

2012 CITY ELECTION INFORMATION PACKET
(05/31/2012)

Dear Prospective Candidate,

Thank you for your interest in serving the citizens of Springfield. The following information is intended to provide guidance to prospective candidates for election to the position of Springfield Mayor/City Councilor, or Springfield Utility Board (SUB) member.

When is the Election?

The Springfield City Charter requires a primary election for Springfield Mayor and City Councilor. The primary election date is **Tuesday, May 15, 2012**. If a candidate receives a majority of votes at the primary election, that candidate is elected. If a candidate does not receive a majority of votes at the primary election, then a run-off between the two candidates receiving the highest number of votes will occur at the statewide general election on **Tuesday, November 6, 2012**.

The Springfield Utility Board election will occur at the statewide general election on **Tuesday, November 6, 2012** pursuant to the Springfield Municipal Code Section 2.210(2).

What Positions are Open for Election?

The City positions open for election at the **May 15, 2012** Primary Election are:

<u>Position</u>	<u>Incumbent</u>	<u>Nominated</u>	<u>Elected</u>	<u>Term</u>
Mayor	Christine Lundberg	At Large	At Large	4 Years
Ward 1 Councilor	Sean VanGordon	By Ward	At Large	2 Years*
Ward 3 Councilor	Sheri Moore	By Ward	At Large	4 Years
Ward 4 Councilor	Dave Ralston	By Ward	At Large	4 Years
Ward 6 Councilor	Joe Pishioneri	By Ward	At Large	4 Years

* The position of Ward 1 Councilor was appointed to fill out a partial term. That position is now up for election to fill out the remainder of the term.

The Springfield Utility Board (SUB) positions open for election at the **November 6, 2012** General Election are:

SUB Position 1	Joe Mathieu	At Large	At Large	4 Years
SUB Position 5	Bobbie Jean Adams	At Large	At Large	4 Years

What is the Filing Process?

Please read carefully the attached "City Candidate" and "Guidelines to Complete Candidate Form Requirements" from the *2012 Candidate's Manual*, and this information packet, for information about the filing process and deadlines. Master forms are provided in this packet. Please contact the City Recorder's Office with any questions about the filing process.

The process requires the candidate to submit a *Candidate Filing* (SEL 101) which is then approved by the City Recorder (City Elections Filing Officer) for circulation of the *Candidate Signature Sheet - Nonpartisan* (SEL 121). The candidate must then verify they have received a sufficient number of signatures on the nominating petition at the Lane County Elections Division. Upon verification that a sufficient number has been received, candidates must then submit the SEL 101 marked "Completed" to the City Recorder in order to be eligible to have their name placed on the official election ballot.

The first step in the process is to submit the *Candidate Filing* (SEL 101) marked "Prospective" and the *Candidate Signature Sheet - Nonpartisan* (SEL 121) marked "No" under petition circulators will be paid. At the same time, all candidates must file a *Statement of Organization for Candidate Committee* (SEL 220) and a *Campaign Account Information* (SEL 223) with the Oregon Secretary of State's Office through their electronic filing system, ORESTAR. These documents should be filed **before** a candidate plans on collecting campaign contributions or making campaign expenditures and no later than the candidate filing deadline. The candidate is not required to establish a campaign account, file a *Statement of Organization* (SEL 220), or file contribution and expenditure transactions, if **all three** of the following conditions are met:

- The candidate serves as the candidate's own treasurer;
- The candidate does not have an existing candidate committee; **and**
- The candidate does not expect to receive or spend more than \$750 during a calendar year.

However, if at any time the candidate exceeds \$750 in either contributions or expenditures, the candidate must establish a campaign account and file form SEL 220 within three business days of exceeding the \$750 threshold. See the *2012 Campaign Finance Manual* for additional information.

