

2021

Jurisdiction Manual



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Election partners,

This Jurisdiction Manual provides you with information you'll need including boundary changes, petitions, and filing resources for special elections.

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.

On our website, we offer an online version of the manual as well as information about voting.

For more information:

Website: www.co.franklin.wa.us/auditor/elections

Email: elections@co.franklin.wa.us

Phone: 509-545-3538

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Information contained in the Jurisdiction Manual is subject to change. Please call 545-3538 to verify information.



Franklin County Elections

509-545-3538

elections@co.franklin.wa.us

www.co.franklin.wa.us/auditor/elections

Jurisdiction Survey

Confirming office holder information for candidate filing.

chapter 01

Purpose of the Jurisdiction Survey

The Jurisdiction Survey is sent to all jurisdiction administrators each year to confirm office holder information which Franklin County Elections must use to properly conduct candidate filings for each office.

Completing the Jurisdiction Survey

Prior to February 1st of each year, Franklin County Elections sends a Jurisdiction Survey. Administrators must provide the following information when completing the survey:

- Current contact information for the jurisdiction administrator
- Information about the current elected officials (office title, position number, office holder's name, annual salary at the time of candidate filing, term expiration)
- A map of your jurisdictions boundary will be included in your jurisdiction's election year for review

Jurisdiction administrators must complete the survey prior to March 1st so that the filing information can be compiled and disseminated to the public at least 30 days prior to the candidate filing period.

Franklin County Elections will review and research the surveys once they are received and send all jurisdictions a current office holders report, confirming each office and the term expiration date.

Frequently Asked Questions

What if an office becomes vacant or there is a new appointment after I have submitted the Jurisdiction Survey?

You need to notify Franklin County Elections in writing once an office becomes vacant.

Prior to appointing a new person, contact Franklin County Elections to verify that they are qualified registered voters for that office.

Jurisdictions must provide newly appointed officials with the oath of office and send a copy to the elections department.

Where do I get the oath of office for a new appointee?

Franklin County Elections prepares and sends oaths of office for newly elected officials after the general election. Jurisdictions must prepare and provide newly appointed officials with the oath of office. A link to a blank template is available on our [website](#).

Return the original signed oath of office to Franklin County Elections, PO Box 1451, Pasco, WA 99301.

Office Holders

Information about your current office holders, resignations, appointments, and oaths of office.

chapter 02

Importance of keeping Franklin County Elections informed

It is extremely important that Franklin County Elections has accurate, up-to-date information regarding current office holders, as this information is used to determine which offices are subject to election. Our office must be notified immediately of all vacancies and appointments that occur throughout the year.

Resignations

Once an office becomes vacant, notify Franklin County Elections immediately. Notification must be in writing, and an email is sufficient. Please include the name of the office holder, the position number, and effective date of the resignation. Additional information can be found about vacancies in [RCW 42.12](#).

New appointments

Prior to appointing an individual to fill a vacancy, Franklin County Elections must verify that the potential appointee is a registered voter of the jurisdiction. The list of appointees with a date of birth and/or residential address can be emailed to our office, and our staff will confirm their registration.

Once our office has confirmed the registration status and an individual has been appointed, notify Franklin County Elections of the appointment. Again, the notification must be in writing and an email is sufficient. Please include the name of the appointed person, contact information for that person, director or commissioner district (if any), position number, and the effective date of the appointment.

Oaths of office

Every person elected to an office in the State of Washington is required by state and federal constitutions to take an oath prior to serving in office. Depending on the office and tradition, the oath may be attested to either verbally or in writing.

Information on when regular terms begin for elected officials, how oaths must be administered, and how oaths must be retained can be found in the chart on the next page.

Franklin County Elections only sends an oath of office for newly elected officials after a general election. It is the jurisdiction's responsibility to provide newly appointed officials with an oath of office.



