

**Title 390 WAC
PUBLIC DISCLOSURE COMMISSION**

Chapters

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**Chapter 390-05 WAC
GENERAL POLICIES AND DEFINITIONS**

WAC	
390-05-200	Definition--Candidates for public office--Time of filing.
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DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

390-05-230	Definition--Elected official. [Order 62, § 390-05-230, filed 8/26/75.] Repealed by 85-15-020 (Order 85-03), filed 7/9/85. Statutory Authority: RCW 42.17.370(1).
390-05-240	Definition--Person. [Order 62, § 390-05-240, filed 8/26/75.] Repealed by 85-15-020 (Order 85-03), filed 7/9/85. Statutory Authority: RCW 42.17.370(1).
390-05-260	Definition--Public record. [Order 62, § 390-05-260, filed 8/26/75.] Repealed by 85-15-020 (Order 85-03), filed 7/9/85. Statutory Authority: RCW 42.17.370(1).
390-05-280	Definition--Writing. [Order 62, § 390-05-280, filed 8/26/75.] Repealed by 85-15-020 (Order 85-03), filed 7/9/85. Statutory Authority: RCW 42.17.370(1).

WAC 390-05-200 Definition--Candidates for public office--Time of filing. The following circumstances shall give rise to presumption that an individual is a "candidate" as that term is defined in RCW 42.17.020(5):

(1) The existence of a political committee promoting the election of such individual for public office with the knowledge and consent of that individual; or,

(2) A public declaration of candidacy by an individual even if the candidacy is conditioned on a future occurrence. [Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-05-200, filed 7/9/85; Order 62, § 390-05-200, filed 8/26/75.]

WAC 390-05-205 Definition of term "consumable." For the purpose of RCW 42.17.020(10) the term "consumables" includes the amount paid for food, beverages, preparation or catering, entertainment cost or fair market value of items sold, raffled, or given as prizes. [Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-05-205, filed 7/9/85; Order 63, § 390-05-205, filed 9/10/75.]

WAC 390-05-210 Definition--Contribution. The term "contribution" as defined in RCW 42.17.020(10) shall be deemed to include, among other things, furnishing services or property or rights on a discriminatory basis or at less than their fair market value as defined in WAC 390-05-235, for the purpose of assisting any candidate or political committee. If no reasonable estimate of the value of such services, property or rights is practicable, it shall be sufficient to report instead a precise description of such services, property or rights so furnished. [Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-05-210, filed 7/9/85; Order 62, § 390-05-210, filed 8/26/75.]

WAC 390-05-220 Definition--Consideration. The term "consideration" as used in the act and in these rules shall be deemed to include anything of value promised or paid or transferred in return for a person's property or services rendered or to be rendered, including but not limited to reimbursement for traveling or other expenses. [Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-05-220, filed 7/9/85; Order 62, § 390-05-220, filed 8/26/75.]

WAC 390-05-230 Repealed. See Disposition Table at beginning of this chapter.

WAC 390-05-240 Repealed. See Disposition Table at beginning of this chapter.

WAC 390-05-250 Definition--Public disclosure commission. The "public disclosure commission" is the commission appointed by the governor pursuant to RCW 42.17.350. The public disclosure commission shall hereinafter be referred to as the commission. [Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-05-250, filed 7/9/85; Order 62, § 390-05-250, filed 8/26/75.]

WAC 390-05-260 Repealed. See Disposition Table at beginning of this chapter.

WAC 390-05-280 Repealed. See Disposition Table at beginning of this chapter.

WAC 390-05-290 Definition--Political advertising. Political advertising does not include letters to the editor, news or feature articles, editorial comment or replies thereto in a regularly published newspaper, periodical, or on a radio or television broadcast where payment for the printed space or broadcast time is not normally required. [Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-05-290, filed 7/9/85.]

WAC 390-05-300 Suspension of reporting requirements. From the effective date of RCW 42.17.405, the following reporting requirements are suspended in jurisdictions with less than one thousand registered voters as of the date of the most recent general election in the jurisdiction:

(1) The F-1 financial reports of public officials required by RCW 42.17.240 and WAC 390-24-010, 390-24-020 and 390-24-025;

(2) The L-5 public agency lobbying report required by RCW 42.17.190 and WAC 390-20-120;

(3) The C-1 through C-4 campaign finance reports required for ballot issues by RCW 42.17.040 through 42.17.090 and WAC 390-16-011, 390-16-031, 390-16-036, 390-16-041, and independent campaign expenditure reports (C-6) required for ballot issues by RCW 42.17.100 and WAC 390-16-050: *Provided*, That reporting requirements shall be reinstated by order of the commission at its next regular or special meeting if:

(a) A certified "petition for disclosure" containing the valid signatures of five percent of the number of registered voters of the jurisdiction as of the date of the most recent general election in the jurisdiction is filed with the commission; or

(b) The jurisdiction has by ordinance, resolution or other official action petitioned the commission to void the suspension with respect to elected officials, candidates and ballot propositions for the jurisdiction.

If reporting requirements are reinstated by petition, the commission shall promptly notify all known affected candidates and incumbent elected officials of their duty to file disclosure reports. Such individuals and committees shall be ordered to file the required statements within thirty days of the commission order. [Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-05-300, filed 7/9/85; 82-16-032 (Order 82-05), § 390-05-300, filed 7/28/82.]

WAC 390-05-305 Petition for disclosure--Form.

(1) A petition for disclosure shall be legible, on 8-1/2 x 11" paper and shall include the following information:

(a) The name of the jurisdiction.

(b) A request that public disclosure be required;

(c) The names and addresses of all known candidates and ballot proposition committees in the jurisdiction who will be required to report;

(d) The legibly printed name and address and the legal signature of at least five percent of the number of registered voters in the jurisdiction as of the date of the most recent general election in the jurisdiction.

(2) The petition shall be verified and certified by the auditor or elections officer of the county or counties in

which the jurisdiction is located. The signatures shall be verified by comparing the signatures on the petition to the signatures on the voter registration roll. The auditor shall place his seal on each verified page of the petition in order to certify it to the commission.

(3) A suggested form for [the] petition is:

"We, the undersigned citizens and registered voters of _____ (name of jurisdiction) _____, request that the Public Disclosure Commission order disclosure in _____ (name of jurisdiction) _____."

(4) A suggested form for the petition of a jurisdiction by ordinance, resolution or other official action is:

"We, the _____ (governing board) _____ of _____ (name of jurisdiction) _____ request that the Public Disclosure Commission order disclosure in _____ (name of jurisdiction) _____. This request is made pursuant to RCW 42.17.405 and WAC 390-05-305(4)."

[Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-05-305, filed 7/9/85; 82-16-032 (Order 82-05), § 390-05-305, filed 7/28/82.]

Reviser's note: RCW 34.04.058 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**Chapter 390-12 WAC
ADMINISTRATIVE PROCEDURES**

WAC

390-12-010	Public disclosure commission--Regular meetings.
390-12-040	Public disclosure commission--Description of central and field organization.
390-12-050	Operations and procedures.
390-12-150	Repealed.
390-12-170	Public disclosure commission--Organization and structure--Officers--Terms.
390-12-180	Repealed.
390-12-200	Public disclosure commission-- Executive director.
390-12-210	Repealed.
390-12-250	Declaratory rulings--Petition requisites--Consideration--Disposition.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

390-12-150	Public disclosure commission--Communications. [Order 62, § 390-12-150, filed 8/26/75; Order 42, § 390-12-150, filed 9/26/74; Order 9, § 390-12-150, filed 4/24/73.] Repealed by 85-15-020 (Order 85-03), filed 7/9/85. Statutory Authority: RCW 42.17.370(1).
390-12-180	Public disclosure commission--Duties of officers. [Order 62, § 390-12-180, filed 8/26/75; Order 14, § 390-12-180, filed 7/31/73.] Repealed by 85-15-020 (Order 85-03), filed 7/9/85. Statutory Authority: RCW 42.17.370(1).
390-12-210	Public disclosure law--Duties of other agencies. [Order 62, § 390-12-210, filed 8/26/75; Order 14, § 390-12-210, filed 7/31/73.] Repealed by 85-15-020 (Order 85-03), filed 7/9/85. Statutory Authority: RCW 42.17.370(1).

WAC 390-12-010 Public disclosure commission--Regular meetings. Pursuant to RCW 42.30.075, regular meetings of the public disclosure commission shall be held on the fourth Tuesday of each calendar month at 9:00 a.m. except November and December when they shall be held on the third Tuesday. The meetings shall be held in the Second Floor Conference Room, Evergreen Plaza Building, 711 Capitol Way, Olympia, Washington, unless circumstances require relocating to another site. If relocating is required, the meeting shall be held at a place designated by the chairman of the commission. [Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-12-010, filed 7/9/85; 82-05-001 (Order 82-01), § 390-12-010, filed 2/4/82; 80-06-119 (Order 80-06), § 390-12-010, filed 5/30/80; 79-10-070 (Order 79-06), § 390-12-010, filed 9/19/79; Order 62, § 390-12-010, filed 8/26/75; Order 14, § 390-12-010, filed 7/31/73.]

WAC 390-12-040 Public disclosure commission--Description of central and field organization. (1) The public disclosure commission is a five member commission appointed by the governor with the consent of the senate. The commission is assisted by a staff consisting of an executive director and such other employees as are necessary. The administrative office of the commission is located at Public Disclosure Commission, Room 403, Evergreen Plaza Building, Olympia, Washington. [Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-12-040, filed 7/9/85; Order 62, § 390-12-040, filed 8/26/75; Order 42, § 390-12-040, filed 9/26/74; Order 9, § 390-12-040, filed 4/24/73.]

WAC 390-12-050 Operations and procedures. (1) The public disclosure commission was created by the passage of Initiative 276 in 1972 for the principal purpose of providing the public with accurate information about certain financial affairs of candidates and elected officials, about the financing of election campaigns and the sponsors of political advertising, and about expenditures made in the course of lobbying. The initiative also contains provisions guaranteeing citizen access to most records of most elements of state and local government.

(2) The duties, responsibilities and powers of the commission are set forth in RCW 42.17.360, 42.17.370, 42.17.395 and 42.17.397. Provisions for establishing the commission and appointing the members thereof are stated in RCW 42.17.350.

(3) Commissioners meet monthly to consider and act on major policy matters, on requests for reporting modifications and on enforcement cases. All meetings are conducted in accordance with the Open Public Meetings Act (chapter 42.30 RCW) and the Administrative Procedure Act (chapter 34.04 RCW), and Sturgis Standard Code of Parliamentary Procedure. The passage of any motion adopting, amending or repealing any rule, or recommending changes to the act shall require a majority vote of the members of the commission as distinguished from a quorum of the commissioners.

(4) The staff prepares and distributes reporting forms and instructions in the most practical manner to persons

subject to the law. The instructions are intended to satisfy the requirement of RCW 42.17.360 to publish bookkeeping manuals. The staff also provides personal instruction and technical assistance to persons with specific problems and questions.

(5) Between 35,000 and 45,000 reports are received during a calendar year from approximately 9,000 reporting "clients." The staff receives these reports, records their receipt, and microfilms and files them. Every effort is made to have reports filmed and available for public inspection and copying within twenty-four hours of their receipt.

(6) Procedures for accessing the files of the agency are given in chapter 390-14 WAC. The staff will provide microfiche copies of reports when requested by mail or telephone. Reports are generally sent the same day the request is received. Answers to telephone inquiries seeking information from particular reports will be limited to (a) verification that a report is on file and (b), if regarding a campaign financing report, the most recent totals for contributions and expenditures.

(7) While some citizens will benefit from the reports by personally reviewing them, most will look to the news media for information. The staff compiles occasional summaries and studies for distribution to news outlets. Known as "Reports to the Public," they provide a condensed mirror image of the information in reports filed with the commission.

(8) The act demands complete, accurate and timely reporting. The commission, as a vehicle of communication between those engaged in political life and the general public, is expected to take whatever actions are necessary to assure the public of having the information it is entitled to; that the flow of communication is not interrupted by those responsible for providing the information. Within the resources provided the commission, reports are reviewed, field audits are conducted and complaints are investigated. The staff concentrates on assisting people in meeting their obligations under the law in hopes of fulfilling the purpose of the act without having to resort to enforcement actions resulting in embarrassment and monetary penalties. Gross negligence and evasions of the act will not be tolerated, however. Acting without fear or favor, the staff will bring to the commissioners for appropriate action all matters where there is evidence of a material violation of chapter 42.17 RCW and/or lack of substantial compliance. [Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-12-050, filed 7/9/85; 79-10-017 (Order 79-05), § 390-12-050, filed 9/7/79.]

WAC 390-12-150 Repealed. See Disposition Table at beginning of this chapter.

WAC 390-12-170 Public disclosure commission--Organization and structure--Officers--Terms. The officers of the public disclosure commission for administrative purposes shall be chairman, vice chairman and secretary. Their terms shall be one year or until a successor is elected. [Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-12-170,

filed 7/9/85; Order 62, § 390-12-170, filed 8/26/75; Order 14, § 390-12-170, filed 7/31/73.]

WAC 390-12-180 Repealed. See Disposition Table at beginning of this chapter.

WAC 390-12-200 Public disclosure commission—Executive director. The commission shall employ and fix the compensation of an executive director who shall perform the following duties under the general authority and supervision of the commission:

(1) Act as records officer and administrative arm of the commission.

(2) Coordinate the policies of the commission and the activities of all commission employees and other persons who perform ministerial functions for the commission.

(3) Act as liaison between the commission and other public agencies. [Statutory Authority: RCW 42.17.370(1), 85-15-020 (Order 85-03), § 390-12-200, filed 7/9/85; Order 62, § 390-12-200, filed 8/26/75; Order 14, § 390-12-200, filed 7/31/73.]

WAC 390-12-210 Repealed. See Disposition Table at beginning of this chapter.

WAC 390-12-250 Declaratory rulings—Petition requisites—Consideration—Disposition. (1) Any person may submit a petition for a declaratory ruling pursuant to RCW 34.04.080 in any form so long as it

(a) Clearly states the question the declaratory ruling is to answer, and

(b) Provides a statement of the facts which raise the question.

(2) The executive director may conduct an independent investigation in order to fully develop the relevant facts.

(3) The executive director will present the petition to the commission at the first meeting when it is practical to do so and will provide the petitioner with at least five days notice of the time and place of such meeting. Such notice may be waived by the petitioner.

(4) The petitioner may present additional material and/or argument at any time prior to the issuance of the declaratory ruling.

(5) The commission may issue either a binding or a nonbinding ruling or decline to issue any ruling.

(6) The commission may decide that a public hearing would assist its deliberations and decisions. If such a hearing is ordered, it will be placed on the agenda of a meeting and at least five days notice of such meeting shall be provided to the petitioner.

(7) If a ruling is to be issued, the petitioner shall be provided a copy of the proposed ruling and invited to comment.

(8) The declaratory ruling cannot be a substitute for a compliance action and is intended to be prospective in effect.

(9) The commission will decline to consider a petition for a declaratory ruling or to issue a ruling when (a) the petition requests advice regarding a factual situation which has actually taken place, or (b) when a pending

investigation or compliance action involves a similar factual situation. [Statutory Authority: RCW 42.17.370(1), 85-15-020 (Order 85-03), § 390-12-250, filed 7/9/85; 81-18-043 (Order 81-03), § 390-12-250, filed 8/28/81.]

Chapter 390-13 WAC

GENERAL PROVISIONS RELATING TO PUBLIC RECORDS OF STATE AND LOCAL AGENCIES

WAC

390-13-100 Duties of elections officials receiving copies of campaign finance reports.

WAC 390-13-100 Duties of elections officials receiving copies of campaign finance reports. (1) Pursuant to RCW 42.17.375, when arranging, indexing, handling and providing access to reports filed with the county as required by chapter 42.17 RCW, county election officers shall adhere to the following:

(a) Each report on receipt shall be marked with the date (or some means of determining the date) the report was postmarked and/or the date on which it was received by the elections office.

(b) Files for these reports shall be maintained separate from all other reports and documents in the office and shall be arranged alphabetically by the name of the candidate or committee. Elections officers may segregate files into additional categories, if desired.

(c) Files may be maintained in paper form or on micrographics[. If files are maintained on micrographics], equipment for viewing film and for reproducing individual frames on paper must be made available to the public.

(d) A separate, special index shall be maintained showing the name of each candidate or committee for whom reports are on file. The index need not list each report subsequently filed. The index shall be readily available for public inspection.

(e) Reports shall be placed in the files and available for public inspection by the end of the next business day following receipt.

(f) Mindful that the public's right to know of the financing of political campaigns is paramount, elections officials shall give priority [attention] to and promptly honor each request for public inspection of the campaign finance report files.

(2) Copies of reports must be maintained by elections officers for a period of at least six years, in accordance with RCW 42.17.450, and records retention schedules prepared pursuant to chapter 40.14 RCW.

(3) A description of the county's method of filing and indexing campaign finance reports shall be sent to the public disclosure commission within 30 days of the effective date of this rule. The description shall be updated any time there is a revision to the filing and indexing system. [Statutory Authority: RCW 42.17.370(1), 85-15-020 (Order 85-03), § 390-13-100, filed 7/9/85; 83-17-138 (Order 83-02), § 390-13-100, filed 8/24/83.]

Reviser's note: RCW 34.04.058 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

Chapter 390-14 WAC

ACCESS TO PUBLIC RECORDS OF THE PUBLIC DISCLOSURE COMMISSION

WAC

390-14-010	Repealed.
390-14-015	Public records officer.
390-14-020	Hours for records inspection and copying.
390-14-025	Requests for public records.
390-14-030	Copying of public records.
390-14-035	Exempting records from public inspection.
390-14-040	Review of denials of public records requests.
390-14-045	Records index.
390-14-100	List of elected public officials.
390-14-105	List of elected public officials—Responsibility for developing.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

390-14-010	Public records available. [Order 62, § 390-14-010, filed 8/26/75.] Repealed by 85-15-020 (Order 85-03), filed 7/9/85. Statutory Authority: RCW 42.17.370(1).
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WAC 390-14-010 Repealed. See Disposition Table at beginning of this chapter.

WAC 390-14-015 Public records officer. The commission's public records officer, who is located in the administrative office of the commission is responsible for implementing the commission's rules and regulations regarding release of public records, coordinating the staff of the commission in this regard, and insuring compliance by the staff with the public records disclosure requirements of chapter 42.17 RCW. [Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-14-015, filed 7/9/85; Order 62, § 390-14-015, filed 8/26/75.]

WAC 390-14-020 Hours for records inspection and copying. Public records shall be available for inspection and copying during the customary office hours of the commission. [Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-14-020, filed 7/9/85; Order 62, § 390-14-020, filed 8/26/75.]

WAC 390-14-025 Requests for public records. (1) In accordance with requirements of chapter 42.17 RCW that agencies [present] [prevent] unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied by requesting in person, by letter, or by telephone the desired record(s).

