

# Title 390 WAC

## PUBLIC DISCLOSURE COMMISSION

### Chapters

- 390-05** General policies and definitions.
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- 390-16** Forms for campaign financing reporting-- Contributions.
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- 390-20** Forms for lobbying reports, elected officials and legislators.
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- 390-28** Hardship exemptions--Hearing examiner system.
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- 390-37** Enforcement procedures--Investigative hearings.

- 076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-070 Effect of Public Disclosure Act--Freedom of communication--Employer interference. [Order 9, § 390-04-070, filed 4/24/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-080 List of elected public officials. [Order 9, § 390-04-080, filed 4/24/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-090 List of elected public officials--Responsibility for developing. [Order 9, § 390-04-090, filed 4/24/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-100 List of elected public officials--Name not on list, impact. [Order 9, § 390-04-100, filed 4/24/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-110 Public Disclosure Act--Violation of other law. [Order 13, § 390-04-110, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-120 Hearing to suspend reporting requirements. [Order 13, § 390-04-120, filed 7/31/73.] Repealed by Order 24, filed 2/21/74.
- 390-04-130 Hearing to suspend reporting requirements--Application for exemption--Hearing. [Order 20, § 390-04-130, filed 10/29/73; Order 13, § 390-04-130, filed 7/31/73.] Repealed by Order 24, filed 2/21/74.
- 390-04-140 Public Disclosure Act--Required findings. [Order 13, § 390-04-140, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-150 Public Disclosure Act--Prima facie qualifications. [Order 13, § 390-04-150, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-160 Written sworn statement. [Order 13, § 390-04-160, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-170 Campaign financing--Special reports. [Order 13, § 390-04-170, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-180 Campaign financing--Time for filing. [Order 13, § 390-04-180, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-190 Campaign financing--Encouraging expenditures to avoid contributions--Result. [Order 13, § 390-04-190, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-200 Abbreviated campaign reporting--Campaigns for public office involving \$1,000 or less. [Order 61, § 390-04-200, filed 7/16/75; Order 13, § 390-04-200, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-210 Abbreviated campaign reporting--Ballot propositions. [Order 61, § 390-04-210, filed 7/16/75; Order 13, § 390-04-210, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).

### DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

#### Chapter 390-04

#### POLICY AND ENFORCEMENT REGULATIONS

- 390-04-010 Purpose. [Order 9, § 390-04-010, filed 4/24/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-020 General administrative policy. [Order 9, § 390-04-020, filed 4/24/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-030 Definitions. [Order 9, § 390-04-030, filed 4/24/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-031 Definition of term "other expenses." [Order 19, § 390-04-031, filed 10/29/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-035 Definition of direct financial interest. [Order 19, § 390-04-035, filed 10/29/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-036 Definition of debt. [Order 26, § 390-04-036, filed 2/21/74.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-037 Contribution--Defined. [Order 34, § 390-04-037, filed 8/28/74.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-038 "Aggregate" defined. [Order 61, § 390-04-038, filed 7/16/75.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-040 Use of office facilities. [Order 9, § 390-04-040, filed 4/24/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-050 Enforcement policy. [Order 9, § 390-04-050, filed 4/24/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-060 Lobbyist's employer--Meaning--Examples. [Order 9, § 390-04-060, filed 4/24/73.] Repealed by 78-09-

- 390-04-215 Abbreviated campaign reporting—Conditions for granting use. [Order 61, § 390-04-215, filed 7/16/75.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-220 Exemptions—Conditions for granting. [Order 13, § 390-04-220, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-225 Abbreviated campaign reporting—Times and place for filing reports C-1 and C-4 under \$1,000 exemption. [Order 61, § 390-04-225, filed 7/16/75.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-230 Abbreviated campaign reporting—Exceeding limitations. [Order 61, § 390-04-230, filed 7/16/75; Order 13, § 390-04-230, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-240 Minimum limit on campaign expenditures. [Order 13, § 390-04-240, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-250 Expenditures—Aggregate totals. [Order 13, § 390-04-250, filed 7/31/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-260 Lobbyists registration and reporting—Timing. [Order 25, § 390-04-260, filed 2/21/74.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-270 Report of contributions and expenditures—C-4—Reporting requirement. [Order 25, § 390-04-270, filed 2/21/74.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-280 Time of filing F-1—RCW 42.17.240. [Order 26, § 390-04-280, filed 2/21/74.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
- 390-04-290 Candidates for public office—Time of filing. [Order 32, § 390-04-290, filed 7/19/74.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).

#### Chapter 390-36

#### COMPLIANCE HEARING PROCEDURES

- 390-36-010 Compliance hearings—Findings of fact, alleged violations, public disclosure commission policy. [Order 62, § 390-36-010, filed 8/26/75; Order 58, § 390-36-010, filed 7/16/75.] Repealed by Order 81, filed 7/22/76 and by Order 84, filed 8/18/76.
- 390-36-020 Compliance hearings policy. [Order 62, § 390-36-020, filed 8/26/75; Order 58, § 390-36-020, filed 7/16/75.] Repealed by Order 81, filed 7/22/76 and by Order 84, filed 8/18/76.
- 390-36-024 Definition—Compliance hearing officer. [Order 67, § 390-36-024, filed 1/16/76.] Repealed by Order 81, filed 7/22/76 and by Order 84, filed 8/18/76.
- 390-36-030 Compliance hearings—Invitation to appear, representative notice. [Order 62, § 390-36-030, filed 8/26/75; Order 58, § 390-36-030, filed 7/16/75.] Repealed by Order 81, filed 7/22/76 and by Order 84, filed 8/18/76.
- 390-36-040 Compliance hearings—Alleged violations—Subpoenas. [Order 62, § 390-36-040, filed 8/26/75; Order 58, § 390-36-040, filed 7/16/75.] Repealed by Order 81, filed 7/22/76 and by Order 84, filed 8/18/76.
- 390-36-050 Compliance hearings—Procedures. [Order 62, § 390-36-050, filed 8/26/75; Order 58, § 390-36-050, filed 7/16/75.] Repealed by Order 81, filed 7/22/76 and by Order 84, filed 8/18/76.
- 390-36-055 Compliance hearings—Hearing officer. [Order 67, § 390-36-055, filed 1/16/76.] Repealed by Order 81, filed 7/22/76 and by Order 84, filed 8/18/76.

- 390-36-060 Compliance hearings—Continuances. [Order 62, § 390-36-060, filed 8/26/75; Order 58, § 390-36-060, filed 7/16/75.] Repealed by Order 81, filed 7/22/76 and by Order 84, filed 8/18/76.
- 390-36-070 Compliance hearings—Disposition—Findings. [Order 62, § 390-36-070, filed 8/26/75; Order 58, § 390-36-070, filed 7/16/75.] Repealed by Order 81, filed 7/22/76 and by Order 84, filed 8/18/76.

#### Chapter 390-05 WAC

#### GENERAL POLICIES AND DEFINITIONS

#### WAC

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| 390-05-020 | General administrative policy.                          |
| 390-05-040 | Public Disclosure Act—Violation of other law.           |
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| 390-05-205 | Definition of term "consumable."                        |
| 390-05-210 | Definition—Contribution.                                |
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| 390-05-273 | Definition of normal and regular conduct.               |
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| 390-05-300 | Suspension of reporting requirements.                   |
| 390-05-305 | Petition for disclosure—Form.                           |

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 390-05-030 Enforcement policy. [Order 62, § 390-05-030, filed 8/26/75.] Repealed by Order 72, filed 4/26/76.
- 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).
- 390-05-270 Definition—Use of facilities. [Order 62, § 390-05-270, filed 8/26/75.] Repealed by 79-02-056 (Order 79-01), filed 1/31/79. 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 390-05-010 Purpose.** The purpose of these regulations is to implement the provisions of chapter 42-17 RCW (Initiative 276), hereinafter referred to as the Public Disclosure Act or act, by declaring the policies of the commission, particularly with regard to the interpretation and enforcement of the act by the commission.

[Order 62, § 390-05-010, filed 8/26/75.]

**WAC 390-05-020 General administrative policy.** Whereas the Public Disclosure Act was adopted by the people for the general betterment of local and state government, it shall be the policy of the public disclosure commission to carry out and effectuate that policy to the

full extent of its delegated powers, through efficient administration, appropriate regulations and rulings, and through strict, vigorous, uniform and fair enforcement of the provisions of the act.

[Order 62, § 390-05-020, filed 8/26/75.]

**WAC 390-05-040 Public Disclosure Act—Violation of other law.** No provision of chapter 42.17 RCW (Initiative 276) shall be construed in such a manner as to require any person to act or refrain from acting where such action or nonaction would violate any provision of the state or federal constitution or any federal law.

[Order 62, § 390-05-040, filed 8/26/75.]

**WAC 390-05-050 Commission status under SEPA.**

(1) The public disclosure commission recognizes its responsibilities under RCW 43.21C.120 to adopt rules pertaining to the State Environmental Policy Act (SEPA) as that act relates to activities under the commission's jurisdiction. The commission has reviewed SEPA and its own programs and concludes that all actions which the commission is authorized to undertake are exempt by virtue of WAC 197-10-040(2), 197-10-150 through 197-10-190. The commission, as an administrative agency, has statutory authority for information gathering, recordkeeping, and investigative and hearing procedures with respect to elected officials, candidates, political committees, and persons and entities involved in lobbying activities. None of these activities are potentially subject to the environmental impact statement requirements of RCW 43.21C.030.

(2) In accordance with WAC 197-10-800(4), the commission adopts this statement in compliance with the requirements of chapter 43.21C RCW.

[Order 77, § 390-05-050, filed 6/2/76.]

**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 390-05-235 Definition—Fair market value.** "Fair market value" or "value" when used in the act or regulation is the amount in cash which a well-informed buyer or lessee, willing but not obligated to buy or lease that property, would pay, and which a well-informed seller, or lessor, willing but not obligated to sell or lease it, would accept, taking into consideration all uses to which the property is adapted and might in reason be applied.

[Statutory Authority: RCW 42.17.370(1), 79-08-046 (Order 79-03), § 390-05-235, filed 7/19/79.]

**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 390-05-271 General applications of RCW 42.17.130.** (1) RCW 42.17.130 does not restrict the right of any individual to express his or her own personal views concerning, supporting, or opposing any candidate or ballot proposition, if such expression does not involve a use of the facilities of a public office or agency.

(2) RCW 42.17.130 does not prevent a public office or agency from (a) making facilities available on a non-discriminatory, equal access basis for political uses or (b) making an objective and fair presentation of facts relevant to a ballot proposition, if such action is part of the normal and regular conduct of the office or agency.

[Statutory Authority: RCW 42.17.370(1), 80-02-055 (Order 80-01), § 390-05-271, filed 1/17/80; 79-02-056 (Order 79-01), § 390-05-271, filed 1/31/79.]

**WAC 390-05-273 Definition of normal and regular conduct.** Normal and regular conduct of a public office or agency, as that term is used in the proviso to RCW

42.17.130, means conduct which is (1) lawful, i.e., specifically authorized, either expressly or by necessary implication, in an appropriate enactment, and (2) usual, i.e., not effected or authorized in or by some extraordinary means or manner. No local office or agency may authorize a use of public facilities for the purpose of assisting a candidate's campaign or promoting or opposing a ballot proposition, in the absence of a constitutional, charter, or statutory provision separately authorizing such use.

[Statutory Authority: RCW 42.17.370(1), 79-02-056 (Order 79-01), § 390-05-273, filed 1/31/79.]

**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.]

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**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.
390-12-170	Public disclosure commission—Organization and structure—Officers—Terms.
390-12-190	Public disclosure commission—Elections—Vacancies.
390-12-200	Public disclosure commission—Executive director.
390-12-250	Declaratory rulings—Petition requisites—Consideration—Disposition.
390-12-255	Petitions for rule making, amendment or repeal—Form—Consideration—Disposition.

**DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER**

390-12-020	Purpose. [Order 9, § 390-12-020, filed 4/24/73.] Repealed by 80-02-106 (Order 80-02), filed 1/24/80. Statutory Authority: RCW 42.17.370(1).
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- 390-12-030 Definitions. [Order 9, § 390-12-030, filed 4/24/73.] Repealed by 80-02-106 (Order 80-02), filed 1/24/80. Statutory Authority: RCW 42.17.370(1).
- 390-12-060 Public records available. [Order 9, § 390-12-060, filed 4/24/73.] Repealed by 80-02-106 (Order 80-02), filed 1/24/80. Statutory Authority: RCW 42.17.370(1).
- 390-12-070 Public records officer. [Order 9, § 390-12-070, filed 4/24/73.] Repealed by 80-02-106 (Order 80-02), filed 1/24/80. Statutory Authority: RCW 42.17.370(1).
- 390-12-080 Office hours. [Order 9, § 390-12-080, filed 4/24/73.] Repealed by 80-02-106 (Order 80-02), filed 1/24/80. Statutory Authority: RCW 42.17.370(1).
- 390-12-090 Requests for public records. [Order 9, § 390-12-090, filed 4/24/73.] Repealed by 80-02-106 (Order 80-02), filed 1/24/80. Statutory Authority: RCW 42.17.370(1).
- 390-12-100 Copying. [Order 9, § 390-12-100, filed 4/24/73.] Repealed by 80-02-106 (Order 80-02), filed 1/24/80. Statutory Authority: RCW 42.17.370(1).
- 390-12-110 Exemptions. [Order 9, § 390-12-110, filed 4/24/73.] Repealed by 80-02-106 (Order 80-02), filed 1/24/80. Statutory Authority: RCW 42.17.370(1).
- 390-12-120 Review of denials of public records requests. [Order 9, § 390-12-120, filed 4/24/73.] Repealed by 80-02-106 (Order 80-02), filed 1/24/80. Statutory Authority: RCW 42.17.370(1).
- 390-12-140 Records index. [Order 9, § 390-12-140, filed 4/24/73.] Repealed by 80-02-106 (Order 80-02), filed 1/24/80. Statutory Authority: RCW 42.17.370(1).
- 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).
- 390-12-160 Adoption of form. [Order 9, § 390-12-160 and Form, filed 4/24/73.] Repealed by 80-02-106 (Order 80-02), filed 1/24/80. 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 390-12-170 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 390-12-190 Public disclosure commission--Elections--Vacancies.** Elections to fill commission offices shall be held annually at the regular June meeting of the commission, or at a special election called for that purpose between May 1 and June 30 of the calendar year in which the new terms will commence. Vacancies in said offices may be filled by a vote of the commission at any regular meeting or any special meeting called for that purpose.

