

Yakima County Official Local

Voters' Guide

Administrative Rules for Jurisdictions

ballot measure
local voter guide rules



2021

Yakima County Elections Division
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iVote@co.yakima.wa.us

YCE Local Voters' Guide Rules for Jurisdictions

appearance and content

Only local ballot measures and local offices appear in the local voters' guide.

For each local ballot measure, the voters' guide includes:

- The official ballot title
- Explanatory statement
- "For" and "Against" statements, if submitted
- Rebuttal statements, if submitted
- Committee contact information

responsibility for cost

The cost of the local voters' guide is considered an election cost to the participating jurisdictions and will be pro-rated in the same manner as other election costs.

If the required appearance in the printed voters' guide creates an undue financial hardship for the jurisdiction, the legislative authority of the jurisdiction may petition the Board of County Commissioners to waive the requirement to be included. The Board of County Commissioners may provide a waiver no later than 60 days before the publication date.

explanatory statements

Purpose and content. The explanatory statement explains in plain language the purpose of the measure. It shall state the law as it currently exists and what the result of passing the ballot measure would be, along with any possible financial impact. It cannot advocate for or against the ballot measure or any other proposition.

Preparation of. Explanatory statements must be prepared by the attorney for the district that is submitting the ballot measure. Statements not written by the district attorney will be submitted to the County Prosecuting Attorney for review and approval.

Word limit. Explanatory statements are limited to 150 words.

Format and Style. Text must be written in paragraphs. All statements will be typeset in block paragraph style with a double space between paragraphs. The statement will be reformatted if it does not follow the formatting and style standards.

ALL CAPS, **bolding**, and underlining, are *not* allowed. Only *italics* may be used to emphasize words or phrases.

Tables, lists denoted by a colon, enumerated items and bullets are not allowed.

Deadline. Explanatory statements must be submitted no later than the deadline for submitting the resolution and ballot title. There are no extensions or exceptions to the deadline.

"for" and "against" committees

Jurisdiction responsibility. For each ballot measure, the legislative authority of that jurisdiction is responsible for appointing "for" and "against" committees.

Committee membership. Each committee is limited to three (3) members. The committee may, however, seek the advice of other people. A committee is considered to be formed with only one (1) or two (2) members.

Deadline. A Committee Appointment Form must be submitted no later than the deadline for submitting the resolution and ballot title.

Election Division responsibility. If the jurisdiction fails to make committee appointments by the deadline, the Election Division will distribute a press release and post notice on the Yakima County Elections website for one week seeking participation. Appointments will be made in the order that email requests from applicants are received. The first person appointed shall serve as the committee chair/spokesperson.

The Election Division will provide each committee chair with a copy of the administrative rules and deadlines.

The Election Division will *not* coordinate communications between committee members or arbitrate disagreements among them.

Committee responsibility. Each committee must select a chairperson to act as the sole contact person with the Election Division. An email address and prompt communication skills are required. The committees are solely responsible for submitting their statements to the Elections Division.

If the committee is unable to agree or if multiple statements are submitted, the statement submitted by the Chair/Spokesperson will be the statement that appears in the local voters' guide.

If a committee member wishes to withdraw from the committee, he or she must notify the Elections Division by email no later than 24 hours prior to the deadline to submit the statement.

“for” and “against” statements

Content. Statements shall be limited to the proposition to which the committee member was appointed. The statement may not endorse, speak about, or advocate for or against another proposition, measure, candidate, or current office holder. Commercial advertisements and solicitations for contributions are not allowed.

Word limit. Statements are limited to 100 words. Statements that are more than 100 words will be shortened by deleting full sentences from the end until the word limit is reached.

Stay within the word limit. Once submitted, corrections and changes are not allowed.

Hyphenated words are counted as two words. Prefixes such as pre-tax or mid-January count as one word.

Only the names of committee members are published in the voters' guide. In addition, each committee may include *one* form of contact information for publication in the voters' guide -- a phone number, email address, *or* a website address. Government email and web addresses like those ending in .gov, may not be used. This contact information does not count toward the word limit.

Format and Style. Text must be written in paragraphs. All statements will be typeset in block paragraph style with a double space between paragraphs. The statement will be reformatted if it does not follow the formatting and style standards.

ALL CAPS, **bolding**, and underlining, are *not* allowed. Only *italics* may be used to emphasize words or phrases.

Tables, lists denoted by a colon, enumerated items and bullets are not allowed.

Deadline. Statements must be submitted no later than one calendar week (7 calendar days) after the deadline for the formation of the committee. There are no extensions or exceptions to the deadline.

Proofing. Prepare and edit your statement carefully. Once you submit your statement, you cannot make changes or corrections. The elections division does not correct spelling, punctuation, or typographical errors. Statement content is printed as submitted if it complies with content rules.

Exchange of statements. The Elections Division will exchange statements with committee chairs after the latest deadline to submit a statement has passed and the statements have been approved by the Election Division.

rebuttal statements

The failure of a committee to submit a “for” or “against” statement disqualifies them from submitting a rebuttal statement.

Content. Rebuttal statements cannot interject new issues or arguments and are limited to addressing issues and arguments raised in the opposing statement.

Word limit. Statements are limited to 75 words. Statements that are more than 75 words will be shortened by deleting full sentences from the end until the word limit is reached.

Stay within the word limit. Once submitted, corrections and changes are not allowed.