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer or staff member to whom the request is made to assist the member of the public in appropriately

identifying the public record requested. [Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-14-025, filed 7/9/85; Order 64, § 390-14-025, filed 11/25/75; Order 62, § 390-14-025, filed 8/26/75.]

Reviser's note: RCW 34.04.058 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 390-14-030 Copying of public records. No fee shall be charged for the inspection of public records. The commission shall charge a fee of ten cents per page of copy for providing copies of public records maintained on paper. A fee of twenty-five cents per film shall be charged for copies of microfiche. These charges are the amounts necessary to reimburse the commission for its actual costs incident to such copying including the use of the commission's copy equipment. Charges will not be assessed if the total cost involved in a particular request is less than one dollar. [Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-14-030, filed 7/9/85; 82-18-031 (Order 82-06), § 390-14-030, filed 8/25/82; 82-05-001 (Order 82-01), § 390-14-030, filed 2/4/82; Order 62, § 390-14-030, filed 8/26/75.]

WAC 390-14-035 Exempting records from public inspection. (1) The public records officer shall delete information the disclosure of which would violate personal privacy or endanger vital government interests from any record prior to permitting public inspection or copying. After such data is deleted, the remainder of the record shall be made available.

(2) All denials of requests for public records must be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld. [Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-14-035, filed 7/9/85; Order 62, § 390-14-035, filed 8/26/75.]

WAC 390-14-040 Review of denials of public records requests. (1) Any person who objects to the denial of a request for a public record may petition for prompt review of such decision by tendering a written request for review. The written request shall specifically refer to the written statement by the public records officer or other staff member which constituted or accompanied the denial.

(2) Immediately after receiving a written request for review of a decision denying a public record, the public records officer or other staff member denying the request shall refer it to the chairman of the commission. The chairman shall immediately consider the matter and either affirm or reverse such denial or call a special meeting of the commission as soon as legally possible to review the denial. In any case, the request shall be returned with a final decision within two business days following the original denial. [Statutory Authority:

RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-14-040, filed 7/9/85; Order 62, § 390-14-040, filed 8/26/75.]

WAC 390-14-045 Records index. (1) The commission has available to all persons a current index which is the records retention schedule and the specific indexes to reporting clientele.

(2) The current index promulgated by the commission shall be available to all persons under the same rules and on the same conditions as are applied to public records available for inspection. [Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-14-045, filed 7/9/85; Order 62, § 390-14-045, filed 8/26/75.]

WAC 390-14-100 List of elected public officials.

(1) The public disclosure commission shall prepare, collate and make available for public distribution a list of all state elected officials of the state of Washington. The list shall be published by the commission and updated annually.

(2) In addition, the list shall contain those entities which are reported by those state elected officials pursuant to RCW 42.17.241 (1)(g).

(3) This list shall contain the most recent information on file with the commission as of February 1 each year. [Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-14-100, filed 7/9/85; 80-05-097 (Order 80-05), § 390-14-100, filed 5/2/80; 79-10-017 (Order 79-05), § 390-14-100, filed 9/7/79; Order 62, § 390-14-100, filed 8/26/75.]

WAC 390-14-105 List of elected public officials-- Responsibility for developing. The executive director of the public disclosure commission shall be responsible for keeping the list on a current basis and shall develop all procedures necessary for performing that responsibility. [Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-14-105, filed 7/9/85; Order 62, § 390-14-105, filed 8/26/75.]

Chapter 390-16 WAC

FORMS FOR CAMPAIGN FINANCING REPORTING--CONTRIBUTIONS

WAC

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|------------|---|
| 390-16-031 | Forms for statement of contributions deposit. |
| 390-16-041 | Forms--Summary of total contributions and expenditures. |
| 390-16-150 | Mini campaign reporting. |

WAC 390-16-031 Forms for statement of contributions deposit. Pursuant to the statutory authority of RCW 42.17.360(1), the official form for statement of contributions deposit as required by RCW 42.17.080(3) and 42.17.090 is hereby adopted for use in reporting to the public disclosure commission. This form, revised 8/83, shall be designated as "C-3." This form may be obtained at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8-1/2" x 11" white paper.

BANK DEPOSIT AND CASH RECEIPTS

Please type or print clearly in ink.

C3

P M Date

Recv. Date

P
D
D
C
O
F
F
I
C
E
R
E
C
E
I
V
E
D

Candidate or committee name (Do not abbreviate. Use candidate's full name.)

Address

City

County

Zip

1. MONETARY CONTRIBUTIONS DEPOSITED IN ACCOUNT

Amount

Total contributions b
this person during
campaign or year

Date
Received

Anonymous or unidentified.....

Candidate's personal funds.....

Small contributions not itemized and (optional) number of persons giving _____ (persons)

Contributions and transfers from other candidates. Attach Schedule T.....

Contributor's Name
Contributions \$25 or more (itemize)

Address, City, Zip

Amount from
attached pages

Sub-total

Check here if additional
pages are attached

2. LOANS, NOTES OR SECURITY AGREEMENTS RECEIVED

Enter total amount here and on attached page show the date of the agreement, creditor's name and address, the person or persons liable, and the nature of the agreement (e.g., interest, repayment terms.)

3. MISCELLANEOUS CASH RECEIPTS (INTEREST, REFUNDS, OTHER)

Enter total amount here and on attached page show the date of receipt, source of the money, address, and an explanation of the receipt.

4. TOTAL FUNDS RECEIVED AND DEPOSITED OR CREDITED TO ACCOUNT

Sum of parts 1, 2 and 3 above. Enter this amount in line 1, Schedule A to C4.

This report includes contributions deposited

on

(date)

in

(name of bank)

CERTIFICATE. I certify that the information herein is true, correct and complete.

Treasurer's Signature

Date

PUBLIC DISCLOSURE COMMISSION
403 EVERGREEN PLAZA—FJ-42
OLYMPIA, WASHINGTON 98504
PHONE: 206-753-1111

PDC FORM <div style="font-size: 2em; font-weight: bold; text-align: center;">C-3</div> <small>REV. 8/82</small>	BANK DEPOSITS AND CASH RECEIPTS
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INSTRUCTIONS

(1982 amendments are incorporated)

GENERAL INSTRUCTIONS

1. All contributions must be deposited in the campaign bank account.
2. Anonymous contributions (or those for which you do not have the contributors name and address) are limited to the larger of \$300 or 1% of the total contributions in a calendar year. This restriction does not apply to funds raised through retail sales or gambling activities and reported on PDC form C-3A.
3. A candidate's contributions or loans to the campaign are reported on C-3 form. Out of pocket expenditures are shown on C-4 Schedule B.
4. Contributions less than \$25 need not be itemized if you keep the contributors name and address on a separate, private list in your campaign records. Any person who contributes a total of \$25 or more during the campaign must be itemized.

WHO MUST REPORT

Treasurer of each candidate or committee who used FULL reporting option. Those who use MINI or ABBREVIATED reporting are not required to file this report.

WHEN TO DEPOSIT CONTRIBUTIONS

Deposit all contributions and cash receipts within five business days of receipt.

WHEN TO FILE C-3 REPORT

More than four months before general or special election (before July 1 for general elections)—each time C-4 report is filed.

Less than four months before general or special election (starting July 1 for general elections)—file C-3 the same day deposit is made.

WHERE TO REPORT

Send original to:

Public Disclosure Commission
403 Evergreen Plaza —FJ-42
Olympia, WA 98504

Send duplicate to:

County Elections Dept. (or County Auditor)
Candidates—County where candidate lives
Committees—County where committee head-
quarters is located

Please see PDC instruction booklet for full reporting or RCW 42.17 and WAC 390-16 for further information and examples of reporting various contributions. If you need assistance call or write PDC (telephone 206-753-1111).

[Statutory Authority: RCW 42.17.370(1). 84-05-018 (Order 84-01), § 390-16-031, filed 2/10/84; 82-11-026 (Order 82-03), § 390-16-031, filed 5/10/82; 82-02-007 (Order 81-04), § 390-16-031, filed 12/28/81; 81-14-038 (Order 81-02), § 390-16-031, filed 6/29/81; Order 62, § 390-16-031, filed 8/26/75; Order 60, § 390-16-031, filed 7/16/75.]

Reviser's note: RCW 34.04.058 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 390-16-041 Forms--Summary of total contributions and expenditures. Pursuant to the statutory authority of RCW 42.17.360(1), the official forms for reports of contributions and expenditures by candidates and political committees as required by RCW 42.17.080 - 42.17.090 and WAC 390-16-120 are hereby adopted for use in reporting to the public disclosure commission. The form, revised 8/83, shall be designated as "C-4" and includes Schedules A, B, and C, and T. These forms may be obtained at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8-1/2" x 11" white paper.

CONTRIBUTION A' EXPENDITURE SUMMARY

C4	P M Date
	Recv. Date

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

Address

City County Zip

Report Period Covered	From: (last C-4)	To: (end of period)	Funds on hand at start of this report period:	Checking and Petty Cash \$	Savings Other \$
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RECEIPTS

	This Report Period	Total for Campaign or Year
1. Previous total cash and in kind contributions (From line 8, last C-4) (If beginning a new campaign or calendar year, see instruction booklet)		
2. Cash received during this reporting period (From line 3, Schedule A)		
3. In kind contributions received during this reporting period (From line 1, Schedule B)		
4. Total cash and in kind contributions received (Line 2 plus 3)		
5. Loan repayments made during this period (From line 5, Schedule A)	(-) _____	
6. Corrections (From line 1 or 4 Schedule C) Show + or (-)	+ (-) _____	
7. Net contributions this period (Combine lines 4, 5, & 6) Show + or (-)		+ (-) _____
8. Total cash and in kind contributions during campaign (Total lines 1 & 7)		
9. Total pledge payments due (From line 4, Schedule B)		

EXPENDITURES

	This Report Period	Total for Campaign or Year
10. Previous cash and in kind expenditures (From line 16, last C-4)		
11. Total cash expenditures during this reporting period (From line 4, Schedule A)		
12. In kind expenditures (goods & services) during this reporting period (From line 1, Schedule B)		
13. Total cash and in kind expenditures made (Line 11 plus line 12)		
14. Corrections (From line 2 or 4, Schedule C) Show + or (-)	+ (-) _____	
15. Net expenditures this period (Combine lines 13 & 14) Show + or (-)		+ (-) _____
16. Total cash and in kind expenditures during campaign (Total lines 10 and 15)		
17. Orders placed but not yet paid (From line 3, Schedule B)		
18. Pledges made to other candidates or committees but not yet paid (From line 5, Schedule B)		

RECAPITULATION

ELECTION RESULTS: Candidates please complete this section for reports filed after primary or general elections

- | | |
|--|--|
| <p>PRIMARY</p> <p><input type="checkbox"/> Won</p> <p><input type="checkbox"/> Lost</p> <p><input type="checkbox"/> Unopposed</p> <p><input type="checkbox"/> Did not run</p> | <p>GENERAL</p> <p><input type="checkbox"/> Won</p> <p><input type="checkbox"/> Lost</p> <p><input type="checkbox"/> Unopposed</p> <p><input type="checkbox"/> Did not run</p> |
|--|--|

19. Cash balance to date (Subtract line 16 from line 8)	_____
20. Total loans owed	_____
21. Total unpaid orders and outstanding bills	_____
22. Total debts and liabilities (Line 20 plus line 21) (-)	_____
23. Surplus or deficit (Subtract line 22 from line 19)	_____

CERTIFICATION: I certify that the information herein and on accompanying schedules and attachments is true.

Candidate's Signature	Date	Treasurer's Signature (if a political committee)	Date
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PUBLIC DISCLOSURE COMMISSION
 403 EVERGREEN PLAZA—FJ-42
 OLYMPIA, WASHINGTON 98504
 PHONE: 206-753-1111

PDC FORM C-4 Rev. 6/82	CONTRIBUTION AND EXPENDITURE SUMMARY
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INSTRUCTIONS

(1982 amendments are incorporated)

Please consult PDC instruction book or RCW 42.17 and WAC 390-16 when completing this report. If you have questions, write or telephone PDC (phone 206-753-1111).

WHO MUST REPORT:

Each candidate or political committee which receives contributions or makes expenditures in an election campaign. This report is not required by candidates who use the MINI reporting option.

WHEN TO SEND C-4 REPORTS:

	ABBREVIATED REPORTING	FULL REPORTING
Day C-1 registration is filed if contributions have been received or expenditures made.	No	Yes
Tenth of each month if contributions received or expenditures were over \$200 made since last C-4 report was filed.	No	Yes
<i>Tenth of month report is not required if another C-4 is required to be filed during that month</i>		
For each election for which the candidate or committee will make an expenditure:		
21 days prior to each election	No	Yes
7 days prior to each election	No	Yes
21 days after each election	Yes	Yes
	<small>Not required after primary.</small>	
By January 31 (Continuing committees which use Abbreviated Reporting).	Yes	No
Final report. When campaign is finished or committee closes operation. This is often the same as 21 days after the election.	Yes	Yes

SCHEDULES AND ATTACHMENTS (FULL REPORTING ONLY):

The C-4 report is a summary page. Schedules A, B and C as appropriate must be attached to support financial information on the C-4. Also, copies of C-3 and C-3A reports must be attached if they have not previously been filed with PDC and the county election office.

WHERE TO SEND REPORTS:

Send original to:
 Public Disclosure Commission
 403 Evergreen Plaza—FJ-42
 Olympia, WA 98504

Send duplicate to:
 County Election Dept. (or County Auditor)
 where candidate lives
 Political committees sent to county where
 headquarters is located

OTHER REPORTS REQUIRED:

- C-1 (registration statement) is used to register candidates and committee.
- C-3 (contribution report) is used to list campaign contributors.
- F-1 (financial affairs statement) is filed by candidates (not required from other committees).

CASH RECEIPT AND EXPENDITURES

SCHEDULE A to C4

Candidate or Committee Name (Do not abbreviate. Use candidate's full name)

1. CASH RECEIPTS (Contributions) which have been reported on C3 or C3A. List each deposit made since last C4 report was submitted.

Table with 7 columns: Date of Deposit, Type Report (C3 or C3A), Amount, Date of Deposit, Type Report (C3 or C3A), Amount, Total Deposits

2. MISCELLANEOUS CASH RECEIPTS not reported on C3 or C3A.

Table with 3 columns: Date Received, Source: Name, Address and Explanation of Receipt, Amount

3. TOTAL RECEIPTS

Sum of parts 1 and 2 above Enter also on line 2 of C4

4. CASH EXPENDITURES

Table with 4 columns: Date of Payment, Name and address of recipient or vendor paid, Purpose of expenditure, Amount

Transfer of funds. If this report is for a candidate or candidate's committee and funds have been given or paid to another candidate or candidate's committee, enter amount transferred. Also complete Schedule T.

*Itemize all expenditures of \$50 or more. Report total of expenditures less than \$50 which do not have to be itemized.

Total transfers of funds (Attach Sched. T)
Total expenditures each under \$50 not listed above
Total from attached pages
Total Cash Expenditures Enter also on Line 11 of C4

5. LOAN REPAYMENTS MADE

Table with 4 columns: Date, Name, Address, Amount

Total Loan Payments this Reporting Period Enter as an Adjustment to Contributions on Line 5 of C4

**IN KIND CONTRIBUTIONS and EXPENDITURES,
PLEDGES and ORDERS PLACED**

**SCHEDULE B
to C4**

Candidate or Committee Name (Do not abbreviate. Use candidate's full name)

1. In kind contributions received and expended (goods, services, discounts, etc.)

Date received	Contributor's name and nature of contribution	Address, City, Zip	Fair market value	Total contributions by this person during campaign or year
		TOTAL	_____	
		Enter also on line 3 and line 12 of C4		

2. In kind expenditures made to other candidates and committees

Date	Recipient	Address, City, Zip	Fair market value
Note: Amounts in this section are not carried forward to C4 report			

3. New orders placed (but not yet paid)

Date	Recipient	Address, City, Zip	Amount	Purpose
		TOTAL (Include new orders above and all other orders and unpaid bills.)	_____	
		Enter also on lines 17 and 21 of C4		

4. Pledges received but not yet paid

Date you were notified of pledge	Name of person (including organizations) making pledge	Address, City, Zip	Amount	Total contributions by this person during campaign or year
		TOTAL (Include new pledges above and all other outstanding pledges.)	_____	
		Enter also on line 9 of C4		

5. Pledges made to other candidates and committees (but not yet paid)

Date Made	Recipient	Address, City, Zip	Amount
		TOTAL	
		Enter total on line 18 of C4	

CORRECTIONS

SCHEDULE C
to C4

Candidate or Committee Name (Do not abbreviate. Use candidate's full name.)

Date

1. Corrections to cash or in kind contributions previously reported on C4 Schedule A, C3 or C3A.

Date of Report	Name of Contributor or Description of Correction	Amount Reported	Corrected Amount	Difference (+ or -)
----------------	--	-----------------	------------------	---------------------

Total Corrections to Contributions
Enter here and on line 6 of C4. Show + or (-).

2. Corrections to cash or in kind expenditures previously reported

Date of Report	Name of Vendor or Description of Correction	Amount Reported	Corrected Amount	Difference (+ or -)
----------------	---	-----------------	------------------	---------------------

Total Corrections to Expenditures
Enter here and on line 14 of C4. Show + or (-).

3. Loans forgiven. Loans listed below and previously reported on C3 reports have been forgiven in whole or part and should now be considered as cash or in kind contributions to that extent.

Date of Loan	Name of Creditor	Original Amount	Amount Repaid	Amount Forgiven
--------------	------------------	-----------------	---------------	-----------------

TOTAL
Line 20 of C4 should be reduced by the total amount reported here.

4. Refunds. The below listed amounts have been received as refunds on expenditures previously reported. The refund has been deposited and reported on C3 report (line 4).

Date of Refund	Source/Person Making Refund	Amount of Refund
----------------	-----------------------------	------------------

TOTAL
Enter as (-) on line 6 & line 14 of C4.

TRANSFER OF FUNDS

SCHEDULE
to C4

T

CANDIDATE OR COMMITTEE NAME

TO BE USED BY CANDIDATES OR CANDIDATE'S COMMITTEE WHICH RECEIVES FUNDS FROM OR TRANSFERS FUNDS TO ANOTHER CANDIDATE OR CANDIDATE'S COMMITTEE.

RECEIPTS

INCLUDE ALL FUNDS RECEIVED FROM ANOTHER CANDIDATE OR CANDIDATE'S COMMITTEE. BE SURE THAT FUNDS REPORTED HERE ARE DEPOSITED IN YOUR CAMPAIGN BANK ACCOUNT AND THAT DEPOSIT IS REPORTED ON FORM C-3.

DATE RECEIVED	CONTRIBUTOR'S NAME	ADDRESS, CITY, ZIP	AMOUNT	TOTAL CONTRIBUTED

EXPENDITURES

INCLUDE ALL FUNDS TRANSFERRED TO ANOTHER CANDIDATE OR CANDIDATE'S COMMITTEE. BE SURE THAT FUNDS REPORTED HERE ARE ALSO REPORTED AS AN EXPENDITURE IN ITEM 4, SCHEDULE A TO C-4.

