



**2020 PRECINCT COMMITTEE
OFFICER (PCO)
CANDIDATE FILING
MANUAL**

Douglas County Elections



2020 Election Calendar

Candidate Filing Dates

Candidate filing opens the Monday two weeks prior to Memorial Day and ends the following Friday. The key filing dates for 2020 are:

- Mail In: Must be received on Monday, April 27 through Friday, May 15.
- In Person: Monday, May 11 at 8:30 a.m. through Friday, May 15 at 4:30 p.m.
- Online: Monday, May 11 at 9 a.m. through Friday, May 15 at 4 p.m.

The deadline for candidates to withdraw is the close of business Monday, following the close of candidate filing. The withdrawal deadline for 2020 is Monday, May 18 at 4:30 p.m.

Primary and General Election Dates

The Primary Election is held the 1st Tuesday in August of each year and the General Election is held on the 1st Tuesday after the 1st Monday in November of each year. The Primary and General Election dates for 2020 are:

- Primary Election: Tuesday, August 4
- General Election: Tuesday, November 3

Even - numbered years are when federal, state, legislative and some judicial offices appear on the General Election ballot. Odd - numbered years are when county, port, some judicial, city, school and special purpose district offices appear on the General Election ballot.

FILING TO BE A CANDIDATE

Becoming a candidate for Precinct Committee Officer (PCO)

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

Contact our office if you have any questions about your voter registration or precinct information. To find out about the offices, view the [Offices Open for Election](#) link on our website. This list includes the current incumbent, where to file your Declaration of Candidacy.

When to file

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

All Declarations of Candidacy for PCO must be received before the close of business on the last day of the filing period. Declarations of Candidacy for PCO received after this date, regardless of the postmark, are invalid.

Candidates may file online starting at 9 a.m. on the first day of filing, until 4 p.m. on the last day of filing. Declarations of Candidacy filed in person must be during business hours. Mailed Declarations of Candidacy PCO may be submitted in advance up to ten business days before the filing period begins. Filings received prior to this date will be returned to the candidate.

Where to file

Candidates for precincts within Douglas County must file with Douglas County Elections

Cost to File

There is no filing fee

Getting Ready to File

Before you file for office, you will need to:

- Verify that your voter registration information is current. You can verify your voter registration information online at myvote.wa.gov.
- Decide how you want your name to appear on the ballot.
- Confirm you meet the qualifications for the office. You are responsible for ensuring that you meet all qualifications of the office.
- Have your contact information ready.

Your Name on the Ballot

When filing for office, input your name exactly as you wish it to appear on the ballot. You may use a nickname by which you are commonly known as your first name, but your last name must be the name under which you are registered to vote. For example, if you are registered to vote as William Smith but are commonly known as Bill, you may use Bill Smith for your ballot name.

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

How to File your Declaration of Candidacy

Filing your Declaration of Candidacy is important and as a best practice, Douglas County Elections recommends that you submit your Declaration of Candidacy as early as possible during filing week. Our office will not accept late submissions.

Online filing is the easiest way to file for office. Online candidate filing opens on Monday, May 11, 2020 at 9 a.m. and is available 24 hours a day until Friday, May 15, 2020, at 4 p.m. Candidates in the system at 4 p.m. on the last day of filing will have until 4:30 p.m. to submit their filing. Candidates who have not completed their filing by 4:30 p.m., will be shut out of the system and their filing invalidated.

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

Candidates also have the option of filing their Declaration of Candidacy in-person at the Elections office during business hours, starting on Monday, May 11, 2020 at 8:30 a.m. and ending on Friday, May 15, 2020 at 4:30 p.m. No late filings will be accepted.

If you will be out of town and will not have computer access during the week of candidate filing, you may submit your Declaration of Candidacy by mail beginning on April 27, 2020. Filings submitted by mail must be received by 4:30 p.m. on May 15, 2020 regardless of postmark. Filings received by mail prior to April 27, 2020 will be returned to the candidate.

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

Withdrawal of Candidacy

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

To withdraw, a candidate must submit a signed request that their name be removed from the ballot. A Withdrawal of Candidacy form is available on our website.

No filing fees will be refunded, even in the event of a withdrawal.

Deadline to Withdraw Candidacy
May 18, 2020, at 4:30 p.m.

Ballot Information

Will My Name Appear On the Ballot?

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

Ballot Information

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

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

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

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

Counting the Votes

Counting the Votes

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

Certifying the Election

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

Voter Statistics and Data

General Data Request Information

Current lists of voter registrations are public records (RCW 29A.08.720.) This data may be used for political purposes only. The data, lists, or information provided shall not be used for the purpose of mailing or delivering any advertisement or offer for any property, establishment, organization, product, or service for mailing or delivering any solicitation for money, services or anything of value.

There is no charge for data requests, which can be emailed. If you want a hard copy of information, charges are as follows:

- Minimum Charge: \$10.00 or the charges below whichever is greater
- Printed List: \$0.004 per registered voter
- Mailing Labels: \$0.009 per registered voter Copies \$0.10 cents per page
- County Map with Precinct: \$15.00 each

Voter Data Requests

Data of registered voters within a specific district, including:

- Name of Registered Voter
- Voter ID
- Voter Status
- Registered address, city, state, and zip
- Mailing address, if different
- Precinct name
- Date of registration
- Date of birth
- Gender
- Voting history

To request this information, complete the Public Request form on our website.

Matchback Data Requests

Matchback data includes voters eligible for the current election only. The file will contain the same information as a voter data request but will also indicate if the voter has returned their ballot.

The matchback report will be available on our Douglas County Elections Website. It will be updated each day processed.