[Order 62, § 390-12-190, filed 8/26/75; Order 14, § 390-12-190, filed 7/31/73.]

**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 390-12-250 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.]

**WAC 390-12-255 Petitions for rule making, amendment or repeal--Form--Consideration--Disposition.** (1) Any person may submit a petition requesting the promulgation, amendment or repeal of any rule by the commission pursuant to RCW 34.04.060.

(2) The petition for rule making should contain a draft of any proposed rule and any argument in favor of its adoption, but no particular form is necessary.

(3) The commission will consider the petition at its next regular meeting after its submission. The petitioner shall be given notice of the time of that meeting.

(4) Within 30 days after its consideration, the commission shall advise the petitioner that the petition has been denied, giving its reasons in detail, or initiate rule making proceedings under RCW 34.04.025.

[Statutory Authority: RCW 42.17.370(1), 81-18-043 (Order 81-03), § 390-12-255, filed 8/28/81.]

Chapter 390-13 WAC

GENERAL PROVISIONS RELATING TO PUBLIC RECORDS OF STATE AND LOCAL AGENCIES

WAC

- 390-13-010 Optional format for requests for lists of individuals.
- 390-13-100 Duties of elections officials receiving copies of campaign finance reports.

**WAC 390-13-010 Optional format for requests for lists of individuals.** The use of a list of individuals obtained from an agency for commercial purposes is prohibited by RCW 42.17.260(5). The commission finds that the term "commercial purposes" has been interpreted by different agencies in inconsistent ways resulting in confusion and a lack of uniform administration of that statute. Therefore, the following format is adopted by the commission and authorized for use by agencies, at their option, to bring uniformity to the administration of that statute.

\_\_\_\_\_  
 (Name of Agency) PUBLIC RECORDS ACCESS

STATE OF WASHINGTON }  
 } AFFIDAVIT TO  
 COUNTY OF \_\_\_\_\_ } SS. RELEASE PUBLIC RECORDS

\_\_\_\_\_  
(Name and Address)

having been duly sworn, deposes and says:

1. I have requested copies of the following public records:

2. I understand that Washington state law, RCW 42.17.260(5), prohibits the use of lists of individuals for commercial purposes.

3. I understand that the use for commercial purposes of said records may also violate the rights of the individuals named therein and may subject me to liability for such commercial use.

4. I understand that section 2 and 3 herein apply when I use said records for commercial purposes and when others use said records or copies of same for commercial purposes. I understand that I may be liable in either case.

5. I understand that "commercial purposes" means that the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit expecting activity.

6. Therefore, I do hereby swear and affirm on oath and under penalty of law that I will not use said records for commercial purposes and that further, it is my affirmative duty to prevent others from using said records for commercial purposes.

7. I do further swear and affirm on oath and under penalty of law that I will protect and hold harmless, including the cost of defending, the agency and its agents and employees from which I have obtained said records from any and all claims arising either directly or indirectly from the commercial use of said records.

\_\_\_\_\_  
Signature

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_, 19\_\_.

\_\_\_\_\_  
Notary Public in and for the state of Washington residing at \_\_\_\_\_

[Statutory Authority: RCW 42.17.370(1), 83-11-004 (Order 83-01), § 390-13-010, filed 5/6/83.]

**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

390-14-015	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.
390-14-055	Record request form.
390-14-100	List of elected public officials.
390-14-105	List of elected public officials—Responsibility for developing.
390-14-110	List of elected public officials—Name not on list, impact.

##### 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 390-14-015 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 390-14-055 Record request form.** The public disclosure commission hereby adopts for use by all persons requesting inspection and/or copies of records entitled "Request for public records."

[Order 62, § 390-14-055, 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.]

**WAC 390-14-110 List of elected public officials—Name not on list, impact.** (1) The commission has as part of its authority the power to suspend or modify reporting requirements of chapter 42.17 RCW, if it finds after hearing that literal application of the act would work a manifest hardship, and if it finds that suspension or modification will not frustrate the purpose of the act.

(2) Upon a hearing of this nature, the commission shall presume the reporting of the name of any elected

official as required by the act to be an unreasonable hardship, if the name of that elected official does not appear on the list compiled pursuant to this chapter.

(3) The commission shall presume it is a manifestly unreasonable hardship for a lobbyist employer to report the compensation paid to a corporation, partnership, joint venture, association, union or other entity in which a state elected official or member of his immediate family holds any office, directorship, general partnership interest, or an ownership interest of ten percent or more, if:

(a) The name of such entity does not appear on the most recent list of state elected officials published by the commission pursuant to WAC 390-14-100; and

(b) The lobbyist employer does not have actual knowledge of such compensation being paid to such entity.

[Statutory Authority: RCW 42.17.370(1), 80-05-097 (Order 80-05), § 390-14-110, filed 5/2/80; Order 62, § 390-14-110, filed 8/26/75.]

**Chapter 390-16 WAC  
FORMS FOR CAMPAIGN FINANCING  
REPORTING—CONTRIBUTIONS**

WAC	
390-16-011	Forms—Registration statement for candidates and political committees.
390-16-031	Forms for statement of contributions deposit.
390-16-033	Earmarked contributions—Reporting—Form.
390-16-036	Form for reporting fund raising events.
390-16-037	Purpose of campaign expenditures—Reporting.
390-16-038	Definition—Aggregate.
390-16-039	Total contributions and expenditures—Reporting.
390-16-041	Forms—Summary of total contributions and expenditures.
390-16-050	Forms for contributions and expenditures of political committees not domiciled in Washington state.
390-16-055	Filing reports for nonreporting committees.
390-16-060	Forms for report of independent expenditures.
390-16-105	Abbreviated campaign reporting—Eligibility.
390-16-111	Abbreviated campaign reporting—Special fund raising events.
390-16-115	Abbreviated campaign reporting—Conditions for granting use.
390-16-120	Abbreviated campaign reporting—Times and place for filing reports C-1 and C-4.
390-16-125	Abbreviated campaign reporting—Exceeding limitations.
390-16-150	Mini campaign reporting.
390-16-155	Mini campaign reporting—Exceeding limitations.
390-16-200	Encouraging expenditures to avoid contributions—Result.
390-16-205	Expenditures by agents, employees—Reporting.
390-16-206	Ratings and endorsements.
390-16-207	In-kind contributions and expenditures—Reporting.
390-16-221	Tangible property—Definition.
390-16-230	Surplus campaign funds—Use in future.
390-16-302	Reporting fund raising events—Incidental activities.
390-16-306	Volunteer workers, fund raising activities.

**DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER**

390-16-010	Forms—For statement of organization by political committees. [Order 5, § 390-16-010, filed 3/2/73.] Repealed by Order 60, filed 7/16/75.
390-16-020	Forms—For report of campaign treasurer and depositor. [Order 5, § 390-16-020, filed 3/2/73.] Repealed by Order 60, filed 7/16/75.

- 390-16-030 Forms—For statement of contributions deposit. [Order 5, § 390-16-030, filed 3/2/73.] Repealed by Order 60, filed 7/16/75.
- 390-16-035 Form C-3—Time for filing. [Order 87, § 390-16-035, filed 11/19/76; Order 62, § 390-16-035, filed 8/26/75; Order 20, § 390-16-035, filed 10/29/73.] Repealed by 82-14-016 (Order 82-04), filed 6/28/82. Statutory Authority: RCW 42.17.370(1).
- 390-16-040 Forms—For report of contributions and expenditures by candidates and political committees. [Order 5, § 390-16-040, filed 3/2/73.] Repealed by Order 60, filed 7/16/75.
- 390-16-061 Campaign financing—Special reports. [Order 67, § 390-16-061, filed 1/16/76; Order 62, § 390-16-061, filed 8/26/75.] Repealed by 86-04-071 (Order 86-01), filed 2/5/86. Statutory Authority: RCW 42.17.370(1).
- 390-16-062 Campaign financing—Special reports—Time for filing. [Order 67, § 390-16-062, filed 1/6/76; Order 62, § 390-16-062, filed 8/26/75.] Repealed by 82-14-016 (Order 82-04), filed 6/28/82. Statutory Authority: RCW 42.17.370(1).
- 390-16-070 Form for report by commercial advertisers. [Order 62, § 390-16-070, filed 8/26/75; Order 41, § 390-16-070, filed 9/26/74; Order 6, § 390-16-070, filed 3/23/73.] Repealed by Order 73, filed 4/26/76.
- 390-16-080 Reports by nondomiciled committee—For report by candidates/committees less than \$1,000 expenditures—Contributions. [Order 41, § 390-16-080, filed 9/26/74; Order 19, § 390-16-080, filed 10/29/73.] Repealed by 80-02-106 (Order 80-02), filed 1/24/80. Statutory Authority: RCW 42.17.370(1).
- 390-16-085 Candidates and committees—Surplus funds—Defined. [Order 35, § 390-16-085, filed 8/29/74.] Repealed by 80-02-106 (Order 80-02), filed 1/24/80. Statutory Authority: RCW 42.17.370(1).
- 390-16-090 Candidates and committees—Disposition. [Order 35, § 390-16-090, filed 8/29/74.] Repealed by 80-02-106 (Order 80-02), filed 1/24/80. Statutory Authority: RCW 42.17.370(1).
- 390-16-095 Candidates and committees—Use in future. [Order 35, § 390-16-095, filed 8/29/74.] Repealed by 80-02-106 (Order 80-02), filed 1/24/80. Statutory Authority: RCW 42.17.370(1).
- 390-16-100 Abbreviated campaign reporting—Reports by candidates/committees less than \$1,000 expenditures—Contributions. [Order 62, § 390-16-100, filed 8/26/75.] Repealed by Order 76, filed 5/6/76.
- 390-16-110 Abbreviated campaign reporting—Ballot propositions. [Order 91, § 390-16-110, filed 7/22/77; Order 62, § 390-16-110, filed 8/26/75.] Repealed by 86-04-071 (Order 86-01), filed 2/5/86. Statutory Authority: RCW 42.17.370(1).
- 390-16-220 Surplus campaign funds—Definition. [Statutory Authority: RCW 42.17.370(1). 78-07-037 (Order 98), § 390-16-220, filed 6/26/78; Order 70, § 390-16-220, filed 2/25/76; Order 62, § 390-16-220, filed 8/26/75.] Repealed by 86-04-071 (Order 86-01), filed 2/5/86. Statutory Authority: RCW 42.17.370(1).
- 390-16-225 Surplus campaign funds—Disposition. [Order 70, § 390-16-225, filed 2/25/76; Order 62, § 390-16-225, filed 8/26/75.] Repealed by 86-04-071 (Order 86-01), filed 2/5/86. Statutory Authority: RCW 42.17.370(1).
- 390-16-300 Fund raising events—Time and place of filing form C-3A. [Order 84, § 390-16-300, filed 8/18/76.] Repealed by 82-14-016 (Order 82-04), filed 6/28/82. Statutory Authority: RCW 42.17.370(1).

**WAC 390-16-011 Forms—Registration statement for candidates and political committees.** The official form for providing statement of organization by political committees for designating campaign treasurer and depository and for reporting information required to qualify for mini campaign finance reporting or abbreviated campaign finance reporting is designated "C-1," revised 1/86. 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.

REGISTRATION: CANDIDATES AND POLITICAL COMMITTEES

C1 PDC OFFICE USE PM Date Recv. Date

1. Candidate or Committee Name (Do Not Abbreviate. Include Candidate's Full Name)

Address

City County Zip

2. Purpose of Committee Office Sought: District, County or City Position No. Candidate's Committee

Political Party, Central Committee, District Club, etc. Are you supporting entire party ticket? YES NO If no, attach a list of candidates you support

Ballot Committee (Initiative, Bond, Levy, Recall, etc.) Name or description of ballot measure: Ballot Number FOR AGAINST

Political Action Committee. If committee is associated with a business, association, labor union, or similar organization, list name: Other. Explain on attached sheet.

3. Political Party (if partisan office or committee) 4. Date of General or Special Election 5. Is committee a continuing organization? (more than one election) YES NO

6. REPORTING SYSTEM TO BE USED. CHOOSE ONE. If no box is checked, you are obligated to use Option III, Full Reporting. Option I MINI REPORTING... Option II ABBREVIATED REPORTING... Option III FULL REPORTING...

7. Committee Treasurers Name. (Candidate may be treasurer.) (List deputy treasurers on attached sheet.) Daytime Phone no. Address City State Zip

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

9. Campaign Bank or Depository. (See instructions for additional bank or accounts.) Account Number or Name Address or Branch City State Zip

10. Related or affiliated committees. List name, address and relationship.


11. Place where campaign records are open for public inspection last eight days before election. (Two hours daily between 8 AM - 8 PM, Monday - Friday.) Street Address (Do not use a Post Office Box Number) Hours

12. Statement as to distribution of any surplus campaign funds after the campaign or in the event of dissolution of committee. (Distribution must be reported as an expenditure on C-4 report.) Return to contributors Reimburse candidate for loans or lost earnings... Donate to registered charity Donate to State General Fund... Hold for future election campaign Other; Specify: Give to other candidates or committee

13. Fair Campaign Practices: All candidates and committee officers are encouraged to subscribe to the Code of Fair Campaign Practices printed in campaign instruction booklets. Use of the fair campaign seal in political advertising shows your intent to subscribe to the Code. FAIR CAMPAIGN

14. CERTIFICATE: I certify that the above information is true, complete and correct. Candidate's Signature Date Committee Treasurer's Signature Date

PDC form C-1 (rev. 1/88) -258- SEE INSTRUCTIONS ON REVERSE

**PUBLIC DISCLOSURE COMMISSION**  
 TELEPHONE (206)753-1111  
 403 EVERGREEN PLAZA FJ-42  
 OLYMPIA, WASHINGTON 98504-3342

PDC FORM <b>C-1</b> <small>REV. 1/86</small>	<b>REGISTRATION          FOR CANDIDATES AND          POLITICAL COMMITTEES</b>
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**INSTRUCTIONS**

*Please consult PDC instruction booklets or RCW 42.17 and WAC 390-16 when completing this report.*

**WHO MUST REPORT**

Candidates who run for office in a district or city which has 5,000 or more registered voters or the office or district includes an entire county. Political committees which support or oppose those candidates. Committees which support or oppose a statewide ballot proposition or a ballot proposition in any town or district with 1000 or more registered voters must report.