When either the total contributions or total expenditures for a calendar year exceed \$3,000, detailed contribution and expenditure reports must be filed electronically with the State through ORESTAR. Transactions must be reported on a continuous basis with each transaction having its own filing deadline. ORESTAR will automatically calculate transaction due dates. If a committee does not expect to receive a total of more than \$3,000 or spend a total of more than \$3,000 in a calendar year, the committee may file a *Certificate of Limited Contributions and Expenditures* (PC 7), or file the Certificate electronically using ORESTAR.

Candidates are encouraged to review, in its entirety, the *2012 Campaign Finance Manual*. You may also want to review ORS Chapter 260; *Campaign Finance Regulations and Offenses*. Information contained in the *2012 Campaign Finance Manual* provides election law reminders to help prevent election law violations.

Following notice of approval of the *Candidate Filing* (SEL 101) **provided in writing by the City Recorder**, a candidate may circulate the *Candidate Signature Sheet - Nonpartisan* (SEL 121) to collect the required number of signatures* from registered voters who reside in the candidate's Ward (for City Council positions) or in the city limits (for Mayor and SUB positions).

* Pursuant to Section 2.215 of the Springfield Municipal Code, "Elections", candidates for City and Springfield Utility Board offices are required to obtain at least 25 legal voters in each Ward for Ward nominations, or at least 25 legal voters of the City for At-Large nominations. In all cases, it is recommended that a higher number of signatures than is required be obtained to allow for possible invalid signatures.

Candidates filing by petition should review with circulators the guidelines for circulating the petition. All signatures must be original signatures of the signers, and witnessed by the petition circulator and the circulators' verification completed. (For information regarding nominating petition signature requirements, see the attached "Circulator and Petition Sheet Requirements" and Springfield Municipal Code, Section 2.215.)

After a sufficient number of signatures have been collected, candidates must file their *Candidate Filing* form (SEL 101) marked "Completed" and *Candidate Signature Sheet - Nonpartisan* (SEL 121) with the Springfield City Recorder. The City Recorder will review the documents and then take the signature sheets to Lane County Elections for verification of signatures. The signature sheets should be submitted to the City Recorder in ample time for the approval and verification process to be completed before the deadline dates of no later than 5:00 p.m. on March 6, 2012 for the 2012 Primary Election, and August 28, 2012 for the 2012 General Election.

What are the Qualifications to Run for Office?

The Mayor shall be a qualified voter and at all times be a resident of the City of Springfield. Council members shall be qualified voters and at all times be a resident of the ward from which he/she is elected (Springfield Charter Section 23).

The Springfield Utility Board (SUB) consists of five members who are qualified voters and who have been residents of the City of Springfield for one year prior to their appointment or election to the utility board. No member so appointed or elected shall have any interest in a utility which offers the same or similar utility service that is offered by the City of Springfield in competition with such city (Springfield Charter Section 37).

How Do I Qualify for the Ballot?

Candidates qualify for the official ballot by submitting a *Completed Petition* which includes a completed *Candidate Filing* (SEL 101) form and signed and verified *Candidate Signature Sheet - Nonpartisan* (SEL 121) by the filing dates specified below. There are no required filing fees.

<u>Election</u>	<u>Filing Deadline</u>
May 15, 2012 Primary Election (Mayor/City Council)	March 6, 2012
November 6, 2012 General Election (SUB)	August 28, 2012

Where Do I File the Necessary Forms?

The Springfield City Recorder is the Elections Filing Officer for City of Springfield and Springfield Utility Board elections. All documents, excluding financial documents, must be filed with the Springfield City Recorder, 225 Fifth Street, Springfield, Oregon, 97477, (541)726-3700. Please call ahead to schedule an appointment with the City Recorder to review your forms and answer any questions you have.

State Voters' Pamphlet

Candidates in cities with a population of 50,000 or more are eligible to file a statement for inclusion in the state voters' pamphlet. Forms for filing can be obtained from the State Elections Division online at <http://www.sos.state.or.us/elections/pages/publications/index.html> or the Lane County Elections Official. See the 2012 City Elections Manual for more information.

Who Do I contact for Further Questions or Information?

Amy Sowa, Springfield City Recorder, at (541) 726-3700.