Franklin County Elections Office
509-545-3538

elections@co.franklin.wa.us

www.co.franklin.wa.us/auditor/elections

Send the Oath of Office to Franklin County Elections

Offices	Regular Term Begins	Administration and Repository of Oath	Applicable Citations
Court of Appeals Judge Superior Court Judge	Second Monday in January	Oath filed with Secretary of State.	Washington State Constitution Article IV, Sections 5, 28 RCW 2.04.080 RCW 2.06.070, 085
County Officials Executive Officers	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. Oath filed with County Auditor.	RCW 29A.60.280 RCW 36.16.040, 060
District Court Judges	Second Monday in January	Prior to entering the duties of office. Oath filed with County Auditor.	RCW 3.34.070 RCW 3.34.080
City and Town Officials Executive Officers Municipal Court Judges	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. Oath filed with County Auditor.	RCW 29A.60.280 RCW 35.27.120 RCW 35.23.081 RCW 35A.12.040, 080 RCW 35A.13.160
Municipal Court Judges	Cities over 400,000- 2nd Monday in January. For all others, January 1	Prior to entering the duties of office. Oath filed with County Auditor.	RCW 3.50.050 RCW 3.50.097 RCW 35.20.140
Port District Commissioners	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. Oath filed with County Auditor.	RCW 29A.60.280 RCW 53.12.172
Public Utility District Commissioners	January 1	Administered by an officer of the county in which the district is situated. No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. Oath filed with County Auditor.	RCW 29A.60.280 RCW 54.12.100
School Directors	Begins at first official meeting following certification of election	School officials are authorized to administer all oaths or affirmations. Oath filed with County Auditor.	RCW 28A.343.360
Fire Protection District Commissioners	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. Oath filed with County Auditor.	RCW 29A.60.280 RCW 52.14.070, 080
Sewer, Water, and Hospital District Commissioners	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. Oath filed with County Auditor.	RCW 29A.60.280 RCW 57.12.030 RCW 70.44.040
Cemetery Districts	January 1	No earlier than 10 days prior to assuming office, or at last regularly scheduled meeting. Oath filed with County Auditor.	RCW 29A.60.280 RCW 68.52.260

Vacancies

When a vacancy in office occurs, certain factors determine when the office will appear on the general election ballot; such as the date the vacancy occurs and whether the office was scheduled for election that year.

If, prior to the first day of the regular candidate filing period, a vacancy occurs in an office that is not scheduled to appear on the general election ballot valid declarations of candidacy for that office will be accepted during the regular candidate filing period. Franklin County Elections will give notice of the vacancy, and the notice will include the date, time, and place for filing declarations of candidacy.

If, on the first day of the regular candidate filing period or later, a vacancy occurs in an office that is not scheduled to appear on the general election ballot then declarations of candidacy will not be accepted for that office during the regular candidate filing period. That office will instead occur at the next succeeding general election that the office is allowed by law to have an election.

Candidate filing - voids and lapses

A void in candidacy occurs when no valid declarations of candidacy have been filed for a position, or all candidates that did file a valid declaration of candidacy have withdrawn, died, or been disqualified.

If a void in candidacy occurs after the regular candidate filing period, but before the primary election day, a special three day candidate filing period will be held. The date of the special filing period will be determined by Franklin County Elections. Notice of the void in candidacy will be given, and include the time and place for individuals to file a declaration of candidacy.

All candidates that file a valid declaration of candidacy during the special candidate filing period will appear on the general election ballot. A primary election will not be held for that office. The candidate receiving the most votes for that office in the general election is deemed elected.

If after the regular and special candidate filing periods have passed no candidate has filed a valid declaration of candidacy, the election for that office is deemed lapsed and the office will not appear on the ballot.

If a lapse of election occurs, the current office holder will remain in office and continue to serve until the next succeeding general election that the office is allowed by law to have an election.

Examples

John Smith, a fire district commissioner, resigns on April 1, 2021. His position was not scheduled for election until 2023, leaving an unexpired 2-year term. Since the vacancy occurred before the first day of the regular candidate filing period, declarations of candidacy will be accepted for that office and it will appear on the general election ballot.

Jane Jones, a city council member, resigns on July 31, 2021. Her position was not scheduled for election until 2023. Since the regular candidate filing period has passed, this office will not appear on the general election ballot. By law, city offices are elected in odd-year elections. Therefore, this office will appear on the 2023 general election ballot as a short and full term. Declarations of candidacy will be accepted during the regular candidate filing period in 2023.

Voids in candidacy to require a special filing period

General Election: May 25 to August 2, 2021

Deadline for vacancies to appear on the ballot

On or before May 16, 2021

Candidate Filing

Information about your role during candidate filing and general filing guidelines.

chapter 03

Jurisdiction Administrators - your role during candidate filing

Jurisdiction administrators are not active participants in the candidate filing process. All candidates are responsible for submitting their own declaration of candidacy. Jurisdiction resources should not be used to assist an elected official or candidate to file for office.

Candidate filing

All persons wishing to have his or her name printed on the ballot for election to office, must file a valid declaration of candidacy. Any person filing a Declaration of Candidacy must meet the qualifications specified by law for that office at the time of filing the declaration of candidacy. The candidate must be a registered voter of the jurisdiction for which they are filing, which is verified by Franklin County Elections. It is the responsibility of the candidate to ensure that he or she meets any and all other requirements for the office.

For offices with an annual salary greater than \$1,000, a filing fee equal to 1% of the annual salary must accompany the declaration of candidacy at the time of filing. **No filing fee need accompany a declaration of candidacy for precinct committee officer or any office for which compensation is on a per diem or per meeting attended basis.**

Filing fees are not refundable. If a candidate withdraws their declaration of candidacy, he or she forfeits the filing fee.

