



CITY OF SEATTLE  
**Ethics & Elections Commission**

CANDIDATE and  
POLITICAL COMMITTEE

# Guide to Running a CITY CAMPAIGN



Not everything a candidate needs to know about running for elective City office is covered in this pamphlet. Candidates and their campaign committees are responsible for familiarizing themselves, and complying, with all state and City campaign laws. Seattle Ethics & Elections Commission (SEEC) provides assistance with manuals, forms, training and advice.

# **Introduction**

The Seattle Elections Code fosters public confidence in the election process. By acting in compliance with the law, candidates and committees demonstrate their commitment to an open election process in which voters have access to valuable information on how campaigns are financed.

## **About the Seattle Elections Code**

The Seattle Elections Code, SMC 2.04, is a City version of the Washington State Public Disclosure Law, RCW 42.17. Both laws apply to City political committees and City office candidates – Mayor, City Attorney and City Council. The Seattle Elections Code sets contribution limits and requires disclosure of campaign contributions and expenditures.

The City of Seattle Ethics & Elections Commission (SEEC) has prepared this information guide for candidates seeking elective City offices in the 2005 municipal elections, as a convenient summary of basic campaign finance regulations. This guide is not exhaustive. We urge you to carefully review Washington State Public Disclosure Law, RCW 42.17 and Seattle Municipal Code 2.04.

Candidates seeking elective office in the City of Seattle in 2005 should use this Guide to have the most accurate and current information for the 2005 City election.



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# C O N T A C T S

## Seattle Ethics & Elections Commission

Commission staff can help campaigns with most elections-related questions and are happy to direct a campaign to the appropriate person or agency if staff cannot personally answer a question.

700 Fifth Avenue Suite 4010  
Seattle, WA 98104

Telephone: (206) 684-8500

Fax: (206) 684-8590

Mailing Address: PO Box 94729, Seattle. WA 98124-4729

Polly Grow	Campaign Finance Auditor	(206) 615-1248	<a href="mailto:polly.grow@seattle.gov">polly.grow@seattle.gov</a>
Bob DeWeese	Electronic Filing	(206) 684-8579	<a href="mailto:bob.deweese@seattle.gov">bob.deweese@seattle.gov</a>
Wayne Barnett	Executive Director	(206) 684-8577	<a href="mailto:wayne.barnett@seattle.gov">wayne.barnett@seattle.gov</a>

## Seattle City Clerk

The Seattle City Clerk maintains the City's official records, including Campaign Disclosure reports for City of Seattle races. The Clerk's Office provides information services to the public and to City Departments.

600 Fourth Avenue, Third Floor  
P.O. Box 94728  
Seattle, WA 98124-4728  
(206) 684-8344

## King County Elections

King County Staff can assist and provide election information about declarations of candidacy, how to qualify for the ballot, filing fees and residency requirements.

King County Administration Bldg.  
500 4th Avenue, Room 553  
Seattle, WA 98104  
(206) 296-1565

## Washington State Public Disclosure Commission (PDC)

Seattle committees will file Campaign Disclosure reports with the PDC and with the City Clerk.

711 Capitol Way, Room 206  
P.O. Box 40908  
Olympia, WA 98504-0908  
(360) 753-1111

## A. ORGANIZING YOUR CAMPAIGN

### A.1 FORM A CAMPAIGN COMMITTEE

Your campaign disclosure filing requirements may begin well before you file a declaration of candidacy. Questions about campaign disclosure should be directed to the SEEC at (206) 615-1248.

**Both State and City law require you to begin filing campaign disclosure reports within two weeks of answering “yes” to any of the following:**

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Have you raised or spent money or solicited contributions?
<input type="checkbox"/>	<input type="checkbox"/>	Have you solicited contributions or pledges contingent on the possibility you will run?
<input type="checkbox"/>	<input type="checkbox"/>	Have you paid for or reserved office space or other facilities?
<input type="checkbox"/>	<input type="checkbox"/>	Have you asked someone to conduct a survey or poll regarding your campaign?
<input type="checkbox"/>	<input type="checkbox"/>	Have you publicly announced that you are a candidate for office?
<input type="checkbox"/>	<input type="checkbox"/>	Have you publicly announced that you are organizing a ballot issue committee?
<input type="checkbox"/>	<input type="checkbox"/>	Have you paid for or reserved advertising?
<input type="checkbox"/>	<input type="checkbox"/>	Has anyone done any of these things for you?

Call Polly Grow at SEEC, 615-1248 to schedule a candidate/treasurer **training** for you, your treasurer, or your campaign staff.

### A.2 GET ON THE BALLOT

#### Where to File your Declaration of Candidacy

The laws governing the requirements for appearing on the ballot are administered by King County Elections. Legally mandated deadlines apply to qualifying for the ballot. Interested parties must contact King County Elections for detailed information about forms, deadlines, filing fees, ballot designation, signature gathering and residency requirements.

#### King County Elections

King County Administration Bldg.  
500 4th Avenue, Room 553  
Seattle, WA 98104  
(206) 296-1565

## When to File your Declaration of Candidacy

The filing period for 2005 City office candidates will be July 25 – 29, 2005. Filing ends at 4:00 PM on July 29. Candidates may file the Declaration of Candidacy and pay the filing fee by mail beginning July 11, 2005. [RCW 29A.24.081]

## Filing Fees or Nominating Petitions

Filing fees must be paid by candidates to King County Elections when the Declaration of Candidacy is filed. [RCW 29A.24.050] Filing fees are not refundable. If the candidate withdraws after paying the filing fee, the candidate forfeits the filing fee. If a candidate decides to run for a different office after paying the filing fee, the filing fee for the new office must also be submitted.

Filing fees for City office are 1% of the annual salary of the Office at the time of filing. [RCW 29A.24.091]

2005 FILING FEES FOR CITY OF SEATTLE	
Position	<i>Estimated Filing Fee</i>
Mayor	\$ 1,416.50
City Attorney	\$ 1,205.40
City Council	\$ 939.60

Candidates for whom the filing fee would present a hardship may submit nominating petitions in lieu of a filing fee. To find out more about nominating petitions, contact King County Elections well in advance of the July filing date at (206) 296-1565. The nominating petition must contain one valid signature for each dollar of the filing fee. You cannot submit a combination of filing fee and signatures.

## A.3 APPOINT A TREASURER

Once you determine that you need to begin reporting, it is important that you appoint a treasurer. You need to consider all of the work this position entails. We recommend that you appoint someone other than yourself. Your treasurer need not be an accountant or an attorney. In fact, many of the best treasurers are people who simply have good organizing skills. The key to being a good treasurer is keeping track of records. Surveys of past treasurers tell us that preparing and filing campaign disclosure reports usually requires a time commitment of 5-10 hours per week in the months leading up to the election. The hours may increase closer to the election.

## A.4 OPEN A CAMPAIGN BANK ACCOUNT

Sometimes political committees experience problems opening a campaign bank account. If the first bank you try won't open a campaign account, try another bank, or try another branch of the same bank. You can also look at the C-1 forms from other committees on our website. Committees are required to report the bank and branch where they keep their campaign funds. The bank will most likely ask you to apply for an Employer Identification Number (EIN) with the IRS. Usually the bank will provide the paperwork for the application, or they can direct you to another source. Applying for the EIN may take a week or more, so start this process early.

## A.5 CONTACT THE IRS

In 2000, the IRS enacted new reporting requirements for organizations active in political campaigns. To avoid significant IRS penalties, visit <http://www.irs.gov/charities/political/index.html> or contact the IRS at (877) 829-5500. Inquire about Section 527 organizations and Form 1120-PO.

## A.6 FILE ELECTRONICALLY OR ON PAPER

### Filing Electronically

State law requires that all candidates and political committees that spent \$10,000 or more in the previous election, or expect to do so during 2005, are required to electronically file their 2005 campaign finance reports (C-3's, C-4's and associated attachments). City office candidates and City ballot issue committees are also required to upload a copy of the e-filed C-3 and C-4 reports to the SEEC. [RCW 42.17.3691(2), SMC 2.04.155]

If you electronically file reports with the PDC, you must electronically file with the City. Contact Bob DeWeese, [bob.deweese@seattle.gov](mailto:bob.deweese@seattle.gov), or Polly Grow, [polly.grow@seattle.gov](mailto:polly.grow@seattle.gov), to get started with e-filing with the City.

The PDC provides free campaign disclosure reporting software to filers. This software, called WEDS, will create the reports required to be filed with the PDC and with the City. To learn about e-filing with the City please contact Bob DeWeese at [bob.deweese@seattle.gov](mailto:bob.deweese@seattle.gov) or at 684-8579.

### Filing on Paper

The **C-1** report is ALWAYS filed on paper with the PDC (original) AND the Seattle City Clerk (copy). Candidates or Ballot Committees that do not expect to spend \$10,000 may file C-3's and C-4's on paper.