DATE OF PAYMENT	CANDIDATES TO WHOM FUNDS WERE GIVEN	AMOUNT

[Statutory Authority: RCW 42.17.370(1). 84-05-018 (Order 84-01), § 390-16-041, filed 2/10/84; 82-11-026 (Order 82-03), § 390-16-041, filed 5/10/82; 82-02-007 (Order 81-04), § 390-16-041, filed 12/28/81; Order 91, § 390-16-041, filed 7/22/77; Order 62, § 390-16-041, filed 8/26/75; Order 60, § 390-16-041, filed 7/16/75.]

Reviser's note: RCW 34.04.058 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 390-16-150 Mini campaign reporting. No candidate as that term is defined in RCW 42.17.020(5) and no political committee whose principal purpose is the support of one candidate and whose organization is known to and countenanced by that candidate (hereafter candidate's committee) shall be required to comply with the provisions of RCW 42.17.060 - 42.17.090 except as otherwise prescribed in this rule in any election campaign for public office in which the aggregate expenditures in the campaign will not exceed the amount of the filing fee provided by law plus a sum not to exceed five hundred dollars.

(1) Any candidate or candidate's committee shall register and file the C-1 registration statement with the commission and county elections officer of the county wherein the candidate resides within fourteen days of the time he publicly announces his candidacy, files for office or the committee is formed, whichever is earliest. The C-1 shall state his intent to use the mini campaign reporting system.

(2) The C-1 registration shall include a statement by the candidate that no contribution or contributions from any source other than the candidate's personal resources within the aggregate contributions received exceeds one hundred dollars. [Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-16-150, filed 7/9/85; 82-14-016 (Order 82-04), § 390-16-150, filed 6/28/82; Order 91, § 390-16-150, filed 7/22/77.]

Chapter 390-18 WAC POLITICAL ADVERTISING

WAC

390-18-010	Political advertising—Identification of sponsor.
390-18-020	Political advertising—Political party identification.
390-18-030	Political advertising—Exemptions from sponsor identification.

WAC 390-18-010 Political advertising—Identification of sponsor. (1) For the purposes of RCW 42.17.510 and this rule, "sponsor" means the candidate, political committee or other person paying for the advertising. If a person acts as an agent for another or is reimbursed by another for the payment, the original source of the payment is the sponsor.

(2) With advertising for which no payment is demanded or for which a cost is not readily ascertainable,

the sponsor is the candidate, political committee or person who solicits or arranges for the advertising to be displayed or broadcast.

(3) If more than one person sponsors specific advertising, the identity of each sponsor must be shown. However, if a person contributes in cash or in-kind to a candidate or political committee to assist in paying the cost of advertising, it is unnecessary to include that contributor's name as a sponsor provided the contribution is reported in accordance with applicable provisions of chapter 42.17 RCW.

(4) Printed advertising shall clearly state in an area apart from the body of the text that it has been paid for by the sponsor (Example: (1) Paid for by the XYZ Committee, mailing address, city, state, zip code; (2) Vote For John Doe, paid for by John Doe, mailing address, city, state, zip code). Broadcast advertising shall conform to the requirements of the Federal Communications Commission.

(5)(a) Political advertising consisting of more than one page but intended to be presented as a single item (i.e. 3-page letter with return envelope) must identify the sponsor on the first page of the advertising. Identification on subsequent pages or inserts to the same advertising is not required. Identification on an enclosed return envelope or the envelope in which the advertising is sent is not sufficient.

(b) Political advertising which is a collection of several items relating to more than one candidate or committee and distributed simultaneously must show the respective sponsor on the respective items. [Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-18-010, filed 7/9/85.]

WAC 390-18-020 Political advertising—Political party identification. (1) In newspaper advertising, brochures, mailings and similar printed advertising, a candidate's political party affiliation must be:

(a) printed in letters no smaller than 10 point bold face type (or 1/8" high if type is not used),

(b) placed in an area apart from the body of text of the advertisement.

(2) On yard signs, bus signs, hand-held signs, banners, bumper strips, posters and similar type advertising, a candidate's political party affiliation must be:

(a) printed in letters no smaller than 60 point type (or 5/8" high if type is not used),

(b) printed in a color which contrasts with the background on which the party affiliation is printed.

(3) The commission shall publish a suggested list of abbreviations or symbols which may be used by candidates and political committees which the commission finds will clearly identify political party affiliation. [Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-18-020, filed 7/9/85.]

WAC 390-18-030 Political advertising—Exemptions from sponsor identification. (1) The following forms of political advertising need not include the sponsor's name and address because such identification is

impractical: ashtrays, badges and badge holders, balloons, bingo chips, brushes, bumper stickers—size 4" x 15" or smaller, buttons, cigarette lighters, clothes pins, clothing, coasters, combs, cups, earrings, emery boards, envelopes, erasers, frisbees, glasses, golf balls, golf tees, hand-held signs, hats, horns, ice scrapers, inscriptions, key rings, knives, labels, letter openers, magnifying glasses, matchbooks, nail clippers, nail files, newspaper ads of one column inch or less, noisemakers, paper and plastic cups, paper and plastic plates, paper weights, pencils, pendants, pennants, pens, pinwheels, plastic tableware, pocket protectors, pot holders, reader boards where message is affixed in moveable letters, ribbons, 12-inch or shorter rulers, shoe horns, skywriting, staple removers, stickers—size 2-3/4" x 1" or smaller, sunglasses, sun visors, swizzle sticks, state or local voters pamphlets published pursuant to law, tickets to fund raisers, water towers, whistles, yard signs—size 4' x 8' or smaller, yo-yos, and all other similar items. [Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-18-030, filed 7/9/85.]

390-20-015 Lobbyists registration—Termination.
 390-20-017 Suspension of registration.
 390-20-018 Lobbyist voluntary registration.
 390-20-020 Forms for lobbyist report of expenditures.
 390-20-023 Contributions to candidates, elected officials, political committees, or public office fund—Identification of source.
 390-20-024 Lobbyist nonreportable expenses.
 390-20-052 Application of RCW 42.17.190—Reports of agency lobbying.
 390-20-100 Effect of Public Disclosure Act—Freedom of communication—Employer interference.
 390-20-105 Lobbyist's employer—Meaning—Examples.
 390-20-110 Forms for lobbyist employers report.
 390-20-115 Forms for report of legislative activity by legislators and legislative committees.
 390-20-120 Forms for report of legislative activity by public agencies.
 390-20-125 Forms for registration and reporting by sponsors of grass roots lobbying campaigns.
 390-20-130 Forms for statement of employment of legislators, state officers, and state employees.
 390-20-140 Loss of RCW 42.17.160 exemptions.
 390-20-143 Application of lobbying provisions to organizations.
 390-20-144 Registration and reporting by lobbyist organizations.
 390-20-145 Reporting of lobbying events.

Chapter 390-20 WAC

FORMS FOR LOBBYING REPORTS, ELECTED OFFICIALS AND LEGISLATORS

WAC

390-20-0101 Forms for lobbyist registration.
 390-20-013 Lobbyist registration—Photograph—Requirements.

WAC 390-20-0101 Forms for lobbyist registration.

The official form for lobbyist registration as required by RCW 42.17.150 is designated "L-1," revised 11/82. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8-1/2" x 11" white paper.

STATE OF WASHINGTON

LOBBYIST REGISTRATION 1985-86

THIS REGISTRATION IS VALID UNTIL JAN. 12, 1987 UNLESS SOONER TERMINATED

THIS SPACE FOR OFFICE USE

L1

1. LOBBYIST NAME

PERMANENT BUSINESS ADDRESS

CITY STATE ZIP

2. TEMPORARY THURSTON COUNTY ADDRESS DURING LEGISLATIVE SESSION

TELEPHONE PERMANENT: TEMPORARY:

3. EMPLOYER'S NAME AND ADDRESS (PERSON OR GROUP FOR WHICH YOU LOBBY)

EMPLOYER'S OCCUPATION, BUSINESS OR DESCRIPTION OF PURPOSE OF ORGANIZATION

4. NAME AND ADDRESS OF PERSON HAVING CUSTODY OF ACCOUNTS, RECEIPTS, BOOKS OR OTHER DOCUMENTS WHICH SUBSTANTIATE LOBBYIST REPORTS.

5. WHAT IS YOUR PAY (COMPENSATION) FOR LOBBYING?

\$ _____ PER _____ (Hour, Day, Month, Year)

OTHER: EXPLAIN

DESCRIPTION OF EMPLOYMENT (CHECK ONE OR MORE BOXES)

FULL TIME EMPLOYEE SOLE DUTY IS LOBBYING

PART TIME OR TEMPORARY EMPLOYEE LOBBYING IS ONLY A PART OF OTHER DUTIES

CONTRACTOR, RETAINER OR SIMILAR AGREEMENT

UNSALARIED OFFICER OR MEMBER OF GROUP

6. ARE YOU REIMBURSED FOR LOBBYING EXPENSES? EXPLAIN WHICH EXPENSES.

YES: \$ _____ PER _____

YES: I AM REIMBURSED FOR ALL EXPENSES.

NO: I AM NOT REIMBURSED FOR EXPENSES.

DOES EMPLOYER PAY ANY OF YOUR LOBBYING EXPENSES DIRECTLY? IF YES, EXPLAIN WHICH ONES.

7. HOW LONG DO YOU EXPECT TO LOBBY FOR THIS ORGANIZATION?

PERMANENT LOBBYIST ONLY DURING LEGISLATIVE SESSION OTHER, EXPLAIN:

8. IF ANY PART OF YOUR COMPENSATION IS CONTINGENT ON THE SUCCESS OF AN ATTEMPT TO INFLUENCE LEGISLATION, ATTACH AN EXPLANATION FULLY DESCRIBING THE AGREEMENT, ARRANGEMENT OR UNDERSTANDING.

NO YES. EXPLANATION ATTACHED

9. IS YOUR EMPLOYER A BUSINESS OR TRADE ASSOCIATION OR SIMILAR ORGANIZATION WHICH LOBBIES ON BEHALF OF ITS MEMBERS? IF "YES", ATTACH A LIST SHOWING THE NAME AND ADDRESS OF EACH MEMBER WHO HAS PAID THE ASSOCIATION FEES, DUES OR OTHER PAYMENTS OVER \$500 DURING EITHER OF THE PAST TWO YEARS OR IS EXPECTED TO PAY OVER \$500 THIS YEAR.

NO YES. THE LIST IS ATTACHED

10. DOES YOUR EMPLOYER HAVE A CONNECTED, RELATED OR CLOSELY AFFILIATED POLITICAL ACTION COMMITTEE WHICH WILL PROVIDE FUNDS FOR YOU TO MAKE POLITICAL CONTRIBUTIONS OR PURCHASE TICKETS TO FUND RAISING EVENTS? IF SO, LIST THE NAME OF THAT POLITICAL ACTION COMMITTEE.

NO YES. NAME OF THE COMMITTEE IS:

11. IF LOBBYIST IS A COMPANY, PARTNERSHIP OR SIMILAR BUSINESS ENTITY WHICH EMPLOYS OTHERS TO PERFORM ACTUAL LOBBYING DUTIES, LIST NAME OF EACH PERSON WHO WILL LOBBY. (SEE WAC 390-20-143 AND 144 FOR INSTRUCTIONS.)

12. AREAS OF INTEREST. LOBBYING IS MOST FREQUENT BEFORE LEGISLATIVE COMMITTEE MEMBERS OR STATE AGENCIES CONCERNED WITH FOLLOWING SUBJECTS:				REMARKS
CODE	SUBJECT	CODE	SUBJECT	
01	<input type="checkbox"/> Agriculture	08	<input type="checkbox"/> Fiscal	
02	<input type="checkbox"/> Business and Consumer Affairs	09	<input type="checkbox"/> Higher Education	
03	<input type="checkbox"/> Constitutions and Elections	10	<input type="checkbox"/> Human Services	
04	<input type="checkbox"/> Education	11	<input type="checkbox"/> Labor	
05	<input type="checkbox"/> Energy and Utilities	12	<input type="checkbox"/> Law and Justice	
06	<input type="checkbox"/> Environmental Affairs—Natural Resources—Parks	13	<input type="checkbox"/> Local Government	
07	<input type="checkbox"/> Financial Institutions and Insurance	14	<input type="checkbox"/> State Government	
		15	<input type="checkbox"/> Transportation	
		16	<input type="checkbox"/> Other—specify	

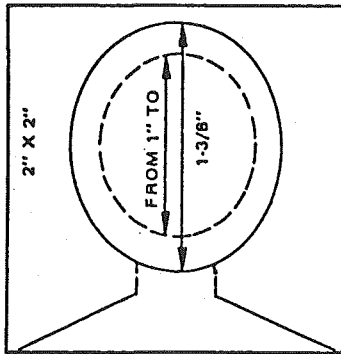
CERTIFICATION: I HEREBY CERTIFY THAT THE ABOVE IS A TRUE, COMPLETE AND CORRECT STATEMENT.

EMPLOYER'S AUTHORIZATION: CONFIRMING THE EMPLOYMENT AUTHORITY TO LOBBY DESCRIBED IN THIS REGISTRATION STATEMENT.

13. LOBBYIST'S SIGNATURE DATE

EMPLOYER'S SIGNATURE, NAME TYPED OR PRINTED AND TITLE DATE

LOBBYIST IDENTIFICATION BOOKLET



NAME:
BUSINESS ADDRESS:

PHONE:

OLYMPIA ADDRESS:

PHONE:

EMPLOYERS' NAMES:

YEAR FIRST EMPLOYED AS A LOBBYIST:
BIOGRAPHY:

INSTRUCTIONS

ATTACH THIS PAGE TO YOUR L-1 REGISTRATION.

ATTACH 2" x 2" PASSPORT TYPE, BLACK AND WHITE PHOTO. PHOTO SHOULD BE HEAD AND SHOULDERS, FULL FACE, AND TAKEN WITHIN LAST 12 MONTHS.

PLEASE WRITE, LIGHTLY IN PENCIL, NAME ON BACK OF PHOTO BEFORE ATTACHING.

PHOTOS WILL NOT BE RETURNED.

PLEASE SEE INSTRUCTION BOOKLET FOR EXAMPLE OF BIOGRAPHY. LIST ALL EMPLOYERS ON THIS PAGE IF YOU HAVE MORE THAN ONE EMPLOYER. IF YOU LATER ADD ADDITIONAL EMPLOYERS, PDC WILL INCLUDE THEM FOR YOU.

PLEASE USE TYPEWRITER TO COMPLETE THIS PAGE.

[Statutory Authority: RCW 42.17.370(1). 85-24-020 (Order 85-05), § 390-20-0101, filed 11/26/85; 82-21-020 (Order 82-07), § 390-20-0101, filed 10/12/82; 78-02-063 (Order 96), § 390-20-0101, filed 1/23/78.]

WAC 390-20-013 Lobbyist registration--Photograph--Requirements. The photograph to be submitted by a registering lobbyist shall satisfy the requirements of a photo acceptable for a United States passport. The photograph shall have been taken within twelve months of the date of registration. [Statutory Authority: RCW 42.17.370(1). 85-24-020 (Order 85-05), § 390-20-013, filed 11/26/85; 82-14-016 (Order 82-04), § 390-20-013, filed 6/28/82.]

WAC 390-20-015 Lobbyists registration--Termination. A lobbyist who intends to cease lobbying activity may terminate his registration at any time by filing with the commission a signed statement, consistent with RCW 42.17.150(3) indicating his intention to terminate any further activity as a lobbyist or by so indicating on an L-2 for the month that termination has taken place. A lobbyist who terminates such registration shall file any reports required under the lobbyist reporting provisions for the period during which he was registered as a lobbyist. The employer of any such lobbyist shall not be relieved of any duty to file the report otherwise required by RCW 42.17.180. [Statutory Authority: RCW 42.17.370(1). 85-24-020 (Order 85-05), § 390-20-015, filed 11/26/85; Order 62, § 390-20-015, filed 8/26/75.]

WAC 390-20-017 Suspension of registration. A lobbyist by notifying the commission in advance in writing may temporarily suspend his or her registration for

any month(s) in which no lobbying will be done, no expenditures will be made for lobbying and no compensation will be received for lobbying.

(a) During the period when the suspension is effective, the commission will not require L-2 Reports to be filed.

(b) The lobbyist may reinstate the registration by notifying the commission in writing. The notification must state the date the reinstatement is to be effective. It must also affirm that information on the original L-1 Registration is still correct or include an amended L-1 Form.

(c) Notification under this rule does not suspend or modify the requirement in RCW 42.17.150(4) for a new registration each odd-numbered year. [Statutory Authority: RCW 42.17.370(1). 85-24-020 (Order 85-05), § 390-20-017, filed 11/26/85.]

WAC 390-20-018 Lobbyist voluntary registration. A person, exempt from registration under RCW 42.17.160, who voluntarily registers as a lobbyist, shall not be required to file the reports required by RCW 42.17.170.

The employer of any voluntarily registered lobbyist shall not be required to file the reports provided in RCW 42.17.180. [Statutory Authority: RCW 42.17.370(1). 85-24-020 (Order 85-05), § 390-20-018, filed 11/26/85.]

WAC 390-20-020 Forms for lobbyist report of expenditures. The official form for the lobbyist report of expenditures is designated "L-2", revised 11/82. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8-1/2" x 11" white paper.

STATE OF WASHINGTON

LOBBYIST MONTHLY EXPENSE REPORT

L2

THIS SPACE FOR OFFICE USE

1. LOBBYIST NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

2. THIS REPORT IS FOR THE PERIOD _____ (MONTH) _____ (YEAR) OR THIS REPORT CORRECTS OR AMENDS THE REPORT FOR _____ (MONTH) _____ (YEAR) BUSINESS TELEPHONE _____

ALL COMPLETE THIS PART		COMPLETE IF YOU HAVE MORE THAN ONE EMPLOYER			
EXPENDITURES BY OR ON BEHALF OF LOBBYIST FOR LOBBYING		AMOUNT PAID ON BEHALF OF OR ATTRIBUTED TO EACH EMPLOYER			
CATEGORY OF EXPENSE	TOTAL AMOUNT THIS MONTH	EMPLOYER 1	EMPLOYER 2	EMPLOYER 3	Amount Not Attributed to a Specific Employer
3. PERSONAL EXPENSES (For Lobbying)					
a. FOOD AND REFRESHMENTS (not included in #5 below)					
b. TRAVEL FOR SELF					
c. Subtotal Personal expenses					
4. ADVERTISING, PRINTING, INFORMATIONAL LITERATURE					
5. ENTERTAINMENT (Incl. food/refreshment. Itemize on reverse)					
6. TRAVEL AND LODGING FOR OTHERS (Attach list showing name of persons)					
7. CONTRIBUTIONS, GIFTS, LOANS (Itemize on reverse)					
8. OTHER EXPENSES OR SERVICES					
9. COMPENSATION FOR LOBBYING (Salary, wages, retainer)					
10. TOTAL EXPENSES AND COMPENSATION THIS MONTH	*	*	*	*	*

BE SURE TO CHECK ADDITION * THE TOTAL ATTRIBUTED TO EACH EMPLOYER PLUS THE AMOUNT WHICH CANNOT BE ATTRIBUTED TO A SPECIFIC EMPLOYER SHOULD EQUAL TOTAL EXPENSES AND COMPENSATION THIS MONTH

EMPLOYERS' NAMES

NO. 1 _____

NO. 2 _____

NO. 3 _____

11. TERMINATION: (COMPLETE THIS ITEM ONLY IF YOU WISH TO TERMINATE YOUR REGISTRATION AS A LOBBYIST FOR THE FOLLOWING EMPLOYERS):

I understand that an L-2 report is required for any month or portion thereof in which I am a registered lobbyist. I also understand that once I have terminated my registration, I must file a new L-1 report prior to lobbying for that employer in the future. All registrations terminate automatically on the second Monday in January of each odd numbered year.