Filing fees are not transferable. If a candidate withdraws their declaration of candidacy and re-files for a different position a second filing fee must be paid for the new position.

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

Withdrawal of candidacy

Candidates may withdraw their Declaration of Candidacy prior to the deadline to withdraw.

There is no withdrawal period for Declarations of Candidacy filed during special candidate filing periods.

No filing fees will be refunded to any candidate that withdraws.



Candidate filing deadlines

Mail
May 3 - May 21, 5:00 p.m., regardless of postmark

In-person
May 17, 8:30 a.m. - May 21, 5:00 p.m.

Online
May 17, 9:00 a.m. - May 21, 4:00 p.m.



Deadline to Withdraw Candidacy

May 24, 2021, at 5:00 p.m.

Write-in candidates

If an individual wishes to file for an office after the candidate filing period has passed, he or she must file a declaration of write-in candidacy and pay the filing fee, if any. Write-in candidates may file a declaration of candidacy form up until 8:00 p.m. on Election Day. Write-in candidates that file more than 18 days before the election do not pay a filing fee. Write-in candidates that file 18 days or less before an election must pay a filing fee.



Deadline to file as write-in candidate and avoid paying a filing fee

Primary Election: July 15, 2021, at 5:00 p.m.

General Election: October 14, 2021, at 5:00 p.m.

Residency Requirements

All candidates must be a registered voter of the jurisdiction for which they have filed a declaration of candidacy. It is the candidate's responsibility to ensure he or she meets any and all other requirements.

No double filings

A candidate cannot file for more than one office appearing on the ballot, with the exception of filing as a Precinct Committee Officer.

Shared districts

Below are the districts that are shared by more than one county including Franklin. The primary county issues certificates of election and accepts Declarations of Candidacy for that jurisdiction.

Jurisdictions	Counties that share the district
School districts	
North Franklin School District No. J51 Washtucna School District Othello School District	Franklin*, Adams Franklin, Adams* Franklin, Adams*

* indicates primary county

Resolution Filing

Information about filing a resolution to place a measure on the ballot and ballot titles.

chapter 04

Deadlines for requesting to place a measure on the ballot

Upon receipt of a resolution from the governing body of a jurisdiction, Franklin County Elections may hold a special election. The jurisdiction can request the special election be held on one of the following dates:

- February election: the 2nd Tuesday in February.
- April election: the 4th Tuesday in April.
- Primary election: the 1st Tuesday in August.
- General election: the 1st Tuesday after the 1st Monday in November.

The resolution requesting the special election must be presented to Franklin County Elections as follows:

- February election: 60 days prior to the date of the election.
- April election: 60 days prior to the date of the election.
- Primary election: no later than the Friday immediately before the first day of the regular candidate filing period.
- General election: no later than the day of the primary election.

All resolutions must be received by Franklin County Elections no later than 5:00 p.m. on the day of the deadline.

Filing A Resolution

The role of Franklin County Elections is administrative and its responsibility begins when the resolution from a jurisdiction calling for an election is received. The process required to prepare a resolution calling for election is determined by the jurisdiction based on the applicable laws. Franklin County Elections does not provide legal interpretation. If contacted, Franklin County Elections will provide as much assistance as possible and point jurisdiction administrators to any other available resources for help. One valuable resource is the [Operations Manual](#) provided by the [Department of Revenue](#).

Tax information can be obtained from the Franklin County Assessor's Office. It is highly recommended that the [Franklin County Assessor](#) or Assessor's levy staff review the ballot measure prior to filing with the Auditor/Franklin County Elections. This provides the Assessor an opportunity to bring forward potential issues they may have with interpreting the levy.

Ballot titles

Ballot titles consist of three elements: ballot caption (name of jurisdiction and a statement of the subject matter); a concise description of the measure; and a question. The concise description must not exceed seventy-five words.

The ballot title is prepared by the Prosecuting Attorney’s Office. If a ballot title is submitted with the resolution calling for election, the Prosecuting Attorney’s Office will review and approve as to form. Ballot titles for a city or town are prepared by the city attorney.

Franklin County Elections will provide a layout copy of the official ballot title to the jurisdiction.

There is an appeal process that may be filed within 10 days from the time of filing of the ballot title. For more information please read [RCW 29A.36.090](#).

Filing a resolution

A [ballot measure submission cover sheet](#) is required for each resolution being submitted. The cover sheet is available on our website.

Resolutions can be submitted to Franklin County Elections by email, mail, or in-person.

A receipt of resolution form will be provided.

Amending or withdrawing a resolution

If a jurisdiction wishes to amend or withdraw a submitted resolution, a new resolution amending or withdrawing the previously submitted resolution must be submitted to Franklin County Elections.