#### 1. Send Original To:

##### Washington State Public Disclosure Commission

711 Capitol Way, Room 206  
P.O. Box 40908  
Olympia, WA 98504-0908

#### 2. Send A Copy To:

##### Seattle City Clerk

600 Fourth Avenue, Third Floor  
P.O. Box 94728  
Seattle, WA 98124-4728

#### 3. Keep A Copy For Your Own Records

Ballot Issue Committees that do not file electronically with the PDC also need to send a copy to:

##### King County Elections

553 King County Administration Building  
500 Fourth Avenue  
Seattle, WA 98104

## B. CAMPAIGN DISCLOSURE FILING SCHEDULE

### B.1 SCHEDULE OF ELECTION FILING DATES

Cand.	Comm.	Report	When to File
X		F-1 – Personal Financial Affairs	Within 2 weeks of becoming a candidate.
X	X	C1 – Registration	Within 2 weeks of becoming a candidate or organizing a ballot issue committee.
X	X	C-3 - Cash Receipts/ Monetary Contributions Bank Deposits	Make deposit within 5 business days after receipt. From <b>7/1 through 10/20</b> , file weekly on Mondays. From <b>10/27 through 11/4</b> file C-s daily. All other times, file C-3 with C-4 . [SMC 2.04.180]
X	X	C-4 –Summary, Full Report Receipts & Expenditures	File on the <b>10<sup>th</sup> of the month</b> , for the preceding calendar month (or the period since the last C-4 was filed) when expenditures or contributions exceed \$200. [SMC 2.04.250] <i>See also Special C-4 reporting requirements below.</i>
<b>Special Reports</b>			
X	X	<b>Primary Election C-4</b>	<b>Aug 30<sup>th</sup></b> : 21 days before primary. Report activity from 7/1 through 8/23 (or end of previous reporting period) <b>Sept. 13<sup>th</sup></b> : 7 days before primary, report activity through 9/12
X	X	<b>Post Election C-4 if not on the General Election Ballot</b>	<b>Oct. 10<sup>th</sup></b> : 10 <sup>th</sup> of the month following the primary <i>unless</i> the candidate's name will appear on General Election Ballot.
X	X	<b>General Election C-4</b>	<b>Oct. 14<sup>th</sup></b> : 21 days before general, report activity from 9/13 – 10/11, or 9/1 – 10/11 if not on the Primary Election ballot <b>Oct. 28<sup>th</sup></b> : 7 days before general, report activity through 10/31.
X	X	<b>Post Election C-4</b>	<b>Dec. 10<sup>th</sup></b> : 10 <sup>th</sup> of the month following the General Election.
X	X	<b>Special Report of Late Contributions.</b> For contributions of \$1,000 or more.	Beginning <b>21 days before election</b> file by 4:30 p.m. the next business day following <u>receipt</u> of contribution.
X	X	<b>Final Report C-4</b>	<b>Dec. 10<sup>th</sup></b> , if all bills are paid and surplus funds and assets are disposed of. Otherwise, continue to file monthly C-4s. <i>A final report must be filed by May 10, 2006.</i>

## **B.2 CAMPAIGN FINANCE DISCLOSURE CALENDARS**

The SEEC produces three different calendars to assist campaigns with campaign disclosure.

- **Primary and General Election Calendar:** Only candidates who are among the top two vote-getters in the Primary go on to appear on the General Election ballot.
- **Primary Election Calendar:** Candidate and Ballot Issue Committees appearing on the Primary Election ballot only.
- **General Election Calendar:** Candidate and Ballot Issue Committees appearing on the General Election ballot only.

### **Candidates**

If after the window for filing declarations of candidacy closes, a candidate has fewer than two opponents, he or she will participate in the General Election only, not the Primary. The candidate should use the General Election Calendar.

All remaining candidates should use the Primary and General Election Calendar until the results of the primary election are known. Once it is apparent that a candidate is not one of the top two vote-getters in the primary, he/she should switch to the Primary Election Calendar.

### **Ballot Issue Committees**

Once it is determined whether a Ballot Issue will appear on the Primary or the General Election, the Ballot Issue committee should refer to the appropriate calendar, either the Primary Election Calendar or the General Election Calendar. Ballot Issue Committees should not use the Primary and General Election Calendar.

See Appendix 6 for the 2005 Campaign Finance Disclosure Submission Calendars.

## **B.3 WHEN A REPORT IS CONSIDERED FILED**

Date on which a report is considered filed:

- Electronically: on the date the transmittal is received by the City's server.
- By mail: on the postmark date
- By hand: on the date received by the City Clerk.

## **B.4 LATE FILING**

Late filing may result in a civil penalty of \$10 to \$50 for each day each report is delinquent. Excessively late filing can result in civil penalties of twice the amount not timely reported. [SMC 2.04.330 and SMC 2.04.370.]

## **C. CONTRIBUTIONS**

### **C.1 CONTRIBUTION LIMITS**

#### **Candidates for City office**

Every candidate for City office is subject to a \$650 contribution limit. A candidate may not receive from a single person, and a contributor may not give, more than \$650 in the aggregate during the 2005 election cycle. **Candidates cannot organize PAC's.**

#### **Ballot Issue Committee**

Ballot issue committees are not subject to contribution limits, except during the final 21 days before the election. In the final 21 days, they may not accept contributions totaling more than \$5,000, in the aggregate, from any person.

#### **Continuing Political Committee (PAC)**

Continuing political committees (PAC's) may accept contributions of any amount. PAC's may not give more than \$650 to any City office candidate during an election cycle.

### **C.2 SOURCE OF CONTRIBUTION**

To determine how to attribute a contribution that is given from several people or a corporation, or when you can accept contributions from minors, see the SEEC's Election Code Administrative Rule 4.

Concealment of the source of a contribution is prohibited. Contributions may not be given under a false identity, nor may a campaign knowingly report an incorrect source of a contribution.

### **C.3 ANONYMOUS CONTRIBUTIONS**

"Passing the hat" or any other solicitation of anonymous cash contributions is prohibited. [SMC 2.04.290, SEEC Admin. Rules 4.6, and 5.1]

Anonymous contributions may be kept up to an amount totaling no more than 1% of the total contributions received in a calendar year or \$300, whichever is greater. Any amount in excess of the maximum must be deposited in the State Treasury. [SMC 2.04.210]

### **C.4 CASH ACCOUNTING**

Any contribution of \$50 or more must be recorded with a receipt signed by the recipient and the candidate or treasurer and maintained with the campaign finance accounting records. City law prohibits contributions of more than \$60 in cash. Campaigns should never withdraw cash from the campaign account.

### **C.5 TIMELY DEPOSIT CONTRIBUTIONS**

The law requires that contributions be deposited within five business days of receipt. Failure to make a timely deposit is a violation of the Elections Code, and subject to a penalty of \$5,000 per violation, plus up to two times the amount of the contribution, and return of the contribution. Also, campaigns are required to deposit ALL monetary contributions into the campaign bank account—including cash.

## **C.6 TYPES OF CONTRIBUTIONS**

### **Monetary Contributions**

Each deposit must be reported on a C-3. The C-3 reports the date of receipt, name and address of contributor, amount contributed and total contributions by that contributor to date. Contributor's occupation and employer must also be reported when contributions total more than \$100, or when added to the contributor's previous contribution(s) bring the total for that contributor to more than \$100.

### **In-Kind Contributions**

In-kind contributions are subject to the contribution limit. [SEEC Admin. Rule 1(R)] In-kind contributions must be reported on a Schedule B with the first C-4 report filed after receiving the in-kind contribution.

#### **Reportable In-kind contributions include, but are not limited to:**

- Fair market value of the committee's office space
- Use of a computer
- Office supplies
- Services other than those normally performed by campaign volunteers
- Professional services such as graphic design or campaign consulting, for which a person is normally paid, if the committee is not charged or charged a reduced rate.

### **Candidate Contributions**

Neither the candidate nor his or her spouse is subject to the \$650 contribution limit when contributing to the candidate's own campaign with their marital resources. During the final 21 days before the Primary, and the final 21 days before the General election, however, a City office candidate or his or her spouse may not give more than \$5,000 to the candidate's campaign.

The candidate's committee may report contributions from the candidate and spouse as being from both the candidate and spouse as long as the funds are drawn from their joint marital property. Contributions from the spouse's separate property are subject to the contribution limit.

Candidates and their spouses must report each monetary contribution on a C-3 report, and each in-kind contribution on a Schedule B with the next C-4. A candidate's contribution of personal funds to his/her campaign is reported on Line 1b of the C-3. [SMC 2.04.370(D)(1)]

### **Contributions to Other Candidates**

State law prohibits candidates from transferring any campaign funds to other candidates or political committees. [RCW 42.17.095 (8)]

### **Contributions to Another Office**

Candidates may not solicit campaign contributions for one office, and then use those funds to support a campaign for a different office. This prohibition is based on the premise that contributors give funds to promote a specific candidate for a specific office, and for no other purpose.

Candidates may however, seek written authorization from contributors, whose contributions have not yet been spent, to use the contribution for a different office.

### **Disposition of Campaign Funds**

At the end of a campaign, candidates and ballot issue committee must dispose of surplus campaign funds by giving them back to the contributor, to charity, to a political party, to a legislative caucus committee, to the State, or transferring them to a new committee for the same office. [SEEC Election Code Rule 7]

## **Foreign Contributions**

Federal law prohibits candidates from accepting campaign contributions from foreign nationals and from foreign corporations.

