



Okanogan County Auditor's Office Elections



2024 Jurisdiction Resolution Checklist

Election	Resolution Deadline	Statement Deadline (14 days after Resolution Deadline)*	Rebuttal Deadline (3 business days after Statement Deadline)*
February Special (2/13/2024)	December 15th, 2023	December 29th, 2023	January 3rd, 2024
Presidential Primary (3/12/2024)	N/A	N/A	N/A
April Special (4/23/2024)	February 23rd, 2024	March 8th, 2024	March 13th, 2024
August Primary (8/6/2024)	May 3rd, 2024	May 17th, 2024	May 22nd, 2024
November General (11/6/2024)	August 6th, 2024	August 20th, 2024	August 23rd, 2024

*If a deadline falls on a recognized Federal/State Holiday, the deadline shall be the next business day.

Required Forms Due By Resolution Deadline

- 1. Ballot Measure Cover Sheet
- 2. Resolution
- 3. Explanatory Statement
- 4. For/Against Committee Appointment Form

Statement Deadline - 14 days after Resolution Deadline

- 1. For/Against Statements Submittal

Rebuttal Deadline - 3 days after Statement Deadline

- 1. Rebutal Statements Submittal

In 2020, the Washington State legislature passed a bill requiring all county auditors to produce a local voters' pamphlet for any primary, general, or special election, effective July 1st, 2021. Due to this change, we are tasked to implement new requirements that a local jurisdiction must follow while submitting a resolution.

For a measure to appear on the ballot, a local jurisdiction must submit the items listed in the Jurisdiction Checklist to the Okanogan County Auditor's Office Elections department by the dates required.

Please submit required Resolution documentation to the Auditor's Office in hard copy and electronic formats.

Important 2024 Election District Resolution Dates


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Resolution Deadline

1. Ballot Measure Cover Sheet

- Cover Sheet shall be submitted in hard copy as well as electronically (PDF format preferred).



Mandatory Resolution Cover Sheet

It is the submitter's responsibility to ensure that the documentation is presented no later than 4:30 pm on the resolution deadline date. Contact person or persons shall have the authority and be available to answer questions. Call (509)422-7240 with questions about a resolution or completing this form. Please complete entire form.

Election Information

Election Date: _____

Type of Measure: _____
(Levy, Bond, Levy Lid Lift, etc)

Pass/Fail Requirements: _____
(Simple Majority, 60% plus minimum turnout, etc)

District Information

District Name: _____

District Address: _____

Contact Person 1	Contact Person 2
Name & Title _____	Name & Title _____
phone & email _____	phone & email _____

Attorney Information Was the ballot resolution prepared by your Attorney?
 Name _____ Yes No
 phone & email _____

Have you:

Attached a signed Copy of the resolution? Yes No

Attached the Explanatory Statement (not to exceed 200 words) for the Local Voters' Pamphlet, prepared by your attorney? Yes No

Attached the Pro/Con Committee Appointment Form? Yes No

Sent electronic copies of all the attached documents to the Auditors office? (Cover Sheet & Pro/Con Committee Appointment Form (PDF) --- Resolution & Explanatory Statement (Word)) Yes No

Auditors Office Use

Time: _____ **Date Stamp** Received by: _____
Name Title

2. Resolution

- Resolution shall be submitted in hard copy and electronically in Word document format to allow transfer to the voters' pamphlet.


3. Explanatory Statement -

- The statement may be no more than 200 words and must be prepared by the Attorney for the jurisdiction submitting the proposition or measure. A letter from the jurisdictions attorney confirming they prepared and approved the explanatory statement is required.
- If there is no letter from the jurisdiction's attorney or if a jurisdiction does not retain legal counsel for the review, the statement will be submitted to the Okanogan County Prosecuting Attorney's Office for review.
- Districts shall submit statements in hard copy and in Word document format to allow transfer to the voters' pamphlet.

Resolution Deadline con't

4. Pro/Con Committee Appointment Form

- Cover Sheet shall be submitted in hard copy as well as electronically (PDF format preferred).
- The legislative authority shall appoint persons known to favor the measure to serve on the committee advocating approval and shall, whenever possible, appoint persons known to oppose the measure to serve on the measure advocating rejection. Each committee shall not have more than 3 members, however, a committee may seek the advice of any person or persons.
- All “for” and “against” committee appointments must be submitted at the same time measures and resolutions are submitted to the Okanogan County Auditor’s Office.
- If the legislative authority of a unit of local government fails to make such appointments by the prescribed deadline, the County Auditor shall whenever possible make the appointments. Any appointment made by the County Auditor will be of a registered voter of Okanogan County or a registered voter of the jurisdiction whom filed the resolution when such jurisdiction is a joint district with an adjacent county. If the legislative authority of a unit of local government fails to make such appointments by the prescribed deadline, The County Auditor will put out a Press Release on the Auditor’s website posting a request for volunteers to be appointed for any vacant committees. Applicants will have until 4:30 pm on the 5th business day following the jurisdictions resolution submittal to request appointment to a vacant “for” and “against” committee. For jurisdictions where committee members were not obtained, the pamphlet will contain a statement that no one came forward to prepare a statement and it will provide information on how to get involved in future committees.
- Each committee shall identify a chair who will serve as the primary contact for the Okanogan County Auditor’s Office.