Hyphenated words are counted as two words. Prefixes such as pre-tax or mid-January count as one word.

Format and Style. Text must be written in paragraphs. All statements will be typeset in block paragraph style with a double space between paragraphs. The statement will be reformatted if it does not follow the formatting and style standards.

ALL CAPS, **bolding**, and underlining, are *not* allowed. Only *italics* may be used to emphasize words or phrases.

Tables, lists denoted by a colon, enumerated items and bullets are not allowed.

Deadline. Rebuttal statements are due three (3) calendar days after the elections division has completed the exchange of statements. There are no extensions or exceptions to the deadline.

Proofing. Prepare and edit your statement carefully. Once you submit your statement, you cannot make changes or corrections. The elections division does not correct spelling, punctuation, or typographical errors. Statement content is printed as submitted if it complies with content rules.

rejection and appeal

All submissions are reviewed by Yakima County Elections for compliance with the administrative rules and laws. Libelous or inappropriate statement(s) including obscene, profane or defamatory statements will result in the removal of the entire sentence or sentences.

You will be notified if any portion of your submission is rejected and why. You have two (2) business days after notification of the rejection to appeal in writing or submit a new statement. The County Auditor and Prosecuting Attorney or their designees, shall review appeals. A decision on your appeal will be made within two (2) business days.

A second rejection is final, due to time limitations.

public information

Explanatory statements. An explanatory statement is available for public inspection after it has been approved by the County Prosecuting Attorney if such approval is required.

“For” and “against” statements. Statements are available for public inspection only after the latest deadline for the submission of the statement has passed and statements have been exchanged between committees or when statements for both sides have been received by the Elections Division.

Rebuttal statements. Rebuttal statements are available only after statements from both sides have been received by the Elections Division or after the latest deadline for the submission of such statement has passed.

Committee Information. The Election Division will provide copies of committee appointment forms to interested parties upon request.

disclaimer

This disclaimer will appear in the voters' guide in substantially the following form. The content of candidate statements, ballot measure explanatory statements, "for" or "against" statements and rebuttal statements are the sole responsibility of the authors and do not represent the position of the Auditor's Office, Election Division, or Yakima County. Submissions are not proofed for accuracy or fact, and are not corrected for errors in spelling or punctuation.

no submission

No statement submitted will appear in the space where a statement would have been printed.

translations

Yakima County provides all election information in English and Spanish as required by Section 203 of the Voting Rights Act. Statements are translated only by election staff.

how to submit statements

The Chair of each committee is responsible for submitting statements on behalf of the committee. Yakima County Elections prefers to receive statements by email at iVote@co.yakima.wa.us. We request that all communications identify the ballot measure or district and specify which committee you are representing.

All deadlines are at close of business (4pm) on the day indicated.

Election Date	2021			2022		
	Aug 3 2021	Nov 2 2021	Feb 8 2022	Apr 26 2022	Aug 2 2022	Nov 8 2022
Jurisdiction's Responsibility and Deadlines						
Resolution Resolution cover sheet Explanatory Statement Committee Member Appointment Form	May 14	Aug 3	Dec 10	Feb 25	May 13	Aug 2
Committee Responsibility and Deadlines						
if jurisdiction appointed the committee						
'for' and 'against' statements	May 21	Aug 10	Dec 17	Mar 4	May 20	Aug 9
rebuttal statements	May 24	Aug 13	Dec 20	Mar 7	May 23	Aug 12
if jurisdiction failed to appoint the committee (appointed by elections division)						
'for' and 'against' statements	May 28	Aug 17	Dec 24	Mar 11	May 27	Aug 16
rebuttal statements	May 31	Aug 20	Dec 27	Mar 14	May 30	Aug 19

Administrative rules were developed in 1989 in conjunction with the first local voters' pamphlet published in Yakima County. The preceding represents the current rules for jurisdictions and ballot measures. The rules, as adopted by the Yakima County Auditor, contain dates that change from year to year. Solely changing these dates and deadlines will not result in amending the administrative rules.

These administrative rules were amended and adopted the 29th day of March, 2021 by the Yakima County Auditor.

For / Against Committee Appointment Form

This form is to be completed by the jurisdiction submitting the ballot measure.

The deadline for submitting this form is the same as the deadline for submitting a resolution and ballot title.

district information	_____		
	name of district and name of ballot measure		
	_____	_____	_____
	name of person completing this form	title	phone

<input type="checkbox"/> If the district is not appointing a “for” committee, check to confirm	<input type="checkbox"/> If the district is not appointing an “against” committee, check to confirm
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committee member information each individual listed has consented to serve on the respective committee as indicated	Committee “for” ballot measure	Committee “against” ballot measure
	①	①
	_____	_____
	name – this person will be the Chair of the committee	name – this person will be the Chair of the committee
	_____	_____
	email – <i>required</i>	email – <i>required</i>
	_____	_____
	phone	phone
	②	②
	_____	_____
name	name	
_____	_____	
email	email	
_____	_____	
phone	phone	
③	③	
_____	_____	
name	name	
_____	_____	
email	email	
_____	_____	
phone	phone	
Each committee may include one of the following methods of contact information to publish in the Voters’ Guide: <ul style="list-style-type: none"> • a phone number or • an email address or _____ .gov addresses are <i>not</i> allowed for email or web • a website 		
_____	_____	_____
“for” committee contact information	“against” committee contact information	