2024 Filing Information for Precinct Committee Officer

King County
Elections

vote!

Contents

Legend

🕐 This symbol denotes important deadlines.

ℹ️ This symbol denotes general information.

⚠️ This symbol denotes important information.

📞 This symbol denotes contact information.

⚠️ Information contained in this manual is subject to change. Consult the online manual for the most updated information.

📞 Contact us

address	919 SW Grady Way Renton, WA 98057
phone	206-296-1565
fax	206-296-0108
email	election.services@kingcounty.gov
online	kingcounty.gov/elections

Filing to be a PCO candidate

How to file to become a precinct committee officer candidate.

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Becoming a candidate for precinct committee officer (PCO)

To become a candidate for precinct committee officer (PCO), you must complete and file a Declaration of Candidacy for Precinct Committee Officer. At the time of filing, you must be registered to vote in the precinct for which you are filing and be at least 18 years old by the date of the Primary election. You may only file as a Democratic Party PCO or a Republican Party PCO.

Legislation pertaining to PCO candidates went into effect in 2022 to enhance youth voting opportunities. A 17 year old who will turn 18 by or before the August Primary can file to run for Precinct Committee Officer. The candidate must be a registered voter in the precinct and be at least 18 years old by August 6, 2024.

Contact our office if you have any questions about your voter registration or precinct information.

When to file

The candidate filing period begins the first Monday in May and ends the following Friday.

All Declarations of Candidacy for PCO must be received by 5:00 p.m. on the last day of the filing period. Declarations of Candidacy for PCO received after this date, regardless of the postmark, will not be accepted.
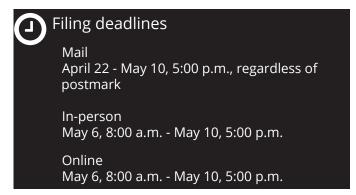
Online candidate filing starts at 8 a.m. on the first day of filing and is available until 5 p.m. on the last day of filing. Mailed Declarations of Candidacy for PCO may be submitted up to ten business days before the filing period begins. Filings received prior to this date will be returned to the candidate.

Where to file

Candidates for precincts within King County must file with King County Elections. King County Elections strongly encourages candidates to file online. For assistance, please call 206-296-1565.

Cost to file

There is no filing fee.

> **🕐 Filing deadlines**
>
> Mail
> April 22 - May 10, 5:00 p.m., regardless of postmark
>
> In-person
> May 6, 8:00 a.m. - May 10, 5:00 p.m.
>
> Online
> May 6, 8:00 a.m. - May 10, 5:00 p.m.

Getting ready to file

Before you file, you will need to:

- Verify that your voter registration information is current. You can verify your voter registration information online with My Voter Information on our website.

- Decide how you want your name to appear on the ballot.

- Have your contact information ready.

Your name on the ballot

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

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

Make sure you input your ballot name correctly; you cannot make any corrections once you submit your Declaration of Candidacy for PCO.
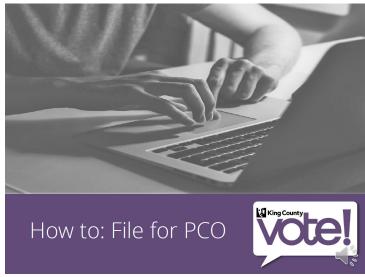
How to file your Declaration of Candidacy for PCO

As a best practice, King County Elections recommends that you submit your Declaration of Candidacy for PCO as early as possible during filing week. Our office will not accept late submissions.

Online filing is the preferred way to file for office. Online candidate filing opens on Monday, May 6, 2024, at 8:00 a.m. and is available 24 hours a day until Friday, May 10, 2024, at 5:00 p.m.

Candidates who file online will receive a confirmation email that their filing has been receieved and another email when their filing has been approved.
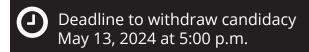
King County Elections has prepared a training video to guide candidates through preparing to file online. View the training by clicking on the image to the right or visiting our website.

How to: File for PCO

Click on the image above will link to a brief tutorial on how to file for office online. The tutorial will be available by April 15, 2024.

If you will be out of town and will not have computer access during the week of candidate filing, you may submit your Declaration of Candidacy for PCO by mail beginning on April 22, 2024. Filings submitted by mail must be received by 5:00 p.m. on May 10, 2024, regardless of postmark. Filings received by mail prior to April 22, 2024, will be returned to the candidate. You can also email a photo or scanned copy of your completed form to election.services@kingcounty.gov.

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

🕐 Deadline to withdraw candidacy
May 13, 2024 at 5:00 p.m.

Withdrawal of candidacy

The deadline for withdrawing from office is the Monday following filing week by 5:00 p.m.

To withdraw, you must submit a signed request that your name be removed from the ballot. A Withdrawal of Candidacy form is available on our website. The form is also available via a link in the confirmation email sent to candidates who filed online.

Ballot Information

Information about when candidates for PCO will appear on the ballot and the order in which candidates and measures appear on the ballot.

Will my name appear on the ballot?

Only contested races appear on the ballot. For example, if two candidates file for a Democratic Party position, but only one candidate files for the Republican Party position, only the Democratic PCO race will appear on the ballot. If, after the last day to withdraw, only one candidate has filed for a party position, that candidate is deemed elected and King County Elections will issue a certificate of election. Certificates of election are provided to either the Democratic Party or Republican Party; they are not provided directly to the candidate. King County Elections will notify each candidate if they will or will not be appearing on the ballot by Tuesday, May 14, 2024.

Ballot information

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

Candidate order within each party is determined by lot. After the close of the candidate filing period, King County Elections will conduct a lot draw to determine the order in which candidate names will appear on the primary election ballot. The King County Elections lot draw will be live streamed so all candidates can observe the lot draw process.