**WHEN TO REPORT**

**Starting registration** \_\_\_\_\_ Within 2 weeks

When becoming a candidate, forming a committee, filing a ballot proposition. If you expect to receive contributions or make expenditures, publicly announce a candidacy, file for office, or reserve space or facilities you must report.

**When changes to original C-1 occur** \_\_\_\_\_ Within 10 days

**Continuing committees using abbreviated reporting.** Each January  
in addition to above

**WHERE TO REPORT**

**Send original to:**

Public Disclosure Commission  
403 Evergreen Plaza  
Olympia, WA 98504

**Send copies to:**

County Elections Dept. (or County Auditor)  
Candidates—County where candidate lives  
Committees—County where headquarters is located

**REPORTING OPTIONS:**

**Option I. (MINI)** Used by candidates who anticipate a small campaign, spending no more than \$500 plus any filing fee for the office. The expenditure limit includes money spent by the candidate from personal funds. No one except the candidate may contribute more than \$200 to a campaign using mini reporting.

**Option II. (ABBREVIATED)** Used by candidates or committees who will spend no more than \$2,000 during a campaign or calendar year. The \$2,000 maximum includes the candidates own expenditures. No contribution may be over \$200 except a candidates own funds.

**Option III. (FULL)** Larger campaigns and committees report in detail contributions and expenses. There are no dollar limits on contributions or expenditures.

*See instruction booklets for a full explanation of all reports required with each option.*

**OTHER REPORTS:**

F-1 (conflict of interest statement) Candidates file this report within two weeks of candidacy.

C-3 and C-3A (bank deposits) used with FULL reporting only.

C-4 (summary of total contributions and expenditures) Not used with MINI reporting. See PDC instruction booklets for times required with ABBREVIATED and FULL Reporting.

**FAIR CAMPAIGN PRACTICES CODE**

This is a voluntary code adopted by PDC to guide candidates and committees concerning fair campaign practices. You are urged to subscribe to and abide by these ethical standards. The codes are printed in PDC instruction booklets.

[Statutory Authority: RCW 42.17.370(1), 86-04-071 (Order 86-01), § 390-16-011, filed 2/5/86; 82-11-026 (Order 82-03), § 390-16-011, filed 5/10/82; 82-02-007 (Order 81-04), § 390-16-011, filed 12/28/81; Order 91, § 390-16-011, filed 7/22/77; Order 62, § 390-16-011, filed 8/26/75; Order 60, § 390-16-011, filed 7/16/75.]

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 390-16-031 Forms for statement of contributions deposit.** The official form for statement of contributions deposit is designated "C-3," revised 1/86.

BANK DEPOSITS AND CASH RECEIPTS

C3 1/86

POST-MARKED

PDC OFFICE USE

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 by this person during campaign or year

Table with columns for Date Received, Description (Anonymous, Candidate's personal funds, etc.), Amount, and Total contributions. Includes sub-total and a checkbox for additional pages.

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

**pdc** PUBLIC DISCLOSURE COMMISSION  
 403 EVERGREEN PLAZA—FJ-42  
 OLYMPIA, WASHINGTON 98504-3342  
 PHONE: 206-753-1111

PDC FORM <b>C-3</b> REV. 1/88	<b>BANK DEPOSITS                  AND                  CASH RECEIPTS</b>
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**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 contributor's 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.
5. It is a violation of law for any person to make or for any candidate or political committee to accept from any one person contributions in the aggregate **exceeding \$5,000 within 21 days of a general election.**

**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.

**CONTRIBUTIONS OVER \$500**

Report any contribution over \$500 from a single source received within 7 days before a primary or within 21 days before a general election:

- a. report date received, amount, contributor's name and address.
- b. written report (C-3, telegram, mailgram) must be delivered to PDC within 48 hours or the first working day after you receive the contribution.
- c. telephone reports may be made—if the contribution is reported by telephone, written report must be postmarked within 48 hours or the first working day after you receive the contribution.

**NOTE:** Any committee, lobbyist or lobbyist's employer who makes a contribution over \$500 within 7 days before a primary or within 21 days before a general election must notify PDC and the recipient within 24 hours or the first working day after the contribution is made.

**WHERE TO REPORT**

**Send original to:**

Public Disclosure Commission  
 403 Evergreen Plaza —FJ-42  
 Olympia, WA 98504-3342

**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), 86-04-071 (Order 86-01), § 390-16-031, filed 2/5/86; 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.]

"Attachment E." This attachment shall accompany each C-3 or C-4 which reports the receipt or giving of the contribution.

**WAC 390-16-033 Earmarked contributions--Reporting--Form.** The official form for reporting the details surrounding an earmarked contribution, as required by Section 3, Chapter 228, Laws of 1986, is designated

<b>EARMARKED CONTRIBUTION</b>		<b>ATTACHMENT TO C-3 OR C-4</b>	<b>E</b>
1. NAME OF CANDIDATE OR COMMITTEE FILING THIS REPORT		2. PERSON FILING THIS REPORT IS:	
ADDRESS		<input type="checkbox"/> INTERMEDIARY—RECEIVED AN EARMARKED CONTRIBUTION TO BENEFIT ANOTHER PERSON	
CITY		<input type="checkbox"/> BENEFITTED CANDIDATE OR COMMITTEE	
COUNTY	ZIP		
3. ORIGINAL SOURCE OF EARMARKED CONTRIBUTION:		DATE OF CONTRIBUTION:	
NAME		AMOUNT (VALUE): \$	
ADDRESS		<input type="checkbox"/> CASH	
CITY		<input type="checkbox"/> IN-KIND—DESCRIBE:	
COUNTY	ZIP		
4. INTERMEDIARY—Candidate or committee which received an earmarked contribution for the benefit of another candidate or committee.			
NAME			
ADDRESS			
CITY	COUNTY	ZIP	
5. HOW WILL INTERMEDIARY USE THIS CONTRIBUTION?			
<input type="checkbox"/> GIVEN AS CASH (OR CHECK) CONTRIBUTION TO THE BENEFITTED CANDIDATE OR COMMITTEE			
<input type="checkbox"/> COMBINED WITH OTHER FUNDS ON HAND AND GIVEN TO THE BENEFITTED CANDIDATE OR COMMITTEE			
<input type="checkbox"/> DIVIDED BETWEEN SEVERAL CANDIDATES. ATTACH LIST SHOWING AMOUNT TO EACH.			
<input type="checkbox"/> USED TO PURCHASE GOODS OR SERVICES FOR THE BENEFITTED CANDIDATE OR COMMITTEE. DESCRIBE THE GOODS OR SERVICES:			
<input type="checkbox"/> OTHER—SPECIFY:			
6. CANDIDATE OR COMMITTEE TO BE BENEFITTED:			
NAME		IF CANDIDATE, WHAT OFFICE IS THE PERSON RUNNING FOR?	
ADDRESS			
CITY	COUNTY	ZIP	
<b>CERTIFICATION:</b> I certify that the information herein and on accompanying attachments is true.			
Candidate's Signature		Date	
Treasurer's Signature (if a political committee)		Date	

**INSTRUCTIONS:**

**PURPOSE OF THIS REPORT IS TO HIGHLIGHT AN EARMARKED CONTRIBUTION (A CONTRIBUTION GIVEN TO ONE CANDIDATE OR COMMITTEE WITH THE INTENT OR INSTRUCTION THAT IT BE USED TO BENEFIT ANOTHER). THIS REPORT IS FILED IN ADDITION TO ANY OTHER REPORTING OF THE TRANSACTION THAT IS REQUIRED.**

**WHO FILES THIS REPORT? ANY CANDIDATE OR COMMITTEE WHO RECEIVES OR IS TO BENEFIT FROM AN EARMARKED CONTRIBUTION.**

**WHEN IS THE REPORT FILED?**

CASH CONTRIBUTION RECEIVED—ATTACHED TO C-3 FORM REPORTING RECEIPT.  
 IN-KIND CONTRIBUTION RECEIVED—WITH C-4 AND SCHEDULE B REPORTING RECEIPT.

CASH EXPENDITURE MADE WITH OR FROM EARMARKED FUNDS—ATTACHED TO C-4 AND SCHEDULE A REPORTING THE EXPENDITURE  
 IN-KIND EXPENDITURE MADE WITH OR FROM EARMARKED CONTRIBUTIONS—ATTACHED TO C-4 AND SCHEDULE B REPORTING THE EXPENDITURE.

FILE A SEPARATE ATTACHMENT E FOR EACH EARMARKED CONTRIBUTION.

ANY PERSON WHO RECEIVES AN EARMARKED CONTRIBUTION MUST NOTIFY THE BENEFITTED CANDIDATE OR COMMITTEE WITHIN TWO WORKING DAYS. THE CANDIDATE OR COMMITTEE TO BENEFIT WILL REPORT THE CONTRIBUTION ON THE NEXT C-3 OR C-4 AND ATTACH THIS REPORT.



[Statutory Authority: RCW 42.17.370(1), 86-14-056 (Order 86-05), § 390-16-033, filed 6/27/86.]

**WAC 390-16-036 Form for reporting fund raising events.** The official form for reporting fund raising

events is designated "C-3A," revised 6/82. 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.

**RETAIL SALES AND GAMBLING REPORT**

<b>C3A</b>	P M Date
	Recv. Date

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

Address

City County Zip

1. Description of activity and methods used in raising funds

2. Location of event or activity (street & city) Date(s) of Activity

3. Responsible leaders or organizers Name and Address Title

4. List each person who contributed total goods or services worth \$25 or more (Do not report volunteer labor in conducting activity)

Name and Address	Item or Service Contributed	Item Value	Aggregate Contribution
		\$	\$
<input type="checkbox"/> Check if additional pages are attached			

5. List each purchaser or player from whom a profit of \$25 or more was realized Approximate Profit

Name and Address	Approximate Profit
	\$
<input type="checkbox"/> Check if additional pages are attached	

6. Excess goods not retained in inventory at completion of fund raising activity were disposed of in the following manner. If goods or supplies remaining exceed \$500 in retail value attach inventory listing each item or class valued in excess of \$25.

CERTIFICATE	FINANCIAL STATEMENT																												
<p>I certify that the income resulting from the conduct of the activity is derived solely from either the retail sale of goods or services at prices which in no case exceed a reasonable approximation of the fair market value of each item or service sold at the activity, or a gambling operation which is licensed, conducted, or operated in accordance with the provisions of Chapter 9.46 RCW and at which in no case is the monetary value of any prize exceeded by the monetary value of any single wager which may be made by a person participating in such activity and the report is true and complete.</p> <p>_____ Candidate's Signature <span style="float: right;">Date</span></p> <p>_____ Treasurer's Signature (if a political committee) <span style="float: right;">Date</span></p>	<table style="width: 100%;"> <tr> <td>RECEIPTS FROM SALES/WAGERS</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>LESS COST OF SALES/PRIZES</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>GROSS PROFIT</td> <td style="text-align: right;">_____</td> </tr> <tr> <td colspan="2">OPERATING EXPENSES</td> </tr> <tr> <td>EMPLOYMENT COSTS</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>SUPPLIES</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>RENT/UTILITIES</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>TAXES/LICENSES</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>PRINTING/ADVERTISING</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>OTHER EXPENSES</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>TOTAL OPERATING EXPENSES</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>NET PROFIT (LOSS)</td> <td style="text-align: right;">_____</td> </tr> <tr> <td colspan="2" style="font-size: small;">Report profit in line 1, Schedule A to C-4</td> </tr> <tr> <td colspan="2" style="font-size: small;">Report loss in line 4, Schedule A to C-4</td> </tr> </table>	RECEIPTS FROM SALES/WAGERS	\$ _____	LESS COST OF SALES/PRIZES	_____	GROSS PROFIT	_____	OPERATING EXPENSES		EMPLOYMENT COSTS	_____	SUPPLIES	_____	RENT/UTILITIES	_____	TAXES/LICENSES	_____	PRINTING/ADVERTISING	_____	OTHER EXPENSES	_____	TOTAL OPERATING EXPENSES	_____	NET PROFIT (LOSS)	_____	Report profit in line 1, Schedule A to C-4		Report loss in line 4, Schedule A to C-4	
RECEIPTS FROM SALES/WAGERS	\$ _____																												
LESS COST OF SALES/PRIZES	_____																												
GROSS PROFIT	_____																												
OPERATING EXPENSES																													
EMPLOYMENT COSTS	_____																												
SUPPLIES	_____																												
RENT/UTILITIES	_____																												
TAXES/LICENSES	_____																												
PRINTING/ADVERTISING	_____																												
OTHER EXPENSES	_____																												
TOTAL OPERATING EXPENSES	_____																												
NET PROFIT (LOSS)	_____																												
Report profit in line 1, Schedule A to C-4																													
Report loss in line 4, Schedule A to C-4																													

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

PDC FORM

**C-3A**  
 REV. 8/82

RETAIL SALE or  
 GAMBLING REPORT

**INSTRUCTIONS**

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

**GENERAL**

The C-3A report is used to report income from the retail sale of goods and services at a fair market value or from licensed gambling activities.

Contributions or income reported on C-3A are not required to be itemized on the C-3 report.

Expenditures included in the financial statement on the C-3A should not again be itemized on Schedule A to C-4. To do so would mean reporting the expenditure twice.

If the activity results in a net profit, report that amount on line 2, Schedule A. If you have a net loss on the event, show that as an expenditure on line 4, Schedule A.

**WHO MUST REPORT**

Candidates and political committees which sponsor retail sales or gambling activities.

Note: Those using MINI or ABBREVIATED reporting options are not required to file a C-3A report.

**WHEN TO REPORT**

Funds must be deposited in the campaign account within five business days. The C-3A report is submitted the same day the deposit is made. For retail sales activities which last more than one week, a weekly report is required.

**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 headquarters is located

[Statutory Authority: RCW 42.17.370(1), 86-04-071 (Order 86-01), § 390-16-036, filed 2/5/86; 82-11-026 (Order 82-03), § 390-16-036, filed 5/10/82; 82-02-007 (Order 81-04), § 390-16-036, filed 12/28/81; Order 84, § 390-16-036, filed 8/18/76.]

