

Local Voters' Pamphlet

Information on how to publish a local voters' pamphlet, explanatory statements and pro/con committees.

chapter 08

Local voters' pamphlet

For primary and general elections, King County publishes a local voters' pamphlet. All jurisdictions requesting a measure be placed on the ballot are automatically included in the local voters' pamphlet.

King County now publishes a local voters' pamphlet automatically. The jurisdiction no longer needs to specifically request a local voters' pamphlet in a resolution submitted to King County Elections. The jurisdiction must pay for the costs of publishing the local voters' pamphlet. More information on the duty to print and distribute the local voters' pamphlet can be found in [RCW 29A.32.210](#).

Jurisdiction's responsibility - appointing committee members

The jurisdiction is responsible for appointing pro and con committees to prepare statements in favor of and in opposition to the ballot measure. Pro and con committees consist of members of the public who commit to write a statement either in favor of or in opposition to a ballot measure. Each committee is limited to three members, but the committee can have an unlimited number of persons assist them to prepare the statements. Each committee must designate a spokesperson with whom King County Elections will communicate all matters related to the local voters' pamphlet.

Once the committee members have been chosen, the jurisdiction must complete the Committee Appointment Form which is included in the [Local Voters' Pamphlet Packet](#) and submit it to King County Elections by 4:30 p.m. on the day of the deadline.



Local voters' pamphlet deadlines

Special elections

Election date	February 13	April 23
Resolution due*	n/a	n/a
Pro/Con Committee Appointments	12/15/23	2/23/24
Explanatory statement	12/15/23	2/23/24
Pro/Con Statements	12/19/23	2/27/24
Rebuttal Statements	12/21/23	2/29/24

Primary and general elections

Election date	August 6	November 5
Resolution due*	n/a	n/a
Pro/Con Committee Appointments	5/3/24	8/6/24
Explanatory statement	5/7/24	8/9/24
Pro/Con Statements	5/14/24	8/13/24
Rebuttal Statements	5/16/24	8/15/24

*Resolution requesting local voters' pamphlet not required, pamphlet automatically produced now for all special, primary, and general elections

The jurisdiction is also responsible for informing the committee members of the deadlines and rules related to the voters' pamphlet statements. King County Elections provides a packet of information for jurisdictions to distribute to committee members. The [Local Voters' Pamphlet Packet](#) is available on our website.

The jurisdiction should take formal measures of notifying members of the public when seeking committee members to be appointed to the pro and con committees. If a jurisdiction is unable to locate people to serve on either or both committees, the jurisdiction will notify King County Elections no later than 4:30 p.m. on the day of the pro and con committee appointment form deadline. The notification will detail the efforts made by the jurisdiction to establish the committee(s). In the event that a jurisdiction is unable to appoint committee members by the deadline, King County Elections may appoint committee members. If a committee has not been formed, King County Elections will place a call out to the public on our website. If no one comes forward during the allotted timeframe, King County Elections will notify the district. If a committee is formed, King County Elections will notify both the district and committee members of the existing committee in favor or in opposition.

Jurisdiction's responsibility - preparing an explanatory statement

The jurisdiction must coordinate with their legal counsel to prepare an explanatory statement. An explanatory statement states the effect of a ballot measure if passed into law, and only covers the anticipated effect of the measure should it be passed into law. The statement must not be an argument in favor of or in opposition to the measure.

The statement can be prepared by the jurisdiction or by the jurisdiction's attorney. If the statement is prepared by the jurisdiction, it must be signed-off by the jurisdiction's attorney. The explanatory statement must be submitted by 4:30 p.m. on the day of the deadline.

Pro and con committee responsibilities

The pro and con committees submit statements in favor of and in opposition to the ballot measure for the local voters' pamphlet.

Pro and con statements are to be submitted directly to King County Elections by the committee spokesperson, no later than 5:00 p.m. on the day of the deadline, regardless of postmark. A Pro/Con Statement Submission form is required when submitting a statement. This form is included in the [Local Voters' Pamphlet Packet](#).

After the deadline to submit pro and con statements, King County Elections will email the opposing committee's statement to all committee members identified on the committee appointment form. Each committee will then have the opportunity to write a rebuttal statement. However, a rebuttal statement is not required. Rebuttal statements must be submitted to King County Elections by 5:00 p.m. on the day of the deadline, regardless of postmark. Rebuttal statements are not exchanged.