The deadline to withdraw a resolution is the same as filing a resolution calling for an election.



Resolution deadlines

Resolutions must be submitted to Franklin County Elections no later than 5:00 p.m. on the following dates:

Election date	Resolution Deadline
February 9, 2021	December 11, 2020
April 27, 2021	February 26, 2021
August 3, 2021	May 14, 2021
November 2, 2021	August 3, 2021
February 8, 2022	December 10, 2021

Ballot Order

Information about the order in which candidates and measures appear on the ballot.

chapter 05

Ballot order

State law determines the order of offices and measures on the ballot at the federal or state level. For local offices and measures, the order they appear on the ballot is established by the county.

- Initiatives to the people
- Referendum measures
- Referendum bills
- Initiatives to the Legislature and alternate proposals
- Advisory Votes
- Proposed Constitutional amendments
 - Senate Joint Resolutions
 - House Joint Resolutions
- County-wide ballot measures
- Federal Offices
 - President and Vice-President of the United States
 - United States Senator
 - United States Representative
- State Offices
 - Governor
 - Lieutenant Governor
 - Secretary of State
 - State Treasurer
 - State Auditor
 - Attorney General
 - Commissioner of Public Lands
 - Superintendent of Public Instruction
 - Insurance Commissioner
 - State Senator
 - State Representative
- County Offices
 - Assessor
 - Auditor
 - Clerk
 - County Commissioner
 - Coroner
 - Prosecuting Attorney
 - Sheriff
 - Treasurer
- State and County Judicial Offices. These appear on the ballot sequentially by district and/or position within each category.
 - Justices of the Supreme Court
 - Judges of the Court of Appeals
 - Judges of the Superior Court
 - Judges of the District Court
- County-wide Special Purpose Districts
 - Port of Pasco
 - Public Utility District
- Special Purpose Districts. These appear on the ballot sequentially by district number, or if not numbered, alphabetically by district within each of the below listed categories of districts. Directors or commissioners within each district shall be in the order of the position or director district numbers assigned to those offices.
 - Regional districts that are not county-wide
 - School
 - Mayor
 - Council
 - Fire
 - Cemetery
 - Hospital
 - Water
- Local Measures. These appear on the ballot under the corresponding district heading after any offices for the district, sequentially by number if more than one.

Order of candidates

After the close of the regular candidate filing period, Franklin County Elections will conduct a lot draw to determine the order in which candidate names will appear on the primary election ballot.

For the general election ballot, the candidate receiving the most votes in the primary election will appear first and the candidate receiving the second highest number of votes will appear second. If a primary election is not required for an office, the candidate names will appear on the general election ballot in the order determined by the lot draw.

Validation Rates

General information about validation rates and how they are calculated.

Bond and Levy election validations

Passing a levy or bond issue is not always a simple matter of majority rules. State law requires bond issues and some types of levies to have a “super majority” in order to pass; while other levies, such as a levy lid lift, only require a simple majority.

Levy validation for school districts

A school district levy requires a simple majority to pass. Non-school district levies have two thresholds that must be met in order for the levy to pass: (1) the levy must receive a minimum 60% majority, and (2) a minimum number of “Yes” votes must be cast, which is determined by calculating 60% of 40% of the number of voters in the jurisdiction that cast ballots in the previous general election.

Bond validation

Bond issues also have two thresholds that must be met in order for the bond to pass: (1) the bond must receive a minimum 60% majority, and (2) the voter turnout for that jurisdiction must equal 40% of the voters who cast ballots in the previous general election.

Validation summary

Following certification of the general election each year, Franklin County Elections will notify all jurisdictions that the validation summary is available on our website.

The validation summary contains information compiled from the general election and includes the following statistics for each jurisdiction:

- The total number of “active registered voters” at the time of the general election
*“Active registered voters” does not include voters who are inactive due to the return as non-deliverable of official documents such as a mail ballot or voter registration card.
- The number of votes cast for the general election
- The minimum number needed (40% of votes cast) to validate a measure; and
- The minimum number of “Yes” votes needed to approve a measure (60% of the 40% of the number of voters who voted in the general election)

If a jurisdiction is shared with another county, you will need to add that county’s figures to get the total number needed for validation.

i Levy validation (not school) example:
If there were 10,000 votes cast in the last general election for the district:

$$10,000 \times 40\% = 4,000$$

$$4,000 \times 60\% = 2,400$$

To pass the levy, the district must have at least 2,400 yes votes, even if only a total of 2,500 people voted on the levy.

i Bond validation example:
If there were 10,000 votes cast in the last general election for the district:

$$10,000 \times 40\% = 4,000$$

To pass the bond issue, the district must have at least a 60% “Yes” vote and a minimum turnout of at least 4,000 voters.

