



## PROCEDURES FOR FILING A REFERENDUM PETITION

The procedures for filing a referendum petition are set forth below:

1. Pursuant to RCW 35.21.706:
  - a. A referendum petition may be filed with the City Clerk within seven days of passage of the ordinance;
  - b. Within ten days, the Clerk shall confer with petitioner concerning form and style of the petition, issue the petition an identification number, and secure an accurate, concise, and positive ballot title from the designated local official;
  - c. The petitioner shall have thirty days in which to secure the signatures of not less than fifteen percent of the registered voters of the city, as of the last municipal general election, upon petition forms which contain the ballot title and the full text of the measure to be referred;
  - d. The Clerk shall verify the sufficiency of signatures on the petition and, if sufficient valid signatures are properly submitted, shall certify the referendum measure to the next election ballot within the city.
2. After the process noted above, the Clerk provides the signed petitions to the King County Elections Office for verification.
3. King County Elections workers verify the petition signatures.
4. If sufficient signatures are gathered, the City Council will adopt a resolution to direct the County to place the measure on the next election ballot.

### **VIRTUAL SUBMITTAL ACCEPTED: DUE TO CITY HALL CLOSURES RELATING TO THE COVID-19 PANDEMIC**

The filing of a referendum petition and its subsequent review and processing by the Clerk (issuance of ballot title and number, signature verifications, acknowledgements, etc.) will be accepted and executed **ELECTRONICALLY**.

To submit a referendum petition, please email the City Clerk:

[CityClerk@NewcastleWA.gov](mailto:CityClerk@NewcastleWA.gov)

Phone: 425-649-4143, ext. 102 or 425-496-0205

NOTICE: The City of Newcastle has not adopted general initiative and referendum powers. Procedures referred to in this document apply to procedures required under RCW 35.21.706. This document is provided for informational purposes only and is not intended to provide legal advice. Petition coordinators and any persons seeking legal advice should consult with a private attorney. Questions or requests for additional information other than legal advice should be directed to the City Clerk: [cityclerk@newcastlewa.gov](mailto:cityclerk@newcastlewa.gov); (425) 649-4143, ext. 102; Mail to: Paul J. White, Newcastle City Clerk 12835 Newcastle Way, Suite 200, Newcastle, WA 98056.