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# Pierce County Canvassing Board

# Policies

**July 2010**

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Elections Division  
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## CHAPTER I – INTRODUCTION

### **Section I - Authorization**

The Pierce County Canvassing Board (hereafter referred to as Canvassing Board) is established under the authority of RCW 29A.60, for the purpose of canvassing the returns of all elections.

### **Section II - Delegation of Responsibilities**

Except as otherwise provided by law, the Canvassing Board may delegate the performance of any of its tasks assigned by law. The delegation of such authority must occur in writing or at a public meeting in accordance with rules adopted by the Secretary of State. The written delegation of authority shall be filed with the Auditor annually in January in substantially the same form as Appendix H. (RCW 29A.60.140)

### **Section III - Responsibilities**

The responsibilities of the Canvassing Board include:

1. Processing Vote-By-Mail ballots (Authority: RCW 29A.40.110).
2. Verifying and certifying polling place and Vote-By-Mail ballot results (Authority: RCW 29A.60.070 and 29A.60.200).
3. Determining the validity of polling place and Vote-By-Mail ballots (Authority: RCW 29A.60.050).
4. Determining voter intent in accordance with the Washington Voter Intent Manual published by the Secretary of State. (Authority: WAC 434-261-086).
5. Opening sealed ballot containers (Authority: RCW 29A.60.110).
6. Taking corrective action on the “Abstract of Votes” (Authority: WAC 434-262-060).

7. Rejecting ballots in whole or part (Authority: WAC 434-262-031, WAC 434-262).
8. Conducting a recount (Authority: RCW 29A.64.020).
9. Determining the validity of ballots whose validity is in question (Authority: WAC 434-261-120).
10. Adopting administrative rules (Authority: RCW 29A.60.140).

#### **Section IV - Purpose of this Manual**

This manual serves as the local administrative rules to facilitate and govern the canvassing process in Pierce County. Statutes directing the policies are: chapters and sections of RCW Chapter 29A and 42, WAC Chapter 434. Any of the administrative rules contained in this manual that do not specifically refer to statutory or regulatory authority are guidelines based on past practices and decisions of the Canvassing Board.

## CHAPTER II -- THE CANVASSING BOARD

### **Section I - Composition of the Canvassing Board**

Members of the County Canvassing Board consist of the County Auditor, who chairs the Canvassing Board; the County Prosecuting Attorney; and the Chair of the County Council. Any member may designate a representative.

1. Designated Representatives: The County Auditor may designate one member who shall be a Deputy Auditor. The County Prosecuting Attorney may designate one member who shall be a Deputy Prosecutor. The Chair of the County Council may designate one member who shall be a member of the County Council (WAC 434-262-015, RCW 29A.60.140).
2. Designation Authorization: A member of the Canvassing Board will file the name of the designee in writing to the County Auditor not later than the day before the first day duties are to be undertaken (RCW 29A. 60.140) (see Appendix A).

### **Section II - Oath**

Before certifying the returns of a primary or election, the chairperson of the county legislative authority or the chair's designee shall administer an oath to the County Auditor or the Auditor's designee attesting to the authenticity of the information presented to the Canvassing Board. This oath must be signed by the County Auditor or designee and filed with the returns of the primary or election. (RCW 29A.60.200) (see Appendix B).

### **Section III – Verifying Results**

The Canvassing Board shall verify the results from the precincts and the Vote-By-Mail ballots. The Canvassing Board shall execute a certificate of the results signed by all members of the board or their designees (RCW 29A.60.200) (see Appendix C).

## CHAPTER III -- BOARD DECISIONS

### **Section I - Quorum**

Two-thirds of the members shall constitute a quorum.

### **Section II - Decisions of the Canvassing Board**

When a member of the Canvassing Board is on the ballot, they shall recuse themselves when making decisions regarding the determination of a voter's intent with respect to a vote cast for that specific office. This recusal shall also apply to the designee who represents that Canvassing Board member who is on the ballot. The determination of a voter's intent with respect to that contest will be made by the other two members of the Board.

However, the member whose name appears on the ballot may fully participate in decisions accepting or rejecting entire ballots, unless the office in question is the only one for which the voter cast a vote (RCW 29A.60.150).

A majority vote, defined as two of three votes, is required for all Board decisions and actions. Decisions of the Board are final and not subject to appeal except as provided under provisions for contesting elections.

If the two members vote and do not agree, a vote shall not be counted unless the number of those votes could affect the result of the primary or election, in which case the Secretary of State or a designee shall make the decision on those votes.

## CHAPTER IV -- MEETINGS

### **Section I – Regular Meetings**

#### *Primary or Special Election*

The Canvassing Board shall meet at least once to canvass ballots and certify the election. The election shall be certified no later than the 15th day after the election. (RCW 29A.60.190) (see Appendix C).

#### *General Election*

The Canvassing Board shall meet at least once to canvass ballots and certify the election. The election shall be certified no later than the 21st day after the election. (RCW 29A.60.190) (see Appendix C).

These canvassing meetings may be adjourned and reconvened at a later time, date or location at the discretion of the Board.

### **Section II – Special Meetings**

The Canvassing Board may meet at any time to perform their statutory duties which may include administrative hearings regarding voter registration challenges, conducting recounts, adopting rules or to respond to any other special circumstances that may arise.

### **Section III - Meeting Location**

Unless otherwise specified in a public notice, the Canvassing Board shall meet at the Pierce County Elections Center, located at 2501 South 35<sup>th</sup> Street, Suite C, Tacoma, WA 98409.

### **Section IV - Public Meetings**

All meetings of the Canvassing Board are public meetings under RCW 42.30 and shall be appropriately noticed in a paper of general circulation (RCW 29A.60.140) (5) (see Appendix D).

## **Section V – Public Comment**

Public comment will be taken at the meeting. Members of the public who wish to provide comment will be called upon by the chair. Public comments may be limited as determined by the chair. Written comment may be submitted at any time and will be entered into the Canvassing Board record.

## **Section VI – Election Center Security**

The Pierce County Elections Center is a public facility which provides for the secure processing of ballots and ballot tabulation, in compliance with state law.

Employee entrances remain locked at all times. When in use and open, the loading dock door is monitored.

Election employees are required to wear a color-coded Elections Center badge, identifying their level of authorization to access areas of the center while working.

Visitors are required to sign-in, wear a visitors' badge and be escorted at all times.

During public meetings, the meeting area is identified, and the public is permitted into the meeting area without restriction. Election staff takes appropriate action to maintain overall security during this time. Inside doors can be locked or unlocked, depending on the need for extra security and/or meeting area definition.

## CHAPTER V -- MAILING AUTHORITY

### **Section I - Postage Rates**

All outbound mailings from the Pierce County Elections Division to voters may be mailed at nonprofit mail rates. These mailings are used to update and maintain voter mailing lists as permitted under the National Voter Registration Act of 1993.