REMARKS OR EXPLANATION OF INFORMATION IN THIS REPORT

CERTIFICATION

12. I certify that this report is a true and complete account of all information attributable directly or indirectly to lobbying activities for the period specified.

LOBBYIST'S SIGNATURE _____ DATE _____

(ATTACH ADDITIONAL PAGE(S) IF YOU LOBBY FOR MORE THAN THREE EMPLOYERS)

13. EXPENDITURES FOR ENTERTAINMENT (INCLUDING LOBBYIST'S EXPENSE) EXCEEDING \$25 PER OCCASION PAID BY LOBBYIST OR EMPLOYER

DATE	NAMES OF ALL PERSONS ENTERTAINED	PLACE (NAME AND CITY)	SPONSORING EMPLOYER	AMOUNT \$
<input type="checkbox"/> CONTINUED ON ATTACHED PAGES				

14. CONTRIBUTIONS OF MONEY, LOANS, GIFTS, PROMOTIONAL ITEMS OR OTHER PERSONAL PROPERTY TO OR ON BEHALF OF ANY FEDERAL, STATE OR LOCAL CANDIDATE; ANY ELECTED OFFICIAL, OFFICER OR EMPLOYEE OF ANY STATE OR LOCAL GOVERNMENT AGENCY; OR POLITICAL COMMITTEE IN SUPPORT OF OR OPPOSITION TO ANY BALLOT PROPOSITION OR CANDIDATE. ITEMIZE EACH \$25 OR MORE.

DATE	NAME OF INDIVIDUAL OR COMMITTEE RECEIVING BENEFIT	EMPLOYER FOR WHOM CONTRIBUTION WAS MADE	AMOUNT \$
<input type="checkbox"/> CONTINUED ON ATTACHED PAGES			

TOTAL SMALL GIFTS AND PROMOTIONAL ITEMS NOT ITEMIZED (NO RECEIPT OVER \$25 PER YEAR).....

IF CONTRIBUTIONS WERE MADE BY A POLITICAL ACTION COMMITTEE ASSOCIATED, AFFILIATED OR SPONSORED BY YOUR EMPLOYER, SHOW NAME OF THE PAC BELOW. (INFORMATION REPORTED BY PAC ON C-4 REPORT NEED NOT BE AGAIN INCLUDED IN THIS L-2 REPORT.)

CONTINUED ON ATTACHED PAGES PAC NAME: _____

15. SUBJECT MATTER OF PROPOSED LEGISLATION OR OTHER LEGISLATIVE ACTIVITY OR RULEMAKING THE LOBBYIST WAS SUPPORTING OR OPPOSING.

SUBJECT MATTER OR ISSUE	LEGISLATIVE COMMITTEE OR STATE AGENCY CONSIDERING MATTER

IF YOU HAVE LOBBIED BOTH THE LEGISLATURE AND STATE AGENCIES, ESTIMATE THE PERCENTAGE OF YOUR TIME OR LOBBYING EFFORT DEVOTED TO EACH:

LEGISLATURE _____% STATE AGENCIES _____%

LOBBYIST REPORTING INSTRUCTIONS

WHO MUST REPORT

Any person registered as a lobbyist under RCW 42.17.150

WHEN TO REPORT

1. Reports are due within 15 days after the end of each calendar month whether or not there have been expenditures, so long as you remain registered as a lobbyist.
2. Reports postmarked later than the 15th may subject you to penalties prescribed by law.

WHAT TO REPORT

See RCW 42.17 and PDC instruction booklet for detailed reporting requirements.

WHERE TO REPORT

Public Disclosure Commission, 403 Evergreen Plaza Building, Olympia, Washington 98504.

Questions about reporting should be addressed to:
PUBLIC DISCLOSURE COMMISSION

403 EVERGREEN PLAZA
OLYMPIA, WASHINGTON
98504 206-753-1111

RCW 42.17.230 Duties of lobbyists. A person required to register as a lobbyist under this chapter shall also have the following obligations, the violation of which shall constitute cause for revocation of his registration, and may subject such person and such person's employer, if such employer aids, abets, ratifies or confirms any such act, to other civil liabilities, as provided by this chapter.

(1) Such persons shall obtain and preserve all accounts, bills, receipts, books, papers, and documents necessary to substantiate the financial reports required to be made under this chapter for a period of at least five years from the date of the filing of the statement containing such items, which accounts, bills, receipts, books, papers and documents shall be made available for inspection by the commission at any time. *Provided*, That if a lobbyist is required under the terms of his employment contract to turn any records over to his employer, responsibility for the preservation of such records under this subsection shall rest with such employer.

(2) In addition, a person required to register as a lobbyist shall not:

- (a) Engage in any activity as a lobbyist before registering as such;
- (b) Knowingly deceive or attempt to deceive any legislator as to any fact pertaining to any pending or proposed legislation.
- (c) Cause or influence the introduction of any bill or amendment thereto for the purpose of thereafter being employed to secure its defeat;
- (d) Knowingly represent an interest adverse to any of his employers without first obtaining such employer's written consent thereto after full disclosure to such employer of such adverse interest.
- (e) Exercise any undue influence, extortion, or unlawful retaliation upon any legislator by reason of such legislator's position with respect to, or his vote upon, any pending or proposed legislation.

[Statutory Authority: RCW 42.17.370(1). 85-24-020 (Order 85-05), § 390-20-020, filed 11/26/85; 82-21-020 (Order 82-07), § 390-20-020, filed 10/12/82; 80-02-055 (Order 80-01), § 390-20-020, filed 1/17/80; Order 94, § 390-20-020, filed 10/31/77; Order 88, § 390-20-020, filed 12/29/76; Order 62, § 390-20-020, filed 8/26/75; Order 45, § 390-20-020, filed 9/26/74; Order 6, § 390-20-020, filed 3/23/73.]

WAC 390-20-023 Contributions to candidates, elected officials, political committees, or public office fund--Identification of source. If a lobbyist, as an agent for another person, makes a contribution to any candidate, elected official, political committee or public office fund and the existence of such agency and identity of its principal is not apparent on the face of the contribution instrument, the lobbyist shall simultaneously inform the recipient in writing as to the source of such funds and the identity of the principal. [Statutory Authority: RCW 42.17.370(1). 85-24-020 (Order 85-05), § 390-20-023, filed 11/26/85; 79-09-041 (Order 79-04), § 390-20-023, filed 8/17/79.]

WAC 390-20-024 Lobbyist nonreportable expenses. A registered lobbyist who is not compensated for lobbying and, who in advance, informs the commission that the only expenses to be incurred are those exempt from reporting as provided in RCW 42.17.170 (2)(a)(i-iv) shall not be required to file an L-2 Report. [Statutory Authority: RCW 42.17.370(1). 85-24-020 (Order 85-05), § 390-20-024, filed 11/26/85.]

WAC 390-20-052 Application of RCW 42.17.190--Reports of agency lobbying. Pursuant to the authority granted in RCW 42.17.190(7), the commission adopts the following interpretations regarding the reporting of lobbying by public agencies pursuant to RCW 42.17.190:

(1) The phrase "in-person lobbying" contained in RCW 42.17.190 (4)(d)(v)(B) includes activity which is intended to influence the passage or defeat of legislation, such as testifying at public hearings, but does not include activity which is not intended to influence legislation, such as attending a hearing merely to monitor or observe testimony and debate.

(2) The phrase "a legislative request" contained in RCW 42.17.190 (4)(d)(ii) includes an oral request from a member of the legislature or its staff.

(3) Pursuant to RCW 42.17.190(5), certain local agencies may elect to have lobbying activity on their behalf reported by their elected officials, officers and employees in the same manner as lobbyists who register and report under RCW 42.17.150 and 42.17.170:

(a) Whenever such a local agency makes such an election, it shall provide the commission with a written notice.

(b) After such an election, those who lobby on behalf of such local agency shall register and report all lobbying activity reportable under RCW 42.17.190(4) in the same manner as lobbyists who are required to register

and report under RCW 42.17.150 and 42.17.170. Such a local agency shall report pursuant to RCW 42.17.180.

(c) In order to terminate such an election, such a local agency shall provide the commission with a written notice and it shall report pursuant to RCW 42.17.190(4) thereafter.

(d) The exemptions from reportable lobbying activity contained in RCW 42.17.190 (4)(d) apply to all agencies, whether or not they have exercised the election to report in the same manner as lobbyists who report under RCW 42.17.150, 42.17.170 and 42.17.180. The exemptions contained in RCW 42.17.160 (1), (3) and (4) do not apply to any agency.

(4) Unless an agency has elected to report its lobbying pursuant to RCW 42.17.190 (5) and subsection (3) of this rule, an agency shall include the reportable lobbying activity on its behalf by an elected official in its quarterly report. Such an elected official does not file any separate report of that activity.

(5) Reportable in-person lobbying by elected officials, officers and employees:

(a) An elected official does not engage in reportable in-person lobbying on behalf of this agency unless and until that elected official has expended in excess of fifteen dollars of nonpublic funds in connection with such lobbying for or on behalf of any one or more members of the legislature or state elected officials or public officers or employees of the state of Washington during any three-month period as provided in RCW 42.17.190 (4)(d)(v)(B).

(b) Other officers and employees do not engage in reportable in-person lobbying on behalf of their agency unless and until they have, in the aggregate, expended in excess of fifteen dollars of nonpublic funds in connection with such lobbying for or on behalf of any one or more members of the legislature or state elected officials or public officers or employees of the state of Washington or they have, in the aggregate, engaged in such lobbying for more than four days or parts thereof during any three month period as provided in RCW 42.17.190 (4)(d)(v)(B).

(c) When limits in (a) or (b) above have been exceeded, the agency shall report such elected official, officer, or employee as a "PERSON WHO LOBBIED THIS QUARTER" on the front of PDC Form L-5 and include a listing of those excess expenditures as noted on that form. [Statutory Authority: RCW 42.17.370(1). 85-24-020 (Order 85-05), § 390-20-052, filed 11/26/85; 80-02-055 (Order 80-01), § 390-20-052, filed 1/17/80.]

WAC 390-20-100 Effect of Public Disclosure Act--Freedom of communication--Employer interference. Except as provided by RCW 42.17.150-42.17.190, which require certain persons who lobby to register and file periodic reports with the commission, nothing in the Public Disclosure Act shall be deemed to impair or restrict the right of any individual to communicate to any member of the legislature or other legislative enactment of any other state agency, regardless of whether or not such matter as to which he or she communicates also affects, directly or indirectly, the interest of his or her

employer: *Provided*, Such activity involves no unauthorized or unlawful use of an employer's time or funds.

Nothing in the act shall be deemed to necessitate or excuse if otherwise unlawful, any instruction, directive or order issues, orally or in writing, by any employer restraining such communication by an employee, or requiring such employee to obtain advance permission from such employer in order to make such communication. Any adverse action taken against such employee for the alleged violation of such instruction, directive or order, contrary to the policies expressed in these rules, which depends or purports to depend upon the provisions of the Public Disclosure Act for its validity, shall be considered unlawful. Any such action, when reported to or discovered by the commission, shall be reported to appropriate enforcement agencies for such civil or criminal action as may be appropriate. [Statutory Authority: RCW 42.17.370(1), 85-24-020 (Order 85-05), § 390-20-100, filed 11/26/85; Order 62, § 390-20-100, filed 8/26/75.]

WAC 390-20-105 Lobbyist's employer--Meaning--Examples. A person shall not be deemed to be a lobbyist's employer within the meaning of RCW 42.17.150-42.17.200 solely because an employee of such person engages in lobbying. The term "lobbyist's employer" as

defined in the act shall be deemed to include every person who engages or utilizes the services of any other person to lobby, upon an agreement express or implied, for compensation or for other consideration as that term is defined in WAC 390-05-220. A person shall be deemed to be a lobbyist's employer within the meaning of RCW 42.17.180 as to the following persons: (1) Persons who are actually employed by or receive consideration from such person in whole or in part, for lobbying; (2) officers or employees of such person, whose actual duties consist, in whole or in part, of lobbying for or on behalf of such person, whether such duties are expressed in the corporate or partnership articles or bylaws or other writings of such employer, or in a written or oral contract, or exist by reason of a mutual understanding. [Statutory Authority: RCW 42.17.370(1), 85-24-020 (Order 85-05), § 390-20-105, filed 11/26/85; Order 62, § 390-20-105, filed 8/26/75.]

WAC 390-20-110 Forms for lobbyist employers report. The official form for statement by employers of registered lobbyists as required by RCW 42.17.180 is designated "L-3," revised 8/83. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington, 98504. Any attachments shall be on 8-1/2" x 11" white paper.

STATE OF WASHINGTON

EMPLOYER'S LOBBYING EXPENSES
DURING CALENDAR YEAR 1983

L3

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1. EMPLOYER'S NAME (USE COMPLETE COMPANY, ASSOCIATION, UNION OR ENTITY NAME)		
MAILING ADDRESS	TELEPHONE	
CITY	STATE	ZIP

THIS REPORT MUST BE FILED BY MARCH 31, 1984 AND INCLUDES A FINANCIAL REPORT OF STATE LOBBYING ACTIVITIES FOR CALENDAR YEAR 1983. COMPLETE ALL SECTIONS. IF ENTRY IS "NONE" OR "\$0" SO STATE.

2. PAYMENTS DIRECTLY TO LOBBYISTS FOR SALARY, CONTRACT, RETAINER, REIMBURSEMENT OF EXPENSES, ETC.

LOBBYIST NAME (IF TO LOBBY FIRM, LIST FIRM NAME)	AMOUNT	TOTAL AMOUNT
<input type="checkbox"/> INFORMATION CONTINUED ON ATTACHED PAGE	TOTAL FROM ATTACHED PAGE	
TOTAL PAID DIRECTLY TO LOBBYISTS →		

3. OTHER EXPENDITURES MADE BY THE EMPLOYER FOR LOBBYING PURPOSES. INCLUDED WOULD BE ANY AND ALL:

- a. PAYMENTS TO VENDORS ON BEHALF OF OR IN SUPPORT OF LOBBYISTS. I.E. FOOD, LODGING, CREDIT CARD PURCHASES PAID BY THE EMPLOYER FOR REGISTERED OR UNREGISTERED LOBBYISTS.
- b. OFFICE EXPENSES, STAFF AND SECRETARIAL SUPPORT, RENT, TELEPHONE, UTILITIES. INCLUDE BOTH HOME OFFICE AND OLYMPIA OFFICE, IF ANY.
- c. COMPANY OFFICIALS, EXPERT WITNESSES OR OTHERS PAID TO LOBBY, WHETHER OR NOT REQUIRED TO REGISTER. INCLUDE PROPORTION OF SALARY OR PAY BASED ON TIME SPENT LOBBYING.
- d. TRAVEL, WHETHER TO LEGISLATIVE HEARINGS OR OTHER LOBBYING. INCLUDE ALL TRANSPORTATION COSTS, TICKETS, AND EMPLOYER OWNED TRANSPORTATION. IF TRANSPORTATION WAS FURNISHED TO ANY LEGISLATOR, STATE OFFICIAL, OR STATE EMPLOYEE COMPLETE ITEM 8 LISTING THE PERSON'S NAME, TITLE, DESTINATION, COST OF TRANSPORTATION AND DATES OF TRAVEL.
- e. ENTERTAINMENT AND HOSTING PROVIDED FOR LEGISLATORS, STATE OFFICIALS OR STATE EMPLOYEES PAID BY EMPLOYER OR BY EMPLOYEES NOT REQUIRED TO REGISTER AS LOBBYISTS.
- f. COMMUNICATIONS AND ADVERTISING. INCLUDE RADIO, TV, NEWSPAPER AND SIMILAR ADVERTISING. ALSO INCLUDE COMMUNICATIONS TO STOCKHOLDERS, MEMBERS, CLIENTS OR CUSTOMERS TO ASSIST LOBBYING EFFORT.
- g. OTHER EXPENDITURES FOR LOBBYING, WHETHER THRU OR ON BEHALF OF A REGISTERED LOBBYIST OR OTHERWISE. DO NOT INCLUDE PAYMENTS ALREADY SHOWN IN ITEM 2 ABOVE.

4. POLITICAL CONTRIBUTIONS TO CANDIDATES FOR STATE OFFICE, LEGISLATURE, COMMITTEES SUPPORTING OR OPPOSING THOSE CANDIDATES OR COMMITTEES SUPPORTING OR OPPOSING STATEWIDE BALLOT MEASURES.

- a. CONTRIBUTIONS DIRECTLY FROM EMPLOYER. ALSO COMPLETE ITEM 9 ON REVERSE.
- b. IF CONTRIBUTIONS WERE MADE BY A POLITICAL ACTION COMMITTEE ASSOCIATED, AFFILIATED OR SPONSORED BY THE EMPLOYER, SHOW NAME OF THE PAC BELOW. (INFORMATION REPORTED BY PAC ON C-4 REPORT NEED NOT BE AGAIN INCLUDED IN THIS L-3 REPORT.)
NAME OF PAC _____

5. PAYMENTS OR EXPENDITURES TO LEGISLATORS, STATE OFFICIALS AND MEMBERS OF THEIR IMMEDIATE FAMILIES FOR THE PURPOSE OF INFLUENCING, HONORING, OR BENEFITING. DO NOT INCLUDE PAYMENT FOR GOODS OR SERVICES IN THE NORMAL COURSE OF BUSINESS. ALSO COMPLETE ITEM 12 ON REVERSE.

