



# Election Guide for Jurisdictions

Includes Local Voters' Pamphlet Administrative Rules



## **Pierce County Elections Division**

2501 S 35th St, Suite C

Tacoma, WA 98409

[PierceCountyElections.org](http://PierceCountyElections.org)

[pcelections@co.pierce.wa.us](mailto:pcelections@co.pierce.wa.us)

(253) 798-VOTE (8683)

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Questions about:	Contact:
<b>Planning and Scheduling Elections</b>	Mike Rooney, Elections Manager 253-798-2148 mrooney@co.pierce.wa.us
<b>Election Costs</b>	Mary Schmidtke, Fiscal Services Manager 253-798-2583 mschmid@co.pierce.wa.us
<b>Filing a Resolution Bond and Levy Validation Purchasing Election Data</b>	Dave Heinemann, Elections Specialist 253-798-2162 dheinem@co.pierce.wa.us
<b>Ballot Titles</b>	Damon Townsend, Elections Supervisor 253-798-2146 dtownse@co.pierce.wa.us
<b>Voters' Pamphlet Materials</b>	Michelle Ackers, Elections Specialist 253-798-2143 mackers@co.pierce.wa.us
<b>Maps and G.I.S.</b>	Joe Andre, Elections Specialist 253-798-2367 jandre@co.pierce.wa.us

## 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 general election for statewide measures and state and federal offices. Local measures and offices appear in the local voters' pamphlet.

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**Cost of Participating  
in an Election  
RCW 29A.04.410;  
RCW 29A.32.270**

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Each jurisdiction is responsible for paying its proportionate share of election costs. Pierce County will either transfer funds or 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 ten jurisdictions will likely cost more per voter than an election with 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.

## Filing a Resolution and Ballot Title

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### Submittal Process for Resolutions RCW 29A.04.330

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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 20 for resolution deadlines.

#### How to submit a resolution

To place a measure on the ballot, a resolution must be received by the deadline.

A resolution may be emailed to the Election Division by the deadline. An original signed or certified copy must follow immediately.

An original signed or certified copy of the resolution must be submitted in person or mailed to the Elections Division at:

Pierce County Elections  
2501 S 35<sup>th</sup> St, Suite C  
Tacoma, WA 98409

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](http://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.

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**Ballot Titles for  
Local Measures  
RCW 29A.36.071**

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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.

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**Ballot Title Appeal  
RCW 29A.36.090**

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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

## Resolution Cover Sheet



This form **must** accompany each resolution. Contact person or persons should have the authority to approve changes and be available to answer questions.

Name of District: \_\_\_\_\_

District Address: \_\_\_\_\_

Date of Election: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

2nd Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

2nd Contact Phone Number: \_\_\_\_\_

2nd Contact Email: \_\_\_\_\_

Attorney for District: \_\_\_\_\_

Attorney Phone Number: \_\_\_\_\_ Attorney Fax 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This online fillable form is available on our website: [piercecoutelections.org](http://piercecoutelections.org)  
This form can be filled out, and printed. The mandatory resolution cover sheet form **must** accompany the original or certified copy of the resolution.



## Voters' Pamphlet Statements

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### Explanatory Statement for Local Measure RCW 29A.32.241

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Each ballot title must be accompanied by an explanatory statement. The explanatory statement is prepared by the 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 discussed 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 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.

### **How to submit the explanatory statement**

Email to: [pcvoterpamphlet@co.pierce.wa.us](mailto:pcvoterpamphlet@co.pierce.wa.us)

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.

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### **Obtaining a Copy of the Ballot Title or Explanatory Statement RCW 29A.36.080**

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Ballot titles and explanatory statements are posted on our website.

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.

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### **Establishing Committees "For" and "Against" a Local Measure RCW 29A.32.280, Pierce County Code 1.20.050**

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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.

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 committees are solely responsible for submitting their statements to the Elections Division in accordance with the specified time line for that election. See page 20.

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

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## **Appointments by the Auditor**

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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, Facebook and Twitter.

Appointments will be made in the order that requests from qualified applicants are received by email. 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 when making appointments:

- Be residents of and registered voters in Pierce County

for at least one year immediately prior to their appointment;

- Have a demonstrated ability to communicate rapidly by email; and
- Shall agree 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.

**Requests must be made by email to:**

pcvoterpamphlet@co.pierce.wa.us

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, he or she 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.

Once statements have been submitted by email and a confirmation reply has been sent by the voters’ pamphlet coordinator, statements are considered final and may not be amended.

