

# 2013 Certification Exam

---

Developed by the  
Certification and Training Program

Name:

# INSTRUCTIONS

The following test is administered pursuant to the requirements of WAC 434-260-260 and is designed to permit you to demonstrate your knowledge of election law and your ability to locate answers in the Revised Code of Washington, the Washington Administrative Code, and other pertinent source documents.

The exam is designed to be an open book test and is divided into sections. Group work is acceptable for the first two sections, but you must complete the third section individually. The exam consists of fill in the blank questions, multiple choice questions, and essay questions. It is important you provide not only the correct answer, but also the administrative, statutory or constitutional citation for that answer.

For the majority of the exam, points will be awarded separately; one for the correct answer and one for the correct citation supporting your answer. The remainder of the exam consists of essay questions regarding relevant scenarios. You are required to write out the reasoning for your answer and include the correct citation(s) to support your answer. Do not provide the language from the applicable RCWs or WACs *as* your answer; use your own words to describe your response.

Please read and consider each question carefully before answering. Record your answers directly onto the test booklet. There are 167 possible points. An 80% score, or 134 points, is required to pass the exam.

Return completed exams to:

Amber Cervantes  
Certification and Training Program  
Office of the Secretary of State  
PO Box 40229  
Olympia WA 98504-0229

## MULTIPLE CHOICE – 43 POINTS

*Circle one answer and provide the supporting citation(s)*

---

**1. Which source can you not use to cancel deceased voters?**

- A. A newspaper obituary article
- B. A returned mail ballot with the word “deceased” written on it
- C. Vital statistics information from the Secretary of State’s Office
- D. A signed statement from another registered voter

**Citation(s):**

**2. Which item is unavailable for public inspection and copying from the voter registration file?**

- A. Date of birth
- B. A registrant’s residential address
- C. A registrant’s phone number
- D. The original date of registration

**Citation(s):**

**3. When is the last day a registered voter may initiate a voter registration challenge against a voter who moved less than 60 days before the election and did not transfer his or her registration?**

- A. The day of the primary or election
- B. The day before the primary or election
- C. The tenth day before the primary or election
- D. Only the County’s Prosecuting Attorney may initiate a voter registration challenge

**Citation(s):**

**4. When should you send the questionnaire to cities, towns, and districts?**

- A. Prior to March 1<sup>st</sup> of each odd year
- B. Prior to April 1<sup>st</sup> every year
- C. When you’ve heard that one of these offices received a pay raise
- D. Prior to February 1<sup>st</sup> & during the twelve months before the jurisdiction is scheduled to elect officers

**Citation(s):**

**5. Who accepts Declarations of Candidacy for joint school district positions?**

- A. The Secretary of State
- B. The County Auditor of the county containing the largest percentage of the district's geographic area
- C. The County Auditor of the county containing the largest percentage of the district's registered voters
- D. The County Auditor designated by the Superintendent of Public Instruction

**Citation(s):**

**6. Two candidates file for a three-year unexpired term election held for the office of State Senator in a Legislative District. On which ballot(s) do the candidates appear?**

- A. The general election ballot only
- B. Both the primary and general election ballots
- C. The primary ballot, with only the winner advancing to the general election
- D. No unexpired term election is required for this office

**Citation(s):**

**7. If a provisionally registered voter has returned a ballot and you have not received verification of his or her ID by the day before certification, what should you do?**

- A. Refer the ballot to the Canvassing Board for rejection
- B. Send another identification notice and call the voter
- C. Count the ballot
- D. Any of the above

**Citation(s):**

**8. How do you handle information from a jury summons that indicates a voter does not live in your county?**

- A. Cancel the voter
- B. Not take any action
- C. Send the voter a confirmation notice
- D. Both A and C

**Citation(s):**

**9. Number the judicial offices, 1-4, in the order they should appear on the ballot.**

- A. Judges of the Superior Court \_\_\_\_\_
- B. Judges of the Court of Appeals \_\_\_\_\_
- C. Justices of the Supreme Court \_\_\_\_\_
- D. Judges of the District Court \_\_\_\_\_

**Citation(s):**

**10. What determines the order of candidate names for partisan offices on the even year general election ballot?**

- A. The number of votes received in the primary
- B. A random lot drawing
- C. The number of votes cast in the state for the office of President
- D. The number of votes cast in the county for the office of President

**Citation(s):**

**11. At a voting center, if a voter attempts to vote in-person, but his or her voter registration cannot be verified, what should the worker do?**

- A. Direct the voter to vote on an accessible voting unit
- B. Issue a challenged ballot
- C. Issue a provisional ballot
- D. Not permit the voter to cast a ballot

**Citation(s):**

**12. Which of the items below are required at a voting center?**

- A. Provisional ballots
- B. Accessible voting
- C. Electronic or telephonic access to the voter registration system
- D. All of the above

**Citation(s):**

**13. Any person desiring to vote on an Accessible Voting Unit (AVU) must complete which of the tasks below?**

- A. Provide proof of citizenship
- B. Sign a declaration
- C. Provide photo identification
- D. B or C

