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**SUBSTITUTE HOUSE BILL 2672**

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**State of Washington**

**55th Legislature**

**1998 Regular Session**

**By** House Committee on Government Administration (originally sponsored by Representatives Smith, D. Schmidt, Scott, Gardner, Doumit and D. Sommers)

Read first time 01/27/98. Referred to Committee on .

1 AN ACT Relating to elections; and adding a new section to chapter  
2 29.04 RCW.

3 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

4 NEW SECTION. **Sec. 1.** A new section is added to chapter 29.04 RCW  
5 to read as follows:

6 (1) Each county auditor shall develop an election procedures manual  
7 for the county. The manual must be organized clearly and written using  
8 text that is easily understood. Copies of the manual must be  
9 distributed at cost to the public, upon request.

10 The secretary of state shall assist in the preparation of these  
11 manuals by providing a model manual describing general election  
12 procedures.

13 (2) The manual will describe general election procedures as well as  
14 election procedures unique to the county, including:

15 (a) A discussion of different types of ballots, including absentee  
16 ballots, special absentee ballots, mail ballots, ballots cast at  
17 polling places, challenged ballots, and how these ballots are processed  
18 and tabulated;

- 1           (b) A discussion of any electronic vote tallying systems that may  
2 be used by the county and how the systems are tested;
- 3           (c) How the registration of a voter may be challenged;
- 4           (d) A discussion of the county canvassing board and how election  
5 results are canvassed and certified;
- 6           (e) A discussion of write-in voting and the tallying of write-in  
7 votes;
- 8           (f) The circumstances and procedures when a true duplicate copy of  
9 a ballot will be made;
- 10          (g) A discussion of observers appointed by major political parties;
- 11          (h) A discussion of the circumstances and procedures for making  
12 appeals to the canvassing board;
- 13          (i) A discussion of the recount of votes; and
- 14          (j) Other matters specified by the secretary of state.

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