Below each candidate, the following statement will be printed, as required by law: "I affirm I am a Democrat" if the candidate is a Democrat or "I affirm I am a Republican" if the candidate is a Republican.

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

Counting the Votes

Information about counting votes cast for PCO races and issuing certificates of election.

Counting the votes

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

Certifying the election

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

Voter Statistics and Data

Information about past voter turnout and how to request voter information.

Data Visualization Tool

Easily view ballot return statistics for each election on our website. This information is updated every two hours between 8 a.m. and 6 p.m. on business days during an active election.

General data request information

Current lists of voter registrations are public records. (RCW 29A.08.720)

This data may be used for political purposes only. Voter registration data may not be used for commercial purposes. (RCW 29A.08.720, 29A.08.740 and 42.56.070(9))

The official list of registered voters is made available by the Washington Secretary of State.

More information about how to access voter data is available readily on their website.

Past election results

To research past election results and data, you can view our website.

Requests for public records

To access any additional records produced by our agency, please make a public records request via our records portal.

You can find more information about public records requests on our website.

Mail ballot status reports

The Washington Secretary of State provides reports regarding returned ballots during an election period. Ballot return statistics are posted after 5 p.m. each business day, beginning two weeks prior to Election Day and continuing until the election is certified. For questions about the data, contact elections@sos.wa.gov.

Office of the Secretary of State
Elections Division

360-902-4180
elections@sos.wa.gov
sos.wa.gov/elections

Voter Registration Guidelines

General information about voter registration drives.

Voter registration drives

Every eligible person is encouraged to register to vote and to participate fully in all elections. Make sure the people of your community have a voice in the next election.

Tips for a successful drive:

- Plan your drive well in advance of voter registration deadlines.

- Consider coordinating with other groups to maximize your efforts.

- Obtain permission from the owner or manager before conducting drives on private property.

- Obtain forms from the Elections office or the Secretary of State's Office.

- Treat everyone the same.

- Know how to complete the form so you can assist individuals.

- Allow people to take a registration form and submit it themselves.

- Let people know they may fill out a form to update their existing registration (name change, address change, etc.)

- Assist people with disabilities only when they ask for help.

- Have contact information for the Elections office available to aid in referring people.

- Submit completed forms within 5 business days. You can submit completed forms by mail or in person to the Elections office.

- Return unused forms to the Elections office.

Do not...

- refuse to give anyone a registration form.

- offer gifts or promotional items for registering someone to vote unless you offer the same item to someone who does not register to vote.

- accept registrations you know to be fraudulent (see Voter Concern Information at the end of this chapter).

Who can register to vote

To register to vote in Washington, you must be:

- A citizen of the United States

- A legal resident of Washington State

- At least 18 years old by election day*

- Not disqualified from voting due to a court order

- Not currently serving a sentence of total confinement under the jurisdiction of the Department of Corrections for a felony conviction

- Not currently incarcerated for a federal or out-of-state felony conviction

Completing the voter registration form

The below information is required on voter registration forms:

- voter's name;

- date of birth*;

- affirmation of United States citizenship;

- a Washington State residential address (include both mailing and residential addresses if mail is not delivered to the residential address);

- signature attesting to the truth of the information provided.

*16 and 17 year olds can now pre-register to vote. Registrants under the age of 18 will have their registrations held until they become eligible to vote.

Voter registration deadlines for the primary and general elections

Online or by mail:

- You can register to vote, or update your registration, online or by mail until 8 days before an election.

- Mailed registrations need to be received, not postmarked, by the 8 day deadline.

- If changes to an existing registration are not received online or by mail by the deadline, a voter may still vote using their previous voter registration record information, or make the necessary updates in person.

In-person at any elections office in Washington State:

- You can register to vote, or update your registration, until 8 p.m. on election day.

- If a voter is unable to update their existing registration in-person by this deadline, they may still vote using their previous voter registration record information.

Voter concern information

If you believe you have witnessed irregularities, discrimination or fraud, please report the incident by accessing the HAVA Complaint Form on the Secretary of State's website.

Clearly and specifically state your concern(s) and include events, dates, times, addresses and names pertaining to your concern(s).

King County Elections - Voter Services

206-296-8683
elections@kingcounty.gov
kingcounty.gov/elections

Office of the Secretary of State
Elections Division

360-902-4180
elections@sos.wa.gov
sos.wa.gov/elections

Observing Elections

Information about observing the elections process at King County Elections.

Take a self-guided tour of Elections

See democracy in action! You can walk the 1/5 mile "loop" circling our ballot processing area. See every step a ballot takes, from signature verification to opening and scanning.

King County Elections Headquarters features a viewing loop so that you can observe the election process in action. No reservations are needed for this self-guided tour.

The viewing loop is open on the dates listed below during weekdays from 8:30 a.m. to 4:30 p.m., with extended hours on election days.

> Primary election: July 17 - August 20

> General election: October 16 - November 26

On our website, you may take a video tour of King County Elections that walks you through every step of the process. Each video segment corresponds to a view point on our self-guided tour.

More information about observer opportunities can be found on our website; continue to check back for updates throughout the year.

Live election cams

See for yourself how ballots are processed by watching our live election cams (when an election is in process) which are available on our website.

Webcams in areas that ballots are being processed are live 24 hours a day, 7 days a week from the Monday after UOCAVA ballots are mailed through election certification.

> Primary election live web cam dates: June 24 - August 20

> General election live web cam dates: September 23 - November 26

The webcam in the warehouse will be turned on the Friday after ballots are mailed, 18 days before election day.

All other webcams will be turned on the day the Official Logic & Accuracy tests are conducted, 26 days before Election Day.

If we are not currently processing ballots, consider watching our virtual tour video to get an idea of what we do.