6. GIFTS TO LEGISLATORS, STATE OFFICIALS AND STATE EMPLOYEES OR MEMBERS OF THEIR IMMEDIATE FAMILIES.

TOTAL LOBBYING EXPENSES
(Items 2 thru 6 above)

7. THIS REPORT MUST BE CERTIFIED BY PRESIDENT, SECRETARY-TREASURER OR SIMILAR OFFICER OF EMPLOYER ORGANIZATION

<p style="text-align: center;">CERTIFICATION</p> <p>I certify that the information contained in this report is a true, correct and complete statement in accordance with RCW 42.17.180.</p>	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;">SIGNATURE OF EMPLOYER</td> <td style="width:30%;">DATE</td> </tr> <tr> <td>NAME TYPED OR PRINTED</td> <td>TITLE</td> </tr> </table>	SIGNATURE OF EMPLOYER	DATE	NAME TYPED OR PRINTED	TITLE
SIGNATURE OF EMPLOYER	DATE				
NAME TYPED OR PRINTED	TITLE				

8. TRAVEL PROVIDED TO LEGISLATORS, STATE ELECTED OFFICIALS, STATE EMPLOYEES OR MEMBERS OF THEIR IMMEDIATE FAMILIES.

NAME AND TITLE	COST	DATES, DESTINATION AND PURPOSE OF TRAVEL
<input type="checkbox"/> INFORMATION CONTINUED ON ATTACHED PAGES		

9. CONTRIBUTIONS TO CANDIDATES FOR STATE OFFICE, LEGISLATURE, COMMITTEES SUPPORTING OR OPPOSING THOSE CANDIDATES OR COMMITTEES SUPPORTING OR OPPOSING STATEWIDE BALLOT MEASURES MADE BY EMPLOYER. (CONTRIBUTIONS FROM PAC NEED NOT BE LISTED.)

NAME OF RECIPIENT	AMOUNT
<input type="checkbox"/> INFORMATION CONTINUED ON ATTACHED PAGES	

10. COMPENSATION OF \$500 OR MORE DURING THE PRECEDING CALENDAR YEAR FOR EMPLOYMENT OR PROFESSIONAL SERVICES PAID TO STATE ELECTED OFFICIALS, SUCCESSFUL CANDIDATES FOR STATE OFFICE AND EACH MEMBER OF THEIR IMMEDIATE FAMILY.

NAME	RELATIONSHIP TO CANDIDATE OR ELECTED OFFICIAL IF MEMBER OF FAMILY.	AMOUNT (CODE)	DESCRIPTION OF CONSIDERATION OR SERVICES EXCHANGED FOR COMPENSATION
<input type="checkbox"/> INFORMATION CONTINUED ON ATTACHED PAGES			

DOLLAR CODE	
CODE	AMOUNT
A	Less than \$1,000
B	\$1,000 but less than \$5,000
C	\$5,000 but less than \$10,000
D	\$10,000 but less than \$25,000
E	25,000 or more

11. COMPENSATION OF \$500 OR MORE DURING THE PRECEDING CALENDAR YEAR FOR PROFESSIONAL SERVICES PAID TO ANY CORPORATION, PARTNERSHIP, JOINT VENTURE, ASSOCIATION OR OTHER ENTITY IN WHICH A STATE ELECTED OFFICIAL, SUCCESSFUL STATE CANDIDATE OR MEMBER OF THE IMMEDIATE FAMILY HOLDS OFFICE, PARTNERSHIP, DIRECTORSHIP OR OWNERSHIP INTEREST OF 10% OR MORE.

FIRM NAME	PERSON'S NAME	AMOUNT (CODE)	DESCRIPTION OF CONSIDERATION OR SERVICES EXCHANGED FOR COMPENSATION
<input type="checkbox"/> INFORMATION CONTINUED ON ATTACHED PAGES			

12. ANY EXPENDITURE, NOT OTHERWISE REPORTED, MADE DIRECTLY OR INDIRECTLY TO A STATE ELECTED OFFICIAL, SUCCESSFUL CANDIDATE FOR STATE OFFICE OR MEMBER OF THE IMMEDIATE FAMILY, IF MADE TO HONOR, INFLUENCE OR BENEFIT THE PERSON BECAUSE OF HIS OFFICIAL POSITION.

NAME	AMOUNT	PURPOSE
<input type="checkbox"/> INFORMATION CONTINUED ON ATTACHED PAGES		

[Statutory Authority: 42.17.370(1). 85-24-020 (Order 85-05), § 390-20-110, filed 11/26/85; 84-05-018 (Order 84-01), § 390-20-110, filed 2/10/84; Order 62, § 390-20-110, filed 8/26/75.]

Notice of Objection: The Joint Administrative Rules Review Committee finds that WAC 390-20-110 has not been modified, amended, withdrawn, or repealed by the Public Disclosure Commission so as to conform with the intent of the Legislature as expressed in RCW 42.17.170 and 42.17.180. Therefore, pursuant to its authority under RCW 34.04.240, this notice of objection is filed.

The Joint Committee finds that WAC 390-20-110 requires the disclosure of information from lobbyists' employers which RCW 42.17.170 specifically excludes from reporting by lobbyists. It is the opinion of the Joint Committee that the Commission is attempting to obtain information from lobbyists' employers which the Commission would not otherwise be able to obtain from lobbyists themselves. This would

thwart the express intent of the Legislature that such information is inappropriate for reporting. WAC 390-20-110 would effectively neuter the reporting exemptions in RCW 42.17.170—the Commission would have the information. This is not what the Legislature intended. [Joint Administrative Rules Review Committee, Memorandum, August 16, 1984—Filed August 28, 1984, WSR 84-18-014.]

WAC 390-20-115 Forms for report of legislative activity by legislators and legislative committees. The official form for report of legislative activity by legislators and legislative committees as required by RCW 42.17.190 is designated "L-4." Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8-1/2" x 11" white paper.



REPORT OF LEGISLATIVE EMPLOYEES
 TO THE STATE OF WASHINGTON
PUBLIC DISCLOSURE COMMISSION
 403 EVERGREEN PLAZA BUILDING
 711 CAPITOL WAY
 OLYMPIA, WASHINGTON 98504
 PHONE: 206-753-1111

FILING FORM L-4 REV. 2/76	TO BE FILED BY: LEGISLATORS, COMMITTEES OF LEGISLATURE (RCW 42.17.190)
--	---

THIS SPACE FOR OFFICE USE	
P.M. DATE	DATE RECVD

See complete instructions at bottom of page. (Type or Print Clearly)

Senate/House Committee or Legislator

DATE PREPARED
REPORT FOR CALENDAR QUARTER ENDING:

List below or on attached pages persons who were employed during this reporting period for the purpose of aiding in preparation or enactment of legislation or in the performance of legislative duties.

1. EMPLOYEES COMPENSATED BY THE LEGISLATURE

NAME AND ADDRESS	JOB TITLE	LEGISLATOR OR COMMITTEE TO WHICH ASSIGNED	SALARY THIS QUARTER
<input type="checkbox"/> INFORMATION IS INCLUDED ON ATTACHED PAGES.			

2. EMPLOYEES COMPENSATED DIRECTLY BY THE LEGISLATOR OR COMMITTEE OR OTHERWISE COMPENSATED

NAME AND ADDRESS	JOB TITLE	LEGISLATOR OR COMMITTEE OR PERSON PAYING EMPLOYEE	SALARY THIS QUARTER

NAME

CERTIFICATION: I certify that the above is a true, complete and correct statement in accordance with RCW 42.17.190.

SIGNATURE

TITLE

L-4 INSTRUCTIONS

WHO MUST REPORT:

Every legislator and committee of the legislature. The Chief Clerk of the House of Representatives and the Secretary of the Senate may provide consolidated reports in lieu of individual reports from each legislator and committee.

WHEN TO REPORT:

Reports for the preceding calendar quarter are due not later than April 10, July 10, October 10, and January 10. Negative reports are not required.

FORMS TO BE FILED WITH:

Public Disclosure Commission
 403 Evergreen Plaza Building
 Olympia, WA 98504


FOR ADDITIONAL INFORMATION:

Consult Chapter 42.17 Revised Code of Washington and Chapter 390-20 Washington Administrative Code or contact Public Disclosure Commission, phone 206-753-1111

[Statutory Authority: RCW 42.17.370(1). 85-24-020 (Order 85-05), § 390-20-115, filed 11/26/85; Order 71, § 390-20-115, filed 3/23/76; Order 62, § 390-20-115, filed 8/26/75.]

Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8-1/2" x 11" white paper.

WAC 390-20-120 Forms for report of legislative activity by public agencies. The official form for the report of legislative activity by public agencies as required by RCW 42.17.190 is designated "L-5," revised 11/79.

PUBLIC DISCLOSURE COMMISSION

 403 EVERGREEN PLAZA
 OLYMPIA WASHINGTON
 98504 206-753-1111



INSTRUCTIONS ARE PRINTED ON REVERSE

PDC FORM L-5 REV. 11-79	LOBBYING BY STATE AND LOCAL GOVERNMENT AGENCIES
--------------------------------------	--

THIS SPACE FOR OFFICE USE

FILE NUMBER	P. M. DATE	DATE RECEIVED
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AGENCY OR GOVERNMENTAL ENTITY NAME AND ADDRESS	DATE PREPARED	REPORT FOR CALENDAR QUARTER ENDING
	COUNTY	MONTH YEAR

PERSONS WHO LOBBIED THIS QUARTER

NAME	JOB TITLE	ANNUAL SALARY	% OF TIME SPENT LOBBYING DURING QTR.
------	-----------	---------------	--------------------------------------

GENERAL DESCRIPTION OF LOBBYING ACTIVITIES OR OBJECTIVES. (INCLUDE BILL OR WAC NUMBERS IF ANY)

CHECK IF PERSON SPENT MORE THAN \$15 OF NON-PUBLIC FUNDS IN LOBBYING. SEE INSTRUCTIONS ON REVERSE

NAME	JOB TITLE	ANNUAL SALARY	% OF TIME SPENT LOBBYING DURING QTR.
------	-----------	---------------	--------------------------------------

GENERAL DESCRIPTION OF LOBBYING ACTIVITIES OR OBJECTIVES. (INCLUDE BILL OR WAC NUMBERS IF ANY)

CHECK IF PERSON SPENT MORE THAN \$15 OF NON-PUBLIC FUNDS IN LOBBYING. SEE INSTRUCTIONS ON REVERSE

NAME	JOB TITLE	ANNUAL SALARY	% OF TIME SPENT LOBBYING DURING QTR.
------	-----------	---------------	--------------------------------------

GENERAL DESCRIPTION OF LOBBYING ACTIVITIES OR OBJECTIVES. (INCLUDE BILL OR WAC NUMBERS IF ANY)

CHECK IF PERSON SPENT MORE THAN \$15 OF NON-PUBLIC FUNDS IN LOBBYING. SEE INSTRUCTIONS ON REVERSE.

EXPENDITURES FOR LOBBYING THIS QUARTER
 REPORT ONLY THE SEPARATELY IDENTIFIABLE AND MEASURABLE EXPENDITURES INCURRED FOR LOBBYING PURPOSES

SALARIES OF PERSONS WHO LOBBIED (include only portion of quarterly salary attributable to lobbying)	\$
TRAVEL (include food, lodging, per diem payments and cost of transportation used.)	\$
BROCHURES AND OTHER PUBLICATIONS WHOSE PRINCIPAL PURPOSE IS TO INFLUENCE LEGISLATION	\$
CONSULTANTS OR OTHER CONTRACTUAL SERVICES	\$
TOTAL THIS QUARTER	\$
TOTAL TO DATE THIS YEAR	\$

CERTIFICATION: I certify that to the best of my knowledge the above is a true, complete and correct statement in accordance with RCW 42.17.190.

SIGNATURE OF AGENCY HEAD

These instructions apply only to government agencies reporting pursuant to RCW 42.17.190.

Who Should Report?

Each state agency, county, city, town, municipal corporation, quasi-municipal corporation or special purpose district which expends public funds for "lobbying". Please study the definitions of what is and is not included in lobbying to determine if your agency is required to report.

"Lobbying" means attempting to influence the passage or defeat of any legislation by the state legislature or the adoption or rejection of any rule, standard, rate or other legislative enactment by any state agency under chapters 28.19 and 34.04 RCW. "Legislation" means bills, resolutions, motions, amendments, nominations, and other matters pending or proposed in either house of the state legislature, and includes any other matter which may be the subject of action by either house, or any committee of the legislature and all bills and resolutions which having passed both houses, are pending approval by the Governor.

Lobbying Does Not Include

1. Requests for appropriations by a state agency to OFM pursuant to RCW 43.88 or requests by OFM to the legislature for appropriations other than its own agency budget. Note that an agency representative who, in person, contacts a legislator or committee on appropriations matters is lobbying.
2. Recommendations or reports to the legislature in response to a legislative request expressly requesting or directing a specific study, recommendation or report on a particular subject.
3. Official reports including recommendations submitted annually or biennially by a state agency as required by law.
4. Requests, recommendations or other communications between or within state agencies or between or within local agencies.
5. Telephone conversations or preparation of written correspondence.
6. Preparation or adoption of policy positions within an agency or group of agencies. Note that once a position is adopted, further action to advocate it may constitute lobbying.
7. Attempts to influence federal or local legislation.

Lobbying Not Reportable

1. In person lobbying totaling no more than four days or parts of days during any three month period in aggregate for all officials and employees of the agency. In person lobbying includes testifying at legislative committee hearings and state agency hearings on rules and regulations but does not include attendance merely to monitor or observe testimony and debate.
2. In person lobbying by any elected official on behalf of his agency or in connection with his powers, duties or compensation.

Expenditures Over \$15 of Non-public Funds

Any person (including an elected official) who expends more than \$15 of personal or non-public funds for or on behalf of one or more legislators, state elected officials or state public officers or employees in connection with in-person lobbying must be listed on the L-5 report. Attach a page showing the spender's name, and date, the source of funds and amount spent, and for whom the money was spent. Examples of these expenditures include entertainment, dinners and campaign contributions.

Reports Required

The L5 report is submitted to cover each calendar quarter in which lobbying occurs. No report is required if no reportable lobbying has taken place during the quarter.

Due Dates

April 30 (1st quarter)	July 31 (2nd quarter)
October 31 (3rd quarter)	January 31 (4th quarter)

ONE CONSOLIDATED REPORT SHOULD BE SUBMITTED TO INCLUDE LOBBYING ACTIVITIES OF ALL DIVISIONS OR OFFICES OF AN AGENCY.

SEND REPORTS TO: PUBLIC DISCLOSURE COMMISSION
403 EVERGREEN PLAZA MAIL STOP 1J-42
OLYMPIA, WA 98504

Special Note: In lieu of reporting as provided in RCW 42.17.190 any agency or lobbyist for an agency may elect to register and report as provided in RCW 42.17.150, .160, .170 and 180. An agency so choosing must notify PDC of that fact and obtain necessary reporting forms and instructions.

[Statutory Authority: RCW 42.17.370(1). 85-24-020 (Order 85-05), § 390-20-120, filed 11/26/85; 80-02-106 (Order 80-02), § 390-20-120, filed 1/24/80. Statutory Authority: RCW 42.17.160(4) and 42.17.370(1). 78-08-061 (Order 100), § 390-20-120, filed 7/24/78; Order 94, § 390-20-120, filed 10/31/77; Order 77, § 390-20-120, filed 6/2/76; Order 62, § 390-20-120, filed 8/26/75.]

WAC 390-20-125 Forms for registration and reporting by sponsors of grass roots lobbying campaigns. The official form for registration and reporting by sponsors of grass roots lobbying campaigns as required by RCW 42.17.200 is designated "L-6," revised 12/85. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8-1/2" x 11" white paper.

STATE OF WASHINGTON

GRASS ROOTS LOBBYING

PDC FORM
L-6
(12/85)

PDC OFFICE USE

P
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D

SPONSOR'S NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE _____

1. DESCRIBE THE TOPIC(S) OR LEGISLATION ABOUT WHICH THE CAMPAIGN IS CONDUCTED. INCLUDE BILL NUMBERS, IF ANY, RULES, RATES, STANDARDS.

2. THIS REPORT COVER

- REGISTRATION (INITIAL REPORT)
- MONTHLY REPORT FROM _____ TO _____
- FINAL REPORT (CAMPAIGN IS ENDED)

3. LIST THE PRINCIPAL OFFICERS OF THE GROUP OR ORGANIZATION IF THE SPONSOR IS BUSINESS, UNION, ASSOCIATION, POLITICAL ORGANIZATION OR OTHER ENTITY.

NAME	TITLE	ADDRESS
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4. WHO IS ORGANIZING OR MANAGING THE CAMPAIGN? LIST PERSONS OR FIRMS HIRED TO ASSIST IN THE CAMPAIGN, INCLUDING PUBLIC RELATIONS AND ADVERTISING AGENTS

NAME AND ADDRESS	OCCUPATION OR BUSINESS	TERMS OF COMPENSATION
------------------	------------------------	-----------------------

5. EXPENDITURES MADE OR INCURRED IN THE CAMPAIGN:

- | | |
|---|----------|
| 1. PREVIOUS EXPENDITURES (FROM LINE 4, LAST L-6 REPORT) | \$ _____ |
| 2. EXPENSES THIS REPORTING PERIOD: | |
| A. RADIO | _____ |
| B. TELEVISION | _____ |
| C. NEWSPAPERS, MAGAZINES | _____ |
| D. BROCHURES, SIGNS | _____ |
| E. PRINTING AND MAILING | _____ |
| F. CONSULTANTS, PUBLIC RELATIONS | _____ |
| G. OFFICE EXPENSE, TRAVEL, SALARIES | _____ |
| H. CONTRIBUTIONS | _____ |
| I. ENTERTAINMENT | _____ |
| J. OTHER EXPENSES | _____ |
| 3. TOTAL EXPENDITURES THIS PERIOD (LINES 2A-2J) | _____ |
| 4. TOTAL EXPENDITURES IN THE CAMPAIGN (LINES 1 + 3) | _____ |

6. CONTRIBUTIONS:

LIST EACH PORTION OR ORGANIZATION WHO HAS CONTRIBUTED \$25 OR MORE DURING THIS REPORT PERIOD

NAME	ADDRESS, CITY, ZIP	AMOUNT

LIST TOTAL AMOUNT FROM ANY ATTACHED PAGES

TOTAL AMOUNT RECEIVED IN CONTRIBUTIONS LESS THAN \$25 WHERE CONTRIBUTOR'S NAME IS NOT LISTED ...

TOTAL CONTRIBUTIONS THIS PERIOD

CONTRIBUTIONS PREVIOUSLY REPORTED

TOTAL CONTRIBUTIONS DURING THE CAMPAIGN

EXTRACT FROM THE OPEN GOVERNMENT LAW

RCW 42.200(1) ANY PERSON WHO HAS MADE EXPENDITURES, NOT REPORTED UNDER OTHER SECTIONS OF THIS CHAPTER, EXCEEDING FIVE HUNDRED DOLLARS IN THE RESPECTIVE WITHIN ANY THREE-MONTH PERIOD OR EXCEEDING TWO HUNDRED DOLLARS IN THE AGGREGATE WITHIN ANY ONE-MONTH PERIOD IN PRESENTING A PROGRAM ADDRESSED TO THE PUBLIC, A SUBSTANTIAL PORTION OF WHICH IS INTENDED, DESIGNED, OR CALCULATED PRIMARILY TO INFLUENCE LEGISLATION SHALL BE REQUIRED TO REGISTER AND REPORT, AS PROVIDED IN SUBSECTION (2) OF THIS SECTION, AS A SPONSOR OF A GRASS ROOTS LOBBYING CAMPAIGN.

