



2025 Okanogan County Candidate Filing Packet



Okanogan County Auditor's Office

PO Box 1010 ■ Okanogan, Washington 98840-1010

509-422-7240 ■ Fax 509-422-7163

elections@co.okanogan.wa.us

Congratulations on your Campaign for Public Office!

Included in this packet is most, if not all, of the information you will need to file and run a campaign for the office you are seeking! Remember, our office is here to help if you have questions along the way or if you need clarification.

Behind this opening letter is the following information:

- 1. Candidate Checklist Packet – The dates, deadlines, and pertinent information for filing your declaration of candidacy and getting information to us for the Local Voter's Pamphlet.**
- 2. PDC Information Packet**
- 3. WSDOT Letter to Candidates**

The August primary is August 5th, 2025. The order of names on the Primary ballot will be by lot drawing. The lot drawing to determine the order of candidate names on the ballot will be held the last day of filing, May 9th, 2025, at 5pm at the Auditor's Office. You are welcome to attend.

A Candidate has until May 12th, 2025 at 4:30 pm to withdraw from a position they have filed for. The candidate must complete, sign, and submit to the Okanogan County Auditor's Office a Withdrawal of Candidacy Form, if the position was filed through the Auditor's Office. If a candidate withdraws from a position, for which they have filed, any filing fee (If Applicable) is nonrefundable.

If you have any questions, please feel free to contact this office.

Good Luck on your Campaign!



Okanogan County Auditor's Office Elections



2025 Candidate Checklist

May 5, 2025 - May 9, 2025 Candidate Filing Week

- ☐ 1. Declaration of Candidacy Form Submitted
- ☐ 2. Filing Fee (If Applicable)

May 12, 2025 - Withdrawl Deadline

- ☐ 1. Last Day a Candidate can withdraw from a race.
Withdrawl must be done in writing and Filing Fees are non-refundable

May 20, 2025 - Photograph and Statement Deadline

- ☐ 1. Photograph Submitted
- ☐ 2. Statement Submitted

Public Disclosure Deadline - 14 Days after Filing

- ☐ 1. File F-1 with PDC (Candidates in districts over 1,000 registered voters who have not filed an F-1 by April 15th, 2025)
Note: Candidates will file this directly with the PDC, nothing is submitted to the Auditor's Office.
Contact the PDC at 1-877-601-2828 or online at www.pdc.wa.gov for more information

Congratulations on your decision to run for Public Office!

Please use this guide to assist you with all the information you will need to know in order to start a successful campaign. We are here if you have any questions, please feel free to reach out to us - 509-422-7240 or Elections@co.okanogan.wa.us.

Candidate Filing Week	Last Day to Withdraw (Withdrawal Must be in Writing)	Photograph and Statement Deadline	PDC Deadline* (Filed directly with the PDC not with the County Auditor)
May 5th, 2025 - May 9th, 2025	May 12th, 2025	May 20th, 2025	May 19th, 2025 to May 23rd, 2025 - No later than 14 days after Candidate filing

* Candidates in districts over 1,000 registered voters who have not filed an F-1 by April 15th, 2025

Candidate Filing Week - May 5-9, 2025

1. Declaration of Candidacy

- If the race you are filing for is for a federal, statewide, or multi-county judicial and legislative district position, filing will be done through the Office of the Secretary of State (sos.wa.gov) (e.g. - State Legislative Positions, Supreme Court Judge positions, etc)
- If the race you are filing for is completely within Okanogan County, filing is done with the Okanogan County Auditor's Office. (e.g. County Commissioner)
- Declaration of Candidacy must be entirely completed and accompanied at the time of filing by the Filing Fee (If Applicable) or completed Washington State Filing Fee Petition for candidates that lack sufficient funds to pay the filing fee (RCW 29A.24.091).
- Declaration of Candidacy can be accepted by mail starting April 21st, 2025, and will be processed starting May 5th, 2025.
- Declarations are accepted online until 5 pm on May 9th, 2025.
- Declarations are accepted in person until 5 pm on May 9th, 2025 at the Okanogan County Auditor's Office
- Candidate must be registered to vote in the district for which the candidate is filing.