### **Section II - Return Postage**

All inbound Vote-By-Mail ballots will be first class mail rates, paid by the voter. There is an exception for overseas voters and service voters. Such mailings will be sent with free return postage if the ballot is mailed through the United States Postal Service, United States Armed Forces Postal Service, or the postal service of a United States foreign embassy.

Pierce County will pay return postage for voters assigned to Vote-By-Mail precincts.

Pierce County, at the discretion of the Auditor, may pay return postage for all mail ballots if extenuating circumstances exist.

## CHAPTER VI -- GENERAL STATUTORY REQUIREMENTS

### **Section I - Processing Vote-By-Mail Ballots**

Prior to initial processing of Vote-By-Mail ballots, the County Auditor shall notify the County Chair of each major political party of the time and date on which processing shall begin, and shall request that each major political party appoint official observers to observe the processing and tabulation of ballots. If any major political party has appointed observers, such observers may be present for initial processing, final processing or tabulation, if they so choose. Failure to appoint or attend shall not delay the processing or tabulation of ballots (WAC 434-250-110) (1) (see Appendix E).

Pierce County tabulates Vote-By-Mail ballots on an electronic vote tallying system. Initial processing consists of verifying signatures, opening envelopes, removing ballots, inspecting ballots and repairing/re-making ballots. Following initial processing, all Vote-By-Mail ballots must be kept in secure storage until they are ready for final processing (RCW 29A.40.110, WAC 434-250-110) (2).

Auditor staff responsible for the checking of voter signatures shall be instructed in the signature verification process. Auditor staff shall periodically be trained and updated on signature verification techniques by local law enforcement officials. (WAC 434-250-120)

Auditor staff shall ensure all security and return envelopes are empty by making a physical inspection of the envelopes. A zip tie is then threaded through the pre-punched hole in the envelope to ensure that nothing is left inserted inside the envelope.

Final processing, which consists of scanning ballots on the 400C optical scan readers, may be performed only after 7:00 a.m. on the day of the primary or election (WAC 434-250-110)(3).

Tabulation, which is the production and release of election results, may not occur until after 8:00 p.m. on the day of the primary or election (WAC 434-250-110) (4).

## **Section II - Processing Polling Place Ballots**

Pierce County uses an optical scan paper ballot. The ballot can be tabulated at the polling place or transported to the Election Center to be counted.

Electronic ballots cast on touch screen voting machines are recorded electronically at the time of voting and a paper record is created and verified by the voter. (RCW 29A.44.045).

The electronic returns and the paper ballots/records are returned to the Auditor on election night for inclusion in the election night results (RCW 29A.44.050).

## **Section III - Vote-By-Mail Elections**

Elections held entirely by Vote-By-Mail will be canvassed in the same manner as a regular election.

## **Section IV – Public Viewing**

All phases of ballot processing, including recounts, are open to the public, subject to reasonable procedures to ensure that order and integrity of the process is maintained (WAC 434-250-120). The Auditor shall establish a public viewing area from which interested parties may observe the processing and tabulation of ballots. Individuals in the public viewing area shall be able to view ballot processing but shall not be in direct contact with the ballots or election staff. The public viewing area shall be open and accessible whenever ballot processing is conducted.

## CHAPTER VII -- VOTER SIGNATURE ISSUES

### **Section I - Unsigned Vote-By-Mail Ballot Envelope**

If a voter neglects to sign the oath on a Vote-By-Mail or provisional envelope, the Auditor shall send a copy of the oath to the voter by first class mail. If the voter returns the signed oath, their ballot will be counted. (Appendix F). If the Auditor's office does not receive the signed oath by three business days prior to the certification of the election, the Auditor shall attempt to contact the voter by telephone.

If an unsigned Vote-By-Mail ballot is received within three business days prior to the certification of the election, no notice will be mailed to the voter. The Auditor staff shall attempt to notify the voter by telephone.

The Auditor shall:

1. Require the voter to appear in person and sign the return envelope not later than the day before the certification of the primary or election (RCW 29A.60.165(1a));
2. Provide the voter with a copy of the return envelope oath and require the voter to sign the copy of the oath and mail it back to the Auditor so that it arrives not later than the day before the certification of that primary or election (RCW 29A.60.165(1b));
3. A record shall be kept of the date on which the voter was contacted or on which the notice was mailed to the voter, as well as the date on which the voter signed the return envelope or a copy of the return envelope oath (RCW 29A.60.165(4)).

### **Section II - Signature Does Not Match**

If the handwriting of the signature on a Vote-By-Mail or provisional ballot envelope is not the same as the signature on the registration file, the Auditor shall notify the voter by first class mail, enclosing a copy of the envelope oath and advise the voter of the correct procedures for updating his or her signature. (Appendix G)

If the Auditor's office has not received the copy of the Vote-By-Mail or provisional ballot by three business days prior to certification or the voter has not responded to the above mailed notification, then Auditor staff shall attempt to notify the voter by telephone.

For the ballot in question to be counted the voter must:

1. Appear in person and sign a new voter registration form no later than the day before the certification of the primary or election (RCW 29A.60.165(2)(a) (i); OR,
2. Sign the copy of the oath and provide a photocopy of a valid government or tribal identification document that includes the voter's current signature. These materials must be returned no later than the day before the certification of that primary or election (RCW 29A.60.165(2)(a)(ii).

A record shall be kept of the date on which the voter was contacted or on which the notice was mailed to the voter, as well as the date on which the voter signed the return envelope or a copy of the return envelope oath (RCW 29A.60.165(4)).

## CHAPTER VIII -- QUALIFYING VOTE-BY-MAIL BALLOTS

### **Section I - Requirements**

Vote-By-Mail ballots will be counted if the ballots meet the following criteria (WAC 434-250-120):

1. The Vote-By-Mail ballot is returned in the return envelope or similar envelope provided it contains the same data and signed oath, and is approved by the Auditor.
2. The oath is signed with a valid signature in the place afforded for the signature on the envelope or other as designated by the Auditor.
3. The signature has been verified, or if the voter is unable to sign his or her name, two other persons have witnessed the voter's mark.
4. The envelope is postmarked no later than the date of the election or dropped off at an official drop off location not later than 8:00 p.m. on Election Day.
5. The Vote-By-Mail ballot is received by the certification of the election.

All personnel assigned to the duty of signature verification shall subscribe to an oath regarding the discharge of his or her duties and shall receive training in the signature checking process (see Appendix K).

### **Section II - Service, Overseas and Out of State Voters**

Election staff shall make every effort to ensure service, overseas and out of state voters are afforded the opportunity to have their vote counted. The emailing and faxing of ballots as well as participating in the Federal Voting Assistance Program (FVAP) shall be performed to ensure every voter receives a ballot in a timely manner.

For service voters, overseas voters, and out-of-state voters the date of mailing shall be the date indicated by the voter on the return envelope, and any envelope which shows a date after the date of the election shall not be counted (RCW 29A.40.110(4)).