## **C.7 CONTRIBUTIONS WITHIN 21 DAYS OF THE ELECTION**

Committees are required to file a Special Report of Late Contributions for contributions of \$1,000 or more in the aggregate from a single contributor received within 21 days of the election. The Special Report must be e-mailed to the SEEC at both [bob.deweese@seattle.gov](mailto:bob.deweese@seattle.gov). AND [polly.grow@seattle.gov](mailto:polly.grow@seattle.gov) by 4:30 p.m. on the business day following receipt of the contribution. The Special Report is filed in addition to the C-3 report that must be filed with the City Clerk. Alternatively, a Committee must notify the SEEC at the above e-mail addresses that a C-3 has been filed that includes contributions which are also required to be reported on the Special Report of Late Contributions as long as the C-3 is filed by 4:30p.m. the day after **receipt** of the contributions(s).

Example: Samantha Doe contributes \$500 on July 31, 2005 and \$999 on October 27, 2005 to the People for People Ballot Issue Campaign, which is on the November ballot. There is no reporting requirement on October 28 because Ms. Doe did not make \$1,000 in contributions during the 21 days before the election. If Ms. Doe makes any more contributions to the People for People campaign up to and including on Election day, the campaign is required to electronically file by 4:30 p.m. the day after receiving the contribution a report of her contributions made during the 21-day period before the election. This report must also include Ms. Doe's aggregate total of contributions to the campaign during the election cycle.

## **C.8 SOLICITING CONTRIBUTIONS BY CREDIT CARD**

**We recommend you create a form for contributions made by credit card.** See Appendix 1 for a Sample "Campaign Contribution Authorization By Credit/Debit Card Form." The following are some things to keep in mind when creating the form.

1. SEEC Rule 2.4.2 (B) prohibits contributors from making campaign contributions using corporate credit/debit cards.
2. State and City Law require the following information from contributors of more than \$100.
  - Occupation:
  - Employer
  - Employer's City/State
  - Self-employed, the contributor must report the name under which he or she does business (dba) and occupation

Contributions are not deductible for Federal Income Tax purposes.

3. Committees shall not accept credit card contributions from minors (persons under the age of 18), unless there is proof that the money is the minor's money and the minor made the decision to make the contribution.

## D. EXPENDITURES

### D.1 REPORTABLE EXPENDITURES

All expenditures, whether directly or indirectly to the following, are reported on Schedule A of the C-4. Committees must report the following:

- **Expenditures to campaign workers**
- **Reimbursements to campaign workers**
- **Payments to Vendors and Sub-Vendors:** Report name and address of any vendor and sub vendor who receives more than \$50 from the committee (or an agent of the committee) during the reporting period.
- **Obligations:** An obligation is an agreement or a promise to pay whether or not it's legally enforceable.

### D.2 DETAIL OF EXPENDITURES

Committees must report the following information for monetary and in-kind expenditures:

- **Date of expenditure**
- **Name and address of recipient**
- **Amount expended**
- **Purpose of expenditure:** Write a brief explanation; no "code" describing the expenditure is required.

## E. MAINTAINING RECORDS

The Committee is responsible for safely storing campaign bank records for five calendar years following the election. [SMC 2.04.250 (E) and SEEC Election Code Rule 2.7.8]

SEEC staff may audit your committee's records at any time. Records must reflect activity up to and including activity on the fifth business day prior to the date. During the final eight days before the election, these records must reflect all activity, up to and including activity on the preceding business day.

### E.1 PUBLIC INSPECTION OF FINANCIAL RECORDS

During the final 8 days before the Primary and General elections, campaign finance records must be available for public inspection. Records must be physically present at the time and location designated by the committee on the C-1 report. The address designated on the C-1 report may not be changed within 4 weeks of the election without the Executive Director's written approval. [SEEC Admin. Rules 2.6.5 and 2.6.6.] The campaign must schedule requests for public inspection within 24 hours of a request.

**The following records must be made available for public inspection:**

- Bank Statements
- Check Register
- Copies of Checks Written
- Copies of Checks Received
- Copies of Deposit Slips
- Receipts, Invoices, and Contracts
- Bills
- Signed copies of filed Campaign Disclosure Reports and all Financial Records

**Records for Credit/Debit Card transactions:**

- Name of Contributor
- Address of Contributor
- Name on Card
- Last Four Numbers of Card
- Expiration Date of Card
- Amount Contributed
- Date Contribution Received
- Date Transaction Processed
- Authorization Code
- All statements relating to transactions
- All correspondence relating to transactions
- Occupation and Employer (if required by WAC 390-16-034 and SMC 2.04.250(D))

**E.2 COMMUNITY CENTERS AVAILABLE FOR PUBLIC INSPECTION**

Committees may designate any one of the following Community Centers as the place where campaign records will be available for public inspection during the eight days before Election Day.

The Community Center will make space available for the Committee. A representative of the Committee must stay with the records at all times.

**High Point Community Center:**

6920 34th Avenue SW, 684-7422  
<http://www.seattle.gov/parks/centers/Highpt.htm>

**Loyal Heights Community Center:**

2101 NW 77th Street, 684-4052  
<http://www.seattle.gov/parks/centers/Loyalhtd.htm>

**Meadowbrook Community Center:**

10515 35th Avenue NE, 684-7522  
<http://www.seattle.gov/parks/centers/meadowbrookcc.htm>

**Rainier Community Center:**

4600 38th Avenue S, 386-1919  
<http://www.seattle.gov/parks/centers/rainiercc.htm>

## F. TIME MANAGEMENT FOR TREASURERS

Campaign treasurers have significant responsibilities under the law and face demands on their time, especially between July 1st and Election Day. Below are some suggestions for managing this time commitment and avoiding burnout.

### F.1 DATA ENTRY

Get help. Treasurers surveyed by the SEEC in 2001 reported spending 31% of their time doing data entry in 2001. Entering the name, address, occupation, employer and other information for each contributor, as well as other required information, is a big task for a campaign that raises a significant amount of contributions.

Ask the campaign to find a couple of volunteers to assist with data entry, and figure out a way for the campaign computer to be accessible to them. You will need to review their work for accuracy, but this should take far less time than doing it yourself.

### F.2 PHOTOCOPIES

Get a photocopy of every contribution you receive—including cash. For large deposits, it's helpful to alphabetize the checks before you photocopy them.

### F.3 OCCUPATION & EMPLOYER INFORMATION

The contributor's occupation and employer must be reported when contributions total more than \$100, or when added to the contributor's previous contribution(s) bring the total for that contributor to more than \$100. Reports missing required information are considered not filed and are thus subject to late filing penalties.

It is much easier to obtain this information at the time the contribution is made. Trying to contact contributors after the fact can be a time consuming task.

- We suggest you provide a form for contributors to fill out on all fundraising solicitations. The form should include the contributor's name, address, and occupation and employer information. Many campaigns use a donor envelope for this purpose.
- Open sealed envelopes while the contributor is still available to provide additional information.
- Make sure those staffing the door at an event understand the importance of obtaining occupation and employer information then and there.

When reporting a contribution of more than \$200 from two persons, such as a couple who share a bank account, you must report the occupation and employer for each person, and **clearly indicate** which contributor corresponds with which occupation and employer.

Obtain help from the candidate and campaign staff in tracking down missing occupation and employer information. They may know the contributor and will have an easier time tracking down the information. The candidate is also more likely than a campaign worker to get his or her phone call returned.

### F.4 DEPOSIT SCHEDULE

Committees have five business days following receipt of a contribution to deposit it in the bank account. Create a schedule and stick to it. Figure out a schedule that works well with your own schedule and that of the data entry volunteers and staff who are assisting you.

**From July 1st until 8 days before the election** you have to file C-3's each Monday for deposits made during the preceding seven days. For the weekly filing, the treasurer might schedule Monday and Wednesday evenings to collect all contributions received at the campaign's mailing address, or by campaign staff and volunteers.

**During the final week before the election**, you must file C-3s daily when a deposit is made. Wednesday's collections would be photocopied and deposited on Thursday and data entered Thursday, Friday and over the weekend before filing the C-3 on Monday. Monday's collection of campaign contributions would be photocopied and deposited on Tuesday. You then have from Tuesday through Sunday to collect missing contributor information and do the data entry before filing the C-3 on Monday.

## **F.5 EXPENDITURE INFORMATION**

Ideally, don't let the checkbook or credit/debit card out of your possession. Work closely with the candidate and campaign manager in order to obtain information about expenditures they make.

Obtain a receipt or invoice for each expenditure and ask campaign workers to write a detailed description or purpose for each expenditure on the receipt or invoice they give you. Keep these receipts in a separate folder so they will be readily available when you have to fill out Schedule A of the C-4 report.

## **F.6 IN-KIND CONTRIBUTIONS**

Create an In-Kind Contribution form for the candidate, staff and volunteers to use whenever they receive an in-kind contribution. Make sure all are aware of in-kind regulations and understand that discounts and some contributions of "volunteer" time (such as political consulting from a professional political consultant or graphic design from a professional graphic designer) are considered in-kind contributions.

