pamphlet.

The Office of the Secretary of State publishes a state voters’ pamphlet prior to each election for statewide measures and state and federal offices. Local measures and offices appear in the local voters’ pamphlet.
Cost of Participating in an Election
RCW 29A.04.410; RCW 29A.32.270

Each jurisdiction is responsible for paying its proportionate share of election costs. Pierce County will bill the jurisdiction directly for these costs.

The State Auditor's Office has established uniform procedures for allocating election costs to each jurisdiction based upon its registered voter population as a percentage of registered voters in all jurisdictions participating in that election.

Election costs vary from one election to the next depending on a variety of factors. However, the number of participating jurisdictions and their respective size is the primary variable. For example, an election shared by 10 jurisdictions will likely cost more per voter than an election shared by 75 jurisdictions.

Special elections in February and April are often shared by a smaller number of jurisdictions. Thus, the proportionate share of the cost is often greater and, in some cases, may be 100% of the cost (e.g., a single jurisdiction election).

A specific cost or quote cannot be provided in advance of an election. The cost allocation is dependent upon the number of jurisdictions and registered voters participating in the election. Estimates can be provided and will be based on a reasonable range, taking into account historical information and specific known information about a particular election date.

The preparation of a local voters' pamphlet is an election cost. It is prorated, charged, and billed to local jurisdictions in the same manner as other election costs.

If a mandatory recount is required for a candidate in a jurisdiction, the cost of the recount is billed to the jurisdiction.
Resolutions calling for an election by a jurisdiction shall be submitted on or before the resolution deadline established by state law. Resolutions calling for a special election in February or April must be submitted at least 60 calendar days prior to the election date. Resolutions calling for an election in conjunction with the primary or general election must be submitted by the established deadlines for those elections. See page 19 for resolution deadlines.

**Submitting a resolution**
To place a measure on the ballot, a resolution must be emailed by the deadline to Elections@PierceCountyWa.gov

**Withdrawing a resolution**
If a jurisdiction wishes to withdraw a submitted resolution, a new resolution withdrawing the previously submitted resolution must be submitted to Pierce County Elections. Alternatively, the jurisdiction could add withdrawal language to the submitted resolution (Example: If Prop 1 passes in the Primary this resolution shall be withdrawn). Deadlines for ballots and voter pamphlets are tight, please contact Pierce County Elections if you are seeking to withdraw a measure.

A **Resolution Cover Sheet** is mandatory and must accompany each resolution. This cover sheet contains important contact information required by the Elections Division. A Resolution Cover Sheet is available on the Auditor's website: PierceCountyElections.org

Upon receipt of the cover sheet and resolution, the Elections Division will send an acknowledgment notice to the jurisdiction's contact person. The resolution and explanatory statement will be posted on the Auditor's website.
Ballot Titles for Local Measures
RCW 29A.36.071

For measures submitted to the voters of a city or town, the official ballot title is prepared by the city or town attorney. For measures submitted to the voters of a unit of local government other than a city or town (e.g., a county, fire district or school district), the official ballot title is prepared by the Pierce County Prosecuting Attorney.

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.

Resolutions submitted by jurisdictions that need a ballot title prepared by the Pierce County Prosecuting Attorney will be forwarded to that office.

Jurisdictions are responsible for verifying the accuracy of ballot titles as authored by the Pierce County Prosecuting Attorney. Pierce County Elections does not assume responsibility for ensuring that the ballot title aligns perfectly with the resolution's intent.

Ballot Title Appeal
RCW 29A.36.090

Any person dissatisfied with the ballot title for a local measure written by the city attorney, town attorney or Prosecuting Attorney, may appeal to the Pierce County Superior Court pursuant to RCW 29A.36.090.
Resolution Cover Sheet Sample

Mandatory Resolution Cover Sheet

This form must accompany your emailed resolution. Contact persons or persons should have the authority to approve changes and be available to answer questions. Online fillable form is available on our website: PierceCountyElections.org

Name of District: _______________________________  
District Address: ____________________________________________  
Date of Election: ____________________________________________  
Contact Person: ____________________________________________  
Title: ____________________________________________________  
Contact Phone Number: _____________________________________  
Contact Email: ____________________________________________  
2nd Contact Person: _________________________________________  
Title: ____________________________________________________  
2nd Contact Phone Number: ___________________________________  
2nd Contact Email: _________________________________________  
Contact Phone Number for Voters: _____________________________  
(May or may not be printed in pamphlet.)  
Attorney for District: _________________________________________  
Attorney Phone Number: _____________________________________  
Attorney Email Address: _____________________________________  
Type of Election (levy, bond, lid lift etc.): ____________________________  
Please state the pass/fail requirement for this measure (i.e. Simply Majority, 60%, etc.) as determined by your legal counsel, together with applicable statutory references:

________________________________________________________________________

________________________________________________________________________

Office Use Only

☐ Sent to P.A.  ☐ Ballot Title Final  ☐ District Notified

Date:  Date:  Date:
Each ballot title must be accompanied by an explanatory statement. The explanatory statement is prepared by the Pierce County Prosecuting Attorney for county measures and by the attorney for the jurisdiction submitting the measure if other than a county measure. All explanatory statements for city, town or district measures must be approved by the attorney for the jurisdiction submitting the measure.

The purpose of an explanatory statement is to state the effect of the proposed measure if approved by the voters. It must be impartial, written in clear and concise language, avoid the use of legal and technical terms whenever possible, and conform to the formatting requirements outlined below. If prepared by the jurisdiction, proof of approval by the jurisdiction's attorney must be received by the Elections Division either by cover letter or email.

If a jurisdiction doesn't have approval letter/email from its attorney concerning the explanatory statement, or if a jurisdiction doesn't retain legal counsel, the statement shall be submitted to the Pierce County Prosecuting Attorney for review or preparation.

**Length**
Explanatory statements must be 200 words or less, in block paragraph form.

**Format**
Up to three paragraphs may be used. The Auditor's Office reserves the right to eliminate excessive paragraph returns if the statement doesn't fit within space provided.

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

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

Explanatory statements shall limit the language to the proposition to which it pertains. It may not endorse, speak
about, or advocate for or against another proposition or measure.

How to submit the explanatory statement
Email to: VoterPamphlet@PierceCountyWa.gov

Explanatory statements must be submitted by email and are due by the deadline. See page 20. The final explanatory statement will be posted to the Auditor’s website.

Once the “For” and “Against” committees are appointed, the voters’ pamphlet coordinator will email the members a link to the current election page where they can find the full text of the resolution, explanatory statements, and final ballot titles.

Ballot titles and explanatory statements are posted on our website upon receipt. Requests for copies of ballot titles and explanatory statements must be made for a specific election and a specific issue. Blanket requests for multiple/all elections or multiple/all issues will not be honored.

For each measure from a jurisdiction that is included in the local voters’ pamphlet, the legislative authority of that jurisdiction shall formally appoint by the statutory deadline committees “For” and “Against” the measure.

The jurisdiction shall appoint persons known to favor the measure to serve on the “For” committee and shall appoint persons known to oppose the measure to serve on the “Against” committee. An email is required for each committee appointed for correspondence with Voters’ Pamphlet Coordinator.

Each committee shall consist of not more than three members; however, a committee may seek the advice of any other person or persons. The Committee Member Appointment Form must be submitted by the deadline to appoint committees. See page 20.

If such persons are not immediately known, the jurisdiction is encouraged to employ some formal means of notifying the public that members of the “For” and “Against” committees are being sought.
The jurisdiction is responsible for providing committee members with copies of instructions, specifications, and deadlines for all statements.

The first committee member shall be considered the spokesperson and shall be responsible for submitting the statement and communicating with the Elections Division. The committees are solely responsible for submitting their statements by email to the Elections Division in accordance with the specified timeline for that election. See page 20.

Titles for committee member names will not be published in the local voters' pamphlet.

**Appointments by the Auditor**

If a jurisdiction fails to appoint “For” and “Against” committees by the deadline established by the jurisdiction or the Auditor’s Committee Form submittal deadline (whichever comes first), the Auditor’s Office will seek out and, whenever possible, appoint up to three members to each committee.

If the jurisdiction has appointed one, two, or three members to a committee, the Auditor will consider the committee completed and formed. The Auditor won't seek or appoint additional members.

When the Auditor's Office is responsible for appointing committees, it may, in its sole discretion, seek committee appointments through press releases, notices on the Auditor's website, and other forms of recruitment such as social media.

Appointments will be made in the order that requests from qualified applicants are received by email. The email request must include the applicants name, voter registration address, phone number, and the district they wish to write a statement for. The Auditor will accept email requests for appointment as soon as the jurisdiction's deadline has passed or the jurisdiction has indicated they will not be appointing a committee.

