



**2014 CITY ELECTION INFORMATION PACKET
(01/17/2014)**

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 20, 2014**. 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 4, 2014**.

The Springfield Utility Board election will occur at the statewide general election on **Tuesday, November 4, 2014** 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 20, 2014** Primary Election are:

<u>Position</u>	<u>Incumbent</u>	<u>Nominated</u>	<u>Elected</u>	<u>Term</u>
Ward 1 Councilor	Sean VanGordon	By Ward	At Large	4 Years
Ward 2 Councilor	Hillary Wylie	By Ward	At Large	4 Years
Ward 5 Councilor	Marilee Woodrow	By Ward	At Large	4 Years

The Springfield Utility Board (SUB) positions open for election at the **November 4, 2014** General Election are:

SUB Position 2	Virginia Lauritsen	At Large	At Large	4 Years
SUB Position 3	Tom Draggoo	At Large	At Large	4 Years
SUB Position 4	Ken Boyst	At Large	At Large	4 Years

What is the Filing Process?

Please read carefully the attached "Nonpartisan Office" and "Guidelines for Completing Forms" from the *2014 Candidate's Manual*, and this information packet, for information about the filing process and deadlines. Master forms from the 2014 manual 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 a *Petition Submission* (SEL 388) 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 Petition" and that "No" 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 2014 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 \$3,500 or spend a total of more than \$3,500 in a calendar year, the committee may file a Certificate of Limited Contributions and Expenditures (PC 7), or file the Certificate electronically using ORESTAR.

The “Candidate ‘Quick Guide’ on Campaign Finance Reporting in Oregon” is attached, but candidates are encouraged to review, in its entirety, the *2014 Campaign Finance Manual*. You may also want to review ORS Chapter 260; *Campaign Finance Regulations and Offenses*. Information contained in the *2014 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. The petition circulator must complete the Circulator Certification after witnessing all signatures collected on a sheet. (For information regarding nominating petition signature requirements, see the attached “Petition Guidelines and Requirements” and Springfield Municipal Code, Section 2.215.)

After a sufficient number of signatures have been collected, candidates must then verify the signatures for sufficiency and validity with the Lane County Elections Division, 275 W. 10th Avenue, Eugene, OR 97401, 541-682-4234. Following verification of the required number of signatures from Lane County Elections, the candidate must file their *Petition Submission* form (SEL 338) and *Candidate Signature Sheet - Nonpartisan (SEL 121)* with the Springfield City Recorder. The signature sheets should be submitted to Lane County Elections in ample time for the verification process to be completed before submitting the *Petition Submission* form with the City Recorder by the deadline dates of no later than 5:00 p.m. on March 11, 2014 for the 2014 Primary Election, and August 26, 2014 for the 2014 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 *Petition Submission* (SEL 338) and signed and verified *Candidate Signature Sheet - Nonpartisan* (SEL 121) to the City Recorder by the filing dates specified below. There are no required filing fees.

<u>Election</u>	<u>Filing Deadline</u>
May 20, 2014 Primary Election (Mayor/City Council)	March 11, 2014
November 4, 2014 General Election (SUB)	August 26, 2014

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://sos.oregon.gov/elections/Pages/electionforms.aspx> or the Lane County Elections Official. See the 2014 Candidates 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

Nonpartisan Office

All Candidates for Nonpartisan Office

The procedures for filing for nonpartisan office are explained in the following sections. However, they do not apply to candidates for a newly created district board or to candidates for a Soil and Water Conservation District. It is very important to review the procedures thoroughly and follow the instructions completely.



Failure to follow the instructions contained in this manual or in any local charter or ordinance may invalidate the nomination.



Contact the local elections official for information relating to a newly created district board.



Contact the Oregon Department of Agriculture for information relating to a Soil and Water Conservation District.

Candidates may file for nonpartisan office by submitting a declaration of candidacy and paying the filing fee or by submitting a completed nominating petition containing the required number of valid signatures.



See Filing Requirements for Nonpartisan Office on page 10 for the filing fee and deadline to submit completed forms.



A person may only file for one lucrative office at an election. All filings are invalid unless the person has withdrawn the first filing. ORS 249.013



No person may be a candidate for more than one position on the same district board to be filled at the same election. ORS 249.013

Nomination and Election

ORS 249.088, 249.091

In some circumstances nonpartisan candidates may be elected at the primary election. Nonpartisan candidates that may be elected at the primary include any candidate that receives a majority of the votes cast except for:

→ candidates for the offices of Sheriff, County Clerk or County Treasurer

and

→ candidates for an office that is on the ballot to fill a vacancy that, if not for the vacancy, would not normally be on the ballot in that year



Any office that must be elected at the general election will only appear on the primary election ballot if three or more candidates file for that office.