Thank you for your interest.

Amy Sowa
City Recorder

Attachments

City Candidate

City candidates may file with the city elections office by paying a fee or by petition to obtain signatures.

City charter or ordinance requirements may differ from state statutes. For more information and specific requirements, contact the city elections official before filing.

1. File by Fee

A candidate will file the following with the city elections office:

→ Candidate Filing – Major Political Party or Nonpartisan form (SEL 101)

and

→ the appropriate filing fee.

See the instructions for completing the required portions of the Candidate Filing form on page 41.

See the 2012 and 2013 Local Elections Calendar on pages 8 and 9.



Warning

A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013



Deadline to File a Completed Filing of Candidacy for Nonpartisan Nomination

The deadline is no sooner than September 8, 2011, and no later than 5pm on March 6, 2012, for the May 15, 2012 Primary Election. ORS 249.037

If a city does not elect candidates at a primary election, the filing deadline is no sooner than May 30, 2012, and no later than August 28, 2012, for the November 6, 2012 General Election. ORS 249.722

2. File by Petition

ORS 249.008, 249.020, 249.031, 249.035, 249.061-249.076

A candidate must allow sufficient time to have signatures verified before the filing deadline.

The following forms must be completed and filed with the city elections office:

- Candidate Filing – Major Political Party or Nonpartisan form (SEL 101) marked “Prospective Petition”
- Candidate Signature Sheet - Nonpartisan (SEL 121).

See the instructions for completing the required portions of the Candidate Filing form on page 41.



Warning

A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013



All signature sheets must be approved in writing by the city elections official before circulating. Failure to do so will result in the rejection of those signature sheets.

City Candidate (cont.)

2a. Required Signatures

The city elections official will review the prospective petition for required information. Written approval will be provided to circulate the petition. The written approval will include the number of signatures required.

A candidate is advised to obtain more than the required number of signatures to ensure the petition contains a sufficient number of valid signatures.

City candidate must have the lesser of:

500 signatures or

Calculated at 1% of the votes cast in the electoral district for all candidates for Governor

The signatures must be obtained from at least 10% of the precincts in the city

City charter or ordinance may have different requirements

See *Circulator and Petition Sheet Requirements* on page 38.



Warning

Violations of certain circulator requirements may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. ORS 260.715

2b. Complete Filing

To complete the filing process a candidate will:

- ensure each signature sheet certification is signed and dated by the circulator
- number each signature sheet sequentially in the space provided
- submit the signature sheets to the city elections official for verification allowing sufficient time for the verification process to be completed prior to the filing deadline

and

- file the Candidate Filing – Major Political Party or Nonpartisan form (SEL 101) marked “Completed Petition”.



Warning

Violations of certain circulator requirements may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. ORS 260.715

2c. Signature Verification

The city elections official will review signature sheets for sufficient circulator certification.

The city elections official will submit the signatures to the county elections official for signature verification.

The county elections official will:

- verify the original signatures against the voters’ current registration record

and

- return the certified signature sheets to the city elections official.

The city elections official will notify the candidate of the results of the signature verification. If it is determined that there are not enough valid signatures and the filing deadline has not passed, the candidate may submit additional signatures.

See the *2012 and 2013 Local Elections Calendar* on pages 8 and 9.

Guidelines to Complete Candidate Form Requirements

ORS 249.031

Information in the fields for occupation, occupational background, educational background and prior governmental experience are required and must be accurate.

A false statement may be enforced as a Class C Felony.

1. Occupation

- Include current full or part-time employment or other line of work, business, craft or professional information. It is not required to indicate whether paid or unpaid.
- To be included, no minimum or maximum amount of time spent at an occupation is required.
- Not every occupational experience must be included but information must be accurate.
- To indicate no relevant information "None" or "NA" must be entered.
- The nature of the work should be entered rather than a generic description (i.e., self-employed writer rather than self-employed or grocery store manager rather than manager).
- An occupation that requires a specific license, permit or degree must not be listed unless the license, permit or degree has been obtained and is currently valid (i.e., Attorney, Doctor of Chiropractic, Paramedic).

