RULE-MAKING ORDER
(RCW 34.05.360)

CR-103 (7/23/95)

- [x] **Permanent Rule**
- [ ] **Emergency Rule**
- [ ] **Expedited Repeal**

Agency: Public Disclosure Commission

(1) Date of adoption: October 28, 1999

(2) Purpose: To implement Chapter 401, Laws of 1999 (E2SSB 5931), amending the provision that relates to public inspection of campaign books during the eight days before an election.

(3) Citation of existing rules affected by this order:

Amended: WAC 390-16-012 Forms – Registration Statement for Candidates.

(4) Statutory authority for adoption: RCW 42.17.370(1)
Other Authority:

PERMANENT RULE ONLY
Adopted under notice filed as WSR ~~99-16-045~~ 94-20-073 on ~~September 22, 1999~~ October 4.
Describe any changes other than editing from proposed to adopted version: None

EMERGENCY RULE ONLY
Under RCW 34.05.350 the agency for good cause finds:

- [ ] (a) That immediate adoption, amendment, or repeal of a rule is necessary for the preservation of the public health, safety, or general welfare, and that observing the time requirements of notice and opportunity to to comment upon adoption of a permanent rule would be contrary to the public interest.
- [ ] (b) That state or federal law or federal rule or a federal deadline for state receipt of federal funds requires immediate adoption of a rule.

Reasons for this finding:

EXPEDITED REPEAL ONLY
Under Preproposal Statement of Inquiry filed as WSR ____ on ____.

(5.3) Any other findings required by other provisions of law as precondition to adoption or effectiveness of rule?
- [ ] Yes
- [x] No

If yes, explain:

(6) Effective date of rule:

Permanent Rules	Emergency Rules
[x] 31 days after filing	[ ] Immediately
[ ] Other: *	[ ] Later:

* (If less than 31 days after filing, specific finding in 5.3 under RCW 34.05.380(3) is required)

CODE REVISER USE ONLY

CODE REVISER'S OFFICE
STATE OF WASHINGTON
2 1999
TIME 1:21 AM PM
99-22-084

NAME: Vicki Rippie

SIGNATURE: Vicki Rippie

TITLE: Acting Executive Director

DATE: 11-2-99

(COMPLETE REVERSE SIDE)

Note: If any category is left blank, it will be calculated as zero. No descriptive text.

Count by whole WAC sections only, from the WAC number through the history note.
A section may be counted in more than one category.

The number of sections adopted in order to comply with:

Federal statute:	New	Amended	Repealed
Federal rules or standards:	New	Amended	Repealed
Recently enacted* state statutes:	New	Amended	Repealed

*(current calendar year)

The number of sections adopted at the request of a nongovernmental entity:

New Amended Repealed

The number of sections adopted on the agency's own initiative:

New Amended 1 Repealed

The number of sections adopted in order to clarify, streamline, or reform agency procedures:

New Amended 1 Repealed

The number of sections adopted using:

Negotiated rule making:	New	Amended	Repealed
Pilot rule making:	New	Amended	Repealed
Other alternative rule making:	New	Amended 1	Repealed

AMENDATORY SECTION (Amending WSR 94-05-011, filed 2/3/94, effective 3/6/94)

WAC 390-16-012 Forms--Registration statement for candidates. The official form for providing the statement of organization by candidates and candidate's committees, for designating a campaign treasurer and depository and for reporting information required to qualify for mini campaign finance reporting or abbreviated campaign finance reporting is designated "C-1," revised ((~~11/93~~)) 12/99. Copies of this form are available at the Commission Office, 711 Capitol Way, Room 403, ((~~Evergreen Plaza Building~~)) P.O. Box 40908, Olympia, Washington, 98504-0908. Any attachments shall be on 8-1/2" x 11" white paper.

PUBLIC DISCLOSURE COMMISSION
711 CAPITOL WAY RM 403
PO BOX 40908
OLYMPIA WA 98504-0908
(360) 753-1111

REGISTRATION: CANDIDATES/CANDIDATE COMMITTEE

C1 (11/93)

POST MARK RECEIVED

PDC OFFICE USE

Candidate's Name (Do not abbreviate. Include candidate's full name)

Candidate's Committee Name (Do not abbreviate.)