2. Filing Fee

- A filing fee, of 10% of the annual salary of the position a candidate is declaring for, is due at the time of filing (If Applicable).
- A Candidate who lacks sufficient funds to pay the filing fee may submit at the time of declaration of candidacy a Washington State Filing Fee Petition with the same number of signatures as the filing fee amount of the office a candidate is declaring for (e.g. \$350 = 350 valid signatures) (RCW 29A.24.091).
- Filing Fees may be paid with cash or Check when the filing occurs in office or by mail with the Okanogan County Auditor's Office.
- Online filings are paid by Visa, MasterCard or American Express at the time of online filing.

Washington State Declaration of Candidacy		
candidate information as registered to vote	first name middle last	
	residential address city / zip	
	date of birth email address phone number	
campaign contact information for publication	campaign phone campaign email	
	mailing address (if different from residential address) city / zip	
	campaign website	
ballot information	jurisdiction office name position number	
	exact name I would like printed on the ballot	
	political party I prefer to be printed on the ballot, if filing for partisan office: <input type="radio"/> (Prefers <input type="text"/> Party) <input type="radio"/> (States No Party Preference)	
filing fee	<input type="radio"/> The office has no filing fee	
	<input type="radio"/> A filing fee of \$ <input type="text"/> accompanies the declaration of candidacy	
	<input type="radio"/> I lack sufficient funds and submit a filing fee petition in lieu of the filing fee under RCW 29A.24.091	
oath	I declare that the above information is true, that I am a registered voter residing at the address listed above, that I am a candidate for the office listed above, and that, at the time of filing this declaration, I am legally qualified to assume office.	
	I swear, or affirm, that I will support the Constitution and laws of the United States, and the Constitution and laws of the State of Washington.	
	sign here	date here
for office use only	submission date voter registration number	
	office code fee	

Candidate Filing Week con't

3. Information Packet

At the time of in person filing, a candidate will receive a packet of information including the following:

1. **Candidate Checklist Packet**
2. **PDC information Packet**
3. **WSDOT Letter to Candidates**

If a candidate, who filed online, wants a information packet, the packet will be available on the Auditor's website or the candidate can pick one up in person at the Okanogan County Auditor's Office.

Withdrawal of Candidacy - May 12, 2025

If a candidate wants to withdraw from a position they have filed for, the candidate must complete and submit to the Okanogan County Auditor's Office a Withdrawal of Candidacy Form, if the position was filed through the Auditor's Office. This form must be filed with the Okanogan County Auditor's office no later than 5 pm on May 12th, 2025.

If a candidate filed for a federal, statewide, or multi-county judicial and legislative district position through the Office of the Secretary of State, the withdrawal of candidacy form must be received by the Office of the Secretary of State, no later than 5 pm on May 12th, 2025.

If a candidate withdraws from a position, for which they have filed, any filing fee (If Applicable) is non-refundable.

Photograph and Statement Deadline - May 20, 2025

Candidates are invited to submit a photograph and candidate statement for the local voters' pamphlet. The deadline to submit these items through the candidate portal (preferred method) or in person or by fax or email with the Okanogan County Auditor's office is no later than 4:30 pm on May 20th, 2025.

Candidate Photographs

A photo may be submitted by each candidate on the ballot for an election in which a pamphlet is produced.

Photo requirements are as follows:

- Only one photograph is allowed per candidate.
- The photograph shall be a self-portrait of your head and shoulders.
- The photo may not be a cartoon, caricature or any other image that does not accurately portray the candidate.
- The photo submitted shall not contain any other person and/or animal than the declared candidate.
- The following item(s) are not allowed in the candidates photo:
 - > a uniform
 - > a judicial robe
 - > any hat
 - > anything bearing an insignia or otherwise suggest holding of a public office
 - > Sunglasses
 - > Any items obscuring the candidates face in the photo
- High Resolution pictures of at least 300 pixels are preferred
- Photos can be submitted through the candidate portal (preferred method) or in person by flash drive or CD, or via email to elections@co.okanogan.wa.us.