**WAC 390-16-037 Purpose of campaign expenditures--Reporting.** Any person required to report the "purpose" of an expenditure under RCW 42.17.090

(1)(f) and (k)(viii), or 42.17.100 (1)(e)(ii) shall (1) specifically identify any candidate(s) or ballot proposition(s) that are supported or opposed by the expenditure unless such candidate(s) or ballot proposition(s) have been previously identified in a statement of organization of the person required to be filed under RCW 42.17.040 (2)(f) and (g), and

(2) Whenever an expenditure is made to a candidate or a political committee pursuant to an agreement or understanding of any kind regarding how the recipient will use the expenditure, specifically describe that agreement or understanding, and

(3) Specifically describe the goods and/or services to be provided by the recipient of the expenditure.

[Statutory Authority: RCW 42.17.370(1), 82-05-001 (Order 82-01), § 390-16-037, filed 2/4/82.]

**WAC 390-16-038 Definition--Aggregate.** The term "aggregate" for the purpose of these campaign financing rules means (1) a total of all contributions received or expenditures made by a candidate or committee together with all contributions received or all expenditures made by all political committees formed by or with the knowledge or consent of such candidate or committee in connection with such campaign, and (2) the total of all contributions from a person.

[Statutory Authority: RCW 42.17.370(1), 86-04-071 (Order 86-01), § 390-16-038, filed 2/5/86; Order 62, § 390-16-038, filed 8/26/75.]

**WAC 390-16-039 Total contributions and expenditures--Reporting.** (1) A continuing political committee which is not organized to support or oppose a particular candidate or ballot proposition shall report total contributions and expenditures based on a calendar year, or upon the basis of a fiscal year if the commission expressly authorizes this method. The report filed by such a continuing political committee covering January (or

the first month thereafter for which a report would be required by RCW 42.17.065 and 42.17.080) shall contain in summary the following items remaining at the end of the year:

- (a) Funds on hand;
- (b) The total of outstanding pledges;
- (c) Unpaid loans and outstanding obligations;
- (d) Pledges given to others but not yet paid.

(2) Each candidate, each political committee and each continuing political committee organized to support or oppose a particular candidate or ballot proposition shall report total contributions and expenditures for the period beginning at the time the person becomes a candidate or when the committee is organized, whichever is earlier, and ending when the candidacy or committee is terminated.

(3) This rule shall not require a report unless such report would otherwise be required by chapter 42.17 RCW.

[Statutory Authority: RCW 42.17.370(1), 86-04-071 (Order 86-01), § 390-16-039, filed 2/5/86; 79-09-041 (Order 79-04), § 390-16-039, filed 8/17/79; Order 70, § 390-16-039, filed 2/25/76.]

**WAC 390-16-041 Forms--Summary of total contributions and expenditures.** The official form for reports of contributions and expenditures by candidates and political committees is designated "C-4", revised 8/83, and includes Schedule A, revised 1/86, Schedule B, revised 1/86, Schedule C, revised 12/81, and Schedule T, 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.

CONTRIBUTION AND EXPENDITURE SUMMARY

Candidate or Committee Name (Do not abbreviate. Include candidate's full name.)				C4	P D C O F F I C E U S E	PM Date
Address					Recv. Date	
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 \$	
<b>RECEIPTS</b>				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)						
<b>EXPENDITURES</b>				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)						
<b>ELECTION RESULTS: Candidates please complete this section for reports filed after primary or general elections</b>				<b>RECAPITULATION</b>		
PRIMARY		GENERAL		19. Cash balance to date (Subtract line 16 from line 8)		
<input type="checkbox"/> Won	<input type="checkbox"/> Lost	<input type="checkbox"/> Won	<input type="checkbox"/> Lost	20. Total loans owed		
<input type="checkbox"/> Unopposed	<input type="checkbox"/> Did not run	<input type="checkbox"/> Unopposed	<input type="checkbox"/> Did not run	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)		
<b>CERTIFICATION:</b> 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	

PDC form C4 (rev. 10/82) -297-

SEE INSTRUCTIONS ON REVERSE

**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**

**INSTRUCTIONS**

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).



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

**SCHEDULE  
to C4** **B**

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
<b>TOTAL</b>			_____	
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
<b>TOTAL (Include new orders above and all other orders and unpaid bills.)</b>			_____	
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
<b>TOTAL (Include new pledges above and all other outstanding pledges.)</b>			_____	
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	
<b>TOTAL</b>			_____	
Enter total on line 18 of C4				

POC form C4B (rev. 1/86) —286—

**SEE REVERSE FOR CONTRIBUTION RESTRICTIONS**



**CONTRIBUTIONS OVER \$5,000 (cash or inkind)**

IT IS A VIOLATION OF LAW FOR ANY PERSON TO MAKE OR FOR ANY CANDIDATE OR POLITICAL COMMITTEE TO ACCEPT FROM ANY ONE PERSON CONTRIBUTIONS IN THE AGGREGATE EXCEEDING \$5,000 WITHIN 21 DAYS OF A GENERAL ELECTION.

**CONTRIBUTIONS OVER \$500 (cash or inkind)—SPECIAL REPORTS**

A SEPARATE, SPECIAL REPORT MUST BE MADE FOR EVERY CONTRIBUTION OF OVER \$500 RECEIVED WITHIN 7 DAYS OF A PRIMARY ELECTION OR 21 DAYS OF A GENERAL ELECTION.

THE REPORT MUST BE IN WRITING (C-3, LETTER, TELEGRAM, MAILGRAM) AND RECEIVED BY PDC WITHIN 48 HOURS OR THE FIRST WORKING DAY AFTER RECEIPT OR NOTIFICATION OF THE CONTRIBUTION. THE REPORT MUST INCLUDE THE NAME OF THE RECIPIENT, DATE RECEIVED, AMOUNT, AND CONTRIBUTOR'S NAME AND ADDRESS.

THE REPORT MAY BE MADE BY TELEPHONE TO THE PDC WITHIN THE REQUIRED TIME, IF THE WRITTEN REPORT IS POSTMARKED WITHIN THE REQUIRED TIME ALSO.

NOTE: ANY COMMITTEE, LOBBYIST OR LOBBIST'S EMPLOYER WHO MAKES A CONTRIBUTION OVER \$500 WITHIN 7 DAYS BEFORE A PRIMARY OR WITHIN 21 DAYS BEFORE A GENERAL ELECTION MUST NOTIFY PDC AND THE RECIPIENT WITHIN 24 HOURS OR THE FIRST WORKING DAY AFTER THE CONTRIBUTION IS MADE.

**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 -)
		<b>Total Corrections to Contributions</b>		
		Enter here and on line 8 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 -)
		<b>Total Corrections to Expenditures</b>		
		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
			<b>TOTAL</b>	
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
		<b>TOTAL</b>
Enter as (-) on line 8 & line 14 of C4.		

**TRANSFER OF FUNDS**

SCHEDULE **T**  
to C4

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

PDC FORM C4T (8-83) -829-

[Statutory Authority: RCW 42.17.370(1). 86-08-030 (Order 86-02), § 390-16-041, filed 3/26/86; 86-04-071 (Order 86-01), § 390-16-041, filed 2/5/86; 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.]

**WAC 390-16-050 Forms for contributions and expenditures of political committees not domiciled in**

**Washington state.** The official form for the report of contributions and expenditures of political committees not domiciled in Washington state or otherwise not required to report is designated "C-5," revised 1/86. 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.



10. CONTRIBUTIONS RECEIVED FROM WASHINGTON RESIDENTS: LIST ALL CONTRIBUTIONS OF \$25 OR MORE IN AGGREGATE TO THIS OUT OF STATE, FEDERAL OR OTHER COMMITTEE DURING THE CURRENT CALENDAR YEAR FROM WASHINGTON RESIDENTS OR CORPORATIONS WITH A PLACE OF BUSINESS IN WASHINGTON.

NAME AND ADDRESS	DATE	AMOUNT

CHECK HERE  IF CONTINUED ON ATTACHED SHEET

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

\_\_\_\_\_  
SIGNATURE OF COMMITTEE OFFICIAL OR PERSON FILING REPORT

\_\_\_\_\_  
NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**INSTRUCTIONS**

(Statutory reference: RCW 42.17.090 (1)(k))

**WHO MUST REPORT**

A POLITICAL COMMITTEE NOT DOMICILED IN THE STATE OF WASHINGTON, A FEDERAL COMMITTEE OR OTHER COMMITTEE NOT REQUIRED TO REGISTER UNDER WASHINGTON LAW, WHICH HAS MADE CONTRIBUTIONS TO A STATE OR LOCAL CANDIDATE OR POLITICAL COMMITTEE IN WASHINGTON STATE. (THE REPORT MAY BE FILED BY THE RECIPIENT OF THE CONTRIBUTION IF THAT CANDIDATE OR COMMITTEE HAS ALL REQUIRED INFORMATION.)

**WHEN TO REPORT**

WITHIN 10 DAYS AFTER THE RECEIPT OF EACH CONTRIBUTION. NOTE: SUBSEQUENT REPORTS MAY BE BY LETTER UPDATING OR AMENDING INFORMATION PREVIOUSLY REPORTED.

**SEND REPORT TO**

PUBLIC DISCLOSURE COMMISSION  
403 EVERGREEN PLAZA, FJ-42  
OLYMPIA, WA 98504-3342

**ADDITIONAL REPORTS REQUIRED**

WASHINGTON CANDIDATES OR COMMITTEES RECEIVING FUNDS MUST ALSO REPORT ON C-3 AND C-4 REPORTS.

**VIOLATIONS AND PENALTIES**

IT IS A VIOLATION OF LAW FOR ANY PERSON TO MAKE, OR FOR ANY CANDIDATE OR POLITICAL COMMITTEE TO ACCEPT FROM ANY ONE PERSON, CONTRIBUTIONS IN THE AGGREGATE EXCEEDING \$5,000 WITHIN 21 DAYS OF A GENERAL ELECTION.

FAILURE TO REPORT CONTRIBUTIONS AND FILE THE INFORMATION REQUIRED BY THIS REPORT WITHIN 10 DAYS AFTER THE WASHINGTON CANDIDATE OR COMMITTEE RECEIVES THE FUNDS WILL CAUSE THE FUNDS TO BE FORFEITED TO THE STATE.

**FOR ADDITIONAL INFORMATION**

CONTACT THE PUBLIC DISCLOSURE COMMISSION AT (206) 753-1111.

[Statutory Authority: RCW 42.17.370(1), 86-04-071 (Order 86-01), § 390-16-050, filed 2/5/86; 82-11-026 (Order 82-03), § 390-16-050, filed 5/10/82; Order 77, § 390-16-050, filed 6/2/76; Order 62, § 390-16-050, filed 8/26/75; Order 6, § 390-16-050, filed 3/23/73.]

**WAC 390-16-055 Filing reports for nonreporting committees.** (1) Each candidate or political committee receiving funds from a nonreporting committee as described in RCW 42.17.090 (1)(k), shall determine whether such committee has complied with that subsection. If the nonreporting committee has not filed the required report and the information cannot be reported by the recipient of the contribution in a timely manner, the funds shall not be forfeited or reportable as having been received if they are returned to the nonreporting committee immediately. Any retention or other action taken with such funds, if there is not a complete and timely report on file, shall result in the forfeiture of such funds to the state of Washington and shall be deemed a violation of chapter 42.17 RCW.

(2) Any subsequent report by a nonreporting committee or recipient of its contribution which is required by RCW 42.17.090 (1)(k) during the same calendar year may update its initial report by letter showing, in addition to its name and address, only reportable information which is new or changed since its last report.

[Statutory Authority: RCW 42.17.370(1), 86-04-071 (Order 86-01), § 390-16-055, filed 2/5/86; 82-14-016 (Order 82-04), § 390-16-055, filed 6/28/82; 79-09-041 (Order 79-04), § 390-16-055, filed 8/17/79; Order 62, § 390-16-055, filed 8/26/75; Order 29, § 390-16-055, filed 5/27/74.]

**WAC 390-16-060 Forms for report of independent expenditures.** The official form for reports of independent expenditures as required by RCW 42.17.100 is designated "C-6," revised 6/82. 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.

**Campaign Financing Reporting**

390-16-105



REPORT OF INDEPENDENT EXPENDITURES  
TO THE STATE OF WASHINGTON  
**PUBLIC DISCLOSURE COMMISSION**  
403 EVERGREEN PLAZA—FJ-42  
711 CAPITOL WAY  
OLYMPIA, WASHINGTON 98504  
PHONE: 206-753-1111

FILING FORM <b>C-6</b> Rev. 6/82	TO BE FILED BY: <b>PERSONS MAKING INDEPENDENT CAMPAIGN EXPENDITURES OF \$100 OR MORE IN AGGREGATE</b> RCW 42.17.100(1)
--	--

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

See completion instructions at bottom of page.

(Type or print clearly)

1. NAME AND ADDRESS OF PERSON MAKING EXPENDITURE	CHECK	DATE PREPARED
	<input type="checkbox"/> One time report. I do not expect to make other independent expenditures. <input type="checkbox"/> I do expect to make other independent expenditures (See instructions) <input type="checkbox"/> Final report.	

2. NAME OF CANDIDATE OR BALLOT PROPOSITION SUPPORTED OR OPPOSED: CHECK  SUPPORT OR  OPPOSE

3a. LIST THE VALUE OF ALL INDEPENDENT EXPENDITURES MADE IF AGGREGATE IS \$100 OR MORE. ITEMIZE EXPENDITURES OF \$25 OR MORE MADE IN SUPPORT OR IN OPPOSITION TO ANY CANDIDATE OR BALLOT PROPOSITION DURING AN ELECTION CAMPAIGN. DO NOT INCLUDE MONETARY OR IN-KIND CONTRIBUTIONS MADE DIRECTLY TO A CANDIDATE OR POLITICAL COMMITTEE.

DATE	NAME AND ADDRESS OF ANY VENDOR OR RECIPIENT	DESCRIPTION OF EXPENDITURE (Goods, services, or rights purchased or furnished)	AMOUNT OR VALUE (* see below)
Expenditures less than \$25 not itemized above			
TOTAL THIS REPORT PERIOD			\$ _____

3b. TOTAL INDEPENDENT EXPENDITURES MADE DURING THIS ELECTION CAMPAIGN, INCLUDE EXPENDITURES SHOWN IN THIS REPORT AND PREVIOUSLY SUBMITTED REPORTS. \$ \_\_\_\_\_

**INSTRUCTIONS**  
(1982 amendments are incorporated)

**WHO MUST REPORT:**  
Persons who make expenditures aggregating \$100 or more during any election campaign in support of or opposition to a candidate or ballot proposition if not made directly to or in coordination with the candidate or a political committee.