The form should include spaces for:

- Name
- Address
- Occupation
- Employer information of the contributor and the vendor
- Description of what was contributed
- An estimate or documentation of its fair market value

Keep these forms in a separate folder so they will be readily available when filling out your next Schedule B. [See SEEC Admin. Rule 1R for volunteer activities.]

## **F.7 DEBTS**

Make sure the campaign manager and candidate are aware that you must report outstanding debts and obligations at the end of each C-4 reporting period. On the last day of each reporting period, ask them to give you information about outstanding debts and obligations.

There may not be any paperwork on these obligations, but if the candidate or campaign manager has committed to having some service performed then the name and address of the vendor along with the estimated cost of that service must be reported as an outstanding debt. [See SMC 2.04.010(17)]

## **F.8 FILING SYSTEMS**

Keep a copy of each C-3 with the copies of the contributions received and clip it to the deposit receipt.

Keep copies of all receipts and invoices with a copy of the C-4.

Keep a folder with the remit envelopes containing relevant contributor/contribution information.

## **F.9 MAILING REPORTS**

Non-electronic filers should make multiple copies of mailing labels to the PDC, King County Elections (if required to file there), and the Seattle City Clerk. When it's time to file your reports, just pull off a label and mail.

# **G. TEN MOST COMMON REPORTING ERRORS**

## **G.1 LATE FILINGS**

The filing date is determined by the postmark or the date we receive the file, if filed electronically. A calendar is available in Appendix 6.

## **G.2 FAILURE TO REPORT OUTSTANDING DEBTS OR OBLIGATIONS**

At the close of business on the last day of each filing period, the treasurer should check in with the candidate and campaign workers to see if the committee has encumbered any funds. Committees are required to report all payments made during the reporting period on Schedule A, and all obligations or debts incurred during the reporting period on Schedule B. City law defines expenditure as “a payment, contribution, subscription, distribution, loan, advance, deposit, or gift of money or anything of value, and includes a contract, promise, or agreement, **whether or not legally enforceable**, to make an expenditure.” [SMC 2.04.010 (17) emphasis added]

## **G.3 FAILURE TO FILE A NEW C-1 WHEN THE CAMPAIGN ADDRESS OR TREASURER CHANGE**

The press, public and regulatory agencies need to know who they can contact and how. Reports signed by a person not identified as a treasurer or deputy treasurer on the C-1 are not legally filed. [SMC 2.04.170]

## **G.4 FAILURE TO REPORT IN-KING CONTRIBUTIONS FROM THE CANDIDATE TO HIS OR HER CAMPAIGN**

Frequently, candidates purchase ads or pay the Post Office bulk mail fee, then fail to report that contribution to the campaign. Such contributions are in-kind contributions. Since they are given by the candidate to his or her own campaign, they are not subject to contribution limits. Nevertheless, they must be reported on Schedule B of the C-4.

## **G.5 FAILURE TO CARRY OVER CORRECT C-4 COVER PAGE AMOUNTS FROM PREVIOUS REPORT**

Treasurers are required to carry over the figures from Line 8 and Line 17 of the most recently filed C-4 to Line 1 and Line 10 respectively of the current C-4. Often the WEDS software will carry over an incorrect figure. Occasionally a treasurer will put in an incorrect figure. If you are having trouble getting your books to balance and are tempted to use a figure that was not carried over from the previous report, call us.

## **G.6 REPORTING AN INCORRECT AGGREGATE**

Variations on or misspelled names entered into the committee's database may generate an incorrect aggregate. Remember, it is the committee's responsibility to verify the attribution of contributions drawn on business checks. Failure to properly attribute a contribution could also lead to a misreported aggregate contribution amount.

## **G.7 USING ACRONYMS IN REPORTS**

The purpose of disclosure is to inform the public. The use of acronyms defeats this purpose. The public is not informed when a campaign uses acronyms that are meaningful to the campaign but not to the public.

## **G.8 FAILURE TO RETAIN RECORDS AFTER THE CAMPAIGN**

The law requires candidates and ballot issue committee treasurers to retain all campaign records for five years after the candidate or issue was on the ballot. Failure to do so not only violates the law, but makes it impossible for the candidate or committee to respond to future inquiries about the campaign. [SMC 2.04.250(E)]

## **G.9 FAILURE TO REPORT ALL INFORMATION REQUIRED**

Treasurers sometimes forget to report the following information:

- A complete address for all contributors of more than \$25;
- A complete address for all vendors and sub-vendors receiving \$50 or more;
- Occupation and employer information for contributors of more than \$100, including name, city, and state of employer;
- The business name (dba) and occupation of self-employed contributors of more than \$100. "Self-employed is not sufficient employer information, you must provide the name under which the contributor does business (dba);
- In the case of more than one contributor reported on a line, the occupation and employer for each contributor (put the contributor's initial in parentheses by the appropriate occupation and employer information.

## **G.10 IMPROPER USE OF CORRECTIONS FORM**

The Schedule C is used to report refunds or adjustments to your bank account. It is **not** used to correct data entry errors. Data entry errors are corrected by filing an amendment to the report where the error occurred (and potentially amendments to subsequent reports to reflect the correction.)

## H. COMMUNICATIONS

### ADVERTISING – SPONSOR ID

All campaign advertising must include the words, “Paid for by” or “Sponsored by” with the name and address of the person or entity that paid for the advertising. State law requires the printed sponsor ID to appear in 10-point type on the first page of each item.

#### **In-Kind Advertising**

If a person makes an in-kind contribution of advertising, the sponsor ID must include the words “Paid for by” followed by the name and address of the contributor **and** “Sponsored by” followed by the name and address of the campaign. [SMC 2.04.290(B)]

#### **Broadcast Messages**

Remember to include the sponsor ID on broadcast recorded phone messages. Broadcast advertising need not include the address.

#### **Yard Signs and other Political Signs**

Although State law exempts yard signs from the sponsor ID requirement, the City Code requires that sponsor ID be placed on the yard signs of all City office candidate and City ballot issue committees.

The SEEC does not regulate the posting of political signs. Within Seattle City limits, yard signs are treated like all other temporary signs.

#### ➤ **Temporary sign rules**

No signs may be placed on private property without the consent of that lawful property occupant. No signs may be placed on public property, e.g., in medians, boulevards, on bridges, on right-of-ways to bridges and streets, in parks or greenbelts, in planting strips in front of parks and other public property.

Complaints may be made to the Seattle Transportation Department: (206) 684-ROAD (7623). In addition, there is a limit on the size and number of weeks that temporary signs can be in place. Summaries of the rules are available at the SEEC or at the web link below:

<http://www.seattle.gov/ethics/elpub/04YardSignRegulations.pdf>

#### ➤ **Permanent sign rules**

Signs that are affixed to buildings or made of rigid substances are treated like all other permanent signs. For permanent sign rules or complaints about size of signs or number of weeks that signs are in place, call the Department of Planning and Development (206) 684-7899. [SMC 23.55]

## I. USE OF PUBLIC OFFICE OR AGENCY FACILITIES

Elected officials, appointed officials and public employees may not use or authorize the use of public facilities to support a candidate or to promote or oppose a ballot issue. Public facilities may not be used to solicit or receive campaign contributions, conduct polls, prepare or produce campaign materials, or for any other campaign activity. [SMC 2.04.300 RCW 42.17.130.]

## K. VOTERS' PAMPHLET

The City of Seattle publishes special, primary and general election voters' pamphlets. The pamphlets are mailed to each City household. Any candidate for Mayor, City Attorney, City Council or Municipal Court Judge whose name appears on the primary or general election ballot may submit a statement and a photograph for each pamphlet. Political Committees supporting and opposing City ballot issues may submit statements in support of or against the measures and rebuttal statements.

See **Appendix 2** for Seattle Ethics & Elections Commission, Voters' Pamphlet Administrative Rules and the Voters' Pamphlet Submission Calendar.

## J. VIDEO VOTERS' GUIDES

Each odd-numbered year, the City and King County jointly produce video voters' guides for the primary and general elections. These video tapes are broadcast on the City and County government cable channels. The tapes are also available at City and County libraries. Statements are also available on line as streaming video.

The video guides included statements from each candidate for Mayor, City Attorney, City Council, King County Executive, King County Council, King County Assessor, Seattle School District Director, and Port Commissioner, Seattle Popular Monorail Authority, and statements by representatives of proponents and opponents of ballot propositions.

See **Appendix 3** for the Seattle Ethics & Elections Commission Video Voters' Guide Administrative Rules.

# SAMPLE Credit/Debit Card Contribution Form

**MAXIMUM CONTRIBUTION TO CANDIDATES FOR SEATTLE CITY OFFICE IS \$650 PER ELECTION CYCLE.**

**SEEC RULE 2.4.2 (B) PROHIBITS CONTRIBUTORS FROM MAKING CAMPAIGN CONTRIBUTIONS USING CORPORATE CREDIT/DEBIT CARDS.**

Yes! I wish to support Friends for XXXXX Committee. Amount of my Contribution: \$ \_\_\_\_\_

**Bolded items are required by law**

**First Name** \_\_\_\_\_

**Last Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/ST/Zip** \_\_\_\_\_

Home Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**STATE AND CITY LAW REQUIRE THE FOLLOWING INFORMATION FROM CONTRIBUTORS OF MORE THAN \$100**

**\*Occupation** \_\_\_\_\_

**\*Employer** \_\_\_\_\_

**\*Employer's City/State** \_\_\_\_\_ / \_\_\_\_\_

## **Billing Information**

Please enter your name exactly as it appears on the card you are using.