The Auditor's Office will adjust and/or crop photos as necessary. Photos should reflect the candidate in a professional and tasteful manner.

Candidates not submitting a photo will have a "No photo submitted" statement printed in the pamphlet.

Photograph and Statement Deadline con't

Candidate Statements

A statement may be submitted by each candidate and will be published in the pamphlet, except for Precinct Committee Officer (PCO) candidates.

Statement requirements are as follows:

- The candidate profile information shall be limited to 100 words or less and will be allocated between 4 section headings (Elected Experience, Other Professional Experience, Education, and Community Service). Subsection headings are not included in the word count. When a candidate doesn't submit information for a subsection heading, "No information submitted" will appear in that subsection area.
- Candidate statements shall be limited to 200 words.
- Candidate statements should only address campaign issues, plans, and ideas of the candidate. Statements shall not contain obscene, inappropriate or libelous language. Candidates' statements shall not comment on or make any judgments about opponents or incumbents. The County Auditor has the authority to reject statements that are deemed inappropriate per RCW 29A.32.230.
- Only italics will be used to emphasize words or phrases. Bolding, underlining, and ALL CAPS are not allowed. Tables, lists and bullets are not allowed.

The County Auditor's Office will not correct errors in spelling, grammar or punctuation.

Candidate contact information (name, campaign address, phone number, email, and website) provided by the candidate during candidate filing, will be listed separately from the candidate statement and will not count in word count. If the candidate campaign information is included within the statement submission, it will count towards the word count and will also be in the contact area. Contact information is published even if no statement is submitted.

Candidates not submitting a statement will have "No statement submitted" printed in the local voters' pamphlet.

The Auditor's Office reserves the right to reject any statement if it does not meet requirements.

Material submitted for publication in the pamphlet may be rejected if:

- It's obscene.
- It's libelous.
- Contains a commercial advertisement.
- Contains matter prohibited by law from distribution through the mail.
- Contains matter not relevant to the measure.
- Contains matter that is otherwise inappropriate or does not comply with applicable law.
- Was received after the submittal deadline.

If a statement or candidate contact information is rejected by the Elections Supervisor, a written notice of rejection shall be sent to the candidate by email within 2 business days after receipt thereof and shall explain specific grounds for rejection.

The candidate will have 24 hours from the time of notification to submit an adjusted statement or contact information.

Candidates may appeal the rejection of the statement by emailing an appeal to the Okanogan County Auditor within 2 business days of notification. The Auditor's decision on the appeal will be final.

PDC Deadline (no later than 14 days after Candidate filing)

The PDC requires Candidates in districts over 1,000 registered voters who have not filed an F-1 by April 15th, 2025, to file a F-1 no later the 14 days after filing.

All PDC paperwork and filings are filed directly with the PDC not with the County Auditor.

Contact the PDC at 1-877-601-2828 or online at www.pdc.wa.gov for more information on PDC requirements that pertain to your campaign.

Congratulations and Good Luck on your Campaign!

Information included in this guide may not be comprehensive in all aspects of each component of the above requirements. Candidates 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





Transportation Building
310 Maple Park Avenue S.E.
P.O. Box 47300
Olympia, WA 98504-7300
360-705-7000
TTY: 1-800-833-6388
www.wsdot.wa.gov

Dear Candidate:

The Washington State Department of Transportation (WSDOT) wishes to take this opportunity to advise political candidates about the placement of campaign signs and placards along state highways.

Revised Code of Washington (RCW) 47.42, the Highway Advertising Control Act, regulates signing on Interstate Highways, primary highways, and highways that are part of the Scenic and Recreational System. Signs erected on private property that are adjacent to these highways must comply with the Highway Advertising Control Act, rules contained in Washington Administrative Code (WAC) 468-66, and applicable local agency sign codes.

