



2018 Filing Information for Precinct Committee Officer





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Legend

-  This symbol denotes important deadlines.
-  This symbol denotes general information.
-  This symbol denotes important information.
-  This symbol denotes contact information.

 Information contained in this manual is subject to change. Consult the online manual for the most updated information.

Contact us

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Filing to be a PCO candidate

How to file to become a precinct committee officer candidate.

chapter 01

Becoming a candidate for precinct committee officer (PCO)

To become a candidate for precinct committee officer (PCO), you must complete and file a Declaration of Candidacy for Precinct Committee Officer. At the time of filing, you must be registered to vote in the precinct for which you are filing. You may only file as a Democratic Party PCO or a Republican Party PCO.

Contact our office if you have any questions about your voter registration or precinct information.

When to file

The candidate filing period begins the Monday two weeks prior to Memorial Day and ends the following Friday.

All Declarations of Candidacy for PCO must be received before the close of business on the last day of the filing period. Declarations of Candidacy for PCO received after this date, regardless of the postmark, will not be accepted.

Online candidate filing starts at 9 a.m. on the first day of filing and is available until 4 p.m. on the last day of filing. In-person candidate filings must be during business hours. Mailed Declarations of Candidacy for PCO may be submitted up to ten business days before the filing period begins. Filings received prior to this date will be returned to the candidate.

Where to file

Candidates for precincts within King County must file with King County Elections.


Cost to file

There is no filing fee.

Getting ready to file

Before you file, you will need to:

- Verify that your voter registration information is current. You can verify your voter registration information online at myvote.wa.gov.

 **Filing deadlines**

Mail
April 30 - May 18, 4:30 p.m., regardless of postmark

In-person
May 14, 8:30 a.m. - May 18, 4:30 p.m.

Online
May 14, 9 a.m. - May 18, 4:30 p.m.

- Decide how you want your name to appear on the ballot.
- Have your contact information ready.

Your name on the ballot

When filing, you must input your 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 your last name must be the name under which you are registered to vote. For example, if you are registered to vote as William Smith but are commonly known as Bill, you may use Bill Smith for your ballot name.

You may not use a nickname that denotes present or past occupation or military rank, use a nickname that denotes your position on issues or political affiliation, or use a nickname designed to intentionally mislead voters.

Make sure you input your ballot name correctly; you cannot make any corrections once you submit your Declaration of Candidacy for PCO.

How to file your Declaration of Candidacy for PCO

As a best practice, King County Elections recommends that you submit your Declaration of Candidacy for PCO as early as possible during filing week. Our office will not accept late submissions.

Online filing is the easiest way to file for office. Online candidate filing opens on Monday, May 14, 2018, at 9 a.m. and is available 24 hours a day until Friday, May 18, 2018, at 4 p.m. Candidates in the system at 4 p.m. on the last day of filing will have until 4:30 p.m. to submit their filing. Any candidates who have not completed their filing by 4:30 p.m. will be shut out of the system and their filing will not be accepted.

Candidates who file online will receive a confirmation email that their filing has been received and another email when their filing has been approved.

King County Elections has created an online training session that demonstrates how to file for precinct committee officer. View the online training by clicking on the image shown below or visit our [website](#).

You also have the option of filing your Declaration of Candidacy for PCO in-person at the Elections Office during business hours, starting on Monday, May 14, 2018, at 8:30 a.m. and ending on Friday, May 18, 2018, at 4:30 p.m. No late filings will be accepted.

If you will be out of town and will not have computer access during the week of candidate filing, you may submit your Declaration of Candidacy for PCO by mail beginning on April 30, 2018. Filings submitted by mail must be received by 4:30 p.m. on May 18, 2018, regardless of postmark. Filings received by mail prior to April 30, 2018, will be returned to the candidate.



Click on the image above to watch a brief tutorial on how to file for office online.

Once filed, a Declaration of Candidacy for PCO may not be altered. If you decide during the filing period to change the Declaration of Candidacy for PCO, you must first withdraw and then re-file by the deadline.

Withdrawal of candidacy

The deadline for withdrawing from office is the Monday following filing week.