Local Voters' Pamphlet Administrative Rules

chapter 07

Information on how to publish a local voters' pamphlet, explanatory statements, and pro/con committees is included in our [local voters' pamphlet/online voters' guide kit](#) on our website.

Publication of Local General Election Voters' Pamphlet

- For each measure, the pamphlet will include:
 - 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 will not be printed in the local voters' pamphlet. Printed copies are available and will be mailed upon request.
- The local voters' pamphlet is distributed by mail and posted online.
- The elections department will notify all jurisdictions within Franklin County of its intent to publish a local voters' pamphlet on a yearly basis. Notifications will be by email and will occur at least 90 days before the publication and distribution of the pamphlet.
- The Secretary of State's office publishes a state voters' pamphlet prior to each general election for statewide measures and state and federal offices. Franklin County local measures and offices appear in the local voters' pamphlet which is combined with the State Voters' Pamphlet.



For Primary and Special Elections

Franklin County produces an online voters' guide and a printed voters' pamphlet. Jurisdictions placing measures on the ballot are **automatically** included.

For General Elections

Franklin County publishes a local voters' pamphlet in conjunction with the state voters' pamphlet. Jurisdictions placing measures on the ballot are **automatically** included in the printed local voters' pamphlet as well as on our online version.

Local Voters' Pamphlet Administrative Rules are available on our website. For forms, deadlines and submittal process see our [voters' pamphlet/online voter's guide kit](#).

Costs associated with the Local Voters' Pamphlet

- **The cost of preparing a local voters' pamphlet** is an election cost billed to local jurisdictions included in the pamphlet and is prorated and charged in the same manner as other election costs. For more information on voters' pamphlet costs see chapter 11, election costs.

i County legislative authority has the authority to waive the financial responsibility of any jurisdiction or district where participation in the local voters' pamphlet would create undo financial hardship. A jurisdiction receiving a waiver for local voters' pamphlet costs will continue to be responsible for their remaining portion of the cost of the election.

Recounts

General information about mandatory recounts and how to request a recount.

chapter 08

Mandatory recounts

Recounts are conducted in accordance with [RCW 29A.64](#). Once an election is certified, a mandatory recount is required for candidate races that meet certain thresholds. Depending on the thresholds, either a machine or manual (by hand) recount is required. There are no mandatory recounts for ballot measures.

A mandatory machine recount is required when the vote total difference between two candidates is less than 2,000 votes and also less than one-half of one percent of the total number of votes cast for both candidates.

A mandatory manual (by hand) recount is required when the vote difference between two candidates is less than 150 votes and also less than one-fourth of one percent of the total number of votes cast for both candidates.

Requested recounts

To request a recount for a candidate race, a political party representative or any candidate for whom votes were cast may file an application to request a recount of the votes or a portion of the votes cast for all candidates in that race.

To request a recount for a ballot measure, a group of five or more registered voters may file an application to request a recount of the votes or a portion of the votes cast for any ballot measure. The group must designate one person as chair; and include the voting residence of each group member.

Applications requesting a recount of local offices or measures must be filed with Franklin County Elections within two business days after the election has been certified. For shared county jurisdictions, an application must be filed with the county with whom filings are made for that jurisdiction.



Mandatory machine recount example

Candidate A receives 5,050 votes and Candidate B receives 5,000 votes for a total of 10,050 votes cast for both candidates.

$$5,050 - 5,000 = 50 \text{ vote difference}$$

$$50 / 10,050 = 0.4975\%$$

For this race, there is less than a 2,000 vote difference between the candidates (50 votes) and also less than one-half of one percent of the total votes cast for both candidates (0.49%). Thus, a machine recount is required.



Mandatory manual recount example

Candidate A receives 6,105 votes and Candidate B receives 6,080 votes for a total of 12,185 votes cast for both candidates.

$$6,105 - 6,080 = 25 \text{ vote difference}$$

$$25 / 12,185 = 0.2052\%$$

For this race, there is less than a 150 vote difference between the candidates (25 votes) and also less than one-fourth of one percent of the total votes cast for both candidates (0.20%). Thus, a manual recount is required.

The application must specify whether the requested recount will be done manually or by machine. A deposit is required at the time of filing the application. The deposit must be either cash or a certified check. The amount of the deposit is determined by the type of recount requested and the number of ballots cast.

- \$0.15 per ballot cast for a machine recount
- \$0.25 per ballot cast for a manual recount

The deposit is only a security deposit, and is not the total cost of the recount. The total charges are determined by the county canvassing board. The deposit will be deducted from the total amount, and the party requesting the recount is responsible for paying the difference. If the result of the recount changes the result of the election, the amount of the deposit will be returned.