If one of the candidates receives a majority of the votes cast, that candidate will be the nominee and will appear on the general election ballot. If none of the candidates receive a majority of the votes cast, the two candidates with the most votes are the nominees and will appear on the general election ballot.

When one or two candidates file for an office that must be elected at the general election the candidate(s) are the nominees and will appear on the general election ballot.



Candidates for these offices must file no later than the filing deadline for the primary election, even if the office will only appear on the general election ballot.

Nonpartisan Office (cont.)

Filing by Fee

ORS 249.056

To file by fee candidates complete and file with the appropriate elections official:

 Form SEL 101 Candidate Filing – Major Political Party or Nonpartisan

or

 Form SEL 190 Candidate Filing – District marked Filing by Fee

and

→ the required fee, if any

Filing by Nominating Petition

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

To file by completed nominating petition candidates complete the following steps.

District Candidates

Candidates for district office file:

 Form SEL 190 Candidate Filing – District marked Prospective Petition and designating circulator pay status

and

 Form SEL 121 Candidate Signature Sheet – Nonpartisan with all fields completed

 With the exception of candidates for Metropolitan Service District (MSD) offices, candidates for district office do not require approval to circulate prior to gathering signatures and should begin with step 3.

1 Prospective Petition

To begin the signature sheet approval process candidates must file:

 Form SEL 101 Candidate Filing – Major Political Party or Nonpartisan marked Prospective Petition and designating circulator pay status

and

For local candidates ONLY

 Form SEL 121 Candidate Signature Sheet – Nonpartisan with all fields completed

 See Signature Sheet Requirements on page 24.

 State candidates will be provided a signature sheet template to use when gathering signatures.

2 Approval to Circulate

After receiving forms the elections official reviews for required information and if complete will provide written approval to circulate the prospective nominating petition that includes:

- petition number
- number of signatures required
- filing deadline

and

For state candidates ONLY

- signature sheet template

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

3 Gathering Petition Signatures

Once the petition has been approved to circulate, but before collecting any signatures, the candidate must review with circulators the legal requirements and guidelines for circulating a candidate nominating petition.

 See Guidelines for Circulation on page 24.

After reviewing the legal requirements and guidelines the candidate may begin gathering signatures.

 Failure to comply with the legal requirements and guidelines will result in rejection of those sheets.

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

4 Signature Verification

The candidate submits the signature sheets to the appropriate county elections official for verification allowing sufficient time for the verification process to be completed prior to the filing deadline.

Before submitting the signature sheets for verification, the candidate must:

- ensure each signature sheet certification is signed and dated by the circulator
- sort the signature sheets by county, if required
and
- number each signature sheet sequentially within each county in the space provided

The county elections official verifies the original signatures against the voters' registration record and returns the certified signature sheets to the candidate.

5 Completing a Petition

To complete the petition process a candidate must file with the appropriate elections official:



Form SEL 338 Petition Submission

and

- verified signature sheets that contain the required number of valid signatures

The elections official reviews each signature sheet to ensure that sheets are sorted by county if required, numbered sequentially within each county in the space provided, and that the circulator's certification is sufficient.

After reviewing the sheets the elections official tabulates the number of valid signatures contained on the accepted signature sheets.



If the elections official determines the petition does not contain the required number of valid signatures and the filing deadline has not passed, the candidate may submit additional signatures.

Candidate Withdrawal

ORS 249.170, 249.180, 249.830, 255.235

To withdraw from candidacy or nomination, a candidate must complete and file with the appropriate filing officer:



Form SEL 150 Withdrawal - Candidacy or Nomination

The candidate must provide and attest to the reason for withdrawal. Forms missing this information will not be accepted.

If a complete SEL 150 is not filed with the elections official by the deadline, the candidate's name will appear on the ballot.



See Filing Requirements for Partisan Office on page 7 for the deadline to submit the completed form.



Candidates for state office that filed using ORESTAR at www.oregonvotes.gov may file the withdrawal of candidacy in the same manner.



See the ORESTAR User's Manual: Candidacy Filing for instructions on filing electronically.

Guidelines for Completing Forms

ORS 249.031

The following are guidelines to complete the required fields of occupation, occupational background, educational background and prior governmental experience on the candidate filing forms. These fields are required and information provided must be accurate.