**Citation(s):**

**14. Which of the following cannot be delegated to the Auditor's staff by the County Canvassing Board?**

- A. Opening of returned mail ballot envelopes
- B. Duplication of ballots
- C. Signature verification
- D. Rejection of ballots

**Citation(s):**

**15. On sample and official ballots for the primary, the order of candidate names on which of the following offices is not determined by lot?**

- A. Partisan offices
- B. City, town, and district offices
- C. Judicial offices
- D. None of the above; all are determined by lot drawing

**Citation(s):**

**16. Which of the following is not subject to the laws covering mandatory recounts?**

- A. Candidates for federal office
- B. State measures
- C. Candidates for offices where fewer than 5,000 votes have been cast
- D. Local measures

**Citation(s):**

**17. For overseas and service voters, when is the “date of mailing” for the purposes of determining whether or not a mail ballot is to be counted?**

- A. The postmark on the return envelope
- B. The date indicated by the voter on the signed declaration
- C. Either A or B, whichever is earlier
- D. Either A or B, whichever is later

**Citation(s):**

**18. When are write-in votes not valid in a general election?**

- A. The candidate did not file a declaration of candidacy as a write-in candidate
- B. He or she filed for the same office at the preceding primary and failed to qualify
- C. The candidate did not pay the required fee for the office
- D. All of the above

**Citation(s):**

**19. You are notified of a vacancy on the Thursday of Candidate Filing Week. The vacancy was effective prior to candidate filing. What should you do?**

- A. Hold a special three-day filing and place the office on the primary ballot
- B. Hold a special three-day filing and place the office on the general election ballot
- C. Hold filings for the office for the remainder of the regular filing period
- D. Not place it on this year’s ballot as the office is considered void

**Citation(s):**

**20. What method of security is acceptable on its own?**

- A. Secure locks with numbered seals and seal logs
- B. Secure locks with pass code entry
- C. Padlocks
- D. 24-hour security cameras with recorded tapes kept the appropriate retention period

**Citation(s):**

**FILL IN THE BLANK – 88 POINTS**

*Provide a written response and the supporting citation(s)*

---

1. The filing fee for state representative is \$412.80. A candidate writes a check for \$100.00. He or she must file an additional \_\_\_\_\_ valid signatures of registered voters to satisfy the filing requirements.

**Citation(s):**

2. Fire District No. 99 has just held an election where it obtained approval to expand the board of commissioners from three members to five members. The three commissioners have decided to appoint persons to the two new positions. When are the two new positions up for election?

**Answer:**

**Citation(s):**

3. Three candidates filed for the office of mayor of Valhalla, a city in your county. Four days after the close of the filing period, the incumbent mayor, Lyndon Lindbergh, who is also one of the three candidates, wins the biggest Lotto jackpot ever, writes the shortest resignation letter in history (i.e., "I quit!"), and disappears. The term of office is listed on the ballot as a \_\_\_\_\_ term.

**Citation(s):**

4. Using the scenario from question 3, is Mayor Lindbergh's name automatically removed from the primary ballot upon receipt of his letter of resignation?

**Answer:**

**Citation(s):**

5. Using the scenario from question 3, the candidate that receives the most votes at the November General Election must take the oath of office \_\_\_\_\_ time(s).

**Citation(s):**

6. When a political party observer requests a manual count of either precincts or batches, you must complete the count within \_\_\_\_\_ hours/days of Election Day.

**Citation(s):**

7. If a voter writes in a candidate's name that is already printed on the ballot for the same race, how should the vote be counted?

**Answer:**

**Citation(s):**

8. Any person, who possesses all the qualifications to vote, as contained in Article VI of the Washington State Constitution, is a/an \_\_\_\_\_ of the state.

**Citation(s):**

9. List the five pieces of information required to register to vote:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Citation(s):**

10. List the three ways an inactive voter may be returned to active status:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Citation(s):**

11. Each county is required to have \_\_\_\_\_ certified election administrators on staff.

**Citation(s):**

12. A ballot received at a ballot deposit box on Election Day between 8:00:00 p.m. and 8:00:59 p.m. \_\_\_\_\_ be counted.

**Citation(s):**

13. All voting systems, voting devices, and vote tallying systems must be \_\_\_\_\_ *and/or* \_\_\_\_\_ before they can be used in Washington.

**Citation(s):**

14. A County Auditor that uses direct recording electronic voting devices must conduct an audit of votes cast on \_\_\_\_\_ percent of the devices used in the election. No audit is required if fewer than \_\_\_\_\_ votes (cumulatively) have been cast on all devices used in the county.

**Citation(s):**

15. What do you do when you receive a ballot request from a UOCAVA voter that does not include a residence address if the election is too close to contact the voter in time?

**Answer:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Citation(s):**

16. To mitigate the impacts of conducting elections entirely by mail, the Legislature requires counties to establish a \_\_\_\_\_.