The county canvassing board will determine the date and time of the recount. The applicant or affected parties will be notified of the date, time, and location of the recount not less than one day prior to the recount. Each person entitled to receive notice of the recount may attend and be accompanied by counsel.

Petitions

Information about petitions and recall petitions.

Members of the public interested in filing a petition for a specific action must file with the relevant jurisdictions. For example, in the case of a Franklin County petition, the petition must be filed with the Franklin County commissioners. The commissioners will initially review the petition and then forward it to Franklin County Elections within three business days of the petition being filed.

The only role that Franklin County Elections has in the petition process is to determine whether or not the number of valid signatures on the petition is sufficient.

The number of signatures required to validate a petition is determined by the jurisdiction, based on the applicable charter, statute, or ordinance. Franklin County Elections does not provide legal interpretation.

Once Franklin County Elections receives the petition, our office will send a letter to the petition sponsor stating the date the petition checking will begin. Additional petition signature pages may be submitted prior to this date. No signatures can be added or removed once the petition checking has started. Any person who signed a filed petition may submit a written request with the jurisdiction to have their signature withdrawn prior to the date the petition checking will begin.

Franklin County Elections verifies the signatures on the petition based on the signature verification guidelines in [WAC 434-379-020](#). In addition to the WAC guidelines, each jurisdiction may have additional signature requirements that may be more restrictive.

Petitions containing the required number of signatures are accepted as prima facie valid until the invalidity has been proven. If the number of signatures is determined as sufficient, a letter and certificate of sufficiency is sent to the petition sponsor and the original petition is returned. If the number of signatures is determined as insufficient, the petition is returned to the petition sponsor with a letter stating the petition is insufficient.

Recall petitions

Recall petitions are conducted in accordance with [RCW 29A.56.110 - 270](#). If the Declaration of Candidacy for the office concerning the elected official is filed with Franklin County Elections, any person making a charge must file it with our office. If the recall petition reaches the signature gathering stage, the number of signatures required is determined pursuant to [RCW 29A.56.180](#), and based on the total number of votes cast for the candidates for the office to which the official whose recall is being demanded was elected. Franklin County Elections does not provide legal interpretation.

City Annexation Process

Information about the annexation process, redistricting and precincts.

chapter 10

City annexation process

Under the State's Growth Management Act:

- A City may only annex areas contiguous to its borders.
- Only territory within the urban growth area may be annexed by a city. Rural areas cannot be annexed.
- If territory is claimed by one city as part of its potential annexation area, that territory may not be annexed by a different city.

Annexation methods

In Washington State there are five methods of annexation.

Election Method

The legislative body of a city or town adopts a resolution calling for the annexation of certain territory by election, and files the resolution with the County Council. The County Council then adopts an ordinance setting the date for an election on the question of annexation. Annexation is finalized by a vote of the qualified voters in the annexation area.

Direct Petition Method

An annexation is initiated by 10% of the residents of the annexation area (or by the owners of properties representing 10% of the assessed valuation of the area). The initiators notify the legislative body of the city or town in writing of their intention to commence annexation proceedings. The legislative body accepts, rejects or geographically modifies the proposed annexation. The petition must then be signed by the owners of properties representing between 60% and 75% of the assessed valuation of the area (based upon a jurisdiction's designation as a code or charter city). The legislative body of the city or town then holds a public hearing on the question of annexation. Annexation is finalized by the adoption of an ordinance by the legislative body. (Note: Currently, the vast majority of annexations in Franklin County and across the state are conducted using this method).

Annexation for Municipal Purposes

City and town councils, by a majority vote, annex unincorporated territory (whether contiguous or noncontiguous) for park, cemetery or other municipal purposes when such territory is owned by the city or town or when all of the owners of the real property in the territory give their written consent to the annexation.

Annexation of Unincorporated Islands

A local jurisdiction resolves to annex unincorporated islands containing less than 100 acres and having at least 60% of its boundaries contiguous to the city or town; or of any size and having at least 60% of the boundaries of the area contiguous to the city if the area existed before June 30, 1994. A public hearing must be held. The annexation is subject to referendum for 45 days after the resolution is adopted, which is initiated by a petition signed by 10% of the area residents.

Interlocal Agreement Method (Two Options)

An Interlocal Agreement to annex specific territory is adopted by Franklin County, a City and a Fire District. The proposal must be submitted to the Boundary Review Board for administrative review (and public information) but there is no opportunity for a full public hearing for this proposed action.

- Option 1: There is opportunity for a public referendum.
- Option 2: There is, similarly, no opportunity for the public to vote or take other action with respect to this annexation.