The Auditor’s Office will use the following criteria to determine an applicant's eligibility when making appointments:

- Applicant is a resident of and registered voter of
the jurisdiction in Pierce County for which they have been appointed for at least one year immediately prior to their appointment;

- Applicant has a demonstrated ability to communicate rapidly by email; and
- Applicant agrees to work collaboratively with co-committee members.

The deadline for an interested party to request a committee appointment is 12:00 noon on the date that “For” and “Against” statements are due.

**Appointment requests must be made by email to:**
VoterPamphlet@PierceCountyWa.gov

Appointed committee members will be notified by email. The appointed committee must abide by the specified timelines for submitting statements for that election.

It is not the responsibility of the Auditor's Office to coordinate communications between committee members or to arbitrate disagreements among them.

The first person appointed by the Auditor's Office will be designated as the 1st Committee Member and spokesperson for the committee. Should the committee be unable to agree or if multiple statements are submitted, the statement submitted by the 1st Committee Member will be the statement printed in the local voters’ pamphlet.

If a committee member wishes to withdraw before a statement has been submitted, they must notify the Auditor’s Office by email at least 24 hours prior to the submittal deadline for the statement. Should a committee member wish to withdraw after the statement has been submitted, the withdrawal will be honored provided at least one member remains on the committee and the pamphlet has not gone to print.

Once statements have been submitted by email, statements are considered final and may not be amended.
## COMMITTEE MEMBER APPOINTMENT FORM

Name of Jurisdiction: __________________________

Jurisdiction Contact Name: __________________________

Email: __________________________ Phone: __________________________

Jurisdiction's responsibility:

1. Email completed form to [VoterPamphlet@PierceCountyWa.gov](mailto:VoterPamphlet@PierceCountyWa.gov) by the resolution submittal deadline.

2. Provide committee members with statement submission requirements and deadlines. ([See Election Guide for Jurisdictions at PierceCountyElections.org](http://www.PierceCountyElections.org)) Committees are solely responsible for submitting voter pamphlet statements to the Elections Division in accordance with the specified time line for the election.

Questions? Voters' Pamphlet Coordinator: [VoterPamphlet@PierceCountyWa.gov](mailto:VoterPamphlet@PierceCountyWa.gov) or (253) 798-8683

### For Committee (1 - 3 members)

<table>
<thead>
<tr>
<th>Name*</th>
<th>Name*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email (required)*</td>
<td>Email (required)*</td>
</tr>
<tr>
<td>Phone (optional)</td>
<td>Phone (optional)</td>
</tr>
</tbody>
</table>

**One form of committee contact is required below for print in the local voters' pamphlet.**

### Against Committee (1 - 3 members)

<table>
<thead>
<tr>
<th>Name*</th>
<th>Name*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email (required)*</td>
<td>Email (required)*</td>
</tr>
<tr>
<td>Phone (optional)</td>
<td>Phone (optional)</td>
</tr>
</tbody>
</table>

**One form of committee contact is required below for print in the local voters' pamphlet.**

Website (Published in Voters' Pamphlet)

Committee Name (Published in Voters' Pamphlet)

2nd Committee Member

<table>
<thead>
<tr>
<th>Name:</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

3rd Committee Member

<table>
<thead>
<tr>
<th>Name:</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

If jurisdiction is NOT appointing a “For” Committee, check box to confirm.

---

1st Committee Member required to provide name and email address for correspondence with Voters' Pamphlet Coordinator.
<table>
<thead>
<tr>
<th>Committee Statements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>“For” and “Against” Statements</strong></td>
</tr>
<tr>
<td><strong>Length</strong></td>
</tr>
<tr>
<td>“For” and “Against” statements must be <strong>150</strong> words or less, in block paragraph form.</td>
</tr>
</tbody>
</table>

If a “For” or “Against” statement is received before the deadline and exceeds the applicable word limit the committee will be notified by email and asked to delete words, paragraphs or sentences. Only deletions are allowed. No changes or additions to the statement will be allowed. The shortened statement must be received by the deadline.

If the deadline has passed and the statement exceeds the applicable word limit, it will be administratively shortened by deleting full sentences from the end until the limit is reached.

**Format**

Up to four paragraphs may be used.

Up to four headings may be used to summarize and identify major arguments or portions of the statement for the convenience of the reader. Headings must be located at the beginning of the paragraph they are summarizing. Headings are printed in bold type, and may not exceed **six** words each. Headings shall not be included in the computation of the number of words in the statement.