Mailing Address

City | County | Zip + 4

1. What office are you running for? | Legislative District, County or City | Position No. | Do you now hold this office? Yes ____ No ____

2. Political party (if partisan office) | 3. Date of general or special election

4. How much do you plan to spend during your entire election campaign, including the primary and general elections? Based on that estimate, choose one of the reporting options below.

If no box is checked you are obligated to use Option III, Full Reporting. See instruction manuals for information about reports required and changing reporting opt

☐ **Option I MINI REPORTING**
In addition to my filing fee of $ _____, I will raise and spend no more than $500, including charges for the voters pamphlet. I will accept no more than $200 in the aggregate from any contributor except myself.

☐ **Option II ABBREVIATED REPORTING**
I will raise and spend no more than $2,000, including my filing fee and charges for the voters pamphlet. I will accept no more than $200 in the aggregate from any contributor except myself.

☐ **Option III FULL REPORTING**
I will use the Full Reporting System. I understand frequent, detailed reports are required.

5. Campaign Telephone Number: ( )
Campaign Fax Number: ( )

6. Treasurer's Name and Address (Candidate may be treasurer.) (List deputy treasurers on attached sheet.) | Daytime Telephone Number ( )

7. Committee's Principal Officers. List name, address and title.

8. Campaign Bank or Depository | Branch | City

9. Related or Affiliated Political Committees. List name, address and relationship.

10. Campaign records are to be open for public inspection the last eight days before election. (Two hours daily between 8 AM - 8 PM, Monday - Friday.) Show location and hours below:
Street Address (Do not use a Post Office Box Number) | Hours

11. **CERTIFICATION:**
I certify that this report is true, complete and correct to the best of my knowledge.

Candidate's Signature | Date

Please advise us about which forms and instructions you need. Remember, candidates must file a Financial Affairs Statement (F-1) unless a current one is already on file with PDC. Check all boxes which apply.

☐ I already have financial affairs and campaign disclosure forms and instructions.
☐ I am using Mini Reporting and, therefore, do not need the other campaign disclosure forms. In addition, I have already filed my Financial Affairs Statement and need no additional F-1 forms.
☐ I will obtain all forms and instructions from my county elections office.
☐ I want PDC to mail me: ☐ the F-1 instruction booklet (which includes forms) ☐ the appropriate campaign disclosure forms and instructions.

DISTRIBUTION OF THIS REPORT:
ORIGINAL — Public Disclosure Commi
COPY — County Elections Dept. (Audi
COPY — Your own records
(Note: City candidates contact City Cle see if local filing is required.)

SEE INSTRUCTIONS ON F

PUBLIC DISCLOSURE COMMISSION
711 CAPITOL WAY RM 403
PO BOX 40908
OLYMPIA WA 98504-0908
(360) 753-1111

PDC FORM **C1** (11/95)

CANDIDATE REGISTRATION STATEMENT

Please consult PDC instruction manuals when completing this report.
Reporting requirements are contained in and governed by chapters 42.17 RCW and 390-16 WAC.

WHO MUST FILE Candidates who run for state office or local office in jurisdictions that had 5,000 or more registered voters as of the last general election or in jurisdictions covering an entire county.

WHEN TO FILE Within 2 weeks of becoming a candidate (that is, receiving contributions, making expenditures, announcing candidacy, reserving space or filing for office, whichever occurs first). File an amended registration within 10 days of changes affecting accuracy of previously filed C-1. Report is considered filed as of postmark date or date hand delivered to PDC.

WHERE TO FILE Send the **original to PDC** at the above address. Send a **copy to County Auditor** (County Elections Department) of the county in which the candidate resides. Candidates for city offices should contact City Clerk to learn if local filing is required.

Contact County Elections Department or PDC for Instruction Manuals and Reporting Forms

PUBLIC DISCLOSURE COMMISSION

Candidate Registration

C1

(12/99)

Candidate's Name (Give candidate's full name.)

Candidate's Committee Name (Do not abbreviate.)

Mailing Address

City | County | Zip + 4

Telephone Numbers ( ) ( )

Fax Number ( )

E-Mail Address

1. What office are you running for? | Legislative District, County or City | Position No. | Do you now hold this office? Yes ☐ No ☐

2. Political party (if partisan office)

3. Date of general or special election

4. How much do you plan to spend during your entire election campaign, including the primary and general elections? Based on that estimate, choose one of the reporting options below. If no box is checked you are obligated to use Option III, Full Reporting. See instruction manuals for information about reports required and changing reporting options.