Committee Member Appointment Form			
Name of Jurisdiction: _____			
Jurisdiction Contact Name: _____			
Email: _____ Phone: _____			
Jurisdiction's Responsibilities:			
1. Email completed form to Elections@co.okanogan.wa.us with your completed Resolution Packet.			
2. Provide committee members with statement submission requirements and deadlines (See Jurisdiction Manual online at https://www.okanogancounty.org/government/auditor/elections). Committees are solely responsible for submitting voters' pamphlet statements to the Elections Department in accordance with the specified time line for that election.			
Questions? Okanogan County Elections Department: 509-422-7240 or Elections@co.okanogan.wa.us			
Note: Committee Members must be a Registered Voter of Okanogan County or a Registered Voter of the Jurisdiction submitting the Resolution is a joint district with an adjacent county.			
For Committee		3 Committee Member Max	
Committee Spokesperson		Against Committee	
Name*		Name*	
<small>One form of committee contact is required below for print in the local voters' pamphlet.</small>		<small>One form of committee contact is required below for print in the local voters' pamphlet.</small>	
Email (required):	<small>Publish in Voters Pamphlet? Check if Yes</small> <input type="checkbox"/>	Email (required):	<small>Publish in Voters Pamphlet? Check if Yes</small> <input type="checkbox"/>
Phone (optional)	<small>Publish in Voters Pamphlet? Check if Yes</small> <input type="checkbox"/>	Phone (optional)	<small>Publish in Voters Pamphlet? Check if Yes</small> <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)	
2nd Committee Member		2nd Committee Member	
Name:		Name:	
Email (optional)		Email (optional)	
2nd Committee Member		2nd Committee Member	
Name:		Name:	
Email (optional)		Email (optional)	
<input type="checkbox"/> If jurisdiction is not appointing a "For" committee, check box to confirm.		<input type="checkbox"/> If jurisdiction is not appointing an "Against" committee, check box to confirm.	
<small>*Committee Spokesperson is required to provide name and email for correspondence with Voters' Pamphlet Coordinator</small>			

Statement Deadline (14 days after the Resolution Deadline)

- Each “for” or “against” committee shall submit to the Okanogan County Auditor’s Office a statement, supporting or opposing the resolution, no later than 14 days after the Resolution deadline.
- The statement may be no more than 150 words and be prepared by the committee.
 - Statements must be signed or otherwise approved by the members of the committee.
 - If no statement is submitted by a committee, the voters’ pamphlet shall state the “No Information was submitted.”
 - Once submitted, statements cannot be changed or withdrawn.
 - Committees shall submit statements in Word document format to allow transfer to the voters’ pamphlet.

Once statements have been received from both committees, the Auditor’s Office shall disseminate to the opposing committee the statement submitted.

If a committee fails to submit a statement by the deadline, the committee forfeits the right to submit a rebuttal statement to the opposing committees statement.

Rebuttal Deadline (3 days after the Statement Deadline)

Each “for” or “against” committee is allowed to submit to the Okanogan County Auditors’ Office a rebuttal statement, rebutting the opposing committees arguments, no later than 3 days after the Statement deadline.

- The rebuttal statement may be no more than 75 words and be prepared by the committee.
- Statements must be agreed to by the members of the committee.
- If no rebuttal statement is submitted by a committee, the voters’ pamphlet shall state that “No Information was submitted.”
- If a committee failed to submit a statement by the deadline, the committee forfeited the right to submit a rebuttal statement to the opposing committees statement.
- Once submitted, rebuttal statements cannot be changed or withdrawn.
- Committees shall submit rebuttal statements in Word document format to allow transfer to the voters’ pamphlet.

Information included in this guide may not be comprehensive in all aspects of each component of the above requirements. Districts are highly encouraged to reference the Okanogan County Local Voter’ Pamphlet Administrative Rules for all rules and regulations which may govern parts of the above process.

The Okanogan County Auditor’s Office reserves the right to update or change the above guide to reflect the rules and regulations in the Okanogan County Local Voter’ Pamphlet Administrative Rules at any time.



Okanogan County Auditor’s Office - Elections

Hours: Monday - Friday, 8:00 am - 4:30 pm

Address: 149 3rd Ave N, Room 104, County Courthouse, Okanogan, WA

Phone: 509-422-7240

Fax: 509-422-7163

Email: elections@co.okanogan.wa.us

Web: www.okanogancounty.org/government/auditor/elections