### **Section III - Legible Postmarks**

For all other Vote-By-Mail ballots, the date of mailing shall be the postmark, if present and legible. If the postmark is not present or legible, the date of mailing shall be considered the date indicated by the voter on the return envelope. All Vote-By-Mail ballots showing a postmark after the date of the election, or a date indicated by the voter after the date of the election if the postmark is missing or illegible, shall not be counted (RCW 29A.40.110(4)).

## CHAPTER IX -- PROVISIONAL BALLOTS

### **Section I - Provisional Ballots**

Provisional ballots may be issued on or before Election Day in the Auditor's Office or at a polling place on Election Day (RCW 29A.44.207, 29A.04.008) (WAC 434-250-085) when:

1. The voter's name does not appear in the poll book.
2. Whenever any voter who has been issued a Vote-By-Mail ballot attempts to vote at the polling place.
3. There is a question on the part of the voter concerning the issues or candidates on which the voter is qualified to vote.
4. A voter is unable to provide valid identification. (RCW 29A.44.205)

### **Section II - Processing Provisional Ballots**

Upon receipt of the provisional ballot, including provisional ballots from other counties or states, the Auditor shall research each ballot and determine if it should be counted.

A provisional ballot cannot be counted unless it can be determined the voter is properly registered to vote. Count/No Count determinations are made using the following criteria:

If the voter was previously registered and later canceled and the Auditor determines that the cancellation was in error, the voter's registration will be immediately restored and the provisional ballot counted.

If the voter is a registered voter but has voted a ballot other than the one which the voter would have received for his or her precinct, only those votes for the positions and measures for which the voter was eligible to vote are counted.

If a Vote-By-Mail voter who voted a provisional ballot at the polls has not returned a voted Vote-By-Mail ballot, the provisional ballot is counted.

If the voter voted a provisional ballot because he or she failed to produce identification as required by RCW 29A.44.205 the ballot is counted if the signature on the envelope matches the signature in the voter registration record provided the voter's identity had previously been verified as part of the voter registration process. If the voter is provisionally registered, pending verification of identity, the voter must provide required identification no later than the day before certification for the ballot to be counted.

If there is no record of the voter ever having been registered, the voter must be offered the opportunity to register and the provisional ballot is not counted.

If the voter was previously registered and later canceled and the Auditor determines that the cancellation was not in error, the voter will be offered the opportunity to re-register and the provisional ballot is not counted.

If a Vote-By-Mail voter who voted a provisional ballot at the polls has already returned a Vote-By-Mail ballot, the provisional ballot is not counted. If a Vote-By-Mail ballot is returned after the provisional ballot has been counted the Vote-By-Mail ballot is not counted.

If the voter is a registered voter in another County, the ballot will be forwarded to the Elections Department for the jurisdiction in which the voter is registered. The ballot will be forwarded within seven calendar days after a primary or special election and fifteen calendar days after a general election, and as soon as possible if past that date.

Provisional ballots noted for reasons not covered by this section or state statute will be sent to the Canvassing Board for determination. (WAC 434-253-047)

### **Section III - Reporting**

The Auditor will report the number of provisional ballots received, the number found valid and counted, the number rejected and the reason for not counting the ballots as part of the canvassing report prior to certification.

Provisional voters will be given an opportunity to learn the disposition and reason their ballot was not counted, free of charge. Voters may contact the Elections Center for this information. Provisional voters whose ballot was not counted will also be sent notification indicating why the ballot was not counted and what to do to prevent this from happening in the future.

## CHAPTER X – VOTER INTENT

### **Section I – Uniform Standards of What Constitutes a Vote**

Washington is a Voter Intent State, meaning that every effort shall be made to count each valid vote in which voter intent can be determined;

WAC 434-261-086 and the Statewide Voter Intent Manual, published by the Secretary of State, set forth uniform standards of what constitutes a valid vote in Washington State. The Canvassing Board shall follow these rules when determining how to count a ballot or individual vote.

In the event a situation arises that is not addressed in state law, administrative rule or the Voter Intent Manual, the authority to determine voter intent rests with the County Canvassing Board.

### **Section II – Ballot Remake Guidelines**

Ballots shall be remade in accordance with the State Voter Intent Manual.

Any ballot in which voter intent cannot be clearly discerned shall be referred to the Canvassing Board.

The Canvassing Board shall review the ballot and determine which votes are to be counted.

## CHAPTER XI – OTHER CANVASSING REQUIREMENTS

### **Section I - Resolving Ties**

If, at a final election, two or more candidates are tied for first place, the winner shall be decided by lot.

If, at a primary, two or more candidates are tied for first place, the order on the General Election ballot shall be decided by lot.

If, at a primary, two or more candidates are tied for second place, the candidate that advances to the General Election shall be decided by lot (RCW 29A.60.221).

### **Section II - Resolving Discrepancies**

Whenever the Canvassing Board finds that there is an apparent discrepancy or an inconsistency in the returns of a primary or election, the board may recanvass the ballots or voting devices in any precincts of the County. The Canvassing Board shall correct any error and document the correction of any error that it finds (RCW 29A.60.210).

### **Section III - Auditor's Abstract of Votes**

No later than the fifteenth day following any primary or special election and the twenty-first day following any general election the Canvassing Board shall meet and canvass all Vote-By-Mail ballots not previously processed under the provisions of RCW 29A.40, (WAC 434-262-030).

Upon completion of this canvass the Canvassing Board shall direct the County Auditor to prepare the Auditor's abstract of votes prepared pursuant to WAC 434-262-010.

If Vote-By-Mail ballot results are not incorporated into votes cast at the polls, the County Auditor or other election official may aggregate results from more than one precinct if the Auditor finds that reporting a single precinct's Vote-By-Mail ballot results would jeopardize the secrecy of a person's ballot. (RCW 29A.60.230(3))

As an alternative to Section 3 above, the County Auditor may also choose to protect the secrecy of ballots cast by redacting the information from reports and electronic files containing vote totals.

The ensuing report, containing a count of all ballots cast in the election, subtotal reports by legislative district and countywide totals shall constitute the Auditor's abstract of votes.

#### **Section IV – Election Reconciliation Report**

The Auditor shall prepare, make publicly available at the Auditor's Office or on the Auditor's website, and submit at the time of certification, an election reconciliation report that discloses the following information:

1. The number of registered voters;
2. The number of ballots counted;
3. The number of provisional ballots issued;
4. The number of provisional ballots counted;
5. The number of provisional ballots rejected;
6. The number of Vote-By-Mail ballots issued;
7. The number of Vote-By-Mail ballots counted;
8. The number of Vote-By-Mail ballots rejected;
9. The number of federal write-in ballots counted;
10. The number of overseas, and service ballots issued;
11. The number of overseas, and service ballots counted; and
12. The number of overseas, and service ballots rejected.