**Citation(s):**

17. The disability access voting period begins \_\_\_\_\_ days prior to Election Day.

**Citation(s):**

18. A resolution for a spring special election must be filed \_\_\_\_\_ days before the date of the special election.

**Citation(s):**

19. A resolution for a special election to be held at a primary must be filed \_\_\_\_\_.

**Citation(s):**

20. Each county must provide its voters at least \_\_\_\_\_ ballot deposit locations.

**Citation(s):**

21. Voters may apply for a special absentee ballot not earlier than \_\_\_\_\_ days prior to a primary or general election.

**Citation(s):**

22. When submitted electronically, the only document that requires a hard copy to follow is a \_\_\_\_\_.

**Citation(s):**

23. To appear on the general election ballot, a candidate in the primary must receive at least \_\_\_\_\_ of the total votes cast for the office *and* be one of the top two vote getters.

**Citation(s):**

24. A proposal for a countywide hospital district will be on the General Election ballot. The Commissioners for the District shall be elected at the \_\_\_\_\_ general election.

**Citation(s):**

25. If the signature on a mail or provisional ballot does not match the signature on the registration record, the signature curing materials must be returned by \_\_\_\_\_ for the ballot to be valid.

**Citation(s):** \_\_\_\_\_

26. Final processing of mail ballots may begin \_\_\_\_\_.  
Tabulation may begin \_\_\_\_\_.

**Citation(s):**

27. Each Auditor must maintain an audit trail of all ballots received. It must include a reconciliation of the ballots demonstrating the number of ballots counted, plus the number of ballots \_\_\_\_\_, equal the total number of ballots received.

**Citation(s):**

28. List the only two circumstances under which sealed ballot containers may be opened after an election is certified.

1. \_\_\_\_\_
2. \_\_\_\_\_

**Citation(s):**

29. A request for a recount must be filed within \_\_\_\_\_ days following certification of the election.

**Citation(s):**

30. \_\_\_\_\_ signatures are required to recall a Port District Commissioner.

**Citation(s):**

31. \_\_\_\_\_ offices are not subject to recall proceedings.

**Citation(s):**

32. State election administration laws are found in Title 29A of the Revised Code of Washington (RCW). However, many election provisions are found elsewhere in the RCW. Which RCW titles provide election provisions for the following districts?

- A. Fire Districts \_\_\_\_\_
- B. Sewer Districts \_\_\_\_\_
- C. Public Utility Districts \_\_\_\_\_
- D. 1<sup>st</sup> & 2<sup>nd</sup> class cities and towns \_\_\_\_\_
- E. Non-charter code cities \_\_\_\_\_
- F. Port Districts \_\_\_\_\_
- G. County Park and Recreation Districts \_\_\_\_\_
- H. Library Districts \_\_\_\_\_
- I. Water Districts \_\_\_\_\_
- J. Cemetery Districts \_\_\_\_\_
- K. School Districts \_\_\_\_\_
- L. Hospital Districts \_\_\_\_\_
- M. Diking & Drainage Districts \_\_\_\_\_

33. If the following votes were cast in a primary election is there a recount? If so, between which candidates?

Candidate A = 8945, Candidate B = 8743, Candidate C = 8710

**Answer:**

**Citation(s):**

# ESSAY – 33 POINTS

*Group work is not acceptable for this section*

---

1. In December, a fire district submits a resolution to the Arc County Auditor requesting a special excess levy election be held in February. The resolution is submitted prior to the deadline. At the last general election, 111 votes were cast by the voters of that district.

For each scenario below, indicate whether the levy passes or fails, and explain why.

- A. YES votes      108  
NO votes        13

**Pass or Fail?** \_\_\_\_\_

**Why?** \_\_\_\_\_  
\_\_\_\_\_

- B. YES votes      86  
NO votes        25

**Pass or Fail?** \_\_\_\_\_

**Why?** \_\_\_\_\_  
\_\_\_\_\_

- C. YES votes      60  
NO votes        51

**Pass or Fail?** \_\_\_\_\_

**Why?** \_\_\_\_\_  
\_\_\_\_\_

- D. Citation(s):

2. You are preparing the ballot for an even-year primary election. Candidates filed for the following three offices.

**State Representative  
Dist. 89, Pos. 1**

Charlie Hunnam  
Julianna Margulies  
Josh Charles

**Public Utility District  
Commissioner, Pos. 2**

Morgan Freeman  
Julia Roberts  
Meryl Streep

**Superior Court Judge**

Christine Baranski  
Katey Sagal

- A. In which order are these offices required to be printed on the ballot?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Citation(s):**

- B. There are many elements required to be printed on the ballot; please select six (applicable to the offices listed above) and provide the citation(s) pertaining to each element.

**Answer**

**Citation**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

3. You have a voter at your counter requesting to register to vote. There are 15 days left until the election. This voter is currently registered in another county, but is inactive in the VRDB and would like to vote in your county for this election. Explain the actions you will take to help this voter.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_