Making a false statement is a violation of Oregon Election Law and the candidate may be convicted of a Class C Felony. ORS 260.715(1)



Failure to provide information for each of the required fields may result in rejection of the candidate filing forms.



Not every occupational, educational or prior governmental experience is required to be provided. If the candidate has no relevant experience None or NA must be entered.

Occupation and Occupational Background

- include current full or part-time employment or other line of work, business, craft or professional information in the Occupation field
- include previous full or part-time employment or other line of work, business, craft or professional information in the Occupational Background field
- it is not required to indicate whether the experience provided was paid or not paid
- to be included, no minimum or maximum amount of time spent at an occupation is required
- 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 (e.g. attorney, Doctor, Paramedic) must not be listed unless the license, permit or degree was obtained and valid at the time of the employment

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
- do not indicate a diploma, degree or certificate unless it has already been obtained



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.

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
- to be included, no minimum or maximum amount of time spent at an occupation is required
- include the complete name of the position. Do not use acronyms

Candidate "Quick Guide" on Campaign Finance Reporting in Oregon

Where and how do I start?

Congratulations on your decision to run for office! We hope this guide provides tips and answers to frequently asked questions by first-time candidates. More detailed information is available in the Campaign Finance Manual and the ORESTAR User's Manuals. The Campaign Finance Manual explains what information is disclosed when reporting campaign finance transactions. The ORESTAR User's Manual: Statement of Organization and Transaction Filing explain how to file a statement of organization and campaign finance transactions electronically using ORESTAR.

Who files disclosure reports?

<i>If you</i>	<i>Then</i>
Serve as your own treasurer and Do not have an existing candidate committee and Do not expect to spend or receive more than \$750 during the entire calendar year (including personal funds)	Relax. No action is necessary.
Do not expect to receive a total of more than \$3,500 or spend a total of more than \$3,500 for the entire calendar year	File a Statement of Organization and establish a dedicated bank account – either by using ORESTAR or by submitting the paper forms Statement of Organization for Candidate Committee (SEL 220) and Campaign Account Information form (SEL 223) File a Certificate of Limited Contributions and Expenditures either by using ORESTAR or by submitting the paper form (PC 7) not later than seven days after first receiving a contribution or making an expenditure
Expect to spend or receive more than \$3,500	File a Statement of Organization and establish a dedicated bank account – either by using ORESTAR or by submitting the paper forms Statement of Organization for Candidate Committee (SEL 220) and Campaign Account Information form (SEL 223) File campaign finance transactions using ORESTAR

What starts the whole process?

The decision to run for a public office, accepting contributions and making expenditures, whether from personal funds, campaign funds, or another person's funds.

Once I become a candidate, then what?

You must register your committee with the Secretary of State not later than 3 business days of first receiving a contribution or making an expenditure.

Keeping Books

The key to complying with campaign contribution and expenditure disclosure requirements is to keep detailed records and file your transactions on time.

Electronic Filing

Oregon Election law requires that campaign finance transactions be filed electronically. The Secretary of State's Office provides an electronic filing system, ORESTAR, free of charge. There is a terminal located in the Election's Division office for the public to use free of charge.

What if I don't own a computer?

A Statement of Organization (SEL 220), Campaign Account Information (SEL 223) and Certificate of Limited Contributions and Expenditures (PC 7) may be filed using the paper forms. If you are not eligible to file a Certificate, contribution and expenditure transactions must be reported electronically. You may want to check with your local library or other public facilities in your area to see if they provide a computer terminal for public use.

Must I have a dedicated campaign account?

Oregon law requires that you establish a dedicated campaign account if you expect to spend or receive more than \$750 during the calendar year. The account must be established in a financial institution located in Oregon that ordinarily conducts business in Oregon. One important reminder—when establishing your campaign account, the name of the committee and the name of the account must be the same.

Are there limits on campaign contributions and expenditures?

Oregon does not have contribution and expenditure limits.

When do I report contribution and expenditures?

Generally, the deadline for filing a transaction is not later than 30 calendar days after the date of the transaction. For committees active in an election, beginning on the 42nd day before the date of the election and through the date of the election, a transaction is due not later than 7 calendar days after the date of the transaction. The campaign finance reporting requirements and additional transaction deadlines are available in the 2014 Campaign Finance Manual. Information on how to electronically file transactions is detailed in the ORESTAR User's Manual: Transaction Filing.

Are my campaign finance activities public record?