2. Occupational Background

- Include previous full or part-time employment or other line of work, business, craft or professional information. It is not required to indicate whether paid or not paid.
- Not all occupational experience information must be included but it must be accurate.
- To be included, no amount of time spent at an occupation is required.
- To indicate no relevant information "None" or "NA" must be entered.
- The nature of the work should be entered rather than a generic description.
- An occupation that requires a specific license, permit or degree may not be listed unless the

license, permit or degree has been obtained and is currently valid (i.e., Attorney, Doctor of Chiropractic, Paramedic).

3. Educational Background

- Provide the complete name of a school rather than acronyms.
- If a school's name has changed since attendance, include both the old and new names.
- Kindergarten or grade schools attended are not required.
- Not every educational experience must be included but it must be accurate.
- Do not indicate a diploma, degree or certificate unless it has already been obtained. Honorary degrees are not considered a degree.
- A degree indicates a college, university or professional school has conferred a title upon the person for completion of a program of study. For this purpose an honorary degree shall not be included under this requirement.

Guidelines to Complete Candidate Form Requirements (cont.)

4. Prior Governmental Experience

- Include current and previous governmental experience. This includes appointed boards and commissions, elected boards and other elected or appointed public offices.
- Full or part-time, paid or unpaid or volunteer experience may be included. It is not required to indicate whether paid or not paid.
- Not all previous governmental experience must be included but it must be accurate.
- To be included, no amount of time spent at an experience is required.
- To indicate no relevant information "None" or "NA" must be entered.
- Include the complete name of the position. Do not use acronyms.

Circulator and Petition Sheet Requirements

Before circulating the candidate's nominating petition or the candidate's statement for state voters' pamphlet for signatures, the candidate must review all of the guidelines to circulate the petition with circulators. Failure to comply with the legal requirements and guidelines will result in the rejection of signature sheets.

The guidelines are:

- signers for a candidate nominating petition must be active registered voters in the candidate's electoral district
- signers for a candidate statement in the voters' pamphlet must be active registered voters within the candidate's electoral district
- all signers on any one petition sheet must be registered in the same county
- all signatures must be original signatures
- all signatures must be personally witnessed by the petition circulator and circulator's certification must be completed and dated after all signatures on that sheet have been collected
- circulators must not attempt to obtain signatures of any person knowing that the person signing the petition is not qualified to sign it
- circulators must personally sign their legal signature on the petition circulator's certification with a minimum of a first name initial and full last name
- circulators may alter, correct, clarify or obscure any information about the petition signer on the signature sheet only if the signer initials the signature line

- circulators must not accept compensation to circulate a petition based on the number of signatures obtained

and

- circulators must complete the date when the certification is signed

Acceptable Circulator Certification

The following variances in the circulator certification will not result in rejection of a signature sheet:

- the circulator's signature appears on the printed name line instead of on the signature line
 - signature consists of full last name and at least the first name initial
 - the circulator has signed and dated the certification, but has not provided an address or printed name
- or*
- the circulator has re-signed and re-dated the certification



A circulator may assist a disabled signer who requests assistance in completing their printed name, address and date signed.

Circulator and Petition Sheet Requirements (cont.)

Insufficient Circulator Certification

A petition sheet will be rejected for insufficient circulator certification for any of the following reasons:

- no signature whatsoever appears below the certification
- no date appears next to circulator's signature or the date is crossed out
- the date of the circulator certification is earlier than the date of the voter's signature, unless the circulator and the only signer are the same person
- the original date is crossed out, and a new date is provided, but the circulator failed to re-sign
- any part of the original date is overwritten with a different date
- if written in all numeric characters, the date is not provided in month, day, year order
- the date information is insufficient or ambiguous
- the original signature of a circulator has been crossed out and a different circulator's signature is inserted
- two individuals sign and date as circulator, unless the only signers and the circulators are the same people
- white-out appears on the signature or date line
- the circulator has signed using only initials, unless the circulator's use of initials as a signature is verified by exemplar
- the circulator has signed using a signature stamp, unless use of a signature stamp has been approved under ORS 246.025
- the circulator's signature is photocopied, carbon-copied, or otherwise appears on the face of the document to be replicated and not an original signature except as provided in ORS 250.043
- the signature, printed name, and address are all illegible
- the signature alone is illegible, unless the circulator's use of the apparently illegible signature is verified by exemplar