(2) WITHIN THIRTY DAYS AFTER BECOMING A SPONSOR OF A GRASS ROOTS LOBBYING CAMPAIGN, THE SPONSOR SHALL REGISTER BY FILING WITH THE COMMISSION A REGISTRATION STATEMENT, IN SUCH DETAIL AS THE COMMISSION SHALL PRESCRIBE, SHOWING:

(A) THE SPONSOR'S NAME, ADDRESS, AND BUSINESS OR OCCUPATION, AND, IF THE SPONSOR IS NOT AN INDIVIDUAL, THE NAMES, ADDRESSES, AND TITLES OF THE CONTROLLING PERSONS RESPONSIBLE FOR MANAGING THE SPONSOR'S AFFAIRS;

(B) THE NAMES, ADDRESSES, AND BUSINESS OR OCCUPATION OF ALL PERSONS ORGANIZING AND MANAGING THE CAMPAIGN, OR HIRED TO ASSIST THE CAMPAIGN, INCLUDING ANY PUBLIC RELATIONS OR ADVERTISING FIRMS PARTICIPATING IN THE CAMPAIGN, AND THE TERMS OF COMPENSATION FOR ALL SUCH PERSONS;

(C) THE NAMES AND ADDRESSES OF EACH PERSON CONTRIBUTING TWENTY-FIVE DOLLARS OR MORE TO THE CAMPAIGN, AND THE AGGREGATE AMOUNT CONTRIBUTED;

(D) THE PURPOSE OF THE CAMPAIGN, INCLUDING THE SPECIFIC LEGISLATION, RULES, RATES, STANDARDS, OR PROPOSALS THAT ARE THE SUBJECT MATTER OF THE CAMPAIGN;

(E) THE TOTALS OF ALL EXPENDITURES MADE OR INCURRED TO DATE ON BEHALF OF THE CAMPAIGN, WHICH TOTALS SHALL BE SEGREGATED ACCORDING TO FINANCIAL CATEGORY, INCLUDING BUT NOT LIMITED TO THE FOLLOWING: ADVERTISING, SEGREGATED BY MEDIA, AND IN THE CASE OF LARGE EXPENDITURES (AS PROVIDED BY RULE OF THE COMMISSION) BY OUTLET, CONTRIBUTIONS, ENTERTAINMENT, INCLUDING FOOD AND REFRESHMENTS, OFFICE EXPENSES INCLUDING RENT AND THE SALARIES AND WAGES PAID FOR STAFF AND SECRETARIAL ASSISTANCE, OR THE PROPORTIONATE AMOUNT THEREOF PAID OR INCURRED FOR LOBBYING CAMPAIGN ACTIVITIES, CONSULTANTS, AND PRINTING AND MAILING EXPENSES.

(3) EVERY SPONSOR WHO HAS REGISTERED UNDER THIS SECTION SHALL FILE MONTHLY REPORTS WITH THE COMMISSION, WHICH REPORTS SHALL BE FILED BY THE TENTH DAY OF THE MONTH FOR THE ACTIVITY DURING THE PRECEDING MONTH. THE REPORTS SHALL UPDATE THE INFORMATION CONTAINED IN THE SPONSOR'S REGISTRATION STATEMENT AND IN PRIOR REPORTS AND SHALL SHOW CONTRIBUTIONS RECEIVED AND TOTALS OF EXPENDITURES MADE DURING THE MONTH, IN THE SAME MANNER AS PROVIDED FOR IN THE REGISTRATION STATEMENT.

(4) WHEN THE CAMPAIGN HAS BEEN TERMINATED, THE SPONSOR SHALL FILE A NOTICE OF TERMINATION WITH THE FINAL MONTHLY REPORT, WHICH NOTICE SHALL STATE THE TOTALS OF ALL CONTRIBUTIONS AND EXPENDITURES MADE ON BEHALF OF THE CAMPAIGN, IN THE SAME MANNER AS PROVIDED FOR IN THE REGISTRATION STATEMENT.

NOTE: Per authority in RCW 42.17.300, the threshold amounts to begin reporting shown in RCW 42.200(1) are increased from \$500 to \$1,000 and from \$200 to \$500 respectively.

CERTIFICATION: I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION CONTAINED IN THIS REPORT IS TRUE AND CORRECT.

SIGNATURE _____

TITLE _____

DATE _____

INSTRUCTIONS

WHO SHOULD FILE THIS FORM: Any sponsor, i.e., any person who has made expenditures, not reported under other sections of the Public Disclosure Act, exceeding \$1,000 in the aggregate within any three month period or exceeding \$500 in the aggregate within any one month period in presenting a program addressed to the public, a substantial portion of which is intended, designed, or calculated primarily to influence legislation.

FILING DEADLINE: Within 30 days after becoming a sponsor. Monthly reports required on the 10th of the following month. Termination statement to be filed with final monthly report.

SEND REPORT TO: PUBLIC DISCLOSURE COMMISSION
403 Evergreen Plaza Bldg.
Olympia, WA 98504

QUESTIONS: CALL (206) 753-1111

[Statutory Authority: RCW 42.17.370(1). 85-24-020 (Order 85-05), § 390-20-125, filed 11/26/85; Order 62, § 390-20-125, filed 8/26/75.]

WAC 390-20-130 Forms for statement of employment of legislators, state officers, and state employees.

The official form for statement of employment of legislators, state officers, and state employees as required by RCW 42.17.210 is designated "L-7." Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8-1/2" x 11" white paper.



**STATEMENT OF EMPLOYMENT
OF LEGISLATORS & STATE EMPLOYEES**
TO THE STATE OF WASHINGTON
PUBLIC DISCLOSURE COMMISSION
CHAP. 1, LAWS OF 1973

FILING FORM L-7	TO BE FILED BY: EMPLOYERS OF LEGISLATORS, STATE OFFICERS OR STATE EMPLOYEES (Sec. 21)
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See completion instructions at bottom of page.
(Type or print clearly)

THIS SPACE FOR OFFICE USE

P.M. DATE	DATE RECVD.	ITEM NUMBER
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EMPLOYERS NAME AND BUSINESS ADDRESS	DATE PREPARED	THIS FORM <input type="checkbox"/> REPLACES <input type="checkbox"/> AMENDS PREVIOUS FILING PREPARED: (Mo.) (Day) (Yr.)
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ITEM 1	NAME OF PERSON BEING EMPLOYED
--------	-------------------------------

ITEM 2	NATURE OF EMPLOYMENT BY REPORTING EMPLOYER
--------	--

ITEM 3	AMOUNT AND NATURE OF PAY OR CONSIDERATION
--------	---

ITEM 4	NATURE OF STATE OFFICE OR EMPLOYMENT
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<p align="center">INSTRUCTIONS</p> <p>WHO SHOULD FILE THIS FORM: Any person registered or required to be registered as a lobbyist under this act or any employer of any person registered or required to be registered as a lobbyist under this act, who employs a member of the legislature, an employee of the legislature, a member of a state board or commission, or a full time state employee, if that employee remains partially employed by the state.</p> <p>FILING DEADLINE: Within 15 days after commencement of employment.</p> <p>FORM TO BE SUBMITTED TO: Registration and Reporting Section, Public Disclosure Commission, Office of Secretary of State - Olympia, Washington 98504</p> <p align="center"><i>Section 21 of this Law is printed in full below.</i></p>	<p>SUBSCRIBED AND SWORN BEFORE ME THIS</p> <p>_____ DAY OF _____ 19 _____</p> <p>NOTARY PUBLIC, IN AND FOR THE STATE OF WASHINGTON RESIDING IN:</p> <p>CERTIFICATION: I hereby certify under oath, that the above is a true, complete and correct statement in accordance with Sec. 21 of this Law.</p> <p>SIGNATURE _____</p> <table border="1"> <tr> <td>TITLE _____</td> <td>DATE _____</td> </tr> </table>	TITLE _____	DATE _____
TITLE _____	DATE _____		

EXCERPTS FROM PUBLIC DISCLOSURE LAW

Section 21. EMPLOYMENT OF LEGISLATORS, ATTACHES, OR STATE EMPLOYEES; STATEMENT, CONTENTS AND FILING. If any person registered or required to be registered as a lobbyist under this act employs, or if any employer of any person registered or required to be registered as a lobbyist under this act, employs any member of the legislature, or any member of any state board or commission, or any employee of the legislature, or fulltime state employee, if such new employee shall remain in the partial employ of the State or any agency thereof, then the new employer shall file a statement under oath with the commission setting out the nature of the employment, the name of the person to be paid thereunder, and the amount of pay or consideration to be paid thereunder. The statement shall be filed within fifteen days after the commencement of such employment.

[Statutory Authority: RCW 42.17.370(1). 85-24-020 (Order 85-05), § 390-20-130, filed 11/26/85; Order 62, § 390-20-130, filed 8/26/75.]

WAC 390-20-140 Loss of RCW 42.17.160 exemptions. (1) For the purpose of determining compliance with RCW 42.17.220, a lobbyist's employer shall be responsible for the applicability of all of the exemptions provided in RCW 42.17.160 to any lobbyist the employer employs, pays, or agrees to pay.

(2) The commission recognizes that a lobbyist who initially intends in good faith to utilize the "casual lobbying" exemption from registration and reporting which is provided in RCW 42.17.160(4) may thereafter become ineligible for that exemption, thus violating RCW 42.17.150 and/or 42.17.170 by not having registered and/or reported within the prescribed time periods.

(3) The commission shall not commence enforcement proceedings against a lobbyist or his or her employer in circumstances described in subsection (2) of this section if the lobbyist:

(a) Registers pursuant to RCW 42.17.150 before doing any lobbying in excess of the exemption limitations in RCW 42.17.160(4); and

(b) Files a report on Form L-2 when next due under RCW 42.17.170, which report includes all reportable information for the lobbying activities cumulatively causing the exemption limitations to be reached.

(4) The duty under RCW 42.17.230(1) of a person required to register as a lobbyist to obtain and preserve all records necessary to substantiate required financial reports shall include such records of all activities which cumulatively cause the RCW 42.17.160(4) exemption limitations to be reached and exceeded.

(5) A lobbyist whose only compensation or other consideration for lobbying is payment of or reimbursement for expenditures not required to be reported per RCW 42.17.170 (2)(a)(i-iv), does not qualify for exemption from registration and reporting per RCW 42.17.160(3). [Statutory Authority: RCW 42.17.370(1). 85-24-020 (Order 85-05), § 390-20-140, filed 11/26/85; 82-14-016 (Order 82-04), § 390-20-140, filed 6/28/82. Statutory Authority: RCW 42.17.160(4) and 42.17.370(1). 78-07-038 (Order 99), § 390-20-140, filed 6/26/78.]

WAC 390-20-143 Application of lobbying provisions to organizations. (1) A lobbyist other than a natural person shall be deemed to have properly restricted its lobbying activities and is eligible for the RCW 42.17.160(4) "casual lobbying" exemption during any three-month period in which its agents or employees do not make an expenditure of more than twenty-five dollars for or on behalf of legislators, state elected officials, public officers or employees of the state of Washington.

(2) A lobbyist other than a natural person which does sponsor or coordinate or directly make unreported expenditures exceeding twenty-five dollars during a three-month period, as fully described in subsection (1), must register and report as required by RCW 42.17.150 and

42.17.170: *Provided*, That it can satisfy these requirements by having an individual agent (a) register and reports as a lobbyist, and (b) include as part of Form L-2 a report of these and all other lobbying expenditures made on behalf of the nonnatural person during that three-month period.

(3) An entity, including but not limited to a law firm, consulting firm, advertising agency, or other similar organization, which receives or expects to receive compensation for lobbying from any person, must register and report as a lobbyist pursuant to RCW 42.17.150 and 42.17.170: *Provided*, That membership dues or contributions to a nonprofit organization made for the purpose of promoting a general interest and not in return for lobbying on behalf of any specific member or contributor shall not be regarded as compensation for this purpose. Registration statements and reports shall list as the lobbyists both the firm or organization and each individual acting on its behalf. The person paying the compensation shall report under RCW 42.17.180 as a lobbyist's employer. [Statutory Authority: RCW 42.17.370(1). 85-24-020 (Order 85-05), § 390-20-143, filed 11/26/85. Statutory Authority: RCW 42.17.160(4) and 42.17.370(1). 78-07-038 (Order 99), § 390-20-143, filed 6/26/78.]

WAC 390-20-144 Registration and reporting by lobbyist organizations. (1) Any firm, company, association or similar organization required to register as a lobbyist shall file one registration statement (PDC Form L-1) for each employer for whom the organization will lobby.

(a) The lobbying organization will attach to the registration statement a photo and the biographical information required by RCW 42.17.155 (page 3 of the L-1 Form) for each individual agent of the organization who is authorized to lobby for that particular employer.

(b) If the agent is authorized to lobby for several employers, only one photo and biographical sheet need be submitted.

(c) The organization will notify the commission in writing when there is any change in the employment or assignment of agents who lobby.

(2) One monthly expenditure report (PDC Form L-2) shall be submitted showing all expenditures made by the organization and its agents. It is unnecessary to prorate or attribute expenditures to individual agents of the organization. However, expenditures for entertainment exceeding \$25 per occasion shall identify the individual agent(s) who were present at the occasion. The L-2 Report shall be signed by the president or chief executive officer of the lobbying organization.

(3) If any individual agent of the organization ceases to lobby or the organization terminates that agent's authority to lobby, the organization shall notify PDC in writing or by notation on the L-2 Report of the termination. [Statutory Authority: RCW 42.17.370(1). 85-24-020 (Order 85-05), § 390-20-144, filed 11/26/85; 81-18-043 (Order 81-03), § 390-20-144, filed 8/28/81; 81-03-001 (Order 80-08), § 390-20-144, filed 1/8/81.]

WAC 390-20-145 Reporting of lobbying events. (1)

A meeting or other gathering of individuals for which lobbying is a purpose or reasonably foreseeable result shall be reportable by or on behalf of the sponsoring person in accordance with WAC 390-20-143 and other applicable provisions of law: *Provided*, That the executive director is authorized to state in writing how all reportable information relative to a particular gathering shall be reported on Form L-2 whenever the application of the appropriate provisions of law is unclear to the reporting person, and this interpretation shall be reviewed and approved, modified or rejected by the commission at its next regular or special meeting.

(2) Any other lobbyist reporting such a gathering may incorporate by reference in his Form L-2 a Form L-2 which is filed on the sponsor's behalf and which reports the gathering in accordance with applicable provisions of law, including WAC 390-20-143(2) and subsection (1) of this rule. [Statutory Authority: RCW 42.17.370(1), 85-24-020 (Order 85-05), § 390-20-145, filed 11/26/85. Statutory Authority: RCW 42.17.160(4) and 42.17.370(1), 78-07-038 (Order 99), § 390-20-145, filed 6/26/78.]

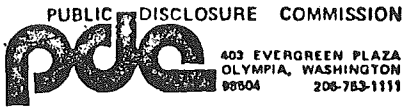
Chapter 390-24 WAC**FORMS FOR REPORTS OF FINANCIAL AFFAIRS****WAC**

390-24-010 Forms for conflict of interest statement.
390-24-300 Repealed.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

390-24-300 Form for report by public treasurers. [Order 77, § 390-24-300, filed 6/2/76.] Repealed by 84-05-018 (Order 84-01), filed 2/10/84. Statutory Authority: RCW 42.17.370(1).

WAC 390-24-010 Forms for conflict of interest statement. The official form for conflict of interest statements as required by RCW 42.17.240 is designated "F-1," revised 12/85. The form adopted by WAC 390-24-020 may be used by those persons filing after their first filing of this form. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504.



PDC FORM F-1 12-85
CONFLICT OF INTEREST STATEMENT
 elected officials, candidates
 and state appointed officials

THIS SPACE FOR OFFICE USE
 P
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K

Instructions:

INCLUDE INFORMATION FOR YOURSELF, SPOUSE AND DEPENDENTS IN YOUR HOUSEHOLD.
 REPORT PERIOD: ELECTED AND STATE APPOINTED OFFICIALS—PRECEDING CALENDAR YEAR. CANDIDATES AND OTHERS—PRECEDING 12 CALENDAR MONTHS.
 WHEN: ELECTED AND STATE APPOINTED OFFICIALS—BY APRIL 15—CANDIDATES AND OTHERS—WITHIN TWO WEEKS OF BECOMING A CANDIDATE OR BEING NEWLY APPOINTED TO A VACANCY.
 SEND REPORT TO PUBLIC DISCLOSURE COMMISSION.

DOLLAR CODE	AMOUNT
A	\$1 to \$1,999
B	\$2,000 to \$9,999
C	\$10,000 to \$19,999
D	\$20,000 to \$49,999
E	\$50,000 or more

R
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D

LAST NAME	FIRST NAME	MIDDLE INITIAL	NAMES OF SPOUSE AND DEPENDENTS	POLITICAL PARTY If partisan office or pertinent to appointment
ADDRESS				
CITY				

CHECK YOUR FILING STATUS (mark only one box)

AN ELECTED OR STATE APPOINTED OFFICIAL FILING ANNUAL REPORT

FINAL REPORT AS AN ELECTED OFFICIAL. TERM EXPIRED _____

CANDIDATE RUNNING IN THE ELECTION: MONTH _____, YEAR: _____

NEWLY APPOINTED TO AN ELECTIVE OFFICE

NEWLY APPOINTED TO A STATE APPOINTIVE OFFICE

OFFICE YOU HOLD OR ARE A CANDIDATE FOR:
 OFFICE TITLE _____
 COUNTY, CITY OR DISTRICT OF THE OFFICE _____
 SHOW NAME AND NUMBER: _____
 POSITION NUMBER _____
 TERM BEGINS: _____ ENDS: _____

1 Show Self (S)
 Spouse (SP)
 Dependent (D) LIST EACH SOURCE OF INCOME, COMPENSATION AND EMPLOYMENT FROM WHICH YOU OR A FAMILY MEMBER RECEIVED \$1,000 OR MORE DURING THE YEAR.

NAME AND ADDRESS OF EMPLOYER OR SOURCE OF COMPENSATION	OCCUPATION OR HOW COMPENSATION WAS EARNED	AMOUNT: USE CODE
CHECK HERE <input type="checkbox"/> IF CONTINUED ON ATTACHED SHEET		

2 LIST ALL WASHINGTON REAL ESTATE ASSESSED IN VALUE OVER \$5,000 IN WHICH YOU HELD A FINANCIAL INTEREST. (Show partnership, company, etc. real estate on F-1 supplement.)

PROPERTY OWNED, HELD OR IN WHICH YOU HAD A FINANCIAL INTEREST DURING THE PERIOD COVERED BY THIS REPORT.