Note: The State Growth Management Act requires each city within Franklin County to develop a Comprehensive Plan to guide growth and development for a 20 year period. Each Comprehensive Plan must include lands within current city boundaries and lands proposed for annexation - known as Potential Annexation Areas (PAAs). Once a Comprehensive Plan is adopted by the city and accepted by the State, the unincorporated areas within a City's PAA are expected to annex to that City. Changes to a PAA boundary must be adopted by the City that currently includes the area in its Plan and by the City that is seeking to add an area to its PAA. The State must also approve changes in the PAA boundaries.

For additional information see the [annexation by cities and towns guidebook](http://www.mrsc.org) published by MRSC at www.mrsc.org.

Redistricting

It is the responsibility of each county, city and special purpose district with internal director, council or commissioner districts to periodically redistrict based on the most recent population information meeting the criteria listed in [RCW 29A.76.010](#) as well as any specific laws applicable to the district. Many districts follow precinct lines so it is advisable to contact Franklin County Elections with preliminary plans.

Precincts

The Franklin County Board of Commissioners establish the boundaries of the election precincts that divide up the county. The precincts are maintained and changes are proposed by Franklin County Elections usually in response to annexations or redistricting.

No precinct changes are allowed starting 14 days prior to the first day for candidates to file for the primary election and ending with the day of the general election, except: in the case of a city annexation, temporary adjustments to precinct boundaries must be made as soon as possible after approval, must be limited to the minimum changes necessary, and remains in effect only until precinct boundary modifications reflecting the annexation are adopted by the Franklin County Board of Commissioners.

Boundary Information

The legislative authority of each county and each city, town, and special purpose district which lies within the county shall provide the county auditor accurate information describing its geographical boundaries and the boundaries of its director, council, or commissioner districts and shall ensure that the information provided to the auditor is kept current. [RCW 29A.76.020](#)

Franklin County does not provide legal interpretation.

Election Costs

Information about calculating the cost of participating in an election and the cost of publishing a local voters' pamphlet.

Cost of participating in an election

Election costs are based upon a jurisdiction's proportionate share. Each jurisdiction's cost is determined by taking the total number of registered voters in the jurisdiction and dividing it by the total number of all registered voters in all participating jurisdictions in the election.

Election costs vary from one election to the next, depending on a variety of factors. For instance, whether or not the election is held in an odd or even-numbered year is a significant factor for determining costs in a primary or general election; but less of a factor for a special election held in February or April. This is primarily due to the number of participating jurisdictions in an odd-numbered year as opposed to an even-numbered year. Although the overall cost of a primary or general election from one year to the next is somewhat comparable, a general election shared by three jurisdictions is going to cost more per voter for each jurisdiction than an election shared by twenty jurisdictions.



Example:

Jurisdiction A has 30,000 registered voters

Jurisdiction B has 50,000 registered voters

Jurisdiction C has 20,000 registered voters

100,000 total registered voters participating in the election

Based on the numbers above, Jurisdiction A would have 30% of the cost allocation, Jurisdiction B would have 50%, and Jurisdiction C would have 20%.

Special elections in February and April are often shared by a smaller number of jurisdictions, thus the proportional share is often greater. In the case of a single jurisdiction election, the cost would be 100%. Another factor is the number of offices and measures each participating jurisdiction has on the ballot. The first item counts as 1 whole and each additional office or measure adds .2 to the factor.

Franklin County Elections will prepare and send billing notifications to the jurisdictions.

Prior to deciding what election to place a measure on the ballot, jurisdictions may contact Franklin County Elections to request an estimated election cost. Estimates will be based on a reasonable range, taking historical information into account, as well as specific known information about a particular election date. **A specific cost or quote cannot be provided, as there are unknown factors such as the number of jurisdictions participating in an election as well as how many offices and/or measures will be placed on the ballot.**

Local voters' pamphlet cost

The cost of participating in a local voters' pamphlet is considered an election cost, but is processed separately from election costs. The cost allocation method is calculated by the Office of Secretary of State since we combine our pamphlets and they provide the printing and distribution. That cost allocated to Franklin County is then reallocated among the districts participating.

Combined voters' pamphlet costs are determined for each participating jurisdiction based on the number of registered voters, but the cost is separated into two categories: printing and distribution. Printing costs are driven in large part by the number of pages in a pamphlet, therefore the allocation of printing costs are factored by the number of pages for each jurisdiction. Distribution costs are not impacted by the number of pages and thus are calculated in the same way as the election costs. The allocation of printing and distribution costs are combined for the full cost of participating in a local voters' pamphlet.

A jurisdiction's participation in a printed local voters' pamphlet depends on the election. During special and primary elections held in February, April and August, Franklin County Elections only produces an online voters' pamphlet. There is no additional cost to the jurisdiction. During a general election, all jurisdictions are automatically included in the local voters' pamphlet.