Standalone headings are not allowed. If a standalone heading is submitted, it will be changed to normal statement text, included as part of the statement, and included in the word count.

The Auditor’s Office reserves the right to eliminate excessive paragraph returns if the statement doesn't fit within space provided.

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

The use of lists or bullets is not allowed. Lists or bullets will be converted to block paragraph, with a semicolon to separate each item.
Committee member names, a contact phone number, an email address, and/or website address will be printed in the local voters' pamphlet, but aren't included in the 150 word count. At least one method of contact (phone, email, website address) must be provided for print in the local voters’ pamphlet.

No more than eight words are allowed for a committee name.

Committee member names and the email contact information for the committee spokesperson will be provided to interested parties upon request. The request can be by email or phone. A formal “Public Records Request” is not required for this information.

Content

All Statements
Committee members shall limit their statement (in support or against) to the proposition to which they were appointed. They may not endorse, speak about, or advocate for or against another proposition, measure or candidate.

Pursuant to RCW 29A.32.230, the Elections Division may reject certain materials submitted for publication. These materials include, without limitation, explanatory statements, “For” or “Against” statements, rebuttal statements, or contact information that:

- Is obscene;
- Is libelous;
- Contains a commercial advertisement;
- Contains matter prohibited by law from distribution through the mail;
- Contains matter not limited to the candidate or to the measure or political office;
- Contains matter that is otherwise inappropriate or that does not comply with applicable law; or
- Was received after the submittal deadline.
Rebuttal Statements

If both “For” and “Against” statements are submitted, the Voters’ Pamphlet Coordinator will email the text of the statement to the spokesperson for the opposing committee listed on the committee appointment form. An email address is required for the spokesperson.

Rebuttal statements are not required; however, it gives each committee an opportunity to provide a response to the opposing statement.

The failure of a committee to submit a “For” or “Against” statement will disqualify the committee from submitting a rebuttal statement.

Length
Rebuttal statements must be 75 words or less, in one block paragraph form.

If the rebuttal statement exceeds the applicable word limit, it will be shortened by deleting full sentences from the end until the limit is reached.

Format
No headings may be used in rebuttal statements.

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

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

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

How to Submit “For,” “Against,” and Rebuttal Statements
Email to: VoterPamphlet@PierceCountyWa.gov

Statements must be submitted by email and are due by the deadline. Submittal deadlines are strictly observed. See page 19.
General Provisions
Applicable to All Statements

The contents of candidate statements, 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 or Pierce County regarding the measure or of any material contained therein; nor are the Auditor’s Office or Pierce County responsible for the validity or accuracy of the statements.

Statements should be edited and prepared as carefully as one would edit and prepare a resume. Spelling, grammar and punctuation errors will not be corrected. Statement content will be printed exactly as received, as long as it complies with format specifications.

Each part of a hyphenated or slashed word will be counted as a separate word. (Examples: “Around-the-corner” = 3 words; and/or = 2 words)

Be sure the campaign contact email, web address, or phone number to be included in the pamphlet is accurate and functional when submitted.

Once statements have been submitted by email, statements are considered final and may not be amended.

If a local measure crosses the county line, the voter pamphlet statement submittal for Pierce County shall be as required by the lead county. Only one version of voter pamphlet information need be submitted. We will obtain the information that was submitted to the lead county and include it in the Pierce County pamphlet.

Public Inspection of Statements
RCW 29A.32.100

Statements submitted for publication in the local voters’ pamphlet are not available for public inspection or copying until all statements pertaining to the specified ballot measure have been received or the deadline for submission of statements has passed. Requests for public inspection of arguments or statements shall be made in the same manner as requests for public records.
**Rejection and Appeal**

**RCW 29A.32.230**

**Rejection**

Pursuant to RCW 29A.32.230, the Elections Division may reject certain materials submitted for publication in the local voters’ pamphlet. These materials include, without limitation, candidate statements, explanatory statements, “For” or “Against” statements, rebuttal statements and contact information.

If an explanatory statement, candidate statement, “For” or “Against” statement, rebuttal statement or contact information is rejected by the Election Manager, a written notice of rejection shall be sent to the proponent by email not more than five business days after the deadline for the local voters’ pamphlet submittal and shall forth specific grounds for rejection.

**Appeal**

The proponent of a candidate statement, explanatory statement, “For” or “Against” statement, rebuttal statement, or contact information, may appeal the Election Manager’s decision to reject. A written notice of appeal shall be submitted to the Auditor by email not 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 not more than five business days after the appeal is submitted. The decision of the Auditor to grant or deny an appeal shall be final.