To withdraw, you must submit a signed request that your name be removed from the ballot. A Withdrawal of Candidacy form is available on our [website](#). The form is also available via a link in the confirmation email sent to candidates who filed online.



Deadline to withdraw candidacy

May 21, 2018, at 4:30 p.m.

Ballot Information

Information about when candidates for PCO will appear on the ballot and the order in which candidates and measures appear on the ballot.

chapter 02



Will my name appear on the ballot?

Only contested races appear on the ballot. For example, if two candidates file for a Democratic Party position, but only one candidate files for the Republican Party position, only the Democratic PCO race will appear on the ballot. If, after the last day to withdraw, only one candidate has filed for a party position, that candidate is deemed elected and King County Elections will issue a certification of election. Certificates of election are provided to either the Democratic Party or Republican Party, they are not provided directly to the candidate.

Ballot information

PCO races only appear on even-year primary election ballots. PCO races appear at the end of the ballot. If both party positions qualify to appear on the ballot, the order is determined by the statewide results of the last presidential election.

Candidate order within each party is determined by lot. After the close of the candidate filing period, King County Elections will conduct a lot draw to determine the order in which candidate names will appear on the primary election ballot.

A candidate's declared party abbreviation will be printed next to each candidate's name. Also, below each candidate, the following statement will be printed, as required by law, "I affirm I am a Democrat" if the candidate is a Democrat or "I affirm I am a Republican" if the candidate is a Republican.

A write-in line is not printed on the ballot for PCO races as there are no write-in candidates permitted.

Counting the Votes

Information about counting votes cast for PCO races and issuing certificates of election.

chapter 03



Counting the votes

Voters may only cast a vote for one PCO candidate. If votes are cast for more than one candidate, the race is overvoted and neither vote counts. There is no minimum requirement for the number of votes cast for a candidate to be elected. Contested PCO races are subject to recount laws. The candidate receiving the most votes in the primary is elected. PCO races do not appear on the general election ballot.

Certifying the election

Results for PCO races certify at the same time as other offices, fourteen days following the date of the primary election. Certificates of election are provided to either the Democratic Party or Republican Party, they are not provided directly to the candidate.

Voter Statistics and Data

Information about past voter turnout and how to request voter information.

chapter 04

Historical turnout information

King County Elections historical turnout information for primary and general elections between 2000 - 2017 can be found on the King County Elections [website](#).

General data request information

All voter data requests are processed by Voter Services staff. Contact information for Voter Services can be found on the next page. Current lists of voter registrations are public records (RCW 29A.08.720).

This data may be used for political purposes only. Voter registration data may not be used for commercial purposes (RCW 29A.08.720, RCW 29A.08.740 and RCW 42.56.070(9)).

There is no charge for data requests, unless the data is provided on paper and is over 34 sheets/ more than \$5 (\$0.15 per sheet x 34 is \$5.10).

Data is provided by email or on a CD, both containing a comma-delimited text file. If an alternate format is needed, contact Voter Services.

Voter data requests

Data of registered voters within a specific district, including:

- Name of registered voter
- Voter ID
- Voter status
- Registered address, city, state, and zip code
- Mailing address, if provided
- Precinct name, number, and portion
- Date of registration
- Date of birth
- Gender
- Voting history (if requested)

To request this information, complete the Voter Data Request form on our [website](#). Allow 1-2 business days for processing.

Mail ballot return data requests

Mail ballot return data includes voters (within requested districts) eligible to vote in the current election only. The file will contain the same information as a voter data request but will also indicate if the voter has returned their ballot.

To request this information, complete the Mail Ballot Return Data Request form on our [website](#). Allow 1-2 business days for processing.

Signature challenge data requests

Signature challenge data contains a list of voters with a signature challenge on their ballot for the current election. The file includes:

- Voter ID
- Name of registered voter
- Language
- Challenge category
- Ballot category
- Registered address, city, state, and zip
- Mailing address, if provided
- Precinct name
- Legislative district

For more information about signature challenge data requests or to request this information, contact Voter Services.