**WHEN TO REPORT:** When aggregate amount reaches:  
 less than \$100 — No report is required  
 \$100 or more (or value cannot be estimated) — Within 5 days  
 If additional expenditures made — 10th of month preceding election in which other reports are not required.  
     \* 21 days prior to election  
     \* 7 days prior to election  
     \* 21 days after election

\* Required only when expenditures have been made since last report was submitted.

**WHERE TO REPORT:**  
 Copy # 1—Public Disclosure Commission, 403 Evergreen Plaza—FJ-42  
 Olympia, WA 98504  
 Copy # 2—County Auditor of candidate. For ballot propositions with county auditor of person filing this report.

PDC form C-6 (Rev. 6/82) -368-

**AMOUNT OR VALUE**

\*If no reasonable estimate can be made of value, describe activity, services, property or right furnished precisely and attach copy of item produced or distributed.

**CERTIFICATION:** I hereby certify that the above is a true, complete and correct statement.

SIGNATURE OF PERSON MAKING EXPENDITURES \_\_\_\_\_

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

[Statutory Authority: RCW 42.17.370(1), 86-04-071 (Order 86-01), § 390-16-060, filed 2/5/86; 82-11-026 (Order 82-03), § 390-16-060, filed 5/10/82; Order 77, § 390-16-060, filed 6/2/76; Order 62, § 390-16-060, filed 8/26/75; Order 6, § 390-16-060, filed 3/23/73.]

**WAC 390-16-105 Abbreviated campaign reporting—Eligibility.** (1) No candidate and no political committee, as those terms are defined in RCW 42.17.020, shall be required to comply with the provisions of RCW 42.17.060 - 42.17.090 except as otherwise prescribed in

WAC 390-16-038, 390-16-115, 390-16-120 and 390-16-125 when neither the aggregate contributions nor the aggregate expenditures exceed two thousand dollars and no contribution or contributions from any source other

than the candidate's personal resources within such aggregate exceeds two hundred dollars.

(2) No continuing committee as that term is defined in RCW 42.17.020, shall be required to comply with the provisions of RCW 42.17.060 through 42.17.090 except as otherwise prescribed in WAC 390-16-038, 390-16-115, 390-16-120 and 390-16-125 when neither the aggregate contributions nor the aggregate expenditures during a calendar year exceed two thousand dollars and no contributions or contributions from any person exceed two hundred dollars.

[Statutory Authority: RCW 42.17.370(1), 86-04-071 (Order 86-01), § 390-16-105, filed 2/5/86; Order 91, 390-16-105, filed 7/22/77; Order 62, § 390-16-105, filed 8/26/75.]

**WAC 390-16-111 Abbreviated campaign reporting--Special fund raising events.** The term "any person" as used in WAC 390-16-105 does not mean a fund raising activity conducted pursuant to RCW 42.17.067. Candidates and committees using abbreviated reporting as provided in chapter 390-16 WAC shall not be limited to receiving two hundred dollars from a fund raising event provided that the profit realized from any person does not exceed two hundred dollars from all fund raising events conducted during a campaign or calendar year.

[Statutory Authority: RCW 42.17.370(1), 86-04-071 (Order 86-01), § 390-16-111, filed 2/5/86; Order 77, § 390-16-111, filed 6/2/76.]

**WAC 390-16-115 Abbreviated campaign reporting--Conditions for granting use.** The exemptions allowed in WAC 390-16-105 shall be granted to a candidate or political committee only upon compliance with the following conditions.

(1) The candidate or political committee must, within fourteen days of the time of organization, or of receipt of contributions or the making of expenditures, or of reservation of space or facilities with intent to promote or oppose a candidacy for office or with intent to promote or oppose a ballot proposition, whichever comes first, file the C-1 registration statement with the commission and the county elections office. The statement shall declare that the candidate or political committee will not exceed the expenditure limitations set out in WAC 390-16-105.

(2) The candidate or political committee must, throughout the ensuing election campaign, keep current records in sufficient detail to allow the candidate or political committee to make reports otherwise required by RCW 42.17.040 through 42.17.090 in the event that the filing of such reports becomes necessary as a result of exceeding the contribution and expenditure limitation, pursuant to subsequent permission of the commission.

(3) The candidate or political committee treasurer shall, during the eight days immediately preceding the date of the election, maintain records of contributions and expenditures current within one business day. These records shall be open for public inspection during the hours designated on the C-1 at the principal campaign headquarters or, if there is no campaign headquarters, at

the address of the campaign treasurer or such other place as may be authorized by the commission.

(4) The records of contributions and expenditures shall be open to audit or examination by representatives of the public disclosure commission at any time upon request from the commission.

[Statutory Authority: RCW 42.17.370(1), 86-04-071 (Order 86-01), § 390-16-115, filed 2/5/86; 82-14-016 (Order 82-04), § 390-16-115, filed 6/28/82; Order 62, § 390-16-115, filed 8/26/75.]

**WAC 390-16-120 Abbreviated campaign reporting--Times and place for filing reports C-1 and C-4.** (1) The report C-1 shall be filed by any candidate or political committee intending to use the abbreviated reporting recognized and regulated by WAC 390-16-105 or 390-16-115 within fourteen days of becoming a candidate or organizing a committee.

(2) In the case of a continuing political committee, the C-1 report shall be filed initially within fourteen days after accepting any contributions or making any expenditures. Thereafter, the C-1 shall be filed each year between January 1 and January 31 for any year in which the committee intends to use the abbreviated reporting system and within ten days of any date a change is made in reportable information. Failure to file a new C-1 during January shall automatically terminate the committee's entitlement to use the abbreviated reporting system until such time as a new C-1 is filed.

(3) The report Form C-4 summary page shall be filed by each candidate and political committee within twenty-one days after each special or general election in which there was participation. In the case of a candidate or committee which participates in a primary election but does not participate in the following general election, the C-4 report shall be filed not later than twenty-one days following the general election.

Additionally, in the case of a continuing political committee, the report Form C-4 shall be filed not later than January 31 summarizing the total contributions received and expenditures made during the preceding calendar year.

(4) The original of each report required by this section shall be filed with the public disclosure commission. A copy shall be filed with the elections officer of the county in which the candidate or committee treasurer resides and a copy shall be retained by the candidate or committee treasurer.

[Statutory Authority: RCW 42.17.370(1), 86-04-071 (Order 86-01), § 390-16-120, filed 2/5/86; 79-08-046 (Order 79-03), § 390-16-120, filed 7/19/79; Order 91, § 390-16-120, filed 7/22/77; Order 62, § 390-16-120, filed 8/26/75.]

**WAC 390-16-125 Abbreviated campaign reporting--Exceeding limitations.** Whenever there is reason to believe that any of the aggregate limitations specified in WAC 390-16-105, 390-16-115, or 390-16-120 will or may be exceeded, the candidate or committee may apply to the commission for authorization to change reporting options.

(1) If the application is made more than thirty days prior to the date of the election, the application will be



considered approved without further action by the commission if the person making application submits:

(a) A PDC Form C-1 indicating the intention of using the full reporting system provided by RCW 42.17.040 - 42.17.090;

(b) A PDC Form C-4 with Schedules A, B, and T disclosing all contributions and expenditures reportable under RCW 42.17.090 for the election campaign or in the case of continuing political committees for the calendar year.

(c) A statement affirming that all known candidates for the office being sought have been notified personally of the application stating the manner and date of such notification. In the case of a ballot proposition, the statement shall affirm that the committee treasurer of all committees identifiable from the records of the county elections officer or public disclosure commission to be opposing or supporting the proposition have been notified personally of the application stating the manner and date of such notification.

(2) If the application is made within thirty days of the date of the election, the application shall be approved only by authorization of the executive director.

(a) Prior to such approval being granted, the executive director shall determine that the application contains those documents shown in subsection (1)(a), (b) and (c) above.

(b) The commission staff shall investigate why the applicable requirements were not complied with in the first instance and whether or not the probability of exceeding such limitations was reasonably foreseeable. If the investigation shows that the declaration by the candidate, committee or other person filed under WAC 390-16-115 was made in good faith and that the probability of exceeding such limitations was not reasonably foreseeable, the executive director will approve the reporting option change conditioned upon full future compliance with all applicable requirements of chapter 42.17 RCW.

(3) When one candidate or committee on either side of an election campaign has applied for permission to exceed the limitations of the exemption under subsection (1) above, all other candidates and/or committees may change reporting options by meeting the requirements of subsection (1)(a), (b), and (c) of this section.

(4) Any person who knowingly or negligently causes or permits the limitations specified in these regulations to be exceeded shall be deemed to have violated the applicable provisions of RCW 42.17.040 - 42.17.090.

[Statutory Authority: RCW 42.17.370(1), 86-04-071 (Order 86-01), § 390-16-125, filed 2/5/86; Order 91, § 390-16-125, filed 7/22/77; Order 67, § 390-16-125, filed 1/16/76; Order 62, § 390-16-125, filed 8/26/75.]

**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) No person except the candidate may contribute more than two hundred dollars to a campaign using the mini reporting option.

[Statutory Authority: RCW 42.17.370(1), 86-04-071 (Order 86-01), § 390-16-150, filed 2/5/86; 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.]

**WAC 390-16-155 Mini campaign reporting--Exceeding limitations.** (1) Whenever there is reason to believe that the expenditure limits provided in WAC 390-16-150 will be exceeded or that the candidate or candidate's committee will exceed the limitations on contributions and expenditures provided in WAC 390-16-150, the candidate may apply to the commission for authorization to exceed such limits.

(a) The application shall take the form of a new C-1 report indicating the candidate's or candidate committee's intent to report in accordance with either the abbreviated reporting system provided in WAC 390-16-105 or to fully report as provided in RCW 42.17.040 through 42.17.090.

(b) The application shall be accompanied by a statement signed by the candidate affirming that all known candidates for the office being sought have been notified personally of the application stating the manner and date of notification.

(c) The application shall be submitted to the commission and duplicate copies of C-1 and C-4 report submitted to the county elections officer of the county where the candidate resides within one day of the time that expenditure limits are exceeded.

(2) The application shall be approved without further commission action.

[Statutory Authority: RCW 42.17.370(1), 86-04-071 (Order 86-01), § 390-16-155, filed 2/5/86; 82-14-016 (Order 82-04), § 390-16-155, filed 6/28/82; Order 91, § 390-16-155, filed 7/22/77.]

**WAC 390-16-200 Encouraging expenditures to avoid contributions--Result.** If a candidate or a political committee advises, counsels or otherwise knowingly encourages any person to make an expenditure which, if made by the candidate or committee would be regulated by RCW 42.17.080 - 42.17.090, for the purpose of avoiding direct contributions or for any other reason, the person making such expenditure shall be considered an

agent of the candidate or political committee encouraging the expenditure, and the expenditure shall be considered for all intents and purposes as an expenditure of such candidate or political committee.

[Order 62, § 390-16-200, filed 8/26/75.]

**WAC 390-16-205 Expenditures by agents, employees--Reporting.** Expenditures made on behalf of a candidate or political committee by any person, agency, firm, organization, etc. employed or retained for the purpose of organizing, directing, managing or assisting the candidate's or committee's efforts shall be deemed expenditures by the candidate or committee. Such expenditures shall be reported by the candidate or committee as if made or incurred by the candidate or committee directly.

[Order 74, § 390-16-205, filed 4/26/76.]

**WAC 390-16-206 Ratings and endorsements.** (1) Any person making a measurable expenditure of funds to communicate a rating, evaluation, endorsement or recommendation for or against a candidate or ballot proposition (other than news, feature, or editorial comment in a regularly scheduled issue of a printed periodical or broadcast media program) shall report such expenditure including all costs of preparation and distribution in accordance with RCW 42.17.030 through 42.17.100.

(2) A candidate or sponsor of a ballot proposition who, or a political committee which, is the subject of the rating, evaluation, endorsement or recommendation shall not be required to report such expenditure as a contribution unless the candidate, sponsor, committee or an agent thereof advises, counsels or otherwise encourages the person or committee to make the expenditure.

(3) A candidate who is an officer, director, employee or owner of 10 percent or more in any entity which owns or controls any newspaper, magazine, printed periodical, radio station, television station or other medium of mass communication, and who is provided feature, editorial or advertising space or broadcast time at less than fair market value by the medium with the intent to personally advocate support for his candidacy or to oppose the candidacy of his opponents, must report the fair market value of that space or time as a contribution from the medium. The fair market value shall be the same as that charged for an equal amount of advertising space or time or, if there is no similar space or time, the most expensive advertising space or time sold by the organization.

[Statutory Authority: RCW 42.17.370(1), 86-08-030 (Order 86-02), § 390-16-206, filed 3/26/86; Order 84, § 390-16-206, filed 8/18/76.]

**WAC 390-16-207 In-kind contributions and expenditures--Reporting.** (1) Whenever a candidate or a political committee makes one or more in-kind expenditures which (i) directly or indirectly, in whole or in part, benefit another identifiable candidate or political committee and (ii) in the aggregate amount to a value of fifty dollars or more in the reporting period, then, for

[Title 390 WAC--p 34]

the purpose of complying with the provisions of RCW 42.17.090 (1)(f);

(a) Such candidate or political committee shall identify the candidate or political committee benefited by such expenditure and state the value thereof; and

(b) The candidate or political committee that receives benefit of such expenditure or expenditures shall report a corresponding amount as a contribution received and as an expenditure made by such candidate or political committee.

(2) Whenever a candidate or a political committee makes an in-kind expenditure which supports or opposes more than one candidate or ballot proposition, the person making such expenditure shall identify each candidate or ballot proposition to which such support or opposition is directed and, if the aggregate expenditure amounts to fifty dollars or more, shall state the prorated amount of the expenditure or expenditures properly attributable to each such candidate or ballot proposition.

(3) Whenever a candidate or political committee provides its equipment, property or other facilities owned, retained, leased or controlled by it to another candidate or political committee, the fair market value of the use of such equipment, property or other facilities, if it amounts to fifty dollars or more, shall be reported as follows:

(a) By the candidate or political committee providing the equipment, property or other facilities, by attaching to its Form C-4, Schedule B, a statement setting forth the name of the candidate or political committee benefited and the date, description and value of the in-kind contribution made by it;

(b) By the candidate or political committee benefiting from the use of such equipment, property or other facilities, by reporting the value of such use in its Form C-4, Schedule B, both as a contribution and as an expenditure.