→ the circulator's signature is in printed script rather than cursive script, unless the circulator's use of a printed signature is verified by exemplar

or

→ if for any other reason, from the face of the signature sheet, the circulator's identity cannot be determined or it otherwise cannot be determined that the circulator executed the certification after witnessing the voter's signature

If a preliminary determination is made that a certification is insufficient, the certification signature may be verified by exemplar. For correct procedures on filing an exemplar, refer to OAR 165-014-0270.

Circulator and Petition Sheet Requirements (cont.)

It is important that chief petitioners instruct circulators on the guidelines to circulate a petition.

A circulator's failure to comply with these guidelines may result in the rejection of petition signature sheets and a felony conviction for the circulator.

To ensure compliance with the circulating requirements the chief petitioners must educate and monitor circulators activities.

Petition Circulator

Each petition circulator:

- circulating a **candidate nomination petition** must ensure all active registered voters who sign a single signature sheet are active voters of the electoral district, if a statewide candidate or for local candidates the pertinent county, city or district
- must not knowingly make any false statement regarding the contents, meaning or effect of the petition to a prospective signer
- must not offer money or any thing of value to another person to sign or not sign a petition
- must not sell or offer to sell signature sheets
- may be paid to obtain signatures on any petition, but must not accept compensation based on the number of signatures obtained



Warning

Violations of the circulator requirements may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years.

Petition Signer

Each petition signer must be an active registered voter and a resident of the state, if a statewide candidate, or for local candidates the pertinent county, city or district at the time of signing the petition.

Signing a petition and completing a voter registration card or updating voter registration information at the same time is not sufficient to make the petition signature valid. The completed voter registration card must also be received by a county elections office or the Elections Division before 5pm on the same day the petition is signed.

Signature Sheets



Only exact replicas of the following signature sheets will be accepted.

- Major Party Candidate Signature Sheet (SEL 102)
- Assembly of Electors Candidate Nomination Signature Sheet (SEL 116)
- Assembly of Electors Committee Designation Signature Sheet (SEL 117)
- Chief Sponsor Petition for Nonaffiliated Nomination Signature Sheets (SEL 122)
- Nonaffiliated Candidate Nomination for President/Vice President Signature Sheet (SEL 122p)

Candidate signature sheets must meet the following requirements:

- Standard 8½" x 11" size paper
 - At least 20 pound (weight) uncoated paper
- and*
- Printed on white or pastel colored paper stock to render text readable and enable election officials to readily verify signatures

Candidate Filing

Major Political Party or Nonpartisan

SEL 101

rev. 1/12 ORS 249.031

i This information is a matter of public record and may be published or reproduced. Original Amendment

Filing Officer:

- Secretary of State
- County Elections Official of _____ County
Mail or Deliver to County Elections Office
- City Recorder (Auditor), City of _____

Candidate Information

- Democratic Party Republican Party Nonpartisan
- Incumbent Judge

Candidate Legal Name* **Candidate Name** (As it should appear on ballot)*

Filing for Office of* **District and/or Position** (if applicable)*

Residence Address, Street/Route*

City* **State*** **Zip*** **County of Residence***

Home Phone **Work Phone** **Cell Phone** **Fax**

Email* **Website**

Mailing Address (All correspondence will be sent to this address)*

City* **State*** **Zip***

* Indicates a required field. At least one phone number is also required.