**\*Name on Card** \_\_\_\_\_

**\*Card Type**  Visa  MasterCard  Discover  American Express

**\*Card Number** \_\_\_\_\_

**\*Expiration** \_\_\_\_ / \_\_\_\_

**\*Billing Address** \_\_\_\_\_

**\*City/\*ST/\*Zip** \_\_\_\_\_

## **Please check all that apply:**

I affirm that:

The funds I am contributing are my own personal funds and not those of another.

I am making this contribution with my personal credit/debit card for which I have a legal obligation to pay, and not through a corporate or business entity card or the card of another.

I am not a foreign national who lacks permanent resident status in the United States.

The contribution is not in excess of the \$650 contribution limit, either alone or added to my previous contributions to Friends for XXXXX during this election cycle (primary and general elections combined).

If this form is printed on a paper card or envelope: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Cardholder signature Date

Paid for by the Friends for XXXXX Committee, 123 Our Street, Seattle, WA 98100.

# Seattle Ethics & Elections Commission

## Voters' Pamphlet Administrative Rules

### **1.0 Primary Election Voters' Pamphlet Schedule:**

1.1 All candidate statements and photographs must be filed with the Executive Director of the Seattle Ethics and Elections Commission (Executive Director), no later than 4:00 p.m. on the seventh Monday immediately preceding the Primary Election.

1.2 The serial number, ballot title, and explanatory statement for any ballot measure must be filed with the Executive Director no later than 4:00 p.m. on the ninth Thursday immediately preceding the Primary Election; provided, however, that for any measure placed on the Primary Election ballot by ordinance or resolution passed or adopted by the City Council less than sixty days before the Primary Election, the Executive Director shall have discretion to equitably adjust the dates in Rules 1.2, 1.3, 1.4, and 1.5, and shall provide notice to the affected ballot issue committees of the adjusted filing deadlines.

1.3 Arguments in favor of and in opposition to any ballot measure must be filed with the Executive Director no later than 4:00 p.m. on the eighth Thursday immediately preceding the Primary Election.

1.4 For the purpose of preparing rebuttal arguments, the materials filed pursuant to 1.3 will be available to opposing ballot issue committees after 4:30 p.m. on the eighth Thursday immediately preceding the Primary Election.

1.5 Rebuttal arguments must be filed with the Executive Director no later than 4:00 p.m. on the seventh Wednesday immediately preceding the Primary Election.

1.6 Taxing districts located wholly within the City shall have until no later than 4:00 p.m. on the eighth Thursday immediately preceding the Primary Election to notify the Executive Director of their interest in participating in the Primary Election Voters' Pamphlet.

### **2.0 General Election Voters' Pamphlet Schedule:**

2.1 Candidates whose names were not on the ballot in the Primary Election must file their statements and photographs with the Executive Director no later than 4:00 p.m. on the eighth Thursday immediately preceding the General Election.

2.2 Primary Election Voters' Pamphlet statements will be used in the General Election Voters' Pamphlet unless the candidate files changes to the statement with the Executive Director no later than 4:00 p.m. on the seventh Thursday immediately preceding the General Election.

2.3 The serial number, ballot title, and explanatory statement for any ballot measure must be filed with the Executive Director no later than 4:00 p.m. on the eighth Thursday immediately preceding the General Election; provided, however, that for any measure placed on the General Election ballot by ordinance or resolution passed or adopted by the City Council after September 1 of the election year, the Executive Director shall have discretion to equitably adjust the dates in Rules 2.3, 2.4, 2.5, and 2.6, and shall provide notice to the affected ballot issue committees of the adjusted filing deadlines.

2.4 Arguments in favor of and in opposition to any ballot measure must be filed with the Executive Director no later than 4:00 p.m. on the seventh Thursday immediately preceding the General Election.

2.5 For the purpose of preparing rebuttal arguments, the materials filed pursuant to 2.4 will be available to opposing ballot measure argument committees after 4:30 p.m. on the seventh Thursday immediately preceding the General Election.

2.6 Rebuttal arguments must be filed with the Executive Director no later than 4:00 p.m. on the seventh Monday immediately preceding the General Election.

2.7 Taxing districts located wholly within the City shall have until no later than 4:00 p.m. on the eighth Thursday immediately preceding the General Election to notify the Executive Director of their interest in participating in the General Election Voters' Pamphlet.

### **3.0 Candidate Photograph Specifications:**

3.1 Photographs must have been taken within two years of the date they are submitted.

3.2 Photographs must show only the candidate's face, or face, neck and shoulders, in the manner of a portrait.

3.3 Photographs must exclude other images, such as the candidate's hands, anything held in the hands, or other people.

3.4 Photographs must not show the candidate wearing a hat, a button, or any other article of clothing bearing an insignia, or a uniform, including but not limited to a judicial robe.

3.5 Photographs must have a plain, light but not white, background.

3.6 Candidates must submit one 5" x 7" photograph and a disk or e-mail message containing a digital photo, formatted as a non-compressed TIFF file with a minimum resolution of 300 dpi and a minimum printable size of 3.5" X 2.5". If the photo is provided by e-mail, it must be an attachment to the e-mail.

3.7 Photographs must not be an informal "snap-shot," cartoon, caricature, or image that does not accurately portray the candidate.

3.8 If a photograph is not provided in compliance with the specifications in this section, the Executive Director will place the words "Not Provided" in the area where a photo would appear, above the name of the candidate.

### **4.0 General Written Submission Specifications:**

4.1 All written submissions will appear in the Voters' Pamphlet in Arial, 10 point font. Submissions will be placed in one column measuring 5½" x 1¾".

4.2 Candidates and committees should submit statements as an attachment to e-mail addressed to [ethicsandelections@seattle.gov](mailto:ethicsandelections@seattle.gov) or on a three and one-half inch (3 1/2") floppy disk. If the submission is made by e-mail or on floppy disk, it must be in a format that can easily imported into Microsoft Word for Windows XP. The e-mail or the face of the disk must contain the following information: (1) candidate name or ballot issue; (2) document name; (3) number of words in the statement, excluding contact information, as reported in Microsoft Word. If the statement is provided by e-mail, it must be an attachment to the e-mail message.

4.3 In addition to the e-mail or floppy disk, one hard copy of the written submission must be submitted by hand to the Commission office or by facsimile to fax number (206) 684-8590.

4.4 Written submissions must be single spaced, with one-inch margins on all sides. They must be in paragraph form, with a quarter-inch space indent of the first line of each paragraph.

4.5 If the written submission is not made by e-mail or on floppy disk, it must be typewritten, single-spaced, on plain white 8.5" x 11" paper, with one-inch margins on all sides. It must be in paragraph form, with a five space indent of the first line of each paragraph, and all pages numbered. Such submissions must be hand delivered to the Commission office.

#### **Appendix 2**

4.6 All written submissions must have the candidate's or ballot issue committee chairperson's name and telephone number, fax number, e-mail address, and website address (if any) on the lower left-hand corner of each page.

4.7 Candidate statements must also have, on the lower left-hand corner of each page, a notation "no change" if no changes to the statement will be submitted for the General Election Voters' Pamphlet or "change" to indicate that the candidate reserves the right to submit changes to the statement for the General Election Voters' Pamphlet.

4.8 Before submission, all written submissions must be proof-read for errors in spelling, punctuation, or syntax. The Executive Director and Commission staff will not proof-read submissions for such errors.

4.9 The written submission must not exceed word limits described in Rules 5.1, 6.1, and 6.2 below. All material in excess of word limits will be omitted. If such deletion creates an incomplete sentence, that incomplete sentence will also be deleted. If the written submission does not exceed the word limit, yet does not fit within the allotted space, the submitter will be given the option to delete words or to delete any bold, indents or bullets that will permit the submission to fit into the allotted space. If the submitter does not select an option within the time given by the Executive Director, the Executive Director will edit the formatting of the submission to fit within the allotted space.

4.10 The written submission must not include obscene, profane, libelous, or defamatory matter, or language that may impair circulation of the Voters' Pamphlet through the mail. The Executive Director shall delete such language without prior notice.

## **5.0 Candidate Written Submission Specifications:**

5.1 The written submission must not exceed 400 words.

5.2 If requested, the candidate's name, address, telephone number, fax number, e-mail address and website will appear in the pamphlet with the candidate's statement but will not be counted against the statement word limit.

5.3 The written submission must not discuss the candidate's opponent(s).

5.4 Guidelines: The purpose of the Voters' Pamphlet is to introduce the candidates to the public. Therefore, candidates are encouraged to do the following in their written submissions:

- Tell who you are,
- Show that you understand this community and its concerns,
- Explain where you stand,
- Be forthright, and
- Set a respectful tone.