In accordance with WAC 468-66-050, ***Sign Classification and Specific Provisions***, temporary political campaign signs are identified and regulated as a type of on-premise sign intended to express a property owner's endorsement of a political candidate or initiative. Prior to placing signs, WSDOT recommends checking with the property owner for approval and to determine property line locations. Campaign signs are allowed under the following regulations:

- 1) Temporary political campaign signs are limited to a maximum size of thirty-two square feet.
- 2) Temporary political campaign signs must be removed within ten days following the election.
- 3) Sign installers must have permission of the underlying property owner prior to placing signs.
- 4) Temporary political campaign signs are subject to all other applicable provisions of RCW 47.42 and WAC 468.66 that pertain to Type 3 on-premise signs.

In addition to the above restrictions, **the erection of temporary political campaign signs within the right-of-way of all state highways is prohibited. Accordingly, signs placed within the right-of-way of any state highway are subject to removal by the Washington State Department of Transportation.**

Also, RCW 47.36.180(1) states in part that it is unlawful to erect any structure, sign, or device visible from a city street, county road, or state highway that simulates any directional, warning, or danger sign likely to be mistaken for such a sign. Therefore, a campaign sign cannot be designated in a manner that resembles an official traffic control sign.

If you should have any questions about placement of campaign signs along state highways, please contact Trevor McCain at 360-705-7282 or email at mccaint@wsdot.wa.gov.

We sincerely hope that candidates for public office will observe the laws and regulations enacted to limit driver distraction, and protect and preserve the roadside beauty of our state. Thank you in advance for your courtesy in this matter.

Washington State Department of Transportation

So you're running for office ...

Now what?

1. File your **personal financial affairs statement (F1)** online

- **Within two weeks of becoming a candidate**
- **If you are running in a district of that is county-wide, or has 2,000 or more residents**
- **Once you're elected, continue to file annually each April**

2. File your **candidate registration** online

- **Within two weeks of announcing your candidacy**
- **If you are running in a district that is county-wide, or has 5,000 or more residents**

Why is this important?

“Our representative form of government is founded on a belief that those entrusted with the offices of government have nothing to fear from full public disclosure of their financial and business holdings, provided those officials deal honestly and fairly with the people.” - **RCW 42.17A**



Washington State Public Disclosure Commission

More questions?

Call us at:
(360) 753-1111

or toll free at:
877-601-2828

Email us at
pdcc@pdcc.wa.gov





Personal Financial Affairs Disclosure (F-1)



HOW TO

WHO must report

STATE LEVEL -

- Candidates seeking office
- Elected officials
- Appointees to elective offices
- Many appointed state officials

LOCAL LEVEL - If at least 2,000 registered voters in last general election

- Candidates seeking office
- Elected officials
- Appointees to elective offices
- Charter school directors
- Elected municipal court judges

JUDICIAL - All judges holding, seeking, or appointed to the bench in state and district courts, plus elected municipal judges noted above

WHY report

The F-1 asks for a summary of personal finances in order to eliminate or expose potential conflicts of interest. It shows voters that officials are acting in the public interest and not for personal gain. Most states require similar disclosure in order to inform voters and promote confidence in our political system.

Candidates and appointees - Within 2 weeks of becoming a candidate or appointee, for the previous 12 months

Incumbents holding office on Jan. 1 -

No later than April 15 for the previous calendar year

Incumbents who leave prior to Jan. 1 -

Within 60 days of leaving office, or in the year after you leave office, by April 15

WHEN to report

Visit pdc.wa.gov for details, exceptions, and filing instructions

Contribution Limits to Candidates Subject to Limits

A candidate subject to limits is prohibited from accepting aggregate contributions exceeding the following amounts:

Source of Contribution	to State Executive and Port Commissioner* candidates	to Legislative, County Office, Mayor, City Council, or School Director candidates and select Hospital Comm'r candidates**
Individual	\$2,400 ¹	\$1,200 ¹
Union or Business	\$2,400 ¹	\$1,200 ¹
Political Action Committee	\$2,400 ¹	\$1,200 ¹
State Party Central Committee	\$1.20 per voter ^{2,5}	\$1.20 per voter ^{2,5}
Legislative District Comm	60¢ per voter ^{3,4,5}	60¢ per voter ^{3,4,5}
County Party Central Comm	60¢ per voter ^{3,4,5}	60¢ per voter ^{3,4,5}
Legislative Caucus Comm	\$1.20 per voter ^{2,5}	\$1.20 per voter ^{2,5}
*limits applied only to port districts with more than 200,000 registered voters prior to July 28, 2019		
**only in hospital districts with populations greater than 150,999		