If material is rejected the local voters’ pamphlet will be printed with the rejected material omitted and the appropriate space left blank.
# Statements – At a Glance

<table>
<thead>
<tr>
<th>Statement Type</th>
<th>Word Limit</th>
<th>Formatting</th>
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<tr>
<td>Explanatory Statement</td>
<td>200</td>
<td>Allowed: Italics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not Allowed: <strong>Bold</strong>, ALL CAPS, <em>underlining</em>, lists, bullets</td>
</tr>
<tr>
<td>“For” and “Against”</td>
<td>150</td>
<td>Allowed: Italics, Up to four headings, each preceding a paragraph, (up to 6 words each.)</td>
</tr>
<tr>
<td>Statement</td>
<td></td>
<td>Printed in <strong>bold</strong>. Headings not included in word limit.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not Allowed: <strong>Bold</strong>, ALL CAPS, <em>underlining</em>, lists, bullets</td>
</tr>
<tr>
<td>Rebuttal Statement</td>
<td>75</td>
<td>Allowed: Italics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not Allowed: <strong>Bold</strong>, ALL CAPS, <em>underlining</em>, lists, bullets</td>
</tr>
<tr>
<td>Contact Information</td>
<td>Does not count as part of word limit.</td>
<td>Allowed: Committee member names; Contact phone number; Email address; Website; Committee name (Eight words or less)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>At least one method of contact (phone, email, website address) must be provided.</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not Allowed: Titles for committee members (Dr., President, PhD.)</td>
</tr>
<tr>
<td>All Statements</td>
<td></td>
<td>Allowed: Vote Yes on Charter Amendment No. 10;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not Allowed: Vote Yes on Proposition No. 1 and 2; Vote No on Charter Amendments 5, 8, and 9; Vote No on all charter amendments; Vote Yes on all school propositions; Vote yes on Proposition No. 1 and we support candidate x for mayor.</td>
</tr>
</tbody>
</table>
### 2024 Submittal Deadlines

<table>
<thead>
<tr>
<th>Election Date</th>
<th>Feb. 13, 2024</th>
<th>Apr. 23, 2024</th>
<th>Aug. 6, 2024</th>
<th>Nov. 5, 2024</th>
</tr>
</thead>
</table>

#### Jurisdiction’s Responsibility and Deadlines

| 1. Resolution | | | | |
| 2. Resolution Cover Sheet | | | | |
| 4. For and Against Committee Appointment Form | | | | |

#### Committee's Responsibility and Deadlines

| For and Against Statements (Written by the committees for or against the measure and emailed by this date) | Dec. 19, 2023 | Feb. 27, 2024 | May 7, 2024 | Aug. 8, 2024 |
| Rebuttal Statements (Written by the committees for or against the measure and emailed by this date) | Dec. 21, 2023 | Mar. 1, 2024 | May 9, 2024 | Aug. 12, 2024 |

**Deadlines are 4:30 PM on each designated day.**

Resolutions and Resolution Cover Sheet must be emailed to [Elections@PierceCountyWa.gov](mailto:Elections@PierceCountyWa.gov).

Explanatory Statement, Committee Member Appointment Form, Committee Statements, and Rebuttals must be emailed to [VoterPamphlet@PierceCountyWa.gov](mailto:VoterPamphlet@PierceCountyWa.gov).
The sponsoring District is responsible for making the final legal determination of whether a measure passed or failed based on the certified vote totals and applicable law.

Passing a levy or bond issue isn't always a simple matter of "majority rules." State law requires a "60% super majority" for bond issues and some types of levies to pass. Other levies such as levy lid lifts and school levies only require a simple majority.

**Bond Validation**

Bond issues must meet two separate criteria to pass.

First, they must validate. The voter turnout must equal 40% of the voters who cast a ballot in the last general election.

Second, the issue must receive a 60% favorable majority, or 60% of the ballots cast are “Yes” votes. So, a bond measure could get the required percentage of “Yes” votes, but could still fail if not enough people vote in the election.

**Example – Bond Validation**

*If there were 10,000 votes cast in the last general election for the district.*

*To pass the bond issue:*

- The district must have a minimum turnout of at least 4,000 TOTAL voters.  
  \[(10,000 \times 40\% = 4,000)\]

  *Plus*

- At least 60% of the voters must vote YES.
Levy Validation for Schools
The passage of Engrossed House Joint Resolution 4204 in November of 2007 changed the constitutional requirement as it relates to school district levy elections. A school district levy requires a simple majority to pass. School bond issues still must validate and require a 60% majority to pass.