# Committee Member Appointment Form Sample

## Committee Member Appointment Form



Name of Jurisdiction: \_\_\_\_\_

Jurisdiction Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Jurisdiction's responsibility:

1. Email completed form to [pcvoterpamphlet@co.pierce.wa.us](mailto:pcvoterpamphlet@co.pierce.wa.us) before the resolution submittal deadline. (Submittal deadlines located on page 2.)
2. Provide committee members with statement submission requirements and deadlines. (See 2015 Election Guide for Jurisdictions and Committees at [piercecounyelections.org](http://piercecounyelections.org))  
*Committees are solely responsible for submitting voters' pamphlet statements to the Elections Division in accordance with the specified time line for that election.*

Questions? Contact the Voters' Pamphlet Coordinator: [pcvoterpamphlet@co.pierce.wa.us](mailto:pcvoterpamphlet@co.pierce.wa.us) or (253) 798-2143

"For" Committee (1 - 3 members)		"Against" Committee (1 - 3 members)	
<b>1st Committee Member</b>		<b>1st Committee Member</b>	
Name*		Name*	
<i>One method of committee contact must be provided for print in the local voters' pamphlet.</i>	Publish in Voters' Pamphlet?	<i>One method of committee contact must be provided for print in the local voters' pamphlet.</i>	Publish in Voters' Pamphlet?
Email*	<input type="checkbox"/>	Email*	<input type="checkbox"/>
Phone (optional)	<input type="checkbox"/>	Phone (optional)	<input type="checkbox"/>
Website (Published in Voters' Pamphlet)		Website (Published in Voters' Pamphlet)	
Committee Name (Published in Voters' Pamphlet)		Committee Name (Published in Voters' Pamphlet)	
<b>2nd Committee Member</b>		<b>2nd Committee Member</b>	
Name:		Name:	
Email:		Email:	
<b>3rd Committee Member</b>		<b>3rd Committee Member</b>	
Name:		Name:	
Email:		Email:	

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

If jurisdiction is NOT appointing an "Against" Committee, check box to confirm.

\* 1st Committee Member must provide email address for correspondence with Voters' Pamphlet Coordinator.

## Committee Statements

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### **“For” and “Against” Statements**

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#### **Length**

“For” and “Against” statements must be **150** words or less, in block paragraph form.

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 shortened by deleting full sentences from the end until the limit is reached.

If material is deleted due to exceeding the word limit, the statement will be printed with the deleted material omitted and the designated space left blank.

#### **Format**

Up 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, will be printed in bold type, and may not exceed **15** 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.

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 "Request for Public Information" is not required for this information.

### **Content**

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 himself or herself 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.

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## Rebuttal Statements

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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 argument.

### **How to Submit “For”, “Against”, and Rebuttal Statements**

Email to: [pcvoterpamphlet@co.pierce.wa.us](mailto:pcvoterpamphlet@co.pierce.wa.us)

Statements must be submitted by email and are due by the deadline. Submittal deadlines are strictly observed. See page 20.



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**General Provisions  
Applicable to All  
Statements**

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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 and a confirmation reply has been sent by the Voters’ Pamphlet Coordinator, statements are considered final and may not be amended.

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**Public Inspection  
of Statements  
RCW 29A.32.100**

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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.

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**Rejection and  
Appeal**

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**RCW 29A.32.230**

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**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's Division 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 set 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's Division 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

Statement Type	Word Limit	Formatting
<b>Explanatory Statement</b>	<b>200</b>	<p>Allowed: Italics</p> <p>Not Allowed: <b>Bold</b>, ALL CAPS, <u>underlining</u>, lists, bullets</p>
<b>“For” and “Against” Statement</b>	<b>150</b>	<p>Allowed: Italics Up to four headings, each preceding a paragraph, (up to 15 words each.) Printed in bold. Headings not included in word limit.</p> <p>Not Allowed: <b>Bold</b>, ALL CAPS, <u>underlining</u>, lists, bullets</p>
<b>Rebuttal Statement</b>	<b>75</b>	<p>Allowed: Italics</p> <p>Not Allowed: <b>Bold</b>, ALL CAPS, <u>underlining</u>, lists, bullets</p>
<b>Contact Information</b>	Does not count as part of word limit.	<p><i>Allowed:</i> Committee member names; Contact phone number; E mail address; Website; Committee name <b>At least one method of contact (phone, email, website address) must be provided.</b></p> <p><i>Not Allowed:</i> Titles for committee members (Dr., President, PhD.)</p>

### All Statements

- Material submitted for publication in the Local Voters’ Pamphlet may be rejected if:
- It is obscene;
- It is libelous;
- Contains a commercial advertisement;
- Contains matter prohibited by law from distribution through the mail;
- Contains matter not limited to the candidate himself or herself 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.