1 This is a per election limit; each primary, general and special election is considered a separate election. This limit does not apply to the candidate using personal funds to give to his or her own campaign. The limit does apply to the candidate's spouse.

To be eligible to receive primary election contributions, a candidate's name must be on the ballot or the candidate has to have filed a write-in declaration for the primary election. A candidate who will **not have a primary election** must refund any contributions received in excess of the general election limit. Refunds must be made within 2 weeks of the election administrator's determination that there will be no primary.

Primary election contributions must be made on or before the date of the primary unless a candidate lost the primary and has debt to retire. Contributors may continue to make contributions to a candidate who loses the primary election and has insufficient funds to pay debts outstanding until the debt is retired or 30 days after the primary, whichever comes first.

General election contributions must be made no later than December 31 of the election year.

During the 21 days before the general election, no candidate for legislative office or local office may contribute to his or her own campaign more than \$7,500 in the aggregate, and no candidate for state executive office or Supreme Court justice may contribute to his or her own campaign more than \$75,000 in the aggregate.

- 2 The limit amount of \$1.20 times the number of registered voters in the jurisdiction (as of the last general election) is for the entire election cycle. The election cycle is from January 1 after the last election for the office or the start of the candidate's campaign -- whichever is later -- through December 31 of the election year in which election is sought. Contributions must be made no later than December 31 of the election year.
- 3 During the election cycle (defined in #2 above), all county central committees and legislative district committees in the state share a combined limit to each candidate of \$.60 times the number of registered voters statewide as of the last general election. (However, during the 21 days before the general election, neither a county central committee nor a legislative district committee may give a state executive office candidate more than \$75,000 in the aggregate.) Contributions must be made on or before December 31 of the election year.
- 4 A county central and legislative district committee may only contribute to a candidate if voters residing in the city, county or legislative district are entitled to elect the candidate to the office sought. During the election cycle (defined in #2 above), a legislative district committee, in conjunction with all county central committees in that district, share a combined per candidate limit of \$.60 times the number of registered voters in the legislative district as of the last general election. (However, during the 21 days before the general, neither a county central committee nor a legislative district committee may give a city, county or legislative candidate more than \$7,500 in the aggregate.) Contributions must be made on or before December 31 of the election year.
- 5 The limit amount is for the entire election cycle. The election cycle is from January 1 after the last election for the office or the start of the candidate's campaign -- whichever is later -- through December 31 of the year in which election is sought. (However, during the 21 days before the general, a caucus political committee may not give a state executive candidate more than \$75,000 in the aggregate or a city, county or legislative candidate more than \$7,500 in the aggregate.) Contributions must be made on or before December 31 of the election year.