[Statutory Authority: RCW 42.17.370(1), 86-04-071 (Order 86-01), § 390-16-207, filed 2/5/86; 82-14-016 (Order 82-04), § 390-16-207, filed 6/28/82; Order 79, § 390-16-207, filed 6/25/76.]

**WAC 390-16-221 Tangible property--Definition.**

(1) All contributions received by a political committee or candidate are subject to the requirements of RCW 42.17.095 and 42.17.125 whether or not the committee converts the contribution to a different form, e.g., the purchase of tangible property from monetary contributions.

(2) For the purpose of this rule, tangible property includes but is not limited to real property and improvements thereto; furniture, office desks, file cabinets, tables and machines, vehicles, printing and duplicating equipment, and computer hardware and software.

[Statutory Authority: RCW 42.17.370(1), 86-04-071 (Order 86-01), § 390-16-221, filed 2/5/86.]

**WAC 390-16-230 Surplus campaign funds--Use in future.** (1) If at any time in the future any contribution or expenditure is received by or made from such surplus fund or funds for any purpose which would qualify the holder as a candidate or political committee, it will be

presumed the holder of such funds has initiated a new candidacy or committee. Within fourteen days of the day such contribution or expenditure is received or made, such candidate or political committee shall file (a) a final report for the previous campaign as provided in RCW 42.17.080 and 42.17.090 and (b) a statement of organization and initial report for the new campaign as provided by RCW 42.17.040, 42.17.080 and 42.17.090. The surplus fund may be reported as one sum and listed as a contribution identified as "funds from previous campaign," provided that all augmentations to and all expenditures made from the retained surplus fund from the initial date of retention are reported in detail as to source, recipient, purpose, amount and date of each transaction.

(2) A candidate who, or the political committee of a candidate which, retains surplus funds to use for the support or opposition of other candidates or of ballot propositions has established a continuing political committee, and must thereafter report as such.

(3) A political committee formed to support or oppose a particular ballot proposition which retains surplus funds to use in support or opposition of candidates or of other ballot propositions has become a continuing political committee and must thereafter report as such.

[Statutory Authority: RCW 42.17.370(1), 86-04-071 (Order 86-01), § 390-16-230, filed 2/5/86; 82-14-016 (Order 82-04), § 390-16-230, filed 6/28/82; Order 70, § 390-16-230, filed 2/25/76; Order 62, § 390-16-230, filed 8/26/75.]

**WAC 390-16-302 Reporting fund raising events--Incidental activities.** For purposes of reporting a single fund raising event on Form C-3A, a political committee, depending on which alternative is more convenient to the political committee, shall regard receipts from admissions, concessions, programs or other incidental activities either:

(1) As integral parts of the one fund raising activity and totally reportable as one activity; or

(2) As receipts from individual fund raising activities and reportable individually as separate activities.

[Order 84, § 390-16-302, filed 8/18/76.]

**WAC 390-16-306 Volunteer workers, fund raising activities.** For the purpose of reporting fund raising activities pursuant to RCW 42.17.067, time spent by volunteer workers in operating such activities need not be reported. However, the name, address and title of responsible leaders or organizers of the activity shall be reported.

[Statutory Authority: RCW 42.17.370(1), 86-04-071 (Order 86-01), § 390-16-306, filed 2/5/86; Order 84, § 390-16-306, filed 8/18/76.]

**Chapter 390-18 WAC  
POLITICAL ADVERTISING**

<p>WAC 390-18-010 390-18-020 390-18-030</p>	<p>Political advertising--Identification of sponsor. Political advertising--Political party identification. Political advertising--Exemptions from sponsor identification.</p>
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390-18-040 Use of the terms "re-elect," "retain," and "return."

**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.]

**WAC 390-18-040 Use of the terms "re-elect," "retain," and "return."** (1) The term "re-elect" when used in a political advertisement implies that the candidate is presently holding office, was elected to it, and seeking another term in that same position.

(2) The term "re-elect" may be used in a political advertisement by a nonincumbent candidate who has previously been elected to the position being sought provided that in the same advertisement it is clearly stated that the candidate is not the incumbent.

(3) The term "retain" in a political advertisement implies that the candidate is the incumbent but does not imply that the candidate attained the position by election.

(4) The term "return" in a political advertisement implies that the candidate now holds, or has previously held, the position being sought, but does not imply that the position was attained by election.

[Statutory Authority: RCW 42.17.370(1), 86-12-059 (Order 86-03), § 390-18-040, filed 6/3/86.]

### Chapter 390-20 WAC

#### FORMS FOR LOBBYING REPORTS, ELECTED OFFICIALS AND LEGISLATORS

WAC

390-20-010 Forms for lobbyist registration.

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390-20-013	Lobbyist registration—Photograph—Requirements.
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.
390-20-025	Lobbyists expenditures—Apportionment of expenses.
390-20-026	Definition of term "other expenses."
390-20-027	Definition—State elected official, candidate for state office.
390-20-052	Application of RCW 42.17.190—Reports of agency lobbying.
390-20-054	Agency lobbying—Reporting of lobbying by independent contractors.
390-20-100	Effect of Public Disclosure Act—Freedom of communication—Employer interference.
390-20-105	Lobbyist's employer—Meaning—Examples.
390-20-107	Lobbyist's employer—Reporting of "total expenditures."
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.
390-20-141	Registration and reporting required when a lobbyist employs another lobbyist.
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.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

390-20-010	Forms for lobbyist registration. [Order 62, § 390-20-010, filed 8/26/75; Order 45, § 390-20-010, filed 9/26/74; Order 6, § 390-20-010, filed 1/23/73.] Repealed by 78-02-063 (Order 96), filed 1/23/78. Statutory Authority: RCW 42.17.370(1).
390-20-028	Definition of terms "communicate," "communication," "communicating," and "legislation." [Statutory Authority: RCW 42.17.160(4) and 42.17.370(1), 78-08-061 (Order 100), § 390-20-028, filed 7/24/78.] Repealed by 80-02-055 (Order 80-01), filed 1/17/80. Statutory Authority: RCW 42.17.370(1).
390-20-030	Forms for lobbyist registration—For statement of compensation paid to elected officials. [Order 45, § 390-20-030, filed 9/26/74; Order 9, § 390-20-030, filed 4/24/73.] Repealed by 80-02-106 (Order 80-02), filed 1/24/80. Statutory Authority: RCW 42.17.370(1).
390-20-040	Forms—For report of legislative activity by legislators and legislative committees. [Order 45, § 390-20-040, filed 9/26/74; Order 5, § 390-20-040, filed 3/2/73.] Repealed by 80-02-106 (Order 80-02), filed 1/24/80. Statutory Authority: RCW 42.17.370(1).
390-20-050	Forms—For report of legislative activity by public agencies. [Statutory Authority: RCW 42.17.370(1), 79-11-124 (Order 79-07), § 390-20-050, filed 11/6/79; Order 43, § 390-20-050, filed 9/26/74; Order 5, § 390-20-050, filed 3/2/73.] Repealed by 80-02-106 (Order 80-02), filed 1/24/80. Statutory Authority: RCW 42.17.370(1).
390-20-051	Application of RCW 42.17.190 to lobbying of the legislature and governor. [Statutory Authority: RCW 42.17.160(4) and 42.17.370(1), 78-08-061 (Order 100), § 390-20-051, filed 7/24/78.] Repealed by 80-02-055 (Order 80-01), filed 1/17/80. Statutory Authority: RCW 42.17.370(1).

(1986 Ed.)

- 390-20-053 Application of RCW 42.17.190 to lobbying of other agencies. [Statutory Authority: RCW 42.17.160(4) and 42.17.370(1). 78-08-061 (Order 100), § 390-20-053, filed 7/24/78.] Repealed by 80-02-055 (Order 80-01), filed 1/17/80. Statutory Authority: RCW 42.17.370(1).
- 390-20-055 Application of RCW 42.17.190 to intra-agency activity. [Statutory Authority: RCW 42.17.160(4) and 42.17.370(1). 78-08-061 (Order 100), § 390-20-055, filed 7/24/78.] Repealed by 80-02-055 (Order 80-01), filed 1/17/80. Statutory Authority: RCW 42.17.370(1).
- 390-20-060 Forms—For registration and reporting by sponsors of grass roots lobbying campaigns. [Order 43, § 390-20-060, filed 9/26/74; Order 5, § 390-20-060, filed 3/2/73.] Repealed by 80-02-106 (Order 80-02), filed 1/24/80. Statutory Authority: RCW 42.17.370(1).
- 390-20-070 Forms—For statement of employment of legislators, state officers, and state employees. [Order 43, § 390-20-070, filed 9/26/74; Order 5, § 390-20-070, filed 3/2/73.] Repealed by 80-02-106 (Order 80-02), filed 1/24/80. Statutory Authority: RCW 42.17.370(1).
- 390-20-080 Lobbyists—Termination of registration. [Order 49, § 390-20-080, filed 3/3/75.] Repealed by 80-03-089 (Order 80-03), filed 3/4/80. Statutory Authority: RCW 42.17.370(1).
- 390-20-085 Lobbyists expenditures—Apportionment of expenses. [Order 49, § 390-20-085, filed 3/3/75.] Repealed by 80-06-119 (Order 80-06), filed 5/30/80. Statutory Authority: RCW 42.17.370(1).

**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.

6. WHAT IS YOUR PAY (COMPENSATION) FOR LOBBYING? DESCRIPTION OF EMPLOYMENT (CHECK ONE OR MORE BOXES)

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

OTHER: EXPLAIN

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

YES: \$ \_\_\_\_\_ PER \_\_\_\_\_

YES: I AM REIMBURSED FOR ALL EXPENSES.

NO: I AM NOT REIMBURSED FOR EXPENSES.

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.)

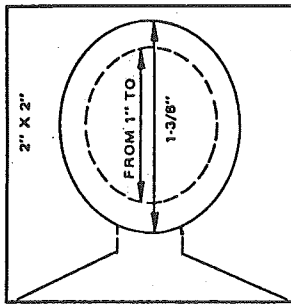
12. AREAS OF INTEREST. LOBBYING IS MOST FREQUENT BEFORE LEGISLATIVE COMMITTEE MEMBERS OR STATE AGENCIES CONCERNED WITH FOLLOWING SUBJECTS: REMARKS

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.

PDC FORM L-1, PAGE 3 (Rev 11/82) -394-

[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 \_\_\_\_\_

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
				\$

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
			\$

TOTAL SMALL GIFTS AND PROMOTIONAL ITEMS NOT ITEMIZED (NO RECIPIENT 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 42.17.160

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.

PDC FORM L-2 (REV. 11/82) BACK —394—

[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 390-20-025 Lobbyists expenditures--Apportionment of expenses.** For the purposes of compliance with RCW 42.17.170 (2)(a) requiring reporting of expenditures by lobbyists, a person registered and reporting as a lobbyist need only report those expenditures made or incurred for lobbying.

[Order 62, § 390-20-025, filed 8/26/75.]

**WAC 390-20-026 Definition of term "other expenses."** The term "other expenses" in RCW 42.17.170 shall be deemed to include only expenses or services paid or incurred or performed in connection with lobbying.

[Order 70, § 390-20-026, filed 2/25/76; Order 62, § 390-20-026, filed 8/26/75.]

**WAC 390-20-027 Definition--State elected official, candidate for state office.** For the purposes of reporting by employers of registered lobbyists pursuant to RCW 42.17.180, the terms "state elected official" and "candidate for state office" shall include governor, lieutenant governor, attorney general, state auditor, commissioner of public lands, insurance commissioner, secretary of state, superintendent of public instruction, state treasurer, state senator, state representative, justices of the supreme court and judges of the court of appeals.

[Order 71, § 390-20-027, filed 3/23/76.]

**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 390-20-054 Agency lobbying--Reporting of lobbying by independent contractors.** (1) An independent contractor who is retained to lobby on behalf of an agency shall register and report as a lobbyist pursuant to RCW 42.17.150 and 42.17.170.

(2) An agency which retains an independent contractor as a lobbyist and reports all of its expenditures in connection therewith pursuant to RCW 42.17.190 shall not be obligated to file a report pursuant to RCW 42.17.180 with regard to that lobbyist.

[Statutory Authority: RCW 42.17.370(1), 81-08-025 (Order 81-01), § 390-20-054, filed 3/26/81.]

**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 390-20-107 Lobbyist's employer--Reporting of "total expenditures."** (1) Consistent with the public policy expressed in RCW 42.17.010 (1) and (10), the obligation in RCW 42.17.180(3) for the employer of a lobbyist to report "total expenditures" for lobbying purposes requires reporting of all payments made to finance a lobbying effort, whether or not reportable by the lobbyist pursuant to RCW 42.17.170.

(2) "Total expenditures" requires inclusion of a pro rata share of general overhead expenditures for lobbying which are attributable to the lobbyist as an employee or whose contract is for activities and services in addition to lobbying. The term also requires reporting of separate, identifiable expenditures such as rental of additional office space, hiring of additional staff and secretarial assistance, specific advertising campaigns, expenditures for lobbyists who are exempt from registration per RCW 42.17.160, specific telephone installations and charges, and other such separate, identifiable expenditures made for the purpose of conducting a lobbying effort.

[Statutory Authority: RCW 42.17.370(1), 82-14-016 (Order 82-04), § 390-20-107, filed 6/28/82.]

**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

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

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.

Table with 3 columns: LOBBYIST NAME (IF TO LOBBY FIRM, LIST FIRM NAME), AMOUNT, TOTAL AMOUNT

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

CERTIFICATION

I certify that the information contained in this report is a true, correct and complete statement in accordance with RCW 42.17.180.

SIGNATURE OF EMPLOYER

DATE

NAME TYPED OR PRINTED

TITLE

- 8 -

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 \$6,000	
C - \$6,000 but less than \$10,000	
D - \$10,000 but less than \$26,000	
E - 26,000 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		

PDC FORM L-3 (REV. 8/83) BACK -394-

[Statutory Authority: RCW 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 <b>L-4</b> REV. 2/76	TO BE FILED BY: <b>LEGISLATORS, COMMITTEES OF LEGISLATURE</b> (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

PDC form L-4 (Rev. 2/76)



[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.]

**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.

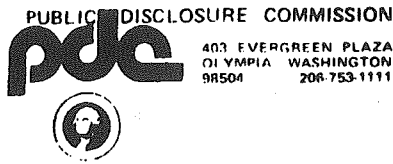


Lobbying Reports

390-20-120

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.