Filing by Declaration, with the required filing fee

Office	Filing Fee	Office	Filing Fee
United States President	n/a	County Judge	\$50
United States Vice President	n/a	MSD Executive Officer, MSD Auditor	\$100
United States Senator	\$150	MSD Councilor	\$25
United States Representative	\$100	County Office	\$50
Statewide Offices	\$100	City Office	set by charter or ordinance
State Senator or Representative	\$25	Justice of the Peace	n/a
Circuit Court Judge	\$50		
District Attorney	\$50		

Prospective Petition with proposed signature sheet **Petition circulators will be paid (Mark One)** Yes No

Completed Petition with certified signature sheets

2012 Filing Dates

	Candidate Filing	State Voters' Pamphlet Filing	Candidate Withdrawal
Primary Election May 15, 2012	September 8, 2011 to March 6, 2012	September 8, 2011 to March 8, 2012 (for paper filing) or March 12, 2012 (for electronic filing)	March 9, 2012
General Election November 6, 2012	May 30, 2012 to August 28, 2012	May 30, 2012 to August 28, 2012 (for paper filing)	August 31, 2012

Required Information (If no relevant information list none or n/a)

Occupation (present employment – paid or unpaid) (required)

Occupational Background (previous employment – paid or unpaid) (required)

Educational Background (schools attended, if necessary use attachment) (required)

Name of School (no acronyms)	Last grade Level Completed	Diploma/Degree/Certificate (AA, BA, BS, MA, PhD accredited) Not honorary	Course of Study (optional)
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Other:

Prior Governmental Experience (elected or appointed) (required)

By signing this document, I hereby state that:

- I will accept the nomination for the office indicated above
- I will qualify for said office if elected
- if not nominated, I will not accept the nomination or endorsement of any political party other than the one named
- I have been a member of said political party, subject to the exceptions stated in ORS 249.046, for at least 180 days before the deadline for filing a nominating petition or declaration of candidacy (ORS 249.031)
- all information provided by me on this form is true to the best of my knowledge **and**
- no circulators will be compensated based on the number of signatures obtained by the circulator on a prospective petition

Check the applicable box (not applicable to candidates for federal office - US Senate and US Representative):

- By marking this box, I certify I do not have an existing candidate committee and I do not expect to spend more than \$750 or receive more than \$750 during each calendar year. I understand I must still keep records of all campaign transactions and if total contributions or total expenditures exceed \$750 during a calendar year, I must follow the requirements detailed in the 2012 Campaign Finance Manual.
- By marking this box, I certify that I have already filed or will soon file a Statement of Organization for Candidate Committee (SEL 220). For detailed instructions, see the 2012 Campaign Finance Manual.

Warning

Supplying false information on this form may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715). A person may only file for one lucrative office or not more than one precinct committee person at the same election. Unless the person has withdrawn from the first filing, **all** filings are invalid. (ORS 249.013 and ORS 249.170)

Candidate's Signature

Date Signed

For Office Use Only

Initials

Approval Code/Receipt Number

Candidate Signature Sheet - Nonpartisan

Petition ID _____

Petition circulators will be paid: Yes No (Mark one)

This is a candidate nominating petition. Signers of this page must be active registered voters in the following county: _____

Note to Candidate: Petition signatures must be verified before the petition can be filed with the filing officer. Submit the petition in ample time for the process to be completed before 5pm on the filing deadline day.

Candidate's Name _____

Office _____

District or Position Number if applicable _____

To the Appropriate Filing Officer, We, the undersigned voters, request the candidate's name printed above, for nomination to the office indicated, be placed upon the appropriate ballot at the next _____ election following the filing of this petition.

→ Signers must initial any changes that they or the circulator makes to their printed name, residence address or date they signed the petition

Signature _____ **Date Signed** mm/dd/yy _____ **Print Name** _____ **Residence or Mailing Address** street, city, zip code _____ **Precinct #** optional _____

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

Circulator Certification This certification **must** be signed by the circulator!