These guidelines shall be posted in a box below each position description in the Voters' Pamphlet. A disclaimer indicating that "the candidates provided their statements and are solely responsible for their content" shall appear at the bottom of each candidate page. Commission staff will provide to each campaign a copy of the source of these guidelines, America's Aspirations For Political Leaders, developed and published by The Harwood Institute in the New Patriotism Project.

## **6.0 Ballot Issue Statement Specifications:**

6.1 The arguments in support of and in opposition to any ballot measure must not exceed 400 words.

6.2 The rebuttals of arguments in support of and in opposition to any ballot measure must not exceed 150 words.

6.3 The names of the members of the ballot issue committee appointed by the City Council President under SMC 2.14.040(A) will appear in the Voters' Pamphlet with the statement. If requested, the addresses, telephone numbers and e-mail addresses of the members of the ballot issue committee will appear with the statement and the name, address, telephone number, fax number, e-mail address, and website address of the political committee(s) supporting or opposing the ballot measure will appear in the Voters' Pamphlet with the statement. The information referenced in this rule will not be counted against the word limits.

6.4 If there is more than one political committee that supports a ballot measure, or more than one political committee that opposes a ballot measure, the Executive Director shall attempt to obtain agreement among all the political committees that take the same position as to the three individuals proposed to serve on the committee to write the arguments for the Voters' Pamphlet. If the Executive Director is not able to obtain agreement among the committees, the Executive Director will submit to the City Council President a list of possible committee members to draft the argument for that position, and the City Council President will appoint the committee to prepare the ballot argument.

6.5 If no political committee has been organized to support or oppose a ballot measure, the Executive Director will attempt to recruit an individual or individuals to serve on the ballot issue committee appointed by the City Council President.

**7.0 Late Submissions:** If the production schedule for the Voters' Pamphlet can accommodate a submission or submissions received after the deadlines established by these Rules, the costs associated with including the late submission(s) in the Pamphlet will be borne by the candidate(s) and/or ballot issue committee(s) responsible for the additional costs. *This section creates no right by submitters to require changes to the Voters' Pamphlet.* If the production schedule cannot accommodate a late submission or submissions, the Executive Director will place the words "Statement Not Provided" in the area where the submission(s) would appear.

**8.0 Authority of the Executive Director:** The Executive Director shall determine the format, type setting, layout and appearance of the Voters' Pamphlet, consistent with these rules and applicable law.

These Rules were adopted by the Seattle Ethics and Elections Commission at the meeting on June 1, 2005, and will be effective on June 2, 2005, the date they are filed with the City Clerk. The Commission members voting to take this action were:

Bruce Heller, Chair  
Mel Kang, Vice Chair  
Paul Dayton  
Gregg Hirakawa  
Robert Mahon  
Nancy Miller  
Michele Radosevich



# CITY OF SEATTLE CANDIDATES AND BALLOT ISSUE COMMITTEES 2005 VOTERS' PAMPHLET SUBMISSION CALENDAR

ALL SUBMISSIONS ARE DUE AT 4 P.M.

<b>June 15-</b> Final day for taxing districts located wholly within the City to notify the Executive Director of their interest in participating in the election pamphlet	●
<b>July 21-</b> Serial number, ballot title, and explanatory statement for ballot measures due	●
<b>July 28-</b> Arguments in favor of and opposition to Primary Election ballot measures due	●
<b>July 28-</b> Arguments for the Primary Election Voters' Pamphlet available to opposing ballot issue committees after 4:30 p.m., for the purpose of preparing rebuttal arguments	●
<b>August 3-</b> Rebuttal arguments for Primary Election Voters' pamphlet due	●
<b>August 8-</b> Candidate statements and photographs for candidates participating in the Primary Election due	●
<b>September 15-</b> General Election Voters' Pamphlet statements and photographs for candidates who were not on the ballot in the Primary Election due	★
<b>September 15-</b> Serial number, ballot title, and explanatory statement for General Election ballot measures due	★
<b>September 20-</b> PRIMARY ELECTION DAY	E
<b>September 22-</b> Changes to statements for candidates who participated in the Primary Election due	★
<b>September 22-</b> Arguments in favor of and opposition to General Election ballot measures due	★
<b>September 22-</b> Arguments for the General Election Voters' Pamphlet available to opposing ballot issue committees after 4:30 p.m., for the purpose of preparing rebuttal arguments	★
<b>September 26-</b> Rebuttal Arguments for General Election Voters' Pamphlet due	★
<b>November 8-</b> GENERAL ELECTION DAY	E

JUNE 2005						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY 2005						
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3	H 4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21 ●	22	23
24	25	26	27	28 ●	29	30

AUGUST 2005						
S	M	T	W	T	F	S
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7	8 ●	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2005						
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25	26 ★	27	28	29	30	

OCTOBER 2005						
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30	31					

NOVEMBER 2005						
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27	28	29	30			

SEATTLE ETHICS & ELECTIONS COMMISSION ADOPTED THE VOTERS' PAMPHLET ADMINISTRATIVE RULES JUNE 1, 2005.

# The City of Seattle

## Video Voters' Guide Administrative Rules

### 1. GENERAL

1.1 Joint Production: If the Executive Director of the Seattle Ethics and Elections Commission (Executive Director) and King County agree, the County and the City will jointly produce a Video Voters' Guide (Guide) for the Primary and General Elections. The parties will equitably share the cost of producing and distributing the Guide.

1.2 Editions: Two editions of the Guide will be produced; one for Seattle, and one for King County. These rules govern the production of the Seattle Guide.

1.3 Availability of Copies: The Executive Director will make a copy of the Guide available to the Seattle Municipal Channel for broadcast during the two weeks before the Primary Election and the two weeks before the General Election. The Executive Director will provide copies of the Guide to the City's central library for members of the public to view on library equipment or to borrow.

1.4 Candidate Invitations: The Executive Director will invite every person who files for Mayor, City Council, City Attorney, Municipal Court Judge, Seattle Monorail Project, or Seattle School Board to participate in the Primary Election Guide. The Executive Director will invite every person whose name appears on the General Election Ballot for those offices to participate in the General Election Guide. The County will be responsible for inviting candidates for King County offices, and such other offices as he deems appropriate.

1.5 Ballot Issue Committee Invitations: The Executive Director will invite each City ballot issue committee appointed to draft an argument in the voters' pamphlet to participate in the Guide. Each committee must select one representative to present its views in the Guide. The County will be responsible for inviting County ballot issue committee representatives.

### 2. FILMING THE STATEMENTS

2.1 Filming – Times: Statements for the Primary Election Guide will be filmed during the first two weeks immediately following the close of the period for filing Declarations of Candidacy for City and County office. A schedule of available time slots will be available from the Seattle Ethics and Elections Commission office, Suite 4010, Seattle Municipal Tower, 700 Fifth Avenue one month before filming begins. Statements for the General Election Guide will be filmed during the last week of September and the first week of October and thereafter, at the discretion of the Executive Director and the County. Any candidate or ballot issue committee representative who cannot be filmed during this time may be excluded from the Guide.

2.2 Fee: Each candidate and ballot issue representative will be asked to pay \$100.00 per appearance for each Guide in which he or she will appear to help defray the cost of filming and production. Candidates who reuse their Primary Election Guide statement in the General Election Guide will be asked to pay \$50.00 for their appearance in the General Election Guide to defray the cost of production.

2.3 Fee Waiver: Fees will be waived for any candidate or ballot issue committee representative who can show that his or her committee fund does not contain \$100.00 that is not already obligated, either at the time of receiving the invitation to participate or at the time of filming the statement.

2.4 Time Allotment: Each candidate or ballot issue committee representative shall be allotted one-half hour in which no more than 15 minutes shall be used to record a version or versions of a two-minute statement, which will not be edited. No more than ten minutes of the half-hour shall be used for the candidate or ballot issue committee representative to select the unedited two-minute statement to be broadcast.

2.5 Closed-Captioning: Each candidate or ballot issue committee representative must bring to the recording session one typed paper copy of the two-minute statement for retention by the filming crew. The statement will be used to transcribe the recording for closed-captioning.

2.6 Filming Conditions: All candidates for the same position shall be filmed in the same production studio, in front of the identical background, with the word "candidate," name, position sought, and party in partisan races, on the screen below the candidate's image at all times. All ballot issue committee representatives for or against the same issue shall be recorded in the same production studio in front of the identical background, with the ballot name heading as it will appear on the ballot and the word "Pro" or "Con" as appropriate on the screen below the representative's image at all times. The shoulders and head of the candidate or ballot issue committee representative shall appear on the recording. Candidates or ballot issue committee representatives may not wear hats, buttons, or any other article of clothing bearing an insignia, or uniforms, including but not limited to judicial robes. They may not use props or include other persons in the recording.

2.7 Limitations on Statements: The two-minute statements must not include obscene, profane, libelous, or defamatory matter, or language that may impair broadcast of the statements. Candidates must not discuss their opponent(s).

2.8 Assistance: Each candidate or ballot issue committee representative may bring an assistant to the recording session, but that assistant shall not be seen or heard on the recording.