King County Elections - Voter Services

206-296-1608

elections@kingcounty.gov

kingcounty.gov/elections

Voter Registration Guidelines

General information about voter registration drives.

chapter 05

Voter registration drives

It is the policy of the state of Washington to encourage every eligible person to register to vote and to participate fully in all elections and to protect the integrity of the electoral process by providing equal access to the process while guarding against discrimination and fraud. Make sure the people of your community have a voice in the next election.

Tips for a successful drive:

- Plan your drive well in advance of voter registration deadlines.
- Consider coordinating with other groups to maximize your efforts.
- Obtain permission from the owner or manager before conducting drives on private property.
- Obtain forms from your local elections office or the Secretary of State's Office.
- Treat everyone the same.
- Know how to complete the form so you can assist individuals.
- Allow people to take a registration form and submit it themselves.
- Let people know they may fill out a form to update their existing registration (name change, address change, etc.)
- Assist people with disabilities only when they ask for help.
- Have contact information for the local elections office available to aid in referring people.
- Submit completed forms within five business days, by mail or in person, to the local elections office or Secretary of State's Office. (RCW 29A.08.115)
- Return unused forms to the local elections office or Secretary of State's Office.

Do not...

- refuse to give anyone a registration form.
- offer gifts or promotional items for registering someone to vote unless you offer the same item to someone who does not register to vote.
- accept registrations you know to be fraudulent (see Voter Concern Information at the end of this chapter).

Who can register to vote

To be eligible to vote in Washington State, a person must:

- be a citizen of the United States;
- be at least 18 years old on or before election day;
- have lived in Washington State for 30 days prior to the election (exceptions apply to overseas and service voters);
- not maintain a registration in two or more counties or states or with two or more names;
- not be under the authority of the Department of Corrections for a Washington felony conviction; and
- not be disqualified from voting due to a court order.

Completing voter registration form

The below information is required on voter registration forms:

- must mark citizenship checkbox;
- must include the date of birth (check for the proper year);
- must include full name (i.e., last, first, middle initial, suffix);
- must include a Washington State residential address;
- must include both mailing and residential addresses if mail is not delivered to the residential address; and
- must sign the oath (signature is used to verify ballots).

Voter registration deadlines

New voter registrations and changes to voter registration records received after the deadlines will be effective only for future elections.

By mail or online:

- 29 days before an election.
- Changes to residential address, mailing address, name or other voter registration record information must be made before this deadline. (If the deadline is not met, voters may still vote using their previous voter registration record information.)
- The registration must be postmarked no later than the deadline.

In-person at the local elections office:

- Eight days before an election.
- Only registrations for voters not currently registered in the state of Washington.

Voter concern information

If you believe you have witnessed irregularities, discrimination, or fraud, please report the incident by accessing the Voter Concern Form on the Secretary of State's [website](#).

Clearly and specifically state your concern(s) and include events, dates, times, addresses and names pertaining to your concern(s).



King County Elections - Voter Services

206-296-1608
elections@kingcounty.gov
kingcounty.gov/elections



Office of the Secretary of State Elections Division

360-902-4180
elections@sos.wa.gov
vote.wa.gov

Observing Elections

Information about observing the elections process at King County Elections.

chapter 06



Public access at King County Elections

Citizens may view the processing of ballots at King County Elections anytime during business hours. Visitors must sign in and receive a badge at the check-in room upon arrival.

Visitors can view the process from designated areas. Security restricts limited access to ballot processing areas to authorized persons only, as this is where ballots are tabulated and stored.

For more information about observer opportunities visit our [website](#).

Live election cams

See for yourself how ballots are processed by watching our [live election cams](#) (when an election is in process) which are available on our website.

If we are not currently processing ballots, consider watching our virtual tour video to get an idea of what we do.

Video Tour of King County Elections

Take a [video tour of King County Elections](#). Each video segment corresponds to a view point on our self-guided tour.

Take a self-guided tour of Elections

The King County Elections office in Renton features a viewing loop so that you can observe the election process in action. No reservations are needed for this self-guided tour.

The viewing loop is open beginning the day ballots are mailed through the certification of the election during business hours: weekdays 8:30 a.m. to 4:30 p.m. with extended hours on election days. For more information call 206-296-VOTE (8683).