Levy Validation (excluding school levies)
Levy issues must meet two separate criteria to pass.

First, they must validate. The number of “Yes” votes must equal 24% (60% of the 40%) of the voters who cast a ballot in the last general election.

Second, the issue must receive a 60% favorable majority, or 60% of the ballots cast must be “Yes” votes.

So, a levy measure could get the required percentage of “Yes” votes, but could still fail if not enough people vote in the election.

Example – Levy Validation

If there were 10,000 votes cast in the last general election for the district.
To pass the levy issue:
- The district must have a minimum turnout of at least 2,400 YES votes. (10,000 x 40% = 4,000) (4,000 x 60% = 2,400)

Plus
- At least 60% of the voters must vote YES.
Validation Summary
Following certification of the general election each year, the validation summary will be posted on the Election Division website. PierceCountyElections.org

Requesting Election Data

Pierce County Voter Data

Voter information is available in the form of data or pdf reports. The most current information is available approximately 29 days prior to each election. Data listing voters who have returned their ballots (matchbacks) is also available.

The data includes:
- Voter's name.
- Registered address, city, state, zip.
- Mailing address.
- Precinct number.
- Date of registration.
- Date of birth.
- A field identifying those who have or have not returned a ballot for an election in progress or the last voted date.

Common Data Requests
- Data file of all registered voters in the County or in a specific district or precinct.
- Data file of voters who have returned their ballots (matchbacks.)
State law establishes rules and restrictions on the use of registered voter data. Voter information may not be used for commercial or other non-political purposes.

RCW 29A.08.740 states: “Any person who uses registered voter data for the purpose of mailing or delivering any advertisement or offer for any property, establishment, organization, product, or service or for the purpose of mailing or delivering any solicitation for money, services, or anything of value is guilty of a class C felony punishable by imprisonment in a state correctional facility for a period of not more than five years or a fine of not more than ten thousand dollars or both such fine and imprisonment, and is liable to each person provided such advertisement or solicitation, without the person’s consent, for the nuisance value of such person having to dispose of it, which value is herein established at five dollars for each item mailed or delivered to the person’s residence.”

Business firms also offer various voter statistic formats and services, such as targeting, printing, designing and mailing. They may also provide phone numbers and other demographic information. Options and charges for these services vary from vendor to vendor.
Data Order Form Sample

A fillable form is available on our website: Voter Data Request Form

Voter Data Request Form

Data is provided in accordance with RCW 29A.08.710 – 29A.08.740. Data will be sent by email.

Requester’s Name

Company/Organization

Address

E-mail

Phone

Data Requested (only active voters unless specified)

☐ District(s) or Precinct(s)

☐ Mail ballots (ballot returns for current election)

☐ Dates:

Voting History

☐ No

☐ Yes

☐ Specific election(s)

Acknowledgment

I understand that pursuant to RCW 29A.08.720, any data, lists, labels, or information provided is to be used only for political purposes and shall not be used for commercial purposes. As such, the data, lists, labels, or information provided shall not be used for the purpose of mailing or delivering any advertisement or offer for any property, establishment, organization, product, or service for the purpose of mailing or delivering any solicitation for money, services, or anything of value.

Sign Here

Date Here

Return completed form

- Email: elections@piercecountywa.gov
- Mail/in-person: Pierce County Elections, 2501 S 35th St, Suite C, Tacoma, WA 98407

Need assistance?
Call: (253) 798-VOTE (9683)
Email: elections@piercecountywa.gov

Office Use Only

Date Received:

Date Completed:

Completed By:
How to Get Election Results

Election Results
Election results are posted online and are available in-person around 8:15 p.m. on election night at the Pierce County Election Center, 2501 S 35th Street, Suite C, Tacoma.

Election results are available online at PierceCountyElections.org.

After Election Day
Elections Division staff will continue to verify, open, count, and update results until certification. The public may observe ballot processing from the public viewing area at the Pierce County Election Center.

About this Guide
This guide should be used in conjunction with state and local laws, not in place of them. The Revised Code of Washington, Washington Administrative Code and other notations are offered as references for additional research. The material contained herein may change due to new legislation, judicial determination or rule changes.

The requirements described in this guide serve as the Local Voters’ Pamphlet Administrative Rules for Pierce County as authorized by RCW 29A.32.230.