King County Elections prefers to receive statements as a Word document sent via email. However, statements may be submitted by email, mail, fax, or in-person. It is the responsibility of the committees to submit all statements to King County Elections by 5:00 p.m. on the appropriate deadline day, regardless of postmark. Submissions received after the deadline will not be accepted.

Word limits and formatting

An explanatory statement is limited to 250 words and no more than five paragraphs. Pro and con statements are limited to 200 words and no more than four paragraphs. Rebuttal statements are limited to 75 words and no more than two paragraphs. (Incorporation measures have a 500 word limit for the pro and con statements.)



Word limits

Explanatory statements:
250 words; 5 paragraphs

Pro and con statements:
200 words; 4 paragraphs

Rebuttal statements:
75 words; 2 paragraphs

Space is limited, so formatting is very important. Format your statement as an essay; text must be written in paragraphs. Tables, lists and bullets are not allowed, and will be changed to a block paragraph with a semicolon to separate each item.

Only use italics to emphasize specific words or statements. Bolding, underlining and all caps are not allowed. **Prohibited formatting within submitted statements will be changed to italics.**

Correct

I approve of *justice* for all, *fairness* of the law, and *rehabilitation*.

Incorrect

I approve of:

- JUSTICE for all
- **Fairness** of the law
- Rehabilitation

Keep your statement simple and write in the narrative style. The King County Elections Director may reject any statement if, in their opinion, the statement contains obscene, vulgar, profane, scandalous, libelous, defamatory or treasonable matter; any language tending to provoke crime or a breach of the peace, or any language or matter the circulation of which through the mail is prohibited by any act of Congress. Making commercial solicitations or asking for contributions is also prohibited.

Here are a few tips: treat this as a resume and edit carefully, avoid technical terms that may not be generally understood, avoid criticism of opponents.

Proofread carefully. Your statement will be printed exactly as you submit it. Changes to your statement are not allowed once it has been submitted. King County Elections will not proofread any statement for errors in spelling, punctuation or syntax. All statements are published as submitted. King County is not responsible for the validity or accuracy of the statements.

Contact information - jurisdictions

An email address and phone number for the jurisdiction will be published in the local



Statement review deadlines

Special elections

Election date	Feb. 13	Apr. 23
Proof copy emailed to committees and jurisdiction	12/26/2023	3/8/2024
Response from committees and jurisdiction due	12/28/2023	3/11/2024

Primary and general elections

Election date	Aug. 6	Nov. 5
Proof copy emailed to committees and jurisdiction	6/14/2024	9/6/2024
Response from committees due and jurisdiction due	6/17/2024	9/9/2024

voters' pamphlet. This contact should be able to respond to questions from voters regarding the jurisdiction's ballot measure.

Contact information - pro & con committees

The names of the committee members and one phone number, email or website can be published in the voters' pamphlet. This information is not included in the statement word limit. No titles will be included with the committee members' names. Government web and email addresses, such as those ending in .gov, may not be used for committee contact information.

Review of statements

Prior to publication of the local voters' pamphlet, King County Elections will email each committee and jurisdiction a proof of their statements. Upon receipt of the proof, committees and jurisdiction administrators should ensure that there are no discrepancies between the proof copy and the information they submitted.

No changes to the originally submitted statements will be accepted. No new material will be accepted. The only permitted changes are updates to the contact information section. Committees and jurisdictions must notify King County Elections of any discrepancies or contact information updates by 5:00 p.m. on the day of the deadline stated in the email containing the proof copy.

Frequently asked questions

When are local voters' pamphlets mailed?

King County Elections makes every effort to have ballots and local voters' pamphlets delivered to voters around the same time; however, even though the materials are mailed at once, they may not reach every voter on the same day.

Local voters' pamphlet information is also available on our website, where voters can view a personalized voter guide.

How are local voters' pamphlets distributed?

In countywide elections, one copy of the local voters' pamphlet will be mailed to each household in the county. All households in a zip code will receive the same edition of the pamphlet but not all material contained inside will appear on each voter's ballot. For example, two school districts may share the same zip code so both will appear in one edition of the pamphlet, however, the voter only resides within one of those school districts.

In non-countywide elections, the local voters' pamphlet will be included as an insert in each voter's ballot packet. The pamphlet will only contain the measures or races on that voter's ballot.

How can a jurisdiction participate in the local voters' pamphlet?

King County automatically publishes a local voters' pamphlet. All jurisdictions placing measures on the ballot are included.