PUBLIC DISCLOSURE COMMISSION  
403 EVERGREEN PLAZA  
OLYMPIA WASHINGTON  
98504 206-753-1111

PDC FORM <b>L-5</b> REV. 11-79	<b>LOBBYING BY STATE AND LOCAL GOVERNMENT AGENCIES</b>
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THIS SPACE FOR OFFICE USE

FILE NUMBER	P. M. DATE	DATE RECEIVED
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INSTRUCTIONS ARE PRINTED ON REVERSE

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	\$
<b>TOTAL THIS QUARTER</b>	\$
<b>TOTAL TO DATE THIS YEAR</b>	\$

**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

POST MARK RECEIVED

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 COVERS: 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

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)

CONTINUE ON REVERSE

6. CONTRIBUTIONS:

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

Table with 3 columns: NAME, ADDRESS, CITY, ZIP, and AMOUNT. Multiple empty rows for data entry.

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 AGGREGATE 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 BUSINESSES OR OCCUPATIONS OF ALL PERSONS ORGANIZING AND MANAGING THE CAMPAIGN, OR HELD 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, BILLS, 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 SEPARATED ACCORDING TO FINANCIAL CATEGORY, INCLUDING BUT NOT LIMITED TO THE FOLLOWING: ADVERTISING, SECURED BY MEDIA, AND IN THE CASE OF LARGE EXPENDITURES (AS PROVIDED BY RULE OF THE COMMISSION), BY OUTLET, CONTRIBUTIONS, ENTERTAINMENT, INCLUDING FOOD AND BEVERAGES, OFFICE EXPENSES INCLUDING TRAVEL 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) UPON THE CAMPAIGN HAVING 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: For authority on RCW 42.17.370, the threshold amounts to begin reporting shown in RCW 42.17.200(1) are increased from \$500 to \$1,000 and from \$200 to \$300 respectively.

PDC FORM L-6 (REV. 12/85) -E-1078-

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.

[Title 390 WAC—p 52]

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 <b>L-7</b>	TO BE FILED BY: <b>EMPLOYERS OF LEGISLATORS, STATE OFFICERS OR STATE EMPLOYEES</b> (Sec. 21)
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THIS SPACE FOR OFFICE USE		
P.M. DATE	DATE RECVD.	ITEM NUMBER

See completion instructions at bottom of page.  
(Type or print clearly)

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
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ITEM 2	NATURE OF EMPLOYMENT BY REPORTING EMPLOYER
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ITEM 3	AMOUNT AND NATURE OF PAY OR CONSIDERATION
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ITEM 4	NATURE OF STATE OFFICE OR EMPLOYMENT
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<p align="center"><b>INSTRUCTIONS</b></p> <p><b>WHO SHOULD FILE THIS FORM:</b> 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><b>FILING DEADLINE:</b> Within 15 days after commencement of employment.</p> <p><b>FORM TO BE SUBMITTED TO:</b> 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>	SUBSCRIBED AND SWORN BEFORE ME THIS _____ DAY OF _____ 19 _____ NOTARY PUBLIC, IN AND FOR THE STATE OF WASHINGTON RESIDING IN: _____ CERTIFICATION: I hereby certify under oath, that the above is a true, complete and correct statement in accordance with Sec. 21 of this Law. SIGNATURE _____ TITLE _____ DATE _____
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**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 390-20-141 Registration and reporting required when a lobbyist employs another lobbyist.** (1) If a registered lobbyist employs another lobbyist to perform lobbying activities in excess of the exemptions specified in RCW 42.17.150(2) or 42.17.160 then such registered lobbyist is also an employer of a registered lobbyist.

(2) Any person who becomes an employer of a registered lobbyist under such circumstances must (a) confirm such employment on the employee's L-1 registration statement; (b) in a written instrument filed with such employee's L-1 registration statement identify which clients the employee is authorized to represent; (c) file an annual L-3 report as an employer of a registered lobbyist; and (d) continue to file monthly L-2 reports as a registered lobbyist.

[Statutory Authority: RCW 42.17.370(1), 86-14-056 (Order 86-05), § 390-20-141, filed 6/27/86.]

**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

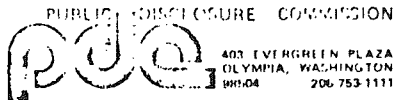
##### WAC

390-24-010	Forms for statement of financial affairs.
390-24-020	Forms for amending statement of financial affairs.
390-24-025	Time for filing statement of financial affairs.
390-24-030	Forms for reports of public office fund.
390-24-032	Definition—Nonreimbursed public office related expense.
390-24-100	Definition—Direct financial interest.
390-24-105	Definition—Written sworn statement.
390-24-110	Definition—Debt.
390-24-160	Definition—Professional staff member.
390-24-200	Sufficient descriptions of property.
390-24-205	Report of legislation prepared, promoted or opposed.
390-24-210	Report of officers and directors of financial institutions.

##### 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).
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**WAC 390-24-010 Forms for statement of financial affairs.** The official form for statements of financial affairs as required by RCW 42.17.240 is designated "F-1," revised 12/86. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments must be on 8 1/2" x 11" white paper.



PDC FORM F-1 STATEMENT OF FINANCIAL AFFAIRS elected officials, candidates and state appointed officials

PDC OFFICE USE

RECEIVED

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 due 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

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ ZIP \_\_\_\_\_

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

NAMES OF SPOUSE AND DEPENDENTS \_\_\_\_\_

POLITICAL PARTY If partisan office or pertinent to appointment \_\_\_\_\_

OFFICE YOU HOLD OR ARE A CANDIDATE FOR:

Office title \_\_\_\_\_

County, city district or agency of the office, name and number: \_\_\_\_\_

Position number \_\_\_\_\_

Term begins: \_\_\_\_\_ ends: \_\_\_\_\_

**1 INCOME:** 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  IF CONTINUED ON ATTACHED SHEET

**2 REAL ESTATE:** List each parcel of 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 OR IN WHICH YOU HELD 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 VALUE 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  IF CONTINUED ON ATTACHED SHEET



**3 ASSETS:** 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 OR ASSET	DESCRIPTION OF ASSET	FAIR MARKET 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 LIABILITIES:** List each creditor owed \$1,000 or more any time during the period. Don't include retail charge accounts or credit cards.

CREDITOR'S NAME AND ADDRESS	TERMS OF PAYMENT	SECURITY GIVEN	AMOUNT USE CODE	
			ORIGINAL	PRESENT

Check here  if continued on attached sheet

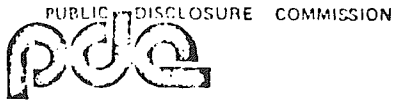
**5** Answer each question below. Your answer should cover all times during the reporting period. If you answer **yes** to any of these questions you must also complete the supplement page to this report. The supplement is not required if all answers are **no**.

- 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 or 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	HAVE YOU ? ? ? ?	Certification: I hereby certify under penalty of perjury that the information contained in this report is true and correct to the best of my knowledge.  Signature _____  Telephone _____ Date _____
A	\$1 to \$1,999	Answered each item?	
B	\$2,000 to \$9,999	Put your name on each attached page?	
C	\$10,000 to \$19,999	Kept a copy for your records?	
D	\$20,000 to \$49,999		
E	\$50,000 or more		

-B-1076-

REPORT NOT ACCEPTABLE WITHOUT YOUR SIGNATURE



PDC FORM <b>F-1</b> SUPPLEMENT (12/86)	STATEMENT OF FINANCIAL AFFAIRS 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 OFFICES HELD, BUSINESS INTERESTS:** 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:

Entity No: Report name of corporation, association, etc.  
 Position or ownership: Your office or title or percent of ownership; family member who has interest.  
 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 %	SHOW SELF (S) SPOUSE (SP) DEPENDENT (D) <input type="checkbox"/>
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CUSTOMERS: PURPOSE OF PAYMENT

Check here  if continued on attached sheet

ENTITY NO. 2:	POSITION OR OWNERSHIP %	SHOW SELF (S) SPOUSE (SP) DEPENDENT (D) <input type="checkbox"/>
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CUSTOMERS: PURPOSE OF PAYMENT

Check here  if continued on attached sheet

Report additional entities on plain 8 1/2 x 11 paper using above format. Attach pages to this supplement. Put your name on all attachments.

**B GOVERNMENT CUSTOMERS:** If the government body in which you hold 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	TOTAL AMOUNT PAID AND FOR PURPOSE OF PAYMENT

Check here  If continued on attached sheet

**C BUSINESS REAL ESTATE:** 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 LOBBYING:** 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). 86-19-039 (Order 86-06), § 390-24-010, filed 9/12/86; 86-08-030 (Order 86-02), § 390-24-010, filed 3/26/86; 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 390-24-020 Forms for amending statement of financial affairs.** (1) The official form for amending statements of financial affairs as required by RCW 42.17.240 for all persons who have previously filed the Form F-1 is designated Form "F-1A, revised 12/86."

(2) No more than three F-1A forms may be filed to amend a previously submitted statement of financial affairs (Form F-1). The form can be used only to update information required on an F-1.

(3) The commission reserves the right to reject amendatory forms and require a new statement of financial affairs (Form F-1) at any time the amendments are confusing or create misunderstandings. Authority is delegated to the commission's executive director to make this determination.

(4) Copies of Form F-1A are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments must be on 8 1/2" x 11" white paper.

PUBLIC DISCLOSURE COMMISSION

PDC FORM

STATEMENT OF FINANCIAL AFFAIRS

PDC OFFICE USE

403 EVERGREEN PLAZA  
OLYMPIA, WASHINGTON  
WA 504 206-753-1111

**F-1A**

elected officials, candidates  
and state appointed officials

P  
M  
O  
A  
S  
H  
T  
K

**INSTRUCTIONS**

Please refer to the instruction book when completing this report

**WHO MUST REPORT.** All elected officials, persons appointed to elective office, candidates designated state appointed officials (federal officials, precinct committeemen and candidates for those offices are exempt from reporting.)

**WHEN TO REPORT.** By April 15, each year you hold office. Officials whose terms expire December 31, or in January are still obligated to report the following year. Candidates or persons appointed to office report within two weeks of becoming a candidate or being appointed.

SEND REPORT TO: PUBLIC DISCLOSURE COMMISSION

**DOLLAR CODE**

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  
E  
C  
E  
I  
V  
E  
D

Last name	First name	Middle initial	NAMES OF SPOUSE AND DEPENDENTS	POLITICAL PARTY If partisan office or pertinent to appointment
Address				
City	County	Zip		

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 \_\_\_\_\_

OFFICE YOU HOLD OR ARE A CANDIDATE FOR

Office title \_\_\_\_\_

County, city, district or agency of the office,  
name and number: \_\_\_\_\_

Position number \_\_\_\_\_

Term begins: \_\_\_\_\_ ends: \_\_\_\_\_

The F-1A report is designed primarily to simplify reporting by persons who have no changes or only minor changes to an F-1 report previously filed.

After filing a complete F-1 report, you may use the F-1A for no more than the next three reports. A complete F-1 must be filed at least every four years.

The Commission reserves the right to require that a complete F-1 report be filed if it believes amendments shown on one or more F-1A reports could cause confusion or misunderstanding to persons reviewing the reports.

Complete the Statements below, sign your report and send it to the Public Disclosure Commission.

Keep a copy for your own records.

**No change report.** I have reviewed my last complete F-1 report dated \_\_\_\_\_ and F-1A reports (if any) dated (1) \_\_\_\_\_, (2) \_\_\_\_\_. There have been no changes to that information during the preceding calendar year.

**Minor change report.** I have reviewed my last complete F-1 report dated \_\_\_\_\_ The changes listed below have occurred during the preceding calendar year.

F-1 Item No. \_\_\_\_\_ Add \_\_\_\_\_ Delete \_\_\_\_\_ Change \_\_\_\_\_ (Provide all information required by F-1 report.)

**PUBLIC OFFICE FUND:** If you have received contributions or used surplus campaign funds to defray non-reimbursed public office related expenses, you must file a report (PDC F-2) or include those expenses in campaign reports (PDC C-4.) Instructions and forms are available from PDC. F-2 is due Jan 31.

CERTIFICATION: I certify under penalty of perjury that the information contained in this report is true and correct to the best of my knowledge.	SIGNATURE
	DAYTIME TELEPHONE _____ DATE _____

[Statutory Authority: RCW 42.17.370(1), 86-19-039 (Order 86-06), § 390-24-020, filed 9/12/86; 86-08-030 (Order 86-02), § 390-24-020, filed 3/26/86; 84-01-017 (Order 83-03), § 390-24-020, filed 12/9/83; 79-11-124 (Order 79-07), § 390-24-020, filed 11/6/79; Order 94, § 390-24-020, filed 10/31/77; Order 87, § 390-24-020, filed 11/19/76; Order 62, § 390-24-020, filed 8/26/75; Order 48, § 390-24-020, filed 3/3/75.]

**WAC 390-24-025 Time for filing statement of financial affairs.** It shall be the policy of the public disclosure commission to construe the filing requirements of RCW 42.17.240 for elected officials in the following manner: It is the interpretation of the commission that:

(1) Any person holding elected public office, except as exempted by the terms of RCW 42.17.240, and any appointed official and professional staff member listed or referenced in RCW 42.17.240, and any appointed official required to comply with the reporting requirements of RCW 42.17.240 by any other statute is required to file the statement of financial affairs if such person holds such public office between January 1 and April 15 of any year. Such report shall be for the preceding calendar year.

(2) Any local elected official whose term of office expires immediately after December 31 shall file a statement of financial affairs for the calendar year which ended on that date.

(3) Any local elected official who resigns his public office prior to the completion of his current term of office shall file a statement of financial affairs covering that portion of the year that he was in office.

[Statutory Authority: RCW 42.17.370(1), 86-19-039 (Order 86-06), § 390-24-025, filed 9/12/86; 86-08-030 (Order 86-02), § 390-24-025, filed 3/26/86; 84-01-017 (Order 83-03), § 390-24-025, filed 12/9/83; 80-03-089 (Order 80-03), § 390-24-025, filed 3/4/80; Order 62, § 390-24-025, filed 8/26/75.]

**WAC 390-24-030 Forms for reports of public office fund.** The official form for reports of public office fund as required by RCW 42.17.243 is designated "F-2." 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.