PROPERTY PURCHASED OR IN WHICH YOU ACQUIRED AN INTEREST DURING REPORT PERIOD	NATURE OF FINANCIAL INTEREST (e.g., deed, R.E. contract, lease)	PAYMENT OR CONSIDERATION GIVEN (e.g., cash, mortgage, note, trade)	DOLLAR VAL USE CODE
PROPERTY SOLD OR IN WHICH YOU DIVESTED AN INTEREST DURING REPORT PERIOD			
NAME AND ADDRESS OF PURCHASER		PAYMENT OR CONSIDERATION RECEIVED	
CHECK HERE <input type="checkbox"/> IF CONTINUED ON ATTACHED SHEET			

3 LIST BANK AND SAVINGS ACCOUNTS, INSURANCE POLICIES, STOCK, BONDS AND OTHER INTANGIBLE PROPERTY.

A. NAME AND ADDRESS OF EACH BANK OR FINANCIAL INSTITUTION IN WHICH YOU HAD AN ACCOUNT OVER \$10,000 ANY TIME DURING THE REPORT PERIOD.

TYPE OF ACCOUNT, DESCRIPTION OF ASSET

VALUE USE CODE

B. NAME AND ADDRESS OF EACH INSURANCE COMPANY WHERE YOU HAD A POLICY WITH A CASH OR LOAN VALUE OVER \$10,000 DURING THE PERIOD.

C. NAME AND ADDRESS OF EACH COMPANY, UNION, ASSOCIATION, GOVERNMENT AGENCY, ETC. IN WHICH YOU OWNED OR HAD A FINANCIAL INTEREST WORTH OVER \$1,000. INCLUDE STOCKS, BONDS, OWNERSHIP, RETIREMENT PLAN, IRA, AND OTHER INTANGIBLE PROPERTY.

CHECK HERE IF CONTINUED ON ATTACHED SHEET

4 LIST EACH CREDITOR OWED 1,000 OR MORE ANY TIME DURING THE PERIOD. DON'T INCLUDE RETAIL CHARGE ACCOUNTS OR CREDIT CARDS.

AMOUNT USE CODE

CREDITOR'S NAME AND ADDRESS

TERMS OF PAYMENT

SECURITY GIVEN

ORIGINAL

PRESENT

CHECK HERE IF CONTINUED ON ATTACHED SHEET

5 ANSWER EACH QUESTION BELOW. YOU ANSWER SHOULD COVER ALL TIMES DURING THE REPORTING PERIOD. IF YOU ANSWER YES TO ANY OF THESE QUESTIONS YOU MUST ALSO COMPLETE THE SUPPLEMENT PAGE TO THIS REPORT. THE SUPPLEMENT IS NOT REQUIRED IF ALL ANSWERS ARE NO.

- A. ARE YOU, YOUR SPOUSE OR DEPENDENTS AN OFFICER, DIRECTOR, GENERAL PARTNER OR TRUSTEE OF ANY CORPORATION, COMPANY, UNION ASSOCIATION, JOINT VENTURE OR OTHER ENTITY? _____
IF YES, COMPLETE SUPPLEMENT, PARTS A AND B.
- B. DO YOU, YOUR SPOUSE OR DEPENDENTS HAVE AN OWNERSHIP OF 10% OR MORE IN ANY COMPANY, CORPORATION, PARTNERSHIP, JOINT VENTURE OR OTHER BUSINESS? _____
IF YES, COMPLETE SUPPLEMENT, PARTS A, B, AND C.
- C. DO YOU, YOUR SPOUSE OR DEPENDENTS OWN YOUR OWN BUSINESS? _____
IF YES, COMPLETE SUPPLEMENT, PARTS A, B, AND C.
- D. HAVE YOU, YOUR SPOUSE OR DEPENDENTS PREPARED, PROMOTED TO OPPOSED STATE LEGISLATION, RULES, RATES OR STANDARDS FOR CURRENT OR DEFERRED COMPENSATION? (DO NOT INCLUDE PAY FOR YOUR CURRENTLY-HELD PUBLIC OFFICE.) _____
IF YES, COMPLETE SUPPLEMENT, PART D.

DOLLAR CODE	AMOUNT
A	\$1 to \$1,999
B	\$2,000 to \$9,999
C	\$10,000 to \$19,999
D	\$20,000 to \$49,999
E	\$50,000 or more

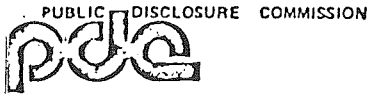
HAVE YOU ? ? ? ?
ANSWERED EACH ITEM?
PUT YOUR NAME ON EACH ATTACHED PAGE?
KEPT A COPY FOR YOUR RECORDS?

CERTIFICATION: I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION CONTAINED IN THIS REPORT IS TRUE AND CORRECT.

SIGNATURE

TELEPHONE

DATE



PDC FORM F-1 SUPPLEMENT (12/88)	CONFLICT OF INTEREST STATEMENT SUPPLEMENT PAGE
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PROVIDE INFORMATION FOR YOURSELF, SPOUSE, DEPENDENT CHILDREN AND OTHER DEPENDENTS IN YOUR HOUSEHOLD

LAST NAME	FIRST NAME	M.I.	DATE
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A. FOR EACH CORPORATION, ASSOCIATION, UNION, PARTNERSHIP, JOINT VENTURE OR OTHER ENTITY IN WHICH YOU ARE AN OFFICER, DIRECTOR, GENERAL PARTNER, TRUSTEE, OR 10 PERCENT OR MORE OWNER—PROVIDE THE FOLLOWING INFORMATION:

SHOW SELF (S)
SPOUSE (SP)
DEPENDENT (D)

ENTITY NO: REPORT NAME OF CORPORATION, ASSOCIATION, ETC.
 POSITION OR OWNERSHIP: YOUR OFFICE OR TITLE OR PERCENT OF OWNERSHIP.
 CUSTOMERS: LIST EACH GOVERNMENT BODY, CORPORATION, PARTNERSHIP, JOINT VENTURE, SOLE PROPRIETORSHIP, UNION, ASSOCIATION, BUSINESS OR OTHER COMMERCIAL ENTITY WHICH PAID COMPENSATION OF \$5,000 OR MORE DURING THE PERIOD TO THE ENTITY LISTED ABOVE.
 PURPOSE OF PAYMENT: BRIEFLY SAY WHAT PROPERTY, GOODS, SERVICES OR OTHER CONSIDERATION WAS GIVEN OR PERFORMED FOR THE COMPENSATION.

ENTITY NO. 1: POSITION OR OWNERSHIP %

CUSTOMERS: PURPOSE OF PAYMENT

CHECK HERE IF CONTINUED ON ATTACHED SHEET

ENTITY NO. 2: POSITION OR OWNERSHIP %

CUSTOMERS: PURPOSE OF PAYMENT

CHECK HERE IF CONTINUED ON ATTACHED SHEET

REPORT ADDITIONAL ENTITIES ON PLAIN 8½ x 11 PAPER USING ABOVE FORMAT. ATTACH PAGES TO THIS SUPPLEMENT. PUT YOUR NAME ON ALL ATTACHMENTS.

B IF THE GOVERNMENT BODY IN WHICH YOU HELD OR ARE RUNNING FOR OFFICE HAS PAID COMPENSATION TO ANY ENTITY LISTED IN PART "A", COMPLETE THIS SECTION.

NAME OF ORGANIZATION WHICH RECEIVED PAYMENT	GOVERNMENT AGENCY WHICH MADE PAYMENT	DOLLAR AMOUNT PAID AND PURPOSE OF PAYMENT

CHECK HERE IF CONTINUED ON ATTACHED SHEET

C LIST EACH PARCEL OF WASHINGTON REAL ESTATE WITH ASSESSED VALUE OVER \$10,000 IN WHICH A DIRECT FINANCIAL INTEREST WAS HELD BY ANY CORPORATION, PARTNERSHIP, FIRM, ENTERPRISE OR OTHER ENTITY IN WHICH YOU, YOUR SPOUSE OR DEPENDENTS OWN 10% OR MORE.

DESCRIPTION OF PROPERTY (STREET ADDRESS, TAX DESCRIPTION OR LEGAL DESCRIPTION)

CHECK HERE IF CONTINUED ON ATTACHED SHEET

D LIST PERSONS FOR WHOM STATE LEGISLATION OR STATE RULES, RATES OR STANDARDS HAVE BEEN PREPARED OR LOBBIED FOR CURRENT OR DEFERRED COMPENSATION. DO NOT LIST PAY FROM GOVERNMENT BODY IN WHICH YOU ARE AN ELECTED OR APPOINTED OFFICIAL OR PROFESSIONAL STAFF MEMBER.

PERSON TO WHOM SERVICES RENDERED	DESCRIPTION OF LEGISLATION, RULES, ETC.	COMPENSATION

[Statutory Authority: RCW 42.17.370(1). 85-24-020 (Order 85-05), § 390-24-010, filed 11/26/85; 84-01-017 (Order 83-03), § 390-24-010, filed 12/9/83; 80-18-028 (Order 80-07), § 390-24-010, filed 12/1/80; 80-02-055 (Order 80-01), § 390-24-010, filed 1/17/80; Order 94, § 390-24-010, filed 10/31/77; Order 87, § 390-24-010, filed 11/19/76; Order 62, § 390-24-010, filed 8/26/75; Order 48, § 390-24-010, filed 3/3/75; Order 44, § 390-24-010, filed 9/26/74; Order 6, § 390-24-010, filed 3/23/73.]

WAC 390-24-300 Repealed. See Disposition Table at beginning of this chapter.

Chapter 390-28 WAC

HARDSHIP EXEMPTIONS--HEARING EXAMINER SYSTEM

WAC

390-28-010	Repealed.
390-28-020	Definition--Applicant.
390-28-021	Repealed.
390-28-025	Hearing to modify reporting requirements.
390-28-030	Repealed.
390-28-040	Hearing to modify reporting--Prehearing procedure and requirements.
390-28-050	Hearing to modify reporting--Alternate forms.
390-28-060	Hearing to modify reporting--Administrative law judge proceedings.
390-28-070	Hearing to modify reporting--By affidavit or sworn statement.
390-28-080	Hearing to modify reporting--Evidence, record, adverse decisions.
390-28-090	Hearing to modify reporting--Required findings.
390-28-100	Reporting modifications--Possible qualifications.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

390-28-010	Statement of policy. [Order 62, § 390-28-010, filed 8/26/75; Order 24, § 390-28-010, filed 2/21/74.] Repealed by 85-22-029 (Order 85-04), filed 10/31/85. Statutory Authority: RCW 42.17.370(1).
390-28-021	Definition--Hearing officer. [Order 62, § 390-28-021, filed 8/26/75.] Repealed by 85-22-029 (Order 85-04), filed 10/31/85. Statutory Authority: RCW 42.17.370(1).
390-28-030	Hearing to modify reporting--Form--Right to by applicants. [Order 62, § 390-28-030, filed 8/26/75; Order 24, § 390-28-030, filed 2/21/74.] Repealed by 85-22-029 (Order 85-04), filed 10/31/85. Statutory Authority: RCW 42.17.370(1).

WAC 390-28-010 Repealed. See Disposition Table at beginning of this chapter.

WAC 390-28-020 Definition--Applicant. The term applicant for the purposes of chapter 390-28 WAC shall mean any person as defined in RCW 42.17.020(21) that seeks a modification pursuant to RCW 42.17.370(9) and these rules. [Statutory Authority: RCW 42.17.370(1). 85-22-029 (Order 85-04), § 390-28-020, filed 10/31/85; Order 62, § 390-28-020, filed 8/26/75; Order 24, § 390-28-020, filed 2/21/74.]

WAC 390-28-021 Repealed. See Disposition Table at beginning of this chapter.

WAC 390-28-025 Hearing to modify reporting requirements. (1) Any person who considers compliance with any of the reporting requirements of chapter 42.17 RCW to be a manifestly unreasonable hardship in a particular case may apply for a modification of such reporting requirements pursuant to RCW 42.17.370(9) and further pursuant to these rules. [Statutory Authority: RCW 42.17.370(1). 85-22-029 (Order 85-04), § 390-28-025, filed 10/31/85; Order 62, § 390-28-025, filed 8/26/75; Order 24, § 390-28-025, filed 2/21/74.]

WAC 390-28-030 Repealed. See Disposition Table at beginning of this chapter.

WAC 390-28-040 Hearing to modify reporting--Prehearing procedure and requirements. (1) An applicant must file with the commission a written request for hearing for suspension or modification of reporting requirements. The request should be submitted by the tenth day of the month preceding the month in which the report is due so that action on the request can be completed before the filing deadline.

(2) The request should contain (a) the required report completed to the extent possible, (b) the applicant's evidence to be submitted at the hearing, [(c)] a statement of reasons why the reporting of required information would cause a manifestly unreasonable hardship, with as much detail as possible. (A general statement, such as "violates right of privacy" shall not be deemed as sufficient compliance with this requirement.) The applicant is encouraged to also include a proposed modification to the required reporting which, in the applicant's opinion, will relieve the perceived hardship.

(3) The filing of a request for modification shall not suspend the reporting requirement of any portion of chapter 42.17 RCW. [Statutory Authority: RCW 42.17.370(1). 85-24-020 (Order 85-05), § 390-28-040, filed 11/26/85; 80-03-089 (Order 80-03), § 390-28-040, filed 3/4/80; Order 62, § 390-28-040, filed 8/26/75; Order 24, § 390-28-040, filed 2/21/74.]

Reviser's note: RCW 34.04.058 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 390-28-050 Hearing to modify reporting--Alternate forms. (1) The commission shall hear the request unless it chooses to have it heard by an administrative law judge.

(2) The applicant may ask to have the request heard by an administrative law judge. [Statutory Authority: RCW 42.17.370(1). 85-22-029 (Order 85-04), § 390-28-050, filed 10/31/85; Order 62, § 390-28-050, filed 8/26/75; Order 24, § 390-28-050, filed 2/21/74.]

WAC 390-28-060 Hearing to modify reporting--Administrative law judge proceedings. (1) The commission may request through the office of administrative hearings the appointment of an administrative law judge to hear individual applicants.

(2) After such hearing is concluded, the administrative law judge shall prepare and distribute to the applicant and each commissioner a proposed decision determining the issue. The applicant shall have five days to file with the commission specific objections to the administrative law judge's **proposed** decision and to request an opportunity to present additional evidence to the commission. When written objections are timely filed, the commission, at the time of review and ratification, shall consider the whole record or such portions as may be cited by the administrative law judge, applicant or executive director. The commission may also hear additional testimony.

(3) If the applicant files objections to the administrative law judge's proposed decision, the filing requirement from which the applicant has sought modification shall not be suspended unless the commission, upon notice of the filing of objections, determines that a temporary suspension is justifiable pursuant to the criteria set out in RCW 42.17.370(9). Such suspension of filing requirements shall be granted only until the decision is finalized by formal action of the commission.

(4) At the next meeting at which the matter can be lawfully considered, the commission shall review and either ratify or modify or revise the proposed order. [Statutory Authority: RCW 42.17.370(1). 85-22-029 (Order 85-04), § 390-28-060, filed 10/31/85; Order 67, § 390-28-060, filed 1/16/76; Order 62, § 390-28-060, filed 8/26/75; Order 24, § 390-28-060, filed 2/21/74.]

WAC 390-28-070 Hearing to modify reporting--By affidavit or sworn statement. (1) An applicant may choose to waive a personal appearance at a hearing conducted pursuant to chapter 390-28 WAC. In the event that an applicant chooses to waive such appearance, that person shall submit a written, sworn statement setting out in detail the rationale for requesting modification or suspension.

(2) The commission, or the administrative law judge, shall proceed to decide the application in the same manner as if an appearance were made: *Provided*, That in the event the commission or the administrative law judge is not able to reach a conclusion on the request because of an insufficiency of the evidence, it may adjourn the hearing for the purposes of gathering further evidence, or it may deny the application. [Statutory Authority: RCW 42.17.370(1). 85-22-029 (Order 85-04), § 390-28-070, filed 10/31/85; Order 64, § 390-28-070, filed 11/25/75; Order 62, § 390-28-070, filed 8/26/75; Order 24, § 390-28-070, filed 2/21/74. Formerly WAC 390-28-080.]

WAC 390-28-080 Hearing to modify reporting--Evidence, record, adverse decisions. (1) All evidence presented at hearings of the commission held pursuant to chapter 390-28 WAC and RCW 42.17.370(9) shall be considered to be a public record: *Provided*, That the commission may close the hearing and hold an executive session if it finds that it is necessary to allow the applicant to provide sufficient evidence to assure that proper findings are made. All evidence presented at any portion

of a hearing held in executive session identifying the matters for which the applicant requests modification under these rules shall be considered and held confidential by the commission unless otherwise ordered by a court of competent jurisdiction. In the event that an administrative law judge determines that testimony in private may be necessary, the judge shall immediately adjourn the hearing and refer the matter to the commission.

(2) Any decision or order adverse to an applicant rendered by the commission or administrative law judge shall be in writing or stated in the record and shall be accompanied by findings of fact and conclusions of law. [Statutory Authority: RCW 42.17.370(1). 85-22-029 (Order 85-04), § 390-28-080, filed 10/31/85; Order 62, § 390-28-080, filed 8/26/75; Order 24, § 390-28-080, filed 2/21/74. Formerly WAC 390-28-070.]

WAC 390-28-090 Hearing to modify reporting--Required findings. The commission, after hearing as provided in these rules, may suspend the applicable reporting requirement of chapter 42.17 RCW if it finds that the literal application of such requirement works a manifestly unreasonable hardship in the case under consideration and if it also finds that such suspension or modification will not frustrate the purposes of the act. The commission shall suspend or modify such reporting requirement or requirements only to the extent necessary to substantially relieve such hardship, and only upon clear and convincing proof to support such claim. [Statutory Authority: RCW 42.17.370(1). 85-22-029 (Order 85-04), § 390-28-090, filed 10/31/85; Order 62, § 390-28-090, filed 8/26/75; Order 24, § 390-28-090, filed 2/21/74.]

WAC 390-28-100 Reporting modifications--Possible qualifications. The following, or any of them, may be considered possible qualifications for a reporting modification:

(a) Reporting any financial interest, otherwise required to be reported by RCW 42.17.241 (1)(b) of said act, if the financial institution or other entity in which the candidate or official having such interest does not engage in business in the state of Washington, or is not regulated in whole or in part by the office sought or held by such candidate or elected official, and provided that such reporting would present actual difficulties to the candidate or official and the interest in question would present no actual or potential conflict with the proper performance of the duties of the office sought or held, in the public interest.

(b) Reporting any of the information required by RCW 42.17.241 (1)(f) and (g), if public disclosure would violate any legally recognizable confidential relationship: *Provided*, The information in question does not relate to a business entity which would be subject to the regulatory authority of the office sought or held by such candidate or elected official in whole or in part: *And provided further*, That such reporting would present actual difficulties to the candidate or official and the interest in question would present no actual or potential

conflict with the performance of the duties of the office sought or held, in the public interest.

(c) Reporting any of the information required by RCW 42.17.241 for members of the immediate family of a candidate or elected official, if such information relates to a financial interest held by such member under a bona fide separate property agreement, or other bona fide separate status and such financial interest does not constitute a present or prospective source of income to such candidate or elected official or to any other person who is dependent upon such candidate or elected official for support in whole or in part.