February 9, 2021 Special Election Calendar

December 2020	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4	5
	6	7	8	9	10	11 Last day to file a resolution for the Feb 9, 2021, special election RCW 29A.04.330 Explanatory statement and pro/con committee appointments due	12
	13	14	15	16	17	18 Pro/con statements due	19
	20	21	22	23 Pro/con rebuttal statements due	24 Elections office closed in observance of Christmas	25 Elections office closed in observance of Christmas	26

January	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Elections office closed in observance of New Year's Day	2
	3	4	5	6	7	8 Overseas and service ballots mailed Online voter guide available	9
	10	11	12	13	14	15	16
	17	18 Elections office closed in observance of Martin Luther King, Jr. Day	19 Target date for ballots to be mailed	20 Accessible voting center opens at Elections Office 24 hour ballot drop boxes open	21	22	23
	24	25	26	27	28	29	30

February	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Deadline to receive new registrations and voter updates online and by mail RCW 29A.08.140	2	3	4	5	6
	7	8	9 Election Day Deadline for in-person registration and voter updates	10	11	12	13
	14	15 Elections office closed in observance of President's Day	16	17	18	19 Election certification RCW 29A.60.190	20
	21	22	23	24	25	26 Last day to file a resolution for the April Special Election. Explanatory statement and pro/con appts due	27

April 27, 2021 Special Election Calendar

March	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	28	1	2 Deadline to file app for recount RCW 29A.64.011	3	4	5 Pro/con statements due	6
	7	8	9	10 Pro/con rebuttal statements due	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26 Overseas and service ballots mailed Online voter guide available	27
	28	29	30	31			

April	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2	3
	4	5	6 Target date for ballots to be mailed	7 Accessible voting center opens at Elections Office 24 hour ballot drop boxes open	8	9	10
	11	12	13	14	15	16	17
	18	19 Deadline to receive new registrations and voter updates online and by mail RCW 29A.08.140	20	21	22	23	24
25	26	27 Election Day Deadline for in-person registration and voter updates	28	29	30		

May	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
							1
	2	3	4	5	6	7 Election certification RCW 29A.60.190	8
9	10	11 Deadline to file application for recount RCW 29A.64.011	12	13	14	15	

August 3, 2021 Primary Election Calendar

May	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
								1
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
							Last day to file a resolution for the August Primary Election RCW 29A.04.330 Explanatory statement and pro/con committee appointments due	
	Candidate filing week 5/17 - 5/21 RCW 29A.24.050							
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
	Last day for candidates to withdraw RCW 29A.24.131	Pro/con statements due				Pro/con rebuttal statements due		

June	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1	2	3	4	5	
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
							Overseas and service ballots mailed for the August Primary Online voter guide available	
	20	21	22	23	24	25	26	
27	28	29	30					

August 3, 2021 Primary Election Calendar (continued)

July	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2	3
	4	5 Elections office closed in observance of Independence Day	6	7	8	9	10
	11	12	13 Target date for ballots to be mailed	14 Accessible voting center opens at Elections Office 24 hour ballot drop boxes open	15	16	17
	18	19	20	21	22	23	24
	25	26 Deadline to receive new registrations and voter updates online and by mail RCW 29A.08.140	27	28	29	30	31

August	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 Election Day Deadline for in-person registration and voter updates	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17 Election certification RCW 29A.60.190	18	19 Deadline to file application for recount RCW 29A.64.011	20	21
	22	23	24	25	26	27	28
	29	30	31				

November 2, 2021 General Election Calendar

August	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 Last day to file a resolution for the November General Election RCW 29A.04.330 Explanatory statement and pro/con committee appointments due	4	5	6	7
	8	9	10	11	12 Pro/con statements due	13	14
	15	16	17 Pro/con rebuttal statements due	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

September	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3	4
	5	6 Elections office closed in observance of Labor Day	7	8	9	10	11
	12	13	14	15	16	17 Overseas and service ballots mailed for the November General Online voter guide available	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

November 2, 2021 General Election Calendar (continued)

October	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1	2
	3	4	5	6	7	8	9
	10	11	12 Target date for ballots to be mailed	13 Accessible voting center opens at Elections Office 24 hour ballot drop boxes open	14	15	16
	17	18	19	20	21	22	23
	24	25 Deadline to receive new registrations and voter updates online and by mail RCW 29A.08.140	26	27	28	29	30
31							

November	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Election Day Deadline for in-person registration and voter updates	3	4	5	6
	7	8	9	10	11 Elections office closed in observance of Veterans Day	12	13
	14	15	16	17	18	19	20
	21	22	23 Election certification RCW 29A.60.190	24	25 Elections office closed in observance of Thanksgiving	26 Elections office closed in observance of Thanksgiving	27
	28	29	30				