PDC FORM F-2 (1/81) PUBLIC OFFICE FUND REPORT THIS SPACE FOR OFFICE USE P.M. DATE DATE RECEIVED

PLEASE TYPE OR PRINT CLEARLY

Form fields: Last Name, First Name, MI, Office You Hold, Address, City, County, Zip, Period covered by report (Jan 1 to Dec 31, 19 or Other/Show Dates)

CONTRIBUTIONS RECEIVED (CASH AND CHECKS)

Table with columns: Date, Contributor's Name and Address, Amount. Includes a checkbox for 'if continued on attached page' and a 'TOTAL (Including Attached Pages)' field.

OTHER CONTRIBUTIONS RECEIVED (INCLUDE TRAVEL AND OTHER IN-KIND GOODS AND SERVICES)

Table with columns: Date, Contributor's Name and Address, if Value is unknown include description of contribution, Value. Includes a checkbox for 'if continued on attached page' and a 'TOTAL (Including Attached Pages)' field.



EXPENDITURES MADE

Date	Person to Whom Payment Made	Address	Nature of Expenditure	Amount
				TOTAL (Including Attached Pages)

Check here  if continued on attached pages

CERTIFICATION: I certify that this report is a true and complete account of contributions received and expenditures made to defray non-reimbursed public office expenses as provided in RCW 42.17.243.

Signature

Date

[Statutory Authority: RCW 42.17.370(1). 86-08-030 (Order 86-02), § 390-24-030, filed 3/26/86; 80-18-028 (Order 80-07), § 390-24-030, filed 12/1/80.]

**WAC 390-24-032 Definition--Nonreimbursed public office related expense.** A "nonreimbursed public office related expense" is an expenditure incurred by an

electd or appointed official, or a member of his or her immediate family, solely because of being an official.

[Statutory Authority: RCW 42.17.370(1), 86-21-106 (Order 86-07), § 390-24-032, filed 10/20/86.]

**WAC 390-24-100 Definition--Direct financial interest.** For the purpose of RCW 42.17.241 (1)(b), the phrase "direct financial interest" means and includes any direct ownership interest in a bank or savings account, in the cash surrender value of an insurance policy, in stocks, bonds, securities, evidences of indebtedness, judgments, accounts receivable, and other monetary claims in liquidated amounts.

The term "direct financial interest" as used in that subsection, shall not be deemed to include:

(1) Any direct financial interest which is required to be reported by such elected official or candidate under any other provision of chapter 42.17 RCW;

(2) An account receivable by a business entity in the ordinary course of such entity's business.

[Statutory Authority: RCW 42.17.370(1), 86-08-030 (Order 86-02), § 390-24-100, filed 3/26/86; Order 62, § 390-24-100, filed 8/26/75.]

**WAC 390-24-105 Definition--Written sworn statement.** The term written, sworn statement for the purposes of RCW 42.17.240(6) shall mean a statement prepared by the elected official or candidate written and sworn to as to truth and accuracy to his best and actual knowledge or belief, of the candidate or elected official.

[Statutory Authority: RCW 42.17.370(1), 86-08-030 (Order 86-02), § 390-24-105, filed 3/26/86; Order 62, § 390-24-105, filed 8/26/75.]

**WAC 390-24-110 Definition--Debt.** (1) For the purpose of RCW 42.17.241 (1)(c), the term "debt" means and includes a personal obligation or liability to pay or return something of value.

(2) The term "debt" as used in RCW 42.17.241 (1)(c) shall not be deemed to include an account payable of a business entity in the ordinary course of such entity's business.

[Statutory Authority: RCW 42.17.370(1), 86-08-030 (Order 86-02), § 390-24-110, filed 3/26/86; Order 62, § 390-24-110, filed 8/26/75.]

**WAC 390-24-160 Definition--Professional staff member.** (1) A professional staff member of the office of the governor and of the legislature includes all individuals retained on a full or part-time basis whose primary responsibilities require the exercise of judgment and discretion in policy related matters, including, but not limited to, such individuals who are involved in the development of legislation. A professional staff member does not include individuals retained primarily for clerical, ministerial, or internal accounting and bookkeeping purposes.

(2) To insure that the provisions of Referendum 36 and this rule are properly and fairly administered and to provide guidance to affected individuals, the commission, through its chairman and executive director, shall confer annually in December with the governor, the secretary of the senate and the clerk of the house regarding the specific professional staff members believed to fall

within the criteria set forth in subsection (1) of this section. The executive director shall submit a report of those conferences to the commission at its December meeting for approval, disapproval or modification, or other determination. Each determination shall be based on an annual review of the positions and personnel to be retained by the affected governmental bodies during the ensuing year and shall constitute the commission's administrative interpretation of the term "professional staff member" in RCW 42.17.240 (2) and (3) and its application to such positions and personnel.

[Statutory Authority: RCW 42.17.370(1), 86-08-030 (Order 86-02), § 390-24-160, filed 3/26/86; Order 88, § 390-24-160, filed 12/29/76.]

**WAC 390-24-200 Sufficient descriptions of property.** For the purposes of reporting under RCW 42.17.241 (1)(h)-(k), the commission shall deem the following to be sufficient descriptions of property:

- (1) Complete legal description, or
- (2) Abbreviated legal description as appear on property statements;
- (3) Street address, except when such address is a rural route.

[Statutory Authority: RCW 42.17.370(1), 86-08-030 (Order 86-02), § 390-24-200, filed 3/26/86; Order 63, § 390-24-200, filed 9/10/75.]

**WAC 390-24-205 Report of legislation prepared, promoted or opposed.** (1) Pursuant to RCW 42.17.241 (1)(e), an official must provide in each report required by that subsection:

- (a) The name of each governmental entity of which the official is an officer or employee,
- (b) A statement of each subject area on which the reporting official has prepared, promoted or opposed any legislation, rule, rate or standard for such entity,
- (c) The compensation received or promised for said service and,
- (d) All other persons for whom such services have been performed for current or deferred compensation, together with an itemization of such actual or proposed legislation, rules, rates and standards, and the amount of compensation paid or promised for the service.

(2) A person need not report the information described in subsection (1)(a), (b), and (c) of this section as to any entity of which such person is an elected official.

[Statutory Authority: RCW 42.17.370(1), 86-08-030 (Order 86-02), § 390-24-205, filed 3/26/86; Order 90, § 390-24-205, filed 1/20/77.]

**WAC 390-24-210 Report of officers and directors of financial institutions.** An elected official or candidate who is an officer or director of a financial institution may comply in part with RCW 42.17.241 (1)(g)(ii) by incorporating by reference a list of the financial institution's officers and directors if such a list has been filed with the commission by the financial institution in the current year.

[Statutory Authority: RCW 42.17.370(1), 86-08-030 (Order 86-02), § 390-24-210, filed 3/26/86; Order 77, § 390-24-210, filed 6/2/76.]



## Chapter 390-28 WAC

## HARDSHIP EXEMPTIONS--HEARING EXAMINER SYSTEM

## WAC

390-28-020	Definition--Applicant.
390-28-025	Hearing to modify reporting requirements.
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 390-28-020 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 390-28-025 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 390-28-040 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.

**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).

**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) 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), 86-08-030 (Order 86-02), § 390-32-020, filed 3/26/86; 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.]

**Chapter 390-37 WAC**

**ENFORCEMENT PROCEDURES—INVESTIGATIVE HEARINGS**

WAC	
390-37-010	Enforcement procedures—Policy.
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.
390-37-050	Enforcement procedures—Respondent's notice of complaint.
390-37-060	Enforcement procedures—Investigation of complaints—Initiation of hearing.
390-37-063	Enforcement procedures—Demand for information—Subpoenas.
390-37-070	Enforcement procedures—Complaints dismissible by executive director.
390-37-090	Enforcement procedures—Cases resolvable by stipulation.
390-37-100	Enforcement procedures—Conduct of hearings.
390-37-150	Reconsideration and review of decisions.
390-37-210	Hearings—Subpoenas.

## 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).
- 390-37-300 Late filings—Civil penalties. [Statutory Authority: RCW 42.17.370(1). 82-02-007 (Order 81-04), § 390-37-300, filed 12/28/81; Order 84, § 390-37-300, filed 8/18/76.] Repealed by 82-14-016 (Order 82-04), filed 6/28/82. Statutory Authority: RCW 42.17.370(1).
- 390-37-305 Late filings—Administrator review. [Statutory Authority: RCW 42.17.370(1). 82-02-007 (Order 81-04), § 390-37-305, filed 12/28/81; Order 84, § 390-37-305, filed 8/18/76 and 8/20/76.] Repealed by 82-14-016 (Order 82-04), filed 6/28/82. Statutory Authority: RCW 42.17.370(1).
- 390-37-310 Late filings—Waiver of penalty. [Order 84, § 390-37-310, filed 8/18/76] Repealed by 82-02-007 (Order 81-04), filed 12/28/81. Statutory Authority: RCW 42.17.370(1).
- 390-37-312 Late filings—Criteria for waiver; procedures for disposition. [Statutory Authority: RCW 42.17.370(1). 82-02-007 (Order 81-04), § 390-37-312, filed 12/28/81.] Repealed by 82-14-016 (Order 82-04), filed 6/28/82. Statutory Authority: RCW 42.17.370(1).
- 390-37-315 Late filings—Petition for waiver—Disposition by commission. [Order 84, § 390-37-315, filed 8/18/76] Repealed by 82-02-007 (Order 81-04), filed 12/28/81. Statutory Authority: RCW 42.17.370(1).
- 390-37-320 Late filings—Waiver petition—Judicial review and enforcement. [Statutory Authority: RCW 42.17.370(1). 82-02-007 (Order 81-04), § 390-37-320, filed 12/28/81; Order 84, § 390-37-320, filed 8/18/76.] Repealed by 82-14-016 (Order 82-04), filed 6/28/82. Statutory Authority: RCW 42.17.370(1).

**WAC 390-37-010 Enforcement procedures—Policy.** The commission recognizes the need for published uniform rules setting forth commission policies and procedures for cases in which violations or apparent violations of chapter 42.17 RCW are brought to its attention. The policy of the commission shall be to facilitate the resolution of compliance matters in a fair and expeditious manner.

[Order 79, § 390-37-010, filed 6/25/76.]

**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) A member of the public;
- (b) 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 executive director when no violation is found, may pursue an appropriate remedy under RCW 42.17.400(4).

[Statutory Authority: RCW 42.17.370(1). 86-04-071 (Order 86-01), § 390-37-030, filed 2/5/86; 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 390-37-050 Enforcement procedures--Respondent's notice of complaint.** Within ten days of receipt by the commission of a complaint which on its face appears to have merit, the commission shall notify the respondent that a complaint has been filed. The notice shall set forth the nature of the complaint and its origin (citizen complaint, commission or other) and the statutory provision alleged to have been violated.

[Statutory Authority: RCW 42.17.370(1), 79-08-046 (Order 79-03), § 390-37-050, filed 7/19/79; Order 81, § 390-37-050, filed 7/22/76.]

**WAC 390-37-060 Enforcement procedures--Investigation of complaints--Initiation of hearing.** (1) The executive director shall initiate an enforcement hearing whenever an investigation reveals facts which the executive director 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 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), 86-04-071 (Order 86-01), § 390-37-060, filed 2/5/86; 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 390-37-063 Enforcement procedures--Demand for information--Subpoenas.** (1) During the course of an audit or an investigation, the executive director may issue a "demand for information" directed to any person who probably possesses information which is relevant and material to the audit or the investigation. The "demand for information" shall

(a) Specifically describe the information which is sought, and

(b) Set forth a reasonable time and place for the production of the information, and

(c) Notify the person that if the information is not produced, the executive director will present a request to the commission, at its next regular or special meeting, to issue a subpoena for the information pursuant to RCW 42.17.370(5).

The "demand for information" may be personally delivered or sent by certified mail, return receipt requested.

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(2) The commission may issue a subpoena under RCW 42.17.370(5) to compel persons to appear and give testimony and may require the production of any books, papers, correspondence, memorandums or other documents which the commission deems relevant and material.

(3) Whenever the commission will consider the issuance of a subpoena, the executive director will place the matter on the published agenda for that meeting and, in addition, give the respondent, if any, and the person to whom the subpoena would be directed, at least five days written notice of the time and place where the meeting will be held.

[Statutory Authority: RCW 42.17.370(1), 86-04-071 (Order 86-01), § 390-37-063, filed 2/5/86; 82-02-007 (Order 81-04), § 390-37-063, filed 12/28/81.]

**WAC 390-37-070 Enforcement procedures--Complaints dismissible by executive director.** The executive director, 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), 86-04-071 (Order 86-01), § 390-37-070, filed 2/5/86; 84-12-017 (Order 84-03), § 390-37-070, filed 5/25/84; Order 81, § 390-37-070, filed 7/22/76.]

**WAC 390-37-090 Enforcement procedures--Cases resolvable by stipulation.** (1) When the executive director and respondent agree that some or all of the facts are uncontested, the executive director 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 executive director 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), 86-04-071 (Order 86-01), § 390-37-090, filed 2/5/86; 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 executive director and the respondent. Both the respondent and the executive director shall be afforded

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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). 86-04-071 (Order 86-01), § 390-37-100, filed 2/5/86; 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 390-37-150 Reconsideration and review of decisions.** (1) For purposes of this rule, "decision" means any findings, conclusions, order, or other action by the commission which is reviewable by a court.

(2) A decision may be reconsidered only upon (a) the written request of the person aggrieved thereby or (b) the motion or written request of a commissioner who voted on the prevailing side when that decision was made.

(3) Such a request for reconsideration shall be served, or motion made, within thirty days after service of the decision of which reconsideration is sought.

(4) A request or motion for reconsideration shall specify the grounds therefor.

(5) Upon being served with a decision, the respondent may treat that decision as final for the purpose of petitioning for judicial review. The commission may not reconsider any decision after being served with a petition for judicial review.

(6) When a request for reconsideration is served, or motion made, enforcement of the decision of which reconsideration is sought shall be stayed and the decision shall not be final until the commission has acted on the reconsideration.

(7) The commission shall act on the reconsideration, at the next meeting at which it practicably may do so,

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by: (a) Deciding whether to reconsider its decision, and (b) if it decides to do so, either affirming or amending its decision: *Provided*, That before a decision may be amended other than by lowering a penalty, the respondent shall be given notice and an opportunity to be heard if, and in the same manner as, required for the original decision.

[Statutory Authority: RCW 42.17.370(1). 79-08-046 (Order 79-03), § 390-37-150, filed 7/19/79.]

**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.

(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). 86-04-071 (Order 86-01), § 390-37-210, filed 2/5/86; 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.]