I hereby certify that I witnessed the signing of the signature sheet by each individual whose signature appears on the signature sheet, and I believe each individual is an elector qualified to sign the petition. (ORS 249.061) I also certify that compensation I received, if any, was not based on the number of signatures obtained for this petition. **Warning!** Falsely signing this statement may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715)

Circulator Signature _____ **Date Signed** mm/dd/yy _____

Printed Name of Circulator _____ **Circulator's Address** street, city, zip code _____

County Elections Official Certification

I hereby certify _____ signatures on this petition are those of active registered voters in _____ County, Oregon.

Signature of County Elections Official _____ **Date Certified** mm/dd/yy _____

Sheet Number _____

Statement of Organization for Candidate Committee

SEL 220

rev 1/12

Filing a New Committee: This form, **along with the Campaign Account Information form (SEL 223)**, must be completed and filed within 3 business days of first receiving a contribution or making an expenditure. The "Original" box should be marked on both forms.

→ **A candidate may have only one Candidate Committee.**

A Candidate Who Serves as the Treasurer: A candidate may either serve as the candidate's own treasurer or may appoint a separate treasurer. A candidate who serves as their own treasurer, does not have an existing candidate's committee and does not expect to receive or spend more than \$750 for a calendar year is not required to establish a campaign account, file a Statement of Organization or file transactions. However, if at any time the candidate exceeds \$750 in either contributions or expenditures in a calendar year, the candidate must then establish a campaign account, file a Statement of Organization and file contribution and expenditure transactions.

Amending Information on this Form: Any change in the information on this form must be filed **within 10 days** of the change. To notify the Elections Division of a change in information, submit this form, completed in its entirety, and mark the "Amendment" box. A newly appointed treasurer must be a signer on the campaign account, therefore an amended SEL 223 must also be filed.

Discontinuing: A candidate may discontinue their committee by disclosing all transactions that achieve a zero cash balance and filing a completed SEL 220 with the "Discontinuation" box marked.

Note: Prior to discontinuing a committee must file a Notice of Intent to Discontinue (form SEL 224) either electronically using ORESTAR or by filing the paper form SEL 224 with the Elections Division.

→ **Please type or print legibly in black or blue ink**

This filing is an: Original Amendment Discontinuation

Committee Information

Name of Committee (if changing the committee name, please include the former name)

Committee Address (no post office box)	City	State	Zip Code
--	------	-------	----------

Campaign Phone

Candidate Information

Name of Candidate

Mr. Ms.

Candidate Address (no post office box)	City	State	Zip Code
--	------	-------	----------

Mailing Address for Candidate Correspondence	City	State	Zip Code
--	------	-------	----------

Work Phone	Home Phone	Fax	Email Address (required)
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Occupation of Candidate

Employer's Name	City and State of Employer	<input type="radio"/> Self-Employed <input type="radio"/> Not Employed
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Name of Office Sought (include county, position, department or zone number, if applicable)

Candidate Election Activity

Primary 20__ General 20__ Other Election Date: _____

Political Party Affiliation

Choose one if filing for a partisan office:

Constitution Democratic Independent Libertarian Pacific Green
 Progressive Republican Working Families Nonaffiliated Other: _____

Treasurer Information

Name of Treasurer

Mr. Ms.

Mailing Address for Treasurer Correspondence	City	State	Zip Code
--	------	-------	----------

Work Phone	Home Phone	Fax	Email Address (required)
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Alternate Transaction Filer Information (optional)

Name of Alternate Transaction Filer (must be someone other than the candidate or treasurer)

 Mr. Ms.

Mailing Address for Alternate Transaction Filer

City

State

Zip Code

Email Address (required if designating an Alternate Transaction Filer)

Work Phone

Information for Correspondence Recipient Designated to Receive Notices Sent Under ORS Chapters 246-260 (optional)

Name of Correspondence Recipient (must be someone other than the candidate or treasurer)

 Mr. Ms.