The County Auditor shall prepare and make publicly available at the Auditor's Office or on the Auditor's website within thirty days of certification a final election reconciliation report that discloses the following information:

1. The number of registered voters;
2. The total number of voters credited with voting;
3. The number of poll voters credited with voting;
4. The number of provisional voters credited with voting;
5. The number of Vote-By-Mail voters credited with voting;

6. The number of federal write-in voters credited with voting;
7. The number of overseas, and service voters credited with voting;
8. The total number of voters credited with voting even though their ballots were postmarked after election day and were not counted;  
and
9. Any other information the Auditor deems necessary to reconcile the number of ballots counted with the number of voters credited with voting such as the number of ballot cards from multi-card ballots that were not returned by the voter.

## CHAPTER XII -- RECOUNTS

Per state law, a recount may either be mandatory or requested.

### **Section I – Requested Recount**

#### *Who May Apply*

An officer of a political party or any person for whom votes were cast in an election who was not declared advancing or elected may file a written application for a recount of the votes or a portion of the votes cast at that election for all persons for whom votes were cast for that office (RCW 29A.64.011).

#### *How to Apply*

An officer of a political party or any person for whom votes were cast at any election may file a written application for a recount of the votes or a portion of the votes cast at that election for all candidates for election to that office (RCW 29A.64.011).

Any group of five or more registered voters may file a written application for a recount of the votes or a portion of the votes cast upon any question or issue. They shall designate one of the members of the group as chairman and shall indicate the voting residence of each member of the group (RCW 29A.64.011).

#### *Where to Apply*

An application for a recount of the votes cast for an office or on a ballot measure must be filed with the officer with whom filings are made for the jurisdiction (RCW 29A.64.011).

#### *When to Apply*

An application for a recount shall be filed within three business days after the County Canvassing Board or Secretary of State has declared the official

results of the primary or election for the office or issue for which the recount is requested (RCW 29A.64.011).

### *Vote Tally Systems*

An application for a recount must specify whether the recount shall be done manually or by the vote tally system. A recount done by the vote tally system must use programming that recounts and reports only the office or ballot measure in question. The County shall also provide for a test of the logic and accuracy of that program (RCW 29A.64.011).

This chapter applies to the recounting of votes cast by paper ballots and to the recounting of votes recorded on ballots counted by a vote tally system (RCW 29A.64.011).

### *Deposit*

An application for a recount shall state the office for which a recount is requested and whether the request is for all or only a portion of the votes cast in that jurisdiction for that office. The person filing an application shall, at the same time, deposit with the County Auditor or Secretary of State, in cash or by certified check, a sum equal to twenty five cents (manual or hand recount) or fifteen cents (electronic or machine recount) for each ballot cast in the jurisdiction or portion of the jurisdiction for which the recount is requested as security for the payment of all costs of conducting the recount. The requestor shall be subject to all costs to conduct the recount; these charges shall be determined by the Canvassing Board under RCW 29A.64.081 (RCW 29A.64.030).

### *Request to Stop*

At any time before the ballots from all of the precincts listed in the application for the recount have been recounted, the applicant may file with the Canvassing Board a written request to stop the recount.

### *Expenses/Charges of Recounts*

The Canvassing Board shall determine the expenses for conducting a recount of votes.

The cost of the recount shall be deducted from the amount deposited by the applicant for the recount at the time of filing the request for the recount, and if a balance remains after the recount, the balance shall be returned to the applicant.

If the costs of the recount exceed the deposit, the applicant shall pay the difference. No charges may be deducted by the Canvassing Board from the deposit for a recount if the recount changes the result of the nomination or election for which the recount was ordered or requested. (RCW 29A.64.081)

### **Section II – Mandatory Recount**

#### *When Required*

If the official canvass of all of the returns for any office at any primary or election reveals that the difference in the number of votes cast for a candidate apparently nominated or elected to any office and the number of votes cast for the closest apparently defeated opponent is less than two thousand votes and also less than one-half of one percent of the total number of votes cast for both candidates, the Canvassing Board shall conduct a recount of all votes cast on that position (RCW 29A.64.021)(1).

Whenever such a difference occurs in the number of votes cast for candidates for a position the declaration of candidacy for which was filed with the Secretary of State, the Secretary of State shall, within three business days of the day that the returns of the primary or election are first certified by the Canvassing Board of those counties, direct those boards to recount all votes cast on the position (RCW 29A.64.021)(1a).

For statewide elections, if the difference in the number of votes cast for the apparent winner and the closest apparently defeated opponent is less than one thousand votes and also less than one-fourth of one percent of the

total number of votes cast for both candidates, the votes shall be recounted manually (RCW 29A.64.021)(1b).

For non-statewide elections if the difference in the number of votes cast for the apparent winner and the closest apparently defeated opponent is less than one hundred-fifty votes and also less than one-fourth of one percent of the total number of votes cast for both candidates, the votes shall be recounted manually. (RCW 29A.64.021)(1b).

A mandatory recount shall be conducted in the manner provided by RCW 29A.64.030, 29A.64.041, and 29A.64.061. No cost of a mandatory recount may be charged to any candidate (RCW 29A.64.021)(2).

### *Vote Tally Options*

The apparent winner and closest apparently defeated opponent for an office for which a manual recount is required under Section I of this section may select an alternative method of conducting the recount. To select such an alternative, the two candidates shall agree to the alternative in a signed, written statement filed with the election official for the office. The recount shall be conducted using the alternative method if: It is suited to the balloting system that was used for casting the votes for the office; it involves the use of a vote tallying system that is approved for use in this state by the Secretary of State; and the vote tallying system is readily available in each county required to conduct the recount. If more than one balloting system was used in casting votes for the office, an alternative to a manual recount may be selected for each system (RCW 29A.64.021)(3).

## **Section III – All Recounts**

### *Time and Place*

The County Canvassing Board shall determine a time and place at which the recount will be conducted. This time shall be less than three business days after the day upon which:

The application was filed with the board.

The request for a recount or directive ordering a recount was received by the Canvassing Board from the Secretary of State; or the returns are certified which indicate that a recount is required under RCW 29A.64.021 for an issue or office voted upon only within the County (RCW 29A.64.030).

#### *Notice of Recount*

Not less than two days before the date of the recount, the County Auditor shall mail a notice of the time and place of the recount to the applicant or affected parties and, if the recount involves an office, to any person for whom votes were cast for that office. The County Auditor shall also notify the affected parties either by telephone, fax, e-mail, or other electronic means at the time of mailing. At least three attempts must be made over a two-day period to notify the affected parties or until the affected parties have received the notification. Each attempt to notify affected parties must request a return response indicating that the notice has been received. (RCW 29A.64.030).

#### *Recounting the Votes*

At the time and place established for a recount, the Canvassing Board or its designated representative, in the presence of all witnesses who may be in attendance, shall open the sealed containers containing the ballots to be recounted, and shall recount the votes for the offices or issues for which the recount has been ordered. (RCW 29A.64.041) Ballots shall be handled only by the members of the Canvassing Board or their designated representatives. (See Appendix L)

#### *Amended Abstracts*

Upon completion of a recount, the Canvassing Board shall prepare and certify an amended abstract showing the votes cast in each precinct for which the recount was conducted. Copies of the amended abstracts shall be transmitted to the same officers who received the abstract on which the recount was based.