CONTRIBUTION LIMITS

CONTRIBUTORS

	State Party	County and LD Party Committees (Jointly)	Caucus Political Committee	Candidate Committees	Pacs, Unions, Corps and other entities		Individuals
					\$6,000 per calendar year (non-exempt)	No Limit (exempt)	
State Party	Not Applicable	No Limit	No Limit	Only from Surplus Funds No Limit	\$6,000 per calendar year (non-exempt)	No Limit (exempt)	No Limit
County or LD Party Committee	No Limit	No Limit	No Limit	Only from Surplus Funds No Limit	\$6,000 per calendar year (non-exempt)	No Limit (exempt)	No Limit
Caucus Political Committee	No Limit	No Limit	No Limit	Only from Surplus Funds No Limit	\$1,200 per calendar year	No Limit	No Limit
State Executive Candidate	\$1.20 per Reg. Voter per cycle	\$0.60 per Reg. Voter per cycle	\$1.20 per Reg. Voter per cycle	Prohibited	\$2,400 per election	\$2,400 per election	\$2,400 per election
Legislative Candidate	\$1.20 per Reg. Voter per cycle	\$0.60 per Reg. Voter per cycle	\$1.20 per Reg. Voter per cycle	Prohibited	\$1,200 per election	\$1,200 per election	\$1,200 per election
Judicial Candidate	\$2,400 per election	\$2,400 per election	\$2,400 per election	Prohibited	\$2,400 per election	\$2,400 per election	\$2,400 per election
LOCAL OFFICES: • County Office • Mayor • City Council • School Board	\$1.20 per Reg. Voter per cycle	\$0.60 per Reg. Voter per cycle	\$1.20 per Reg. Voter per cycle	Prohibited	\$1,200 per election	\$1,200 per election	\$1,200 per election
King Co Hospital Dists 1 & 2 and Snohomish Co Hosp Dist 2	\$1.20 per Reg. Voter per cycle	\$0.60 per Reg. Voter per cycle	\$1.20 per Reg. Voter per cycle	Prohibited	\$1,200 per election	\$1,200 per election	\$1,200 per election
Port Commissioner Candidates*	\$1.20 per Reg. Voter per cycle	\$0.60 per Reg. Voter per cycle	\$1.20 per Reg. Voter per cycle	Prohibited	\$2,400 per election	\$2,400 per election	\$2,400 per election
PACS	No Limit	No Limit	No Limit	Prohibited	No Limit	No Limit	No Limit

RECIPIENTS

- **Per cycle** means aggregate during the period from January 1 after the date of the previous general election for the office through December 31 after the upcoming general election for the office.
- **Per election** means per each primary, general, or special election for that office.
- **Per calendar year** means aggregate during the period from January 1 through December 31 each year.
- Contributions designated for the exempt account of a bona fide political party are NOT subject to limit, except **during the 21 days before the general election** when the \$7,500 maximum applies.
- **During the 21 days before the general election**, no contributor may donate over \$75,000 in the aggregate to a candidate for statewide office, or over \$7,500 in the aggregate to a candidate for any other office.

This includes a candidate's personal contributions to his/her own campaign. It does not apply to contributions from the state committee of the WA State Democratic, Republican or Libertarian Party or from a minor party.

*limits applied only to port districts with more than 200,000 registered voters prior to July 28, 2019

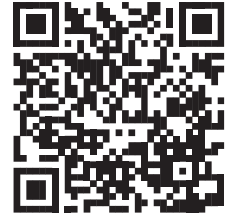


We hear you've decided to run for office...

• Step 1: Introduce yourself

You are a candidate once you publicly announce your candidacy, raise or spend money on your campaign, or **file during declaration week (May 5-9, 2025)**.

Within two weeks, register your campaign and file your personal financial affairs statement (F-1). See instructions and exceptions to this rule in the link to the right.



Registration and reporting basics



• Step 2: Consider your (reporting) options

Choose **mini** or **full** reporting. Unlike full-reporting, mini-reporting campaigns can raise or spend **no more than \$7,000, or \$500 from each contributor** without filing regular reports with the PDC (but must maintain records.)

Choose wisely! Mini reporting campaigns that exceed limits may face enforcement action. Switching to full reporting requires PDC approval and retroactive reporting.

• Step 3: Learn your responsibilities

Full-reporting campaigns must regularly report contributions and expenditures and abide by contribution limits, and all campaigns must follow political advertising rules and other requirements under **RCW 42.17A** and **WAC 390**.

"The public's right to know of the financing of political campaigns and lobbying and the financial affairs of elected officials and candidates far outweighs any right that these matters remain secret and private."

RCW 42.17A.001

• Step 4: Know your resources

Sign up today for one of the PDC's free online training sessions on:

- Disclosure 101: Candidates and Committees
- Understanding the F-1
- ORCA filing system demonstration



Training and resources for campaigns



Contact us: (360) 753-1111 pdc@pdc.wa.gov pdc.wa.gov