☐ Option I MINI REPORTING
In addition to my filing fee of $_____, I will raise and spend no more than $500, including any charges for the voters pamphlet. I will not accept more than $200 in the aggregate from any contributor except myself.

☐ Option II ABBREVIATED REPORTING
I will raise and spend no more than $2,000, including my filing fee and any charges for the voters pamphlet. I will not accept more than $200 in the aggregate from any contributor except myself.

☐ Option III FULL REPORTING
I will use the Full Reporting System. I will file the frequent, detailed campaign reports required by law.

5. Treasurer's Name and Address. Candidate may be treasurer. List deputy treasurers on attached sheet. ☐ Continued on attached sheet

Daytime Telephone Number ( )

6. Committee Officers. List name, title and address. Continue on attached sheet if necessary. See reverse for definition of "officer." ☐ Continued on attached sheet

7. Campaign Bank or Depository | Branch | City

8. Related or Affiliated Political Committees. List name, address and relationship.

☐ Continued on attached sheet

9. Campaign books must be open to the public during the eight days before the election: (a) on the eighth day, even if a legal holiday, for two consecutive hours between 8:00 am and 8:00 pm; (b) on the other weekdays, except a legal holiday, by appointment between 8:00 am and 8:00 pm. Specify location and hours below. It is not acceptable to provide a post office box or an out-of-area address.

Street Address, Room Number, City | Hours (Two consecutive hours on 8th day)

In order to make an appointment, contact the campaign at (telephone, fax, e-mail): ( )

10. CERTIFICATION:
I certify that this report is true, complete and correct to the best of my knowledge.

Candidate's Signature | Date

Please advise us about which forms and instructions you need. Remember, candidates must file a Financial Affairs Statement (F-1) unless a current one is already on file with PDC. Check all boxes that apply.

☐ I already have financial affairs and campaign disclosure forms and instructions.
☐ I are using Mini Reporting and, therefore, do not need the other campaign disclosure forms. In addition, I have already filed my Financial Affairs Statement and need no additional F-1 forms.
☐ I will obtain all forms and instructions from my county elections office.
☐ I want PDC to mail me: ☐ the F-1 instruction booklet (which includes forms) ☐ the appropriate campaign disclosure forms and instructions.

Distribution of This Report:
ORIGINAL – Public Disclosure Commission
COPY – County Elections Office (Auditor)
COPY – Your own records
(Note: City candidates contact City Clerk to see if local filing is required.)

SEE INSTRUCTIONS ON REVERSE

C1	CANDIDATE REGISTRATION

Please consult PDC instruction manuals when completing this report.
Reporting requirements are contained in and governed by RCW 42.17 and WAC 390.

Who Must File

Candidates who seek
- state office (legislative or statewide executive),
- a state supreme court or state court of appeals position,
- local office in jurisdictions having 5,000 or more registered voters as of the last general election or in jurisdictions covering an entire county.

When To File

Within 2 weeks of becoming a candidate. A person becomes a candidate for PDC purposes when he or she first does any of the following:
- receives contributions, makes expenditures, or reserves space or facilities with intent to promote his or her candidacy;
- purchases commercial advertising space or broadcast time to promote his or her candidacy;
- authorizes another person to take one of these above actions on his or her behalf;
- announces publicly that he or she is seeking office; or
- files a declaration of candidacy with the appropriate elections official.

File an amended registration within 10 days of a material change to information provided on previously filed C-1. Reports are considered filed as of the postmark date or date hand-delivered to PDC.

Where To File

Send the **original** to **PDC** at the above address. Send a **copy to County Auditor** (county elections office) of the county in which the candidate resides. Candidates for city offices are advised to contact their City Clerk to learn if local filing is required by local ordinance. Keep a copy as part of the campaign's records.

"Officer" of a Candidate's Committee – Definition

Officer of a candidate's authorized committee or officer of a candidate's committee includes the following persons:
- the treasurer,
- any person designated as an officer on the C-1 registration statement, and
- any person who alone or in conjunction with other persons makes contribution, expenditure, strategic or policy decisions on behalf of the committee. (WAC 390-05-245)

Contact PDC or County Elections Office for Instruction Manuals and Reporting Forms or look under the "Filer Assistance" menu category on PDC's Web Site: www.pdc.wa.gov