## 2017 Submittal Deadlines

ELECTION DATES	FEB. 14, 2016	APR. 25, 2017	AUG. 1, 2017	NOV. 7, 2017
<b>Jurisdiction's Responsibility and Deadlines</b>				
<b>1. Resolution</b>				
<b>2. Resolution Cover Sheet</b>				
<b>3. Explanatory Statement</b>	Dec. 16, 2016	Feb. 24, 2017	May 12, 2017	Aug. 1, 2017
<b>4. For and Against Committee Appointment Form</b>				
<b>Committee's Responsibility and Deadlines</b>				
<b>Statement "For" and Statement "Against"</b> <i>(Written by the committees for or against the measure and emailed by this date.)</i>	Dec. 20, 2016	Mar. 1, 2017	May 16, 2017	Aug. 4, 2017
<b>Rebuttal Statement</b> <i>(Written by the committees for or against the measure and emailed by this date.)</i>	Dec. 22, 2016	Mar. 3, 2017	May 18, 2017	Aug. 8, 2017

Resolutions and Resolution Cover Sheet may be emailed to [pcelections@co.pierce.wa.us](mailto:pcelections@co.pierce.wa.us).  
An original signed or certified copy must follow immediately submitted in person or by mail.

Explanatory Statement, For and Against Committee Appointment Form, and Committee Statements and Rebuttals must be submitted by email to [pcvoterpamphlet@co.pierce.wa.us](mailto:pcvoterpamphlet@co.pierce.wa.us)

Deadlines are 4:30 p.m. on each designated day.

## Bond and Levy Validation

### **Bond and Levy Validation State Constitution, Article VII, Section 2**

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 x 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 are “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.

## Purchasing Election Data

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### Pierce County Voter Data

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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 for purchase.

The data includes:

- Voter's name.
- Registered address, city, state, zip.
- Mailing address.
- Precinct number.
- Date of registration.
- Date of birth.
- Voter history for the last twenty elections.
- A field identifying those who have or have not returned a ballot for a previous election or election in progress.

State law does not allow phone numbers or email addresses to be made public.

#### **Common Data Requests**

- Data file of all registered voters in the County or in a specific district or precinct.
- Data file of targeted voters who voted in a specific election(s).
- Walking lists (voters in address/precinct order. (Does not include voter history.)
- Data file of voters who have returned their ballots (matchbacks.)

#### **To order data or lists**

Visit the Election Center to place an order or mail your payment with the order form.

Payment is required in advance for all orders. Your order will generally be completed within 24 hours.

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**Restricted Use of  
Voter Data  
RCW 29A.08.740**

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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.

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**Commercial  
Demographic Firms**

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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.



<b>Data</b>	
CD containing data	\$5.00
District File	\$5.00
Ballots returned data (matchbacks)	\$5.00 per day
Precinct lists (per precinct)	\$5.00
<b>Maps</b>	
Legislative or County Council district map (large)	\$5.00
11 x 17 legislative district map	\$2.00
Custom G.I.S. generated map (Cost estimate provided at time of inquiry.)	\$75.00 per hour

# Data Order Form Sample

A form is available on our website: [piercecountyelections.org](http://piercecountyelections.org)  
Pre-payment is required for all data orders.

## Registered Voter or Ballot Return Data Order Form



**The following 2 options are available for purchasing voter data: (check one)**

- Countywide CD prepared monthly, new file created the 1st Monday of every month: \$5.00
- Public disclosure request for data - Allow five business days for processing: \$5.00  
(Subject to RCW 42.56 and Pierce County Code Ch. 2.04)

**Candidate / Campaign Name:** \_\_\_\_\_

**Contact person's phone:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

I acknowledge by signing this form that I am in compliance with RCW 29A.08.740 and the restricted use of voter data. (Full text of RCW is on the back of your receipt.)

**Electronic Voter Data on CD** (Voter data is provided as a delimited text file.)

- Active voters/no history       Newly registered voters only from \_\_\_\_\_ to \_\_\_\_\_
- Active voters/with history       Inactive voters       Date of birth

Matchbacks (Ballot Return) for current election. Specify dates:

What districts or precincts would you like:

Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Order Date: _____
Taken By: _____
Comments: _____

Completed by: _____
Date: _____ Time: _____

Receipt # \_\_\_\_\_

## How to Get Election Results

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### **Election Results**

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Election results are posted online and are available in-person at approximately 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](http://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.

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### **About this Guide**

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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.