If the nomination, election, or issue for which the recount was conducted was submitted only to the voters of the County, the Canvassing Board shall

file the amended abstract with the original results of that election or primary.

If the nomination, election, or issue for which a recount was conducted was submitted to the voters of more than one county, the Secretary of State shall canvass the amended abstracts and shall file an amended abstract with the original results of that election. An amended abstract certified under this section supersedes any prior abstract of the results for the same offices or issues at the same primary or election. (RCW 29A.64.061)

### *Limitations*

After being counted, the votes cast in any single precinct may not be recounted and the results recertified more than twice (RCW 29A.64.070).

### *Observer Guidelines*

Subject to reasonable and equitable guidelines adopted by the Canvassing Board, all interested persons may attend and witness a recount.

Witnesses shall be permitted to observe the ballots and the process of tabulating the votes, but they shall not be permitted to handle the ballots. The Canvassing Board shall not permit the tabulation of votes for any nomination, election, or issue other than the ones for which a recount was applied for or required (RCW 29A.64.041).

The recount may be observed by persons representing the candidates affected by the recount or the persons representing both sides of an issue that is being recounted. (RCW 29A.64.041).

The observers may not make a record of the names, addresses, or other information on the ballots, poll books, or applications for Vote-By-Mail ballots unless authorized by the superior court. The Secretary of State or the County Auditor may limit the number of observers to not less than two on each side if, in his or her opinion, a greater number would cause undue delay or disruption of the recount process (RCW 29A.64.041).

Due to space limitations, ballot security and/or safety, it may be necessary to prioritize the spaces allocated for viewing. Priority shall be given in the following order: to the candidates of the affected race or their designated representative or to the designated representative for the proponents and opponents of any measure, to their legal counsel if any, to the official party observers from the two major political parties, and then to any additional observers for the candidates or ballot measure proponents/opponents as may be provided by these guidelines. The next priority shall be to the general public and the media. If at any time the conduct or activities of the observers, media, or public becomes an unreasonable distraction or otherwise impedes the progress of the recount, the process will be stopped until the situation has been corrected or the room has been cleared. Conversations are to be kept to a minimum and at a level that will not disturb the counting process or the canvassing authority.

State law does not make a provision for the challenge of ballots or voters during a recount. The recount procedure provided for by statute is a mechanical function of re-tallying the ballots cast and accepted as valid by the precinct election officials or the Canvassing Board during the canvass of the election. The decision of these officials with respect to the inclusion or exclusion of a particular ballot during the canvass is NOT in question during the recount.

The use of cell phones will not be permitted inside the Election Center.

Observers may not touch ballots, ballot containers or vote tallying equipment.

At certain times during the Vote-By-Mail ballot processing, observers may be asked to sign an oath of secrecy.

While observing, note taking, photo taking, video and audio recording is prohibited.

The statutes provide that the person requesting a recount may specify whether the recount shall be conducted using the vote tallying system or shall be counted by hand. Where neither is specified, the vote tallying system shall be used, unless the Canvassing Board determines otherwise.

Mandatory recounts shall be by the same method as the original counting process, unless otherwise required by law.

The recount of ballots using the electronic vote tallying system shall be conducted in a similar manner in which those ballots were counted during the canvassing of the vote. The tallying system will be prepared in a manner which will suppress all votes on the ballots except for the contest being recounted. Prior to the recounting of the ballots, a separate logic and accuracy test of the system shall be conducted. All interested parties may observe the process of running the ballots through the vote tallying equipment from the public viewing area. Due to security and space limitations, no one may be inside the 400C Ballot Tabulation Area, except the Election Department staff.

If the process is stopped temporarily, the individual teams will cease counting at the completion of the precinct in progress. All materials and supplies shall be carefully protected during any temporary stoppage. In the event the recount is not completed on the same day that it commences, at a reasonable stopping time, and upon completion of the precincts being counted, all containers shall be resealed. The process shall be continued the following business day. The recount may continue past regular business hours and on the weekends at the discretion of the County Auditor.

On completion of the recount, the results will be formally reviewed and approved by the Canvassing Board. If a different count results from the original canvass, the Board will then complete a new abstract showing the results in each precinct of the office which has been recounted. The certified canvass results will then be amended as appropriate. The amended certified canvass report will normally be available to the candidates and all others concerned within twenty-four hours of the completion of the recount, unless completed on a Friday, in which case the report may not be available until the following Monday. The Canvassing Board does not intend to publish interim reports of the recount.

## CHAPTER XIII -- VOTER REGISTRATION CHALLENGES

### **Section I - Duty of Canvassing Board**

The Canvassing Board is statutorily charged with the duty to hear voter registration challenges filed with the County Auditor less than forty-five (45) days before a primary, special or general election (RCW 29A.08.820).

If the challenge is filed prior to 45 days of the election, the County Auditor is not required to convene the Canvassing Board and may rule on the challenge independently. If the challenge is made within 45 days of the election, the Canvassing Board must convene to hear and rule on the challenge. (RCW 29A.08.820).

### **Section II - Procedures for Challengers**

#### *Qualifications of Challenger*

A challenge may be initiated by a registered voter or by the office of the County Prosecuting Attorney at any time. On Election Day a precinct election officer may initiate the challenge (RCW 29A.08.810).

All challengers must file a signed affidavit and satisfy the challenger duties set forth in RCW 29A.08.810 and WAC 434-324-115. The Auditor's Office shall maintain a supply of challenge forms available to interested parties.

#### *Challenging a Voter*

Challenge at Polling Place: Only a precinct election officer may challenge a voter's registration at the polls based upon the belief or knowledge of that officer that the voter is unqualified. The officer's challenge shall not be based on unsupported allegations or those by anonymous third parties (RCW 29A.08.810).

Challenges by a registered voter or the County Prosecuting Attorney: A challenger must file a challenge with the County Auditor not later than forty-five (45) days before any primary, special or general election. A challenge may be made not later than ten (10) days prior to the election or

within ten (10) days of the voter being added to the voter database, whichever is later for any voter who registered or changed residence less than sixty (60) days before the election. (RCW 29A.08.820).

### **Section III - Challenged Voters May**

Vote a ballot which shall be placed in a sealed envelope separate from other voted ballots and transmitted to the Canvassing Board at the close of the election (RCW 29A.08.820).

Properly transfer or re-register until the day before the primary, special or general election by applying personally to the County Auditor (RCW 29A.08.840).

The challenged voter has the opportunity to present testimony and evidence, either in person or by affidavit, to the canvassing board prior to them making their determination (RCW 29A.08.840).