Mailing Address for Correspondence Recipient

City

State

Zip Code

Email Address (required if designating a Correspondence Recipient)

Work Phone

Other Election Activity Supports or opposes multiple candidates and measures (if this is marked there is no requirement to name the candidates or measures.) Supports specific measures or recall

Measure number(s): _____

Candidate(s) being recalled: _____

 Opposes specific measures or recall

Measure number(s): _____

Candidate(s) being recalled: _____

Committee Director(s)

If the committee has more than one director, attach a list of additional directors and include all the information required on the form for each director. The candidate should not be designated as a committee director. A committee director is not required.

Name of Committee Director

Address including zip code

Phone Number

Occupation

Employer's Name

City and State of Employer

 Self-Employed Not Employed

If two or more directors of this political committee are also directors of another political committee, list the names of those directors and the name and address of the other political committee. Attach a list if necessary.

SEL 223

Attached is a Campaign Account Information Form (SEL 223)

 Yes No*By signing this document I acknowledge that I am personally liable for any penalties imposed under ORS Chapter 260 and attest that the information on the form is true and correct.*

Candidate's Signature

Date Signed

Treasurer's Signature if different than candidate

Date Signed

**Important**

Both the candidate and the treasurer of a candidate committee must sign the Statement of Organization.

For Office Use Only

Initials

Committee ID Number

Date SEL 223 Received

Campaign Account Information

SEL 223

rev 1/12:ORS 260.039, ORS 260.042

Filing a New Committee: This form, **along with the appropriate Statement of Organization form (SEL 220, 221 or 222)**, must be completed and filed within 3 business days of first receiving a contribution or making an expenditure. The "Original" box should be marked on both forms.

Amending Information on this Form: Any change in the information on this form must be filed **within 10 days** of the change. To notify the filing officer of a change in information, submit this form, completed in its entirety, and mark the "Amendment" box. An amended SEL 220, 221 or 222 should not be filed unless the information on that form also changes.

Discontinuing: A committee may discontinue by disclosing all transactions that achieve a zero cash balance by filing a completed SEL 200, 221 or 222 with the "Discontinuation" box marked. It is not necessary to submit this form when discontinuing a committee.

Confidentiality: The SEL 223 and any information it contains is exempt from public records disclosure and shall be kept confidential by the Elections Division.

→ **Please type or print legibly in black or blue ink**

This filing is an:

Original

Amendment

Committee Information

Name of Committee (if changing the committee name, please include the former name)

Name of Oregon Financial Institution

Account Number

Name of Account (must be identical to name of committee)

Name of Account Holder

Names of Persons Who Have Signature Authority

By signing this document I attest that the above information is true and correct.

Candidate's Signature (for Candidate Committee only)

Date Signed

Treasurer's Signature

Date Signed



Important

The information on this form is exempt from public records disclosure and shall be kept confidential by the Elections Division

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Springfield Municipal Code**Up****Previous****Next****Main****Search****Print****No Frames**

Chapter 2 GOVERNMENT AND ADMINISTRATION
ELECTIONS

2.215 Nominations for Elective Office.

- (1) The legal voters of the city shall have authority to make nominations for all elective offices to be filled. All nominations for elective offices within the city shall be made by a certificate of nomination, as specified in ORS 249.740, signed by at least 25 legal voters in the ward, in the case of ward nominations, or signed by at least 25 legal voters in the city, in the case of nominations at large.
- (2) A certificate of nomination shall become a perfected certificate when it has been signed by at least 25 legal voters in the ward, in the case of ward nominations, or at least 25 legal voters in the city, in the case of nominations at large, and such signatures have been verified as legal voters within the city by the county elections division and filed with the elections filing officer.
- (3) The perfected certificate of nomination must be filed with the elections filing officer no later than the 70th day preceding the date of the election so that the names of the candidates duly nominated may be placed upon the election ballot.
- (4) It shall be the duty of the elections filing officer to inspect all petitions filed under terms of this section and to submit to the county elections division no later than the 67th day preceding the date of the election, the names of duly nominated candidates so that they may appear on the ballot.
- (5) The elections filing officer shall furnish certificate of nomination forms to all interested persons to be used for nominating candidates.