Order of Presentation: Each position will be introduced on the relevant Guide with an explanation of the duties of the office. Candidate statements shall be presented in the Guide in the order in which the candidate names will appear on the ballot. Each ballot issue will be introduced on the Guide in the order in which it will appear on the ballot. The representative in favor of the ballot issue will speak first followed directly by the representative opposing the ballot issue.

These Rules were adopted by the Seattle Ethics and Elections Commission at its June 1, 2005 meeting and will be effective on June 2, 2005, the date they are filed with the City Clerk. The Commission members voting to take this action were:

Bruce Heller, Chair  
Mel Kang, Vice Chair  
Paul Dayton  
Gregg Hirakawa  
Robert Mahon  
Nancy Miller  
Michele Radosevich

## HIGHLIGHTS OF ELECTIONS CODE AND RULE CHANGES

- If a C-1 is filed within the final 21 days of the election, it must be filed within three days, not 24 hours. SMC 2.04.160, Rules 2.2.6 and 2.2.7. This section now parallels State law.
- If a candidate or committee is unable to open a bank account in time to make deposit within 5 business days of receipt of contribution, the candidate or committee must return the contribution to the contributor. SMC 2.04.180.
- Campaigns may hold events at which an entry fee is charged, as long as the total of all the per person entry fees for all such events held in a single election cycle does not exceed \$25. SMC 2.04.220, Rule 5.3. For example: a campaign could hold five low cost fundraisers with a ticket price of \$5 each, or, two events at \$10 and one event at \$5, or, a single \$25 event.
- The threshold for Mini Reporting is \$3,500 in contributions or expenditures, and the contribution limit for Mini Reporting is \$300. SMC 2.04.060, Rule 2.10. This section now parallels state law. Mini reporters must file a C-4 at the end of the campaign.
- Weekly C-3s must be filed on Monday, not Friday. SMC 2.04.250(C), Rule 2.7.4. This section now parallels state law.
- Occupation and employer information must be reported for contributors of “more than \$100,” not “\$100 or more.” SMC 2.04.260(A)(2)(c), Rules 2.4.2(G), 2.6.1, 2.7.3, 5.3. This section now parallels state law.
- If an out-of-state or federal committee contributes to a City campaign and does not file a disclosure report with the City clerk within 10 days, the City campaign must forfeit the contribution to the State. SMC 2.04.260(A)(11).
- The threshold for filing Special Reports of Late Contributions and Late Independent Expenditures is “\$1,000 or more,” not “more than \$500.” SMC 2.04.265(A) and SMC 2.04.275(B). Special Reports of Late Contributions and Late Independent Expenditures must be filed by 4:30 p.m. on the business day following receipt, instead of within 24 hours. SMC 2.04.265. Special Reports of Late Contributions and Late Independent Expenditures can be made by e-mail, but no longer by fax. SMC 2.04.265(A), SMC 2.04.270(A)(2), SMC 2.04.275(B), Rule 2.7.5.
- A telephone is a broadcast device when used to deliver pre-recorded solicitations or advertisements. SMC 2.04.290. The recorded phone message need not include an address with the sponsor’s name. (Independent Expenditure advertisers have additional Sponsor ID requirements.)
- Political ads paid for by someone other than the campaign, i.e., in-kind contributions, must state “paid for by...” followed by the name and address of the person who paid for the ad, and “sponsored by” followed by the name and address of the committee that will benefit from the ad.

- A candidate's spouse is not subject to the contribution limit when contributing from shared marital resources. SMC 2.04.370(D)(1). A spouse using his or her own resources is subject to the contribution limit.
- A person who copies materials from a campaign web site and prints and distributes them has made a contribution to the campaign. SMC 2.04.010(13). The Commission recommends that campaigns place a notice on all campaign web sites and campaign generated e-mail stating: "If you copy the text and/or graphics from this page/message and spend money to distribute it, such expenditure will be deemed a contribution [subject to the \$650 limit if this is a candidate campaign] and must be reported to the campaign, so the campaign can report the contribution in its filings. If a report is not made to the campaign, you will be subject to penalties for violating the law."
- In-kind contributions of clerical and computer services must be reported, but are not subject to the contribution limit. SMC 2.04.370(D)(4).
- A host can spend \$10 per person, not \$5, on "ordinary home hospitality." Rule 1(Q).
- Non-candidate committees that electronically file with the PDC no longer have to file with King County. Rule 2.1.
- Non-candidate committees cannot share a mailing address with other similarly named entities. Rule 2.6.4.
- Committees must report contributions from those who fail to provide complete address information as anonymous contributions. Rule 2.4.4.
- Committees must designate on their C-1 either (a) a public facility identified by the Executive Director, or (b) another address in the City, where campaign records will be open for public inspection for two hours on the eighth day prior to the election. During the week prior to Election Day, each campaign must make its campaign records available for public inspection by appointment (within 24 hours of the request for inspection) Monday through Friday, except holidays. Campaigns have until four weeks prior to the election to change the location for public inspection of their campaign records. Rules 2.6.5 through 2.6.7.
- Committees may use Schedule C to correct some accounting adjustments instead of filing a series of amendments. Rule 2.6.1.
- Committees must report expenditures by credit/debit card in the same manner as expenditures by check. The report must disclose the name and address of the vendor, not the name and address of the bank that issued the credit/debit card. Rule 2.7.9.
- Committees may report bank interest totaling \$200 or less during the reporting period in which the campaign receives the bank statement that reports the interest, even if the interest was accrued in the previous reporting period. Rule 2.7.12. (While a bank fee is reported as an expenditure, interest is not reported as a contribution.)

- A candidate seeking to transfer funds from one committee to another committee for a different office may only transfer the unspent funds of those contributors who give written permission for the transfer. Rule 7.4. The rule provides that the first funds received were the first funds spent, and therefore limits which contributors may give permission for the transfer to the most recent contributors, whose contributions total the committee's cash on hand.
- Separate written instruments are required for a campaign contribution, an office fund contribution, or a contribution to a political action committee. Rule 12.1.
- The Commission established procedures for accepting and reporting credit/debit card contributions. Rule 2.4.2.
- The Commission established guidelines for making refunds to contributors in a timely manner. Rule 2.4.3.
- The Commission clarified which committee is responsible for paying and reporting expenditures that benefit more than one campaign when a candidate has two open committees for elections in either the same election year or in different election years. Rule 2.7.13.
- The Commission clarified when Internet and e-mail use may be reportable as a campaign contribution or expenditure. Rule 2.9.
- The Commission clarified that a campaign may deduct the Cost of Consumables at the time a contribution is received. Rule 6. Campaigns that charge more than the contribution limit in a single payment for tickets to fundraising events, with the intent of deducting the excess contribution amount as the cost of consumables, must print a notice on the tickets of the amount for the consumables and the amount of the contribution. Rule 6 limits the purchaser of tickets to one cost of consumables deduction.

# MAJOR DIFFERENCES BETWEEN CITY AND STATE ELECTIONS LAWS

CITY	STATE
<b>2.04.370</b> Contribution Limit: \$650 for the duration of the election cycle (primary <i>and</i> general).	Contribution Limits per election, legislative is \$675 per election, statewide executive is \$1,350 per election.
<b>2.04.010</b> 2005 Election Cycle is from May 1, 2002 through April 30, 2006.	2005 Election Cycle for legislative candidates and statewide executive candidates is Dec. 1, 2001 through Nov. 30, 2005.
<b>2.04.010</b> A Candidate includes one who makes expenditures or solicits or receives contributions to explore the possibility of seeking election.	Not expressly stated. RCW 42.17.020(8).
<b>2.04.370</b> Legal, Accounting, Clerical and Computer Services for compliance with regulations reportable, but exempted from contribution limits.	Legal and Accounting services rendered for the purpose of state election or public disclosure laws are not considered contributions. RCW 42.17.020 (14)(b)(viii)
<b>2.04.155</b> Electronic Filing mandatory starting in 1998 for all candidate or ballot issue campaigns that expect to raise or spend \$25,000 or more. Mandatory for all committees that expect to spend \$5,000 or more on a City candidate or ballot issue.	Electronic filing is mandatory for candidates who spent \$10,000 in the preceding calendar year or expect to spend \$10,000 or more in the current year. WAC 390-19-030
<b>2.04.250(C)</b> Beginning 8 days before the General Election to (and including) Election day, same day reports of deposits (C-3s) are required. Beginning the day after the General Election, same day C3s required only for deposits of \$500 or more.	Beginning July 1 of an election year, C-3s are required on Mondays to report deposits made during the preceding 7 days. Daily C3s during the 8 days before the election not required.. RCW 42.17.080
<b>2.04.265</b> For 21-day period before the Election, a Special Report of Late Contributions of more than \$1,000 is required to be electronically filed with the SEEC by 4:30p.m. the next business day after receipt.	For 21-day period before the Election, a Special Report of Late Contributions is required within 48 hours of receipt (or first business day after 48 hours) for contributions of over \$1,000. A Contributor of \$1,000 or more to a single campaign during final 21 days is required to report within 24 hours. RCW 42.17.105
<b>2.04.180</b> Cash contribution may not exceed \$60 from any contributor.	No cash contributions from PAC's, parties or caucuses. Other contributors may not give cash contributions of more than \$65. WAC 390-05-400.
<b>2.04.265</b> Contributions of more than \$5,000 to any candidate or ballot issue committee prohibited within 21 days before a Primary, General or Special election.	Contributions over \$5,000 to any candidate or ballot issue committee prohibited 21 days before General election only. RCW 42.17.105.
<b>2.04.220</b> Low cost fund-raiser contributors of over \$25 must be identified. Event ticket price not to exceed \$25 in the aggregate.	Low cost fund-raiser contributors of over \$50 must be identified. Event ticket price not to exceed \$25. RCW 42.17.067.
<b>2.04.275</b> Makers of Independent Expenditures must certify under penalty of perjury that they did not consult with campaign.	Makers of Independent Expenditures must file an affidavit with each required report stating that IE maker did not consult with campaign. RCW 42.17.103.
<b>2.04.275</b> A person who makes an independent expenditure of \$1,000 or more during 21 days before any election must report that expenditure electronically by 4:30 p.m. the next business day.	A person who makes an independent expenditure of \$1,000 or more during 21 days before any election must report that expenditure electronically within 24 hours of making the expenditure or on the next business day. RCW 42.17.103.
<b>2.04.375</b> Disposition of surplus funds and capital assets (worth \$200 or more) is limited.	Only surplus funds disposition is expressly stated. RCW 42.17.095