### **Section IV - Notification**

State law (RCW 29A.08.840) requires the County Auditor notify, by certified mail, any voter whose registration has been challenged.

The notification must be mailed to the address at which the challenged voter is registered, to any address provided by the challenger as required by RCW 29A.08.840, and to any other address that the County Auditor could reasonably expect the challenged voter might receive such notification.

Included with the notification must be a copy of the affidavit and a request that the voter appear at a hearing at the place and time specified, in order to assist the County Auditor in determining the validity of his/her registration (RCW 29A.08.840).

The challenge will be posted on the Auditor's website.

The challenger shall be provided with a copy of the hearing notification and request mailed to the challenged voter. If either the challenger or the

challenged voter, or both, are unable to appear in person they may file affidavits, stating under oath the reasons they believe the challenge to be valid or invalid (RCW 29A.08.840).

### **Section V - Time of Hearing**

The Canvassing Board hearing shall occur no later than the time of canvassing for the particular primary, special or general election. The decision of the Canvassing Board shall be made within the same time limit (RCW 29A.08.820).

### **Section VI – Presumption**

Registration creates a presumption that a voter has the right to vote as registrations are presumed valid (RCW 29A.08.810).

### **Section VII - Burden and Standards of Proof**

The burden is always on the challenger to prove by clear and convincing evidence that the challenged voter's registration is improper (RCW 29A.08.840).

### **Section VIII - Evidence**

Oath: All witnesses shall be placed under oath.

Number of Witnesses: The number of witnesses shall not be limited unless the testimony becomes repetitive or goes beyond the time limits for presenting testimony.

Length of Hearing: The challenger and challenged voter shall each have thirty (30) minutes to present evidence.

Questioning of Witnesses: Members of the Canvassing Board shall be free to examine any witness at any time in the proceeding. Cross-examination shall not be allowed.

Recording: The Canvassing Board hearing shall be either recorded or transcribed.

### **Section IX - Decision**

The decision of the Canvassing Board shall be made at the conclusion of the evidentiary portion of the hearing. The Canvassing Board's decision shall be final (RCW 29A.08.840).

### **Section X - Remedies**

The Canvassing Board shall give the challenged voter the opportunity to present testimony, either in person or by affidavit and evidence to the canvassing board before making their determination. The decision of the canvassing board or other authority charged by law with canvassing the returns shall be final (RCW 29A.08.840).

## CHAPTER XIV -- LOGIC AND ACCURACY TESTING

### *Requirements*

A Logic and Accuracy test is required no later than three days prior to the election. The purpose of this test is to ensure the entire tabulation system is functioning properly and fully prepared for the counting and tabulation of results on Election Day. (RCW 29A.12.130) (WAC 434-335).

The County shall notify the parties, the press, the public, and candidates of the date and time of the test (WAC 434-335-320). (Appendix I)

### *Testing Process*

1. A test deck will be run through each of the precinct tabulators and compared to the expected results.
2. A simulation script containing votes cast for each candidate or measure will be run on each touch screen tabulator and compared to expected results.
3. A Vote-By-Mail test deck will be run on the 400C high speed ballot tabulators and compared to expected results.
4. Vote totals from all voting machines will be merged into the tabulation system and compared to expected results.

### **Section I - Test Observers**

The official logic and accuracy test shall be observed by at least one representative of each major political party, if representatives have been appointed by the parties and are present at the test (WAC 434-335-290).

The observers shall be instructed as election observers, by the County Auditor (WAC 434-335-290).

The official logic and accuracy test shall be open to candidates, the press, and the public (WAC 434-335-290).

If any observer hinders or disturbs the Logic and Accuracy process, the County Auditor or representative may remove that observer from the test area. An observer who has been removed from a logic and accuracy test may also be barred from future tests. The absence of observers shall not delay or stop the test from being conducted (WAC 434-335-290).

## **Section II –Emergency Test**

If the official logic and accuracy test cannot be completed at the scheduled time and place, an emergency test shall be scheduled by the County Auditor. The emergency test must be conducted and properly completed prior to the processing of any official ballots through the tabulating system (WAC 434-335-310).

If no representative of the Office of the Secretary of State is able to attend the emergency test, the County Auditor and another member of the County Canvassing Board or their designated representative shall observe the test and certify the results. Observers and notification shall be provided for pursuant to WAC 434-335-290 and 434-335-320 (WAC 434-335-310).

## **Section III -- Test Certification**

The County Auditor or Deputy, the Secretary of State Representative and any political party observers shall certify that the test has been conducted in accordance with RCW 29A.12.130 (WAC 434-335-330).

Copies of this certification shall be retained by the Secretary of State and the County Auditor and may be posted by electronic media (WAC 434-335-330).

All programming materials, test results, and test ballots shall be securely sealed until the primary or election (WAC 434-335-330).

## **Section IV - Test Deck Preparation**

The test deck or decks used for the official logic and accuracy test will be prepared by the County Auditor's Office (WAC 434-335-445).

The County is responsible for preparing the counting system and testing it before the official logic and accuracy test (WAC 434-335-440).

The ballot counting system shall be fully programmed, cleaned and maintained, tested, and functional before the official logic and accuracy test (WAC 434-335-440).

### **Section V – Optical Scan Test Ballot Selection — State Primary and General Elections**

Prior to the official logic and accuracy test, the Office of the Secretary of State shall review the provided election materials with the county to ensure it is a representative sample of ballot styles sufficient to cover all offices and issues contained in the election. This representative sample shall constitute the official logic and accuracy test (WAC 434-335-450).

### **Section VI – Optical Scan Read Head Adjustment Standards and Tests and Optical Scan Read Head and Ballot Scan Area Alignment Tests**

Prior to all state primaries, read heads of optical scan central counting systems shall be cleaned and tested to ensure that the reader is functioning within system standards.

Prior to all official logic and accuracy tests, a test shall be conducted by each county employing an optical scan balloting system to confirm that the voting response areas printed on all ballot faces are aligned properly with the scanning area of the ballot counter (WAC 434-335-490).

This test should also confirm that all ballot marking codes are being properly interpreted by the ballot counter (WAC 434-335-490).

### **Section VII – Precinct-Based Optical Scan Ballot Counter Preparation and Testing**

All logic and accuracy testing of precinct-based systems shall be performed by the County during the preparation of the precinct ballot counters prior to system distribution (WAC 434-335-490).

As each ballot counter is programmed and set up for distribution, a test of the ballot counter and ballot styles shall be performed. It shall be established by these tests that the ballot counter(s) are functioning within system standards (WAC 434-335-490).

All balloting styles programmed for each machine shall be processed by each machine in order to ensure that the machine is correctly counting and accumulating every office. The tests shall also establish that the printed ballot voter response areas are correctly aligned with the scanning area (WAC 434-335-490).

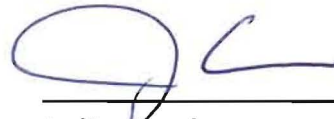
After all tests are performed and the machines are ready for distribution, each machine shall be sealed and the seal number recorded. This will serve as the official logic and accuracy test of these poll site ballot counters (WAC 434-335-490).