(d) Reporting any other matter which would constitute an unreasonable hardship in a given case, when the matter reported would not indicate any actual or potential conflict with the proper performance of the duties of the office sought or held in the public interest. [Statutory Authority: RCW 42.17.370(1). 85-22-029 (Order 85-04), § 390-28-100, filed 10/31/85; 80-02-106 (Order 80-02), § 390-28-100, filed 1/24/80; Order 64, § 390-28-100, filed 11/25/75; Order 62, § 390-28-100, filed 8/26/75; Order 24, § 390-28-100, filed 2/21/74.]

Chapter 390-32 WAC FAIR CAMPAIGN PRACTICES CODE

WAC	
390-32-010	Fair Campaign Practices Code for candidates and political committees.
390-32-020	Filing—Fair Campaign Practices Code.
390-32-030	Complaints—Fair Campaign Practices Code.
390-32-040	Repealed.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

390-32-040	Fair Campaign Practices Code for state-wide ballot issues. [Order 92, § 390-32-040, filed 7/22/77.] Repealed by 85-22-029 (Order 85-04), filed 10/31/85. Statutory Authority: RCW 42.17.370(1).
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WAC 390-32-010 Fair Campaign Practices Code for candidates and political committees. Pursuant to the provisions of RCW 42.17.370 (1) and (6) the public disclosure commission adopts this Fair Campaign Practices Code:

(1) I shall conduct my campaign, and to the extent reasonably possible shall insist that my supporters conduct themselves, in a manner consistent with the best American tradition, discussing the issues and presenting my record and policies with sincerity and candor.

(2) I shall uphold the right of every qualified voter to free and equal participation in the election process.

(3) I shall not participate in, and I shall condemn, personal vilification, defamation, and other attacks on any opposing candidate or party which I do not believe to be truthful, provable, and relevant to my campaign.

(4) I shall not use or authorize, and I shall condemn material relating to my campaign which falsifies, misrepresents, or distorts the facts, including but not limited to malicious or unfounded accusations creating or exploiting doubts as to the morality, patriotism or motivations of any party or candidate.

(5) I shall not appeal to, and I shall condemn appeals to, prejudices based on race, creed, sex or national origin.

(6) I shall not practice, and I shall condemn practices, which tend to corrupt or undermine the system of free election or which hamper or prevent the free expression of the will of the voters.

(7) I shall promptly and publicly repudiate the support of any individual or group which resorts, on behalf of my candidacy or in opposition to that of my opponent(s) to methods in violation of the letter or spirit of this code.

(8) I shall refrain from any misuse of the Public Disclosure Law, chapter 42.17 RCW to gain political advantage for myself or any other candidate. [Statutory Authority: RCW 42.17.370(1). 85-22-029 (Order 85-04), § 390-32-010, filed 10/31/85; Order 93, § 390-32-010, filed 8/26/77; Order 64, § 390-32-010, filed 11/25/75; Order 62, § 390-32-010, filed 8/26/75; Order 50, § 390-32-010, filed 3/3/75.]

WAC 390-32-020 Filing—Fair Campaign Practices Code. (1) A copy of the code provided in WAC 390-32-010 shall be printed in appropriate campaign reporting instructions made available to candidates and political committees.

(2) The PDC Form C-1 registration statement for candidates and political committees shall contain a section wherein the candidate or committee treasurer may indicate an intent to either voluntarily subscribe to the code or not to subscribe to all or a part of the code.

(3) Neither failure to subscribe to the code nor to complete that section of the C-1 registration statement pertaining to the code shall constitute a violation of chapter 42.17 RCW. [Statutory Authority: RCW 42.17.370(1). 85-22-029 (Order 85-04), § 390-32-020, filed 10/31/85; Order 93, § 390-32-020, filed 8/26/77; Order 91, § 390-32-020, filed 7/22/77; Order 62, § 390-32-020, filed 8/26/75; Order 59, § 390-32-020, filed 7/16/75; Order 52, § 390-32-020, filed 4/17/75.]

WAC 390-32-030 Complaints—Fair Campaign Practices Code. (1) Written and signed complaints alleging a violation of one or more specific provisions of the Fair Campaign Practices Code for candidates and political committees (WAC 390-32-010) may be submitted to the public disclosure commission by any person.

(2) Upon receipt of a complaint, the executive director shall forward a copy of the complaint to the complainee within 24 hours, accompanied by a request for a response to the complaint returned within 5 days from the date of mailing.

(3) Upon receipt of the complainee's response, the executive director shall forward a copy to the complainant. A copy of the complaint and the response shall be sent to news media. The complaint and the response shall be available at the commission office for public inspection and copying. If the complainee does not respond within 5 days, the complaint shall be made public without a response.

(4) The commission will make no attempt to secure a reply to and will make no public release of complaints received within 8 days of an election.

(5) The commission will not issue comments or opinions about complaints or responses.

(6) In the absence of any contrary intention as expressed by the complainant, the filing of a complaint with the commission constitutes implied consent to have the complainant's identity disclosed. [Statutory Authority: RCW 42.17.370(1). 85-22-029 (Order 85-04), § 390-32-030, filed 10/31/85; Order 93, § 390-32-030, filed 8/26/77; Order 91, § 390-32-030, filed 7/22/77.]

WAC 390-32-040 Repealed. See Disposition Table at beginning of this chapter.

Chapter 390-37 WAC

ENFORCEMENT PROCEDURES--INVESTIGATIVE HEARINGS

WAC

390-37-020	Enforcement procedures--Initiation of complaint.
390-37-030	Enforcement procedures--Status of citizen complainant and others.
390-37-040	Enforcement procedures--Procedures for filing citizen complaints.
390-37-060	Enforcement procedures--Investigation of complaints--Initiation of hearing.
390-37-070	Enforcement procedures--Complaints dismissible by administrator.
390-37-080	Repealed.
390-37-090	Enforcement procedures--Cases resolvable by stipulation.
390-37-100	Enforcement procedures--Conduct of hearings.
390-37-200	Repealed.
390-37-205	Repealed.
390-37-210	Hearings--Subpoenas.
390-37-215	Repealed.
390-37-220	Repealed.
390-37-225	Repealed.
390-37-230	Repealed.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

390-37-080	Enforcement procedures--Prehearing conference. [Order 81, § 390-37-080, filed 7/22/76.] Repealed by 84-12-017 (Order 84-03), filed 5/25/84. Statutory Authority: RCW 42.17.370(1).
390-37-200	Investigative hearings--Commission policy. [Order 81, § 390-37-200, filed 7/22/76.] Repealed by 84-12-017 (Order 84-03), filed 5/25/84. Statutory Authority: RCW 42.17.370(1).
390-37-205	Investigative hearings--Respondent's notice to appear. [Order 81, § 390-37-205, filed 7/22/76.] Repealed by 84-12-017 (Order 84-03), filed 5/25/84. Statutory Authority: RCW 42.17.370(1).
390-37-215	Investigative hearings--Conducted by commission or hearing officer. [Order 81, § 390-37-215, filed 7/22/76.] Repealed by 84-12-017 (Order 84-03), filed 5/25/84. Statutory Authority: RCW 42.17.370(1).
390-37-220	Investigative hearings--Procedures. [Order 81, § 390-37-220, filed 7/22/76.] Repealed by 84-12-017 (Order 84-03), filed 5/25/84. Statutory Authority: RCW 42.17.370(1).
390-37-225	Investigative hearings--Disposition of case by hearing officer. [Order 81, § 390-37-225, filed 7/22/76.] Repealed by 84-12-017 (Order 84-03), filed 5/25/84. Statutory Authority: RCW 42.17.370(1).

390-37-230 Investigative hearings--Disposition of case by commission. [Order 81, § 390-37-230, filed 7/22/76.] Repealed by 84-12-017 (Order 84-03), filed 5/25/84. Statutory Authority: RCW 42.17.370(1).

WAC 390-37-020 Enforcement procedures--Initiation of complaint. (1) A complaint alleging a violation of chapter 42.17 RCW may be brought to the attention of the commission staff by:

- A member of the public;
- The commission staff;

(c) A commission member, who shall then be disqualified from participating in the decision of an enforcement hearing that may arise from the complaint; or

(d) Referral from the office of the attorney general or any other law enforcement agency.

(2) The person or entity against whom a complaint is filed shall be known as the respondent. [Statutory Authority: RCW 42.17.370(1). 84-12-017 (Order 84-03), § 390-37-020, filed 5/25/84; Order 79, § 390-37-020, filed 6/25/76.]

WAC 390-37-030 Enforcement procedures--Status of citizen complainant and others. (1) When a citizen complaint has been filed with the commission, neither the complainant nor any other person shall have special standing to participate or intervene in the investigation or consideration of the complaint by the commission. However, the staff shall give notice to the complainant of any open commission hearings on the matter and the complainant may be called as a witness in any enforcement hearing or investigative proceeding.

(2) The complainant or any other person may submit documentary evidence and/or written factual or legal statements to the commission at any time. The complainant or any other person wishing to be heard in a compliance matter may request permission in advance of a public hearing on the matter or at such hearing, and the commission may grant such person a reasonable opportunity to be heard.

(3) A person not satisfied with the dismissal of a complaint by the commission or its administrator when no violation is found, may pursue an appropriate remedy under RCW 42.17.400(4). [Statutory Authority: RCW 42.17.370(1). 84-12-017 (Order 84-03), § 390-37-030, filed 5/25/84; Order 79, § 390-37-030, filed 6/25/76.]

WAC 390-37-040 Enforcement procedures--Procedures for filing citizen complaints. (1) A complaint filed with the commission, relating to an elected official or a candidate for elective office, shall be in writing and signed by the complainant under oath.

(2) A complaint filed with the commission, other than a complaint specified in subsection (1) of this section, may be made informally.

(3) A complaint filed under the provisions of either subsection (1) or (2) of this section should include:

(a) A statement of the nature of the alleged violation or violations, date, time and place of each occurrence and name of person or persons responsible; and

(b) All available documentation and other evidence which the complainant is able to supply to demonstrate a

reason for believing that a violation of chapter 42.17 RCW has occurred. [Statutory Authority: RCW 42.17.370(1), 84-12-017 (Order 84-03), § 390-37-040, filed 5/25/84; Order 79, § 390-37-040, filed 6/25/76.]

WAC 390-37-060 Enforcement procedures--Investigation of complaints--Initiation of hearing. (1) The administrator shall initiate an enforcement hearing whenever an investigation reveals facts which the administrator has reason to believe are a material violation of chapter 42.17 RCW and do not constitute substantial compliance.

(2) The respondent shall be notified of the date of the hearing no later than twenty days before that date pursuant to WAC 390-10-08-040 [WAC 10-08-040].

(3) The staff shall provide the respondent, at his/her request, with copies of all materials to be presented by the staff at the hearing.

(4) It is the policy of the commission during the course of any investigation that all records generated or collected as a result of that investigation are exempt from public inspection and copying under RCW 42.17.310 (1)(d). If a request is made for any such record which implicates the privacy of an individual, written notice of the records request will be provided to the individual in order that such individual may request a protective order from a court under RCW 42.17.330. [Statutory Authority: RCW 42.17.370(1), 84-12-017 and 84-12-029 (Orders 84-03 and 84-03A), § 390-37-060, filed 5/25/84 and 5/29/84; Order 81, § 390-37-060, filed 7/22/76.]

WAC 390-37-070 Enforcement procedures--Complaints dismissible by administrator. The administrator, with the concurrence of the chairman, at any time prior to consideration by the commission, may dismiss a complaint which on its face, or as shown by investigation, does not show reason to believe that a material violation of chapter 42.17 RCW has occurred. [Statutory Authority: RCW 42.17.370(1), 84-12-017 (Order 84-03), § 390-37-070, filed 5/25/84; Order 81, § 390-37-070, filed 7/22/76.]

WAC 390-37-080 Repealed. See Disposition Table at beginning of this chapter.

WAC 390-37-090 Enforcement procedures--Cases resolvable by stipulation. (1) When the administrator and respondent agree that some or all of the facts are uncontested, the administrator and respondent shall prepare a stipulated statement of fact for presentation to the commission.

(2) The commission may ask that additional facts be presented if it deems any stipulation to be inadequate.

(3) The commission shall refer the matter to the administrator for further investigation or other action consistent with the commission's deliberations if the commission does not approve the stipulated statement of fact. [Statutory Authority: RCW 42.17.370(1), 84-12-017 (Order 84-03), § 390-37-090, filed 5/25/84; Order 81, § 390-37-090, filed 7/22/76.]

WAC 390-37-100 Enforcement procedures--Conduct of hearings. (1) An enforcement hearing shall be conducted pursuant to the Administrative Procedure Act (chapter 34.04 RCW) and its supporting regulations (chapter 10-08 WAC).

(2) An enforcement hearing shall be heard either by the commission or, under RCW 34.12.040 or 34.12.050(2), by a duly designated administrative law judge.

(3) Upon the conclusion of an enforcement hearing heard by an administrative law judge, the judge shall prepare and present to the commission findings of fact, conclusions of law, and a proposed decision determinative of the matter. A copy of the findings of fact, conclusions of law and the proposed decision shall be served upon the administrator and the respondent. Both the respondent and the administrator shall be afforded an opportunity to file exceptions and written argument with the commission. The commission shall review the proposed decision at its next regular meeting or at a special meeting called for that purpose. The commission shall consider the whole record or such portions as shall be cited by the parties. Oral argument may be heard at the discretion of the commission.

(4) After either a hearing by the commission or review by the commission of the proposed decision of an administrative law judge the commission may find that:

(a) Respondent did not violate the act, as alleged, and dismiss the case; or

(b) Respondent violated chapter 42.17 RCW, as alleged, and determine the sanction, if any, to be imposed, or

(c) Respondent is in apparent violation of chapter 42.17 RCW, its own remedy is inadequate and enter its order referring the matter to the appropriate law enforcement agency as provided in RCW 42.17.360.

(5) Upon the conclusion of a hearing, the commission

(a) Shall set forth in writing its findings of fact, conclusions of law and decision on the merits of the case; and

(b) Shall deliver, either in person or by mail, to each respondent and their representative a copy of the findings of fact, conclusions of law and decision.

(6) When the commission finds an apparent violation and refers the matter to an enforcement agency, the commission shall give to the respondent written notice of such finding and order of referral. [Statutory Authority: RCW 42.17.370(1), 85-15-020 (Order 85-03), § 390-37-100, filed 7/9/85; 84-12-017 (Order 84-03), § 390-37-100, filed 5/25/84; Order 81, § 390-37-100, filed 7/22/76.]

WAC 390-37-200 Repealed. See Disposition Table at beginning of this chapter.

WAC 390-37-205 Repealed. See Disposition Table at beginning of this chapter.

WAC 390-37-210 Hearings--Subpoenas. (1) The commission, upon request by any party, may subpoena persons to appear and give testimony and may require

the production of any books, papers, correspondence, memorandums or other records which the commission deems relevant or material[s].

(2) Such subpoena will issue and may be enforced in the form and manner set forth in RCW 34.04.105 and WAC 10-08-120. [Statutory Authority: RCW 42.17.370(1), 85-15-020 (Order 85-03), § 390-37-210, filed 7/9/85; 84-12-017 (Order 84-03), § 390-37-210, filed 5/25/84; Order 81, § 390-37-210, filed 7/22/76.]

Reviser's note: RCW 34.04.058 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 390-37-215 Repealed. See Disposition Table at beginning of this chapter.

WAC 390-37-220 Repealed. See Disposition Table at beginning of this chapter.

WAC 390-37-225 Repealed. See Disposition Table at beginning of this chapter.

WAC 390-37-230 Repealed. See Disposition Table at beginning of this chapter.

**Title 391 WAC
PUBLIC EMPLOYMENT RELATIONS
COMMISSION**

Chapters

- 391-08** Rules of practice and procedure--Public employment relations commission.
- 391-25** Representation case rules.
- 391-35** Unit clarification case rules.
- 391-45** Unfair labor practice case rules.
- 391-95** Union security dispute rules.

**Chapter 391-08 WAC
RULES OF PRACTICE AND PROCEDURE--
PUBLIC EMPLOYMENT RELATIONS
COMMISSION**

WAC

- 391-08-630 Agency decisions--Substitution for executive director.

WAC 391-08-630 Agency decisions--Substitution for executive director. In the event the executive director disqualifies himself or herself from participation in a decision or preliminary ruling as may be required under WAC 391-25-390, 391-35-190, or 391-45-110, the most senior (in terms of length of service with this agency) member of the agency's mediation staff, who has not been directly involved in the particular circumstances shall make decisions and rulings otherwise required of the executive director. [Statutory Authority: RCW 34.04.022, 41.58.050, 41.56.090, 41.59.110 and

28B.52.080, 85-19-059 (Resolution No. 85-01), § 391-08-630, filed 9/16/85.]

**Chapter 391-25 WAC
REPRESENTATION CASE RULES**

WAC

- 391-25-390 Proceedings before the executive director.
- 391-25-650 Briefs and written arguments on objections.

WAC 391-25-390 Proceedings before the executive director. The executive director may proceed forthwith upon the record, after submission of briefs or after hearing, as may be appropriate. The executive director shall determine whether a question concerning representation exists, and shall issue a direction of election, dismiss the petition or make other disposition of the matter. Where the executive director determines that employee eligibility issues exist, the executive director may delegate authority to the hearing officer to decide those issues. Such actions shall be subject to review by the commission only as follows:

(1) Except for rulings as to whether the employer is subject to the jurisdiction of the commission, a direction of election and any accompanying rulings shall not be subject to review by the commission except upon objections timely filed under WAC 391-25-590.

(2) An order of dismissal shall be subject to review by the commission on its own motion or at the request of any party made within twenty days following the date of the order. Briefs or written arguments shall be submitted as provided in WAC 391-25-650. Unless the matter is transferred to the commission for review, an order of dismissal issued by the executive director shall have the same force and effect as if issued by the commission. [Statutory Authority: RCW 34.04.022, 41.58.050, 41.56.090, 41.59.110 and 28B.52.080, 85-19-059 (Resolution No. 85-01), § 391-25-390, filed 9/16/85. Statutory Authority: RCW 28B.52.080, 41.56.040, 41.58.050, 41.59.110 and 47.64.040, 80-14-046 (Order 80-5), § 391-25-390, filed 9/30/80, effective 11/1/80.]

WAC 391-25-650 Briefs and written arguments on objections. All parties shall be entitled to submit briefs or written arguments for consideration by the commission. The briefs or written arguments of all parties shall be due simultaneously, as follows:

(1) The deadline for the filing of briefs or written arguments shall be fourteen days following the later of:

(a) The close of an investigation under WAC 391-25-630(1);

(b) The issuance of a transcript of a hearing held under WAC 391-25-630(1); or

(c) The filing of objections under WAC 391-25-590(2).

(2) The commission, the executive director or the designee of the executive director may, for good cause, grant any party an extension of the time for filing of its brief or written argument where a request for additional time is made prior to the deadline previously established.