

2025 Asotin County Candidate Manual



Asotin County Elections Office

135 2nd St
Asotin, WA 99403

509-243-2084



Darla McKay
Asotin County Auditor

Dear Candidate:

Congratulations on your decision to seek public office. Asotin County Elections has resources to assist you.

This manual is a valuable tool for your candidacy. Whether you are an experienced candidate or entirely new to this process, please take the time to review this manual thoroughly.

We invite candidates to include their photo, campaign contact information, biography and statement in the online voters' guide.

We will use the same photo, biography and statement in the Primary and General Election voters' guide. Your statement and photo are due by Tuesday, May 20th at 5:00 PM. **Late submissions will not be accepted.**

For more information:

- Website: asotincountywa.gov/183/Elections
- Email: dmckay@asotincountywa.gov
- Phone: 509-243-2084 ext. 1534

We take great pride in the work we do to ensure secure, accurate, and accessible elections. We invite you to come and tour our office.

Sincerely,



Darla McKay
Asotin County Auditor

135 2nd St, Asotin, WA 99402
509-243-2084 ext. 1530

April 21	First day candidate filings by mail may be accepted
May 5	First day for in-person candidate filing during office hours 8:00 a.m. – 5:00 p.m. Online filing opens at 9:00 a.m.
May 9	Last day for in-person, online and mail-in candidate filing - 5:00 p.m. deadline Lot draw for ballot position - 5:05 p.m.
May 12	Last day for candidates to withdraw - 5:00 p.m. deadline
May 20	Deadline for Online Voters Guide submission of statements/photos - 5:00 p.m. deadline
June 21	Military and overseas ballots mailed for the Primary Election
July 18	Ballots available for the Primary Election Begin mailing of Primary Election ballots Open Ballot Drop Boxes
July 28	Last day to receive new registrations online and by mail for the August Primary
Aug 5	PRIMARY ELECTION Last day to file as a Write-In Candidate – must pay filing fee. First posting of Elections Results (Approximately 8:30 p.m. on website)
Aug 19	Certification of the Primary Election
Sept 20	Military and overseas ballots mailed for the General Election Election
Oct 17	Ballots available for the General Election Begin mailing of General Election ballots Open Ballot Drop Boxes
Oct 27	Last day to receive new registrations online and by mail for the General Election
Nov 4	GENERAL ELECTION Last day to file as a Write-In Candidate – must pay filing fee. First posting of Election Results (Approximately 8:30 p.m. on website)
Nov 25	Certification of the General Election




Filing Online Benefits

- It's Quick. It's Easy.
- No lines. No Hassles.
- No unnecessary traveling
- May use home computer, mobile or other computer
- File online 24 hours a day starting Monday of filing week at 9:00 a.m. and ending Friday of filing week at 5:00 p.m.
- You enter your own information, so you know it is correct
- May use credit card at time of filing

Things you should know before filing online

- First day to file is Monday, May 5, 2025 starting at 9:00 a.m.
- Last day to file is Friday, May 9, 2025 by 5:00 p.m.
- Must be registered to vote (and meet residency requirements)
- Must provide an email address
- If campaign contact information is not provided, then the candidate's voter registration address is used as contact information
- Candidate Filing is not complete until payment is received
- Credit Cards are accepted online only for candidate filing fees. Cash or check are accepted at the elections office
- All forms of payment must be received by 5:00 p.m. Friday, May 9, 2025 (No Exceptions)
- If Filing Fee petition is to be considered, you must file in-person

Filing fees are Non-Refundable

Online filing opens on Monday, May 5, 2025 at 9:00 a.m. and closes promptly at 5:00 p.m. on Friday, May 9, 2025. Please allow time to complete your filing before 5:00 p.m.

It is your responsibility to ensure your filing information is accurate. Be sure you:

- Read and follow instructions
- Contact Asotin County Elections if you need assistance or have questions
- Proofread your information before submitting

WHEN to File

Online

Candidates will be able to file online at asotincountywa.gov/183/Elections beginning at 9:00 a.m. on Monday, May 5, 2025 and ending at 5:00 p.m. on Friday, May 9, 2025. The filing fees for online filing must be received at the Elections Office by 5:00 p.m. on Friday, May 9, 2025 for the filing to be official. Credit card payments are only accepted at the time of filing online.

In Person

The period for filing in-person at the Asotin County Elections Office is from Monday, May 5, 2025 through Friday, May 9, 2025. The Elections Office is located at 135 2nd St in Asotin. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Thursday and 8:00 a.m. to 5:00 p.m. Friday. We will make and return any necessary copies. Only checks or cash are accepted for filing fees in-person.

By Mail

Filings through the mail can be accepted by the Elections Office beginning April 21, 2025. Any Declaration of Candidacy received prior to that date cannot be accepted. Filings by mail must be received no later than 5:00 p.m. on May 9, 2025. Filings received after this date, regardless of postmark, are invalid.

Before mailing the Declaration of Candidacy, we suggest you make a copy of the declaration and keep one for your records. Prior to returning the original copy to the Elections Office, please make sure your Declaration of Candidacy is signed and that you have enclosed the appropriate filing fee or filing fee petition* (see explanation under Filing Fees).

HOW to File

Candidates must complete a Declaration of Candidacy form and pay the proper filing fee. Forms are available at the Asotin County Elections Office. You may also file online on the Asotin County Elections website.

Once filed, a Declaration of Candidacy may not be altered. If the candidate decides during the filing period to change the Declaration of Candidacy, the candidate must first withdraw and then re-file, which includes the payment of any filing fees. All filing fees are nonrefundable.