A log shall be created during the testing of the poll site-based ballot counters. The log shall record the time and place of each test, the precinct number(s), seal number and machine number of each ballot counter and the initials of each person testing and observing the test for each machine (WAC434-335-490).

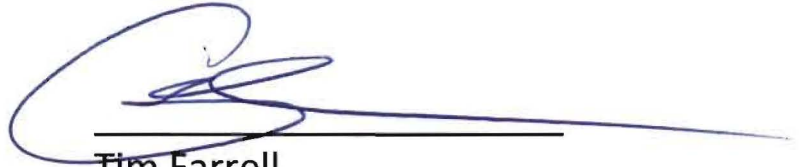
This log shall be included in the official logic and accuracy test materials.

**Order of Adoption:**

This Pierce County Canvassing Manual was adopted by the Pierce County Canvassing Board this 2<sup>ND</sup> day of AUGUST, 2010.



\_\_\_\_\_  
Julie Anderson  
Pierce County Auditor



\_\_\_\_\_  
Tim Farrell  
Pierce County Council



\_\_\_\_\_  
Ron Williams  
Pierce County Prosecuting  
Attorney's Office

## **Glossary of Terms**

**Administer:** To direct or manage; to tender (e.g. by oath).

**Auditor's Abstract of Votes:** Is that report prepared by the County Auditor which lists registered voters, votes cast, all of the vote totals by precinct, or by combination of precincts if applicable, and which includes absentee ballot totals, legislative district subtotals, if any, and county-wide totals. Vote totals in the Auditor's abstract of votes shall be unofficial until verified and certified by the County Canvassing Board ((WAC 434-262-010)(4)).

**By Lot:** An object used in making a choice or determination by chance. The form (i.e. coin toss, number draw, card draw) chosen by the Canvassing Board shall be used for all ties during that election.

**Canvassing:** Is that process of examining in detail a ballot, groups of ballots, election sub-totals or grand totals, in order to determine the final official returns of a primary, special or general election, and to safeguard the integrity of the election process ((WAC 434-262-010)(1)).

**Final Processing:** means the reading of ballots by an electronic vote tallying system, but does not include tabulation (WAC 434-240-225).

**Initial Processing:** means all steps taken to prepare absentee ballots for tabulation, except for the reading of ballots by an electronic vote tallying system. Initial processing includes, but is not limited to: Removal of the security envelope from the return envelope; removal of the ballot from the security envelope; manual inspection for damage, for write-in votes, and for incorrect or incomplete marks; duplication of damaged and write-in ballots; and other preparation of ballots for final processing (WAC 434-240-225).

**Overvote:** A measure or race where two or more voting positions are marked.

**Preliminary Abstract of Votes:** is that report prepared by the County Auditor which lists the number of registered voters, votes cast, and all vote totals by precinct, or by combination of precinct if applicable, but it shall not include any absentee ballot totals or any subtotals or county-wide totals ((WAC 434-262-010)(3)).

**Residence:** for the purpose of registering and voting means a person's permanent address where he or she physically resides and maintains his or her home.

**Scanning area:** means the portions of each ballot that the system scans in order to read the vote marks made by voters.

**Tabulation:** means the production of returns of votes cast regarding candidates or measures in a form that can be read by a person, whether as precinct totals, partial cumulative totals, or final cumulative totals (WAC 434-240-225).

**Target Area or Voting Response Area:** means the area defined by ballot instructions which the voter places their mark to indicate their vote (WAC 434-335-430).

**Undervote:** A race or measure that is un-voted (no voting position is marked).

**Voter Intent State:** Every effort is made to count each valid vote. Voters are not disenfranchised because they marked a ballot differently than directed. When voter intent can be discerned, votes will be counted.

**Appendix A**

**Delegation of authority to serve on Canvassing Board**

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Appendix A

I, \_\_\_\_\_ Pierce County \_\_\_\_\_, hereby designate  
\_\_\_\_\_, to act in my place on the Pierce County Canvassing Board  
for the time frame noted below.

**Name of Designee:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Time Frame of Delegation:** \_\_\_\_\_

**Signed by:** \_\_\_\_\_

Such delegation is made under the authority of WAC 434-262-015, and in accordance with  
Chapter 130 of the Washington State Laws.





# Primary Election August 17, 2010



## **Deadlines - Voter Registration**

*Moved?* Monday, July 19 is the last day to change your address for voter registration.

*New to the area?* Monday, August 9 is the last day to become a new registered voter in Washington State.

## **Individuals with Disabilities**

Accessible voting units can be found at the Pierce County Election Center beginning Wednesday, July 28.

Office hours are 8:30 a.m. to 4:30 p.m. Monday - Friday.

On Election Day, August 17, the hours are 7:00 a.m. to 8:00 p.m.

## **Public Meetings**

The Canvassing Board of Pierce County, pursuant to chapter 29A.60 RCW, will hold public meetings at the dates and times listed below. These meetings are open, public meetings. A record of the meeting is maintained in the County Auditor's Office and is available for public inspection and copying.

## **Preparation of Voting Systems**

July 14, 2010 - July 26, 2010

7:00 a.m. - 5:00 p.m.

(extended hours, if necessary)

## **Logic and Accuracy**

July 26, 2010, 9:00 a.m.

## **Processing of Ballots**

August 2, 2010 - September 1, 2010

8:00 a.m. - 5:00 p.m.

(extended hours, if necessary)

## **Election Results**

August 17, 2010, approximately

8:15 p.m.

## **Canvassing Board Meeting**

August 27, 2010, 1:00 p.m.

## **Certification of Election**

September 1, 2010, 11:00 a.m.

## **Location:**

**All meetings and activities will be conducted at:**

Pierce County Election Center  
2501 South 35th Street, Suite C,  
Tacoma

**Pierce County Elections Division**

**2501 S 35th St, Suite C**

**Tacoma, WA 98409**

**[www.piercecountywa.org/elections](http://www.piercecountywa.org/elections)**

**(253) 798-VOTE or (800) 446-4979**

**Appendix E**

March 30, 2010

Dear \_\_\_\_\_:

The April 27, 2010 Special Election is fast approaching and I wanted to take this opportunity to provide you with our timelines so that you may schedule your observers accordingly. Please see the attached calendar for full details.

Staff hours may be adjusted based on voter turnout. We will notify your observer coordinator of any schedule changes.

Observers should report to the Auditor's Election Center at 2501 South 35<sup>th</sup> Street, Suite C, Tacoma, WA 98409, at the beginning of their shift and identify themselves as party observers. They should enter through the employee entrance door on the east side of the building. Observers are expected to be scheduled for approximately four hour shifts. Please provide us a copy of your observer schedule.