# MAJOR DIFFERENCES BETWEEN CITY AND STATE ELECTIONS LAWS

CITY	STATE
<b>2.04.375</b> Limits on disposition of surplus funds/assets apply to ballot issue committees, as well as candidate committees.	Limits on disposition of surplus funds apply only to candidates. RCW 42.17.095.
<b>2.04.330</b> Executive Director authorized to impose late filing penalties of \$10 per day for each day late and \$50 per day for each day late within 7 days before the election; the decision is appealable to the Seattle Ethics and Elections Commission.	Only Washington State Public Disclosure Commission is authorized to impose late filing penalties.
<b>2.04.500</b> Seattle Ethics and Elections Commission enforces the Elections Code -- penalties include: \$5,000 per violation, 2X illegal contributions, 2X untimely filed contributions or expenditures.	PDC shall determine whether a violation has occurred. PDC may petition a court of competent jurisdiction for an order of enforcement. The court may issue a maximum penalty of \$10,000 or 3X the illegal contribution, 1X contribution or expenditure not timely reported.
<b>2.04.500</b> Expressly holds liable: candidates, officers of political committees.	Liability is inherent in law, expressed in rule establishing certified reports. RCW 42.17.390 and 430. WAC 390-05-245.
<b>Rule 2.2</b> Describes when an entity becomes a continuing political committee (PAC) required to file campaign finance reports.	No comparable rule.
<b>Rule 2.6.3 and 2.6.4</b> Require a separate bank account and a separate mailing address for each campaign. A residential address may be used.	No comparable rule.
<b>Rule 2.7.9</b> Campaigns required to report only description of each expenditure. No code is required.	Campaigns required to report description <u>or</u> code.
<b>Rule 2.7.10</b> Establishes specific procedures for petty cash, including a limit of \$200 in petty cash at any time.	No comparable rule.
<b>Rule 2.7.11</b> Vendor who does not bill committee for services or products rendered within 60 days, when the value cannot be known without a billing, is presumed to have made an illegal campaign contribution.	No comparable rule.
<b>Rule 2.7.12</b> Vendors who extend credit, other than in the ordinary course of business, and candidates or committees that do not pay debts in 90 days are assumed to be giving or accepting illegal campaign contributions.	No comparable rule.
<b>Rule 2.7.13</b> Reimbursement for out-of-pocket expenses must be made within 21 days or the person will have made a contribution to the campaign.	No comparable rule.
<b>Rule 2.10</b> Campaigns raising and spending \$3,500 or less may use mini reporting but must file a C-1 filed at beginning of campaign <u>and</u> C-4 with supporting C-3's at end of campaign.	Mini reporting filers are not required to file C3s and C4.

# 2005 Primary & General Campaign Finance Disclosure Calendar

Use this calendar if you expect to appear on the Primary and General ballots. \*

KEY	
Election Day	E
Holiday	H
Campaign Books Open to Public	
Declaration of Candidacy-Candidates only	
C-4's Due	
C-3's Due	③
Special Reports Due by 4:30 p.m.	S
Special Report Due with C-4 by 4:30 p.m.	D

IMPORTANT DATES	
Apr. 11—July 11 File Monthly C-4 with C-3's	③
July 1 Begin filing C-3 reports weekly on Monday's	③
July 25—29 Declaration of Candidacy with KC Elections	
August 30th 21 day pre-primary C-4 due *	
Aug. 30—Sept. 19 Special Reports due	S
September 12—19 Campaign Books open to the public	
September 13 7 day pre-primary C-4	
September 20 Primary Election	E
October 18th 21 day pre-general C-4	
October 18—November 7 Special Reports due 4:30 pm	S
October 31—7 Campaign Books open to	③
November 1 7 Day pre-general C4	
November 8 General Election	E
November 9—15 File C3 on deposit date to report deposits of \$500 or more.	③
December 12—April 10 File Monthly	③
May 10, 2006 File Final Report BY	③

**For more Information, contact:**  
 Seattle Ethics & Elections Commission  
 Polly Grow, Campaign Finance Auditor  
 (206) 615-1248  
 polly.grow@seattle.gov  
**Or Visit our Web Site at:**  
 www.seattle.gov/elections/

April 2005						
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November 2005						
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December 2005						
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January 2006						
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February 2006						
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\* If your candidate campaign loses in the Primary, switch to the Primary Calendar. If you candidate campaign is one of the top two vote getters in the Primary, continue to use this calendar. If your campaign will appear only on the General ballot, use the General calendar.



# 2005 Primary Campaign Finance Disclosure Calendar

This Calendar will be used by Candidates and Committees appearing on the September 20, 2005 ballot only.

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KEY	
Election Day	E
Holiday	H
Campaign Books Open to Public	
Declaration of Candidacy-Candidates only	
C-4's Due	ⓐ
C-3's Due	ⓑ
Special Reports Due by 4:30 p.m. the next business day after receipt of the contribution	S
Same Day C-3 for deposit of \$ 500 or more	D

June 2005						
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August 2005						
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September 2005						
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IMPORTANT DATES	
Apr. 11—July 11 File Monthly C-4 with C-3's	ⓐ
July 1- Begin filing C-3 reports weekly, on Monday's	ⓑ
July 25—29 Declaration of Candidacy with KC Elections	
August 30 21 day pre-primary C-4 due	ⓐ
Aug. 30—Sept. 19 Special Reports due 4:30 pm the day after receipt	S
September 12—19 Campaign Books open to the public	
September 13 7 day pre-primary C-4 due	ⓐ
September 20 Primary Election	E
October 10 Post-primary C-4 & C-3's due *	ⓐ
November 8 General Election Day	E
November 10 — April 10 File monthly C4 with C3.	ⓐ
May 10, 2006 File Final Report BY TODAY	ⓐ

October 2005						
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April 2006						
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May 2006						
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**For more Information, contact:**  
 Seattle Ethics & Elections Commission  
 Polly Grow, Campaign Finance Auditor  
 (206) 615-1248  
 polly.grow@seattle.gov

**Or Visit our Web Site at:**  
[www.seattle.gov/elections/](http://www.seattle.gov/elections/)

\* If your Candidate campaign is one of the top two vote-getters in the Primary Election, AND you will appear on the General Election ballot, do not file C-4 on 10/10- go to Primary/General Calendar (on back) for filing deadlines.



# 2005 General Campaign Finance Disclosure Calendar

This Calendar will be used by candidates and Committees appearing on the November 8, 2005 ballot only.\*

KEY	
Election Day	E
Holiday	H
Campaign Books Open to Public	□
Declaration of Candidacy-Candidates only	□
C-4's Due	④
C-3's Due	③
Special Reports Due by 4:30 p.m. the next business day after receipt.	S
File C-3 on deposit date for deposits of \$500 or more	D

IMPORTANT DATES	
Apr. 11—July 11 File Monthly C-4 with C-3's	④
July 1 Begin filing C-3 reports weekly	③
July 25—29 Declaration of Candidacy with KC Elections	□
September 12 File August C-4 *	□
August 10 File July 1-31 C-4*	□
September 10 File August 1-31 C-4*	□
September 20 Primary Election Day *	E
October 18th 21 day pre-general C-4	□
October 18 — November 7 Special Reports due 4:30 pm	S
October 31 — November 7 Campaign Books open to the public	□
October 31 — November 7 C3s Daily	③
November 1 7 day pre-general C-4 due	□
November 8 General Election	E
November 9-15 File C3's of \$500 or more	③
December 12—April 10 File monthly	④
May 10, 2006 File Final Report BY TODAY	④

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April 2005						
S	M	T	W	T	F	S
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August 2005						
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May 2006						
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21	22	23	24	25	26	27
28	H29	30	31			

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