WHERE to File

Online Candidate Filing may be used for all offices open for election.

If the candidate chooses to file in person the Auditor's Office is located at 135 2nd St, Asotin, WA 99402.

FILING FEES

The proper fee must accompany the Declaration of Candidacy. A current list of offices open for election along with the office filing fee is available on the Asotin County Elections website.

A candidate who lacks sufficient assets or income at the time of filing may submit a Filing Fee Petition with the Declaration of Candidacy in lieu of the filing fee. The petition must contain a number of valid signatures at least equal to the number of dollars of the filing fee. The signatures must be from voters registered within the jurisdiction of the office for which the candidate is filing.

*A candidate submitting a filing fee petition must submit all signatures when filing the Declaration of Candidacy. The candidate cannot supplement the signatures at a later date and may not file the declaration of candidacy electronically. (WAC 434-215-025 (2) & *(3))



Residency Requirements

A candidate must meet the eligibility requirements of an office at the time of filing a Declaration of Candidacy. A candidate for public office must be a registered voter of the county, district or political subdivision in which the candidate intends to seek office.

Prospective candidates may register to vote or transfer at any time prior to filing. Register to vote, check your voter registration status, and update your address online at votewa.gov.

Some districts, such as cities, may have additional residency requirements. Please contact the individual city or district if you have any questions.

(WAC 434-215-070 (2) & WAC 434-215-170)

Campaign Finance Reporting

Depending on the office, candidates may be required to report campaign financing. Candidates for state or local offices should refer to the Washington State Public Disclosure Commission for reporting requirements. More information is available at www.pdc.wa.gov or by calling the PDC at (360) 753-1111.

Withdrawal of Candidacy

Candidates have until 5:00 p.m. Monday, May 12, 2025 to withdraw their Declaration of Candidacy. A written request to withdraw must be filed with the same office the Declaration of Candidacy was filed. The filing fee will not be reimbursed. A withdrawal form is available at the Asotin County Elections Office, or online at asotincountywa.gov/183/Elections.

Primary Election

The State of Washington has a Top 2 Primary system. This allows voters to choose among all candidates running for each office regardless of their party preference. The top two candidates who receive the most votes in the Primary Election qualify for the General Election. Candidates need at least 1% of the votes cast in that race to advance to the General Election.

Each candidate for a partisan office may state a political party that he or she prefers. A candidate's preference does not imply that they are nominated or endorsed by the party, or that the party approves of or associates with that candidate.

General Election

Appearance on the ballot is determined by the most votes received in the Primary Election. (RCW 29A.36.170) The top two vote getters proceed to the General Election. The candidate with the greatest number of votes appears first and the candidate with the next greatest number of votes appears second.

For partisan races, each candidate will retain his or her party preference from the Primary Election to the General Election.

If there is no primary, appearance on the General Election ballot is determined by the outcome of the lot drawing. (RCW 29A.36.131)

Mailing of the Ballots

For the Primary and General Elections, ballots for military/overseas voters are mailed 45 days prior to the election. All other ballots begin being mailed to voters 18 days prior to the election. For a list of mailing dates, check the election website at asotincountywa.gov/183/Elections or call 509-243-2084 ext 1534.

Ballot drop boxes are located in the alley behind Clarkston City Hall at 829 5th St, Clarkston, behind Lincoln Middle School on Jackson Dr in the Clarkston Heights, and the Asotin County Courthouse. The opening date for the drop boxes is 18 days prior to the election.

Counting Center

Interested members of the public, candidates and representatives of political parties may observe election activities as space allows during the election period. All observers must sign in at the Asotin County Elections Office.

Logic and Accuracy Test

The Logic and Accuracy test is a public test of the election tabulation system. The test is witnessed by party representatives. Interested members of the public may also attend if space allows. Testing is conducted by the Asotin County Elections Department using the same software and hardware that will be used Election Day. The date and time of the L&A will be posted on the Asotin County Elections website.

Election Results

Results may be obtained beginning at approximately 8:30 p.m. Election Night on the Asotin County Elections website, at the Asotin County Elections office, or by calling 509-243-2084 ext 1534. The Office of the Secretary of State's website, www.sos.wa.gov, lists all state-wide results.

After Election Day

Asotin County Elections staff will continue to process ballots until certification. Under RCW 29A.60.160, interim ballot tabulations are normally scheduled after a Primary or General Election excluding weekends and holidays. Exact tabulation dates are determined by voter turnout and will be posted on the Asotin County Elections website. For dates and times of interim ballot tabulations, please call 509-243-2084 ext 1534 or go to the Asotin County Elections website.

Canvassing Board Review of Ballots

The Asotin County Canvassing Board is comprised of the County Auditor, chair of the Board of County Commissioners and the County Prosecuting Attorney or their designated representatives. One of the official duties of the Canvassing Board is to accept or reject ballots submitted by voters whose validity or intent is in question.

Ballots that require review by the Canvassing Board are brought before the Board prior to the official certification of the election. Notice of all Canvassing Board meetings are subject to publication in the Lewiston Morning Tribune newspaper. Canvassing Board meetings are open public meetings. Dates and times are posted on the Asotin County Elections website.

Certification

All elections must be certified by the Asotin County Canvassing Board. The process of certification includes a review of the final election tabulation report and the signing by each board member. The election certification process is an open public meeting. Notice of certification is published in the Lewiston Morning Tribune and will be posted on the Asotin County Elections website.