We appreciate your participation in this program. If you have any questions, please do not hesitate to contact Rebecca Brauhn, Election Specialist at (253) 798-2110 or [rbrauhn@co.pierce.wa.us](mailto:rbrauhn@co.pierce.wa.us).

Sincerely,

Mike Rooney  
Pierce County Elections Manager

cc: Observer Coordinator



## Auditor's Office

**Julie Anderson**  
Pierce County Auditor

**Lori Augino**  
Deputy Auditor

**LaTasha Smith**  
Assistant to the Auditor

**Mary Schmidtke**  
Fiscal Manager

**Mike Fitta**  
IT Systems Engineer  
Lead

**Michael Rooney**  
Elections Manager

**Mary Johnson-Hall**  
Elections Supervisor

**Patti Shay**  
Recording/Licensing  
Supervisor

**Tim Anderson**  
Animal Control  
Supervisor

### Appendix F

Dear Voter,

We can't count your ballot, but it is not too late. You did not sign the voter oath on your ballot envelope. If you resolve this by August 31, 2010, your vote will count.

**To make your vote count, sign the voter oath listed below.**

- Return it in the postage paid envelope.
- Signature using Power of Attorney is not valid.
- If you can't sign your name, mark it with an X and have two witnesses sign it.

Questions? Call or write the Elections Division:

2501 S. 35<sup>th</sup> Street, Suite C,  
Tacoma, 98409.  
253-798-3695 or  
1-800-446-4979  
pcelections@co.pierce.wa.us.

### Voter Oath

I do solemnly swear or affirm under penalty of perjury that: I am a citizen of the United States; I am a legal resident of the state of Washington; I will be at least 18 years old on or before election day; I am not presently denied my voting rights as a result of being convicted of a felony; I have not been judicially declared mentally incompetent; I have not already voted in this election; and I understand it is illegal to cast a ballot or sign a ballot envelope on behalf of another voter. Attempting to vote when not qualified, attempting to vote more than once, or falsely signing this oath is a felony punishable by a maximum imprisonment of five years, a maximum fine of \$10,000, or both.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness No. 1

\_\_\_\_\_  
Witness No. 2



## Auditor's Office

### Appendix G

**Julie Anderson**  
Pierce County Auditor

**Lori Augino**  
Deputy Auditor

**LaTasha Smith**  
Assistant to the Auditor

**Mary Schmittke**  
Fiscal Manager

**Mike Fitta**  
IT Systems Engineer  
Lead

**Michael Rooney**  
Elections Manager

**Mary Johnson-Hall**  
Elections Supervisor

**Patti Shay**  
Recording/Licensing  
Supervisor

**Tim Anderson**  
Animal Control  
Supervisor

Dear Voter,

We can't count your ballot, but it is not too late. The signature on your ballot envelope doesn't match the signature in our voter registration system. If you resolve this by August 31, 2010, your ballot will count.

**To make your vote count you must do one of the following:**

- Come to the Election Center and sign a new voter registration form.
- Sign the oath below and include a copy of your driver's license or other government ID.
- Sign the oath below witnessed by two people.

Our address is 2501 S. 35<sup>th</sup> Street, Suite C, Tacoma, 98409.

Questions? Call or write the Elections Division:

253-798-3695 or  
1-800-446-4979  
pcelections@co.pierce.wa.us.

### Voter Oath

I do solemnly swear or affirm under penalty of perjury that: I am a citizen of the United States; I am a legal resident of the state of Washington; I will be at least 18 years old on or before election day; I am not presently denied my voting rights as a result of being convicted of a felony; I have not been judicially declared mentally incompetent; I have not already voted in this election; and I understand it is illegal to cast a ballot or sign a ballot envelope on behalf of another voter. Attempting to vote when not qualified, attempting to vote more than once, or falsely signing this oath is a felony punishable by a maximum imprisonment of five years, a maximum fine of \$10,000, or both.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness No. 1

\_\_\_\_\_  
Witness No. 2

*Appendix H*

**Delegation of Authority**

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XX

We, the members of the Pierce County Canvassing Board, authorize the Auditor's Office election staff to xxxxxxxxxxxxxxxxxxxxxxxx xxxxx

XX  
XXXXXXXXXXXXXXXXXXXX XXX

XXXXXXXXXXXXXXXXXXXX as stated in the County Canvassing Board Policies and Procedures manual for all elections held in 20xx.

ADOPTED BY THE Pierce County Canvassing Board this xxnd day of xxxxxxxx, 20xx.

\_\_\_\_\_  
Pierce County Auditor

\_\_\_\_\_  
Pierce County Council Chair or designee

\_\_\_\_\_  
Pierce County Prosecuting Attorney or designee

# Primary Election August 17, 2010



## **Deadlines - Voter Registration**

*Moved?* Monday, July 19 is the last day to change your address for voter registration.

*New to the area?* Monday, August 9 is the last day to become a new registered voter in Washington State.

## **Individuals with Disabilities**

Accessible voting units can be found at the Pierce County Election Center beginning Wednesday, July 28.

Office hours are 8:30 a.m. to 4:30 p.m. Monday - Friday.

On Election Day, August 17, the hours are 7:00 a.m. to 8:00 p.m.

## **Public Meetings**

The Canvassing Board of Pierce County, pursuant to chapter 29A.60 RCW, will hold public meetings at the dates and times listed below. These meetings are open, public meetings. A record of the meeting is maintained in the County Auditor's Office and is available for public inspection and copying.

## **Preparation of Voting Systems**

July 14, 2010 - July 26, 2010

7:00 a.m. - 5:00 p.m.

(extended hours, if necessary)

## **Logic and Accuracy**

July 26, 2010, 9:00 a.m.

## **Processing of Ballots**

August 2, 2010 - September 1, 2010

8:00 a.m. - 5:00 p.m.

(extended hours, if necessary)

## **Election Results**

August 17, 2010, approximately

8:15 p.m.

## **Canvassing Board Meeting**

August 27, 2010, 1:00 p.m.

## **Certification of Election**

September 1, 2010, 11:00 a.m.

## **Location:**

**All meetings and activities will be conducted at:**

Pierce County Election Center  
2501 South 35th Street, Suite C,  
Tacoma

**Pierce County Elections Division**

**2501 S 35th St, Suite C**

**Tacoma, WA 98409**

**[www.piercecountywa.org/elections](http://www.piercecountywa.org/elections)**

**(253) 798-VOTE or (800) 446-4979**



## **Delegation of Authority**

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### **Recounts**

We, the members of the Pierce County Canvassing Board, authorize and give the Pierce County Auditor, at any time a recount is called, to continue to work, to set costs for the recount and to complete the election, as designated in the County Canvassing Board Policies and Procedures Manual for all elections held in \_\_\_\_\_.

ADOPTED BY THE Pierce County Canvassing Board this \_\_\_ day of \_\_\_\_\_, 20\_\_.

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Pierce County Auditor or designee

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Pierce County Council Chair or designee

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Pierce County Prosecuting Attorney or designee