Yes, after the transactions are filed in ORESTAR they are immediately accessible by the public by accessing the ORESTAR Public Search link on the Elections Division home page.

May I serve as my own treasurer?

Yes, you may serve as your own treasurer. The Campaign Finance Manual provides committees with information on candidate/treasurer responsibilities.

How do I discontinue my committee?

In order to discontinue your committee, you must: File all transactions to achieve a zero balance and file a Statement to Organization discontinuing the committee

Where do I get copies of forms and instruction manuals?

All publications and forms are available online at www.oregonvotes.gov, or may be requested from the Elections Division at 503 986 1518.

Need additional help?

The Elections Division staff is available to answer any questions. You may:
email your questions to elections.sos@state.or.us
call us at (503) 986-1518 or at (866) ORE VOTES
visit our web site at www.oregonvotes.gov revised 11/22/2013

Petition Guidelines and Requirements

The guidelines and requirements for producing and circulating candidate nominating petition signature sheets are explained in the following sections.

Official Signature Sheets

ORS 249.031, 249.061, 249.064

The Elections Division will prepare official templates that state candidates must use to collect signatures.

Local candidates must use official signature sheet forms to collect signatures. Signature sheets must be submitted for approval exactly as intended to circulate, including weight, style and color of paper. Official signature sheets include:

-  Form SEL 102 Candidate Signature Sheet – Major Party
-  Form SEL 116 Candidate Signature Sheet – Assembly of Electors
-  Form SEL 121 Candidate Signature Sheet – Nonpartisan
-  Form SEL 122 Candidate Signature Sheet – Individual Electors

 Any proposed variation to the approved signature sheet must be resubmitted and approved in writing by the elections official before circulating.

Signature Sheet Requirements

Each signature sheet must meet the following formatting requirements:

- standard 8½ x 11 size paper
- at least 20 pound uncoated paper
- and**
- printed on white or colored paper stock to enable elections officials to readily verify signatures

Guidelines for Circulation

ORS 249.061

To ensure compliance with circulating requirements candidates must educate circulators on the guidelines for circulating and monitor their activities.

Circulators

Requirements

Each petition circulator must:

- | Requirements | What this means |
|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| → personally witness each signature collected | watch the person sign the petition
 It is not sufficient to merely be present in the same room or vicinity. |
| → complete the circulator certification after witnessing all signatures collected on a sheet | use legal signature with a minimum of a first name initial and full last name
 Initials, signature stamps, illegible or printed script are not sufficient unless verified by exemplar.
provide the date the certification is signed
 Date must be provided in month, day, year order if written in all numbers. |

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

Prohibitions

It is against the law for circulators to:

- circulate a petition containing a false signature
- attempt to obtain the signature of a person who is not qualified to sign the petition
 Only active registered voters may sign a petition.
- make false statements to any person who signs the petition or requests information about it
- offer money or anything of value to another person to sign or not sign the petition
- sell or offer to sell signature sheets
- write, alter, correct, clarify or obscure any information about the signers unless the signer initials after the changes are made
 A circulator may assist a disabled signer who requests assistance in completing their printed name, address and date signed.

 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. ORS 260.715.

Circulator Certification

OAR 165-014-0270

Signers

Requirements

Each signer must:

- | | |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| All Petitions | <ul style="list-style-type: none"> → provide an original signature but is encouraged to provide their printed name and date signed → sign a signature sheet that is designated for their county of residence |
| Major Party | <ul style="list-style-type: none"> → be an active registered voter in the candidate's electoral district → be a member of the same political party as the candidate and → provide a residence or mailing address |
| Individual Elector | <ul style="list-style-type: none"> → be an active registered voter in the candidate's electoral district and → provide a residence or mailing address |
| Assembly of Electors | <ul style="list-style-type: none"> → be an active registered voter in the candidate's electoral district and → provide a residence or mailing address |
| Nonpartisan | <ul style="list-style-type: none"> → be an active registered voter in the candidate's electoral district and → provide a residence or mailing address |

- ❗ If no date is provided by the signer, the signature is only considered valid if the signer:
 - was an active registered between the date the petition was approved to circulate and the circulator's certification date
 - or**
 - originally registered to vote on or after the date the petition was approved to circulate and was an active registered voter between their original registration date and the circulator's certification date
- ⓘ This standard also applies to any signer that provides a date of birth or a date that at the time of verification has not yet occurred instead of the date they signed the petition.

Signer Prohibitions

It is against the law for signers to:

- sign another person's name under any circumstances
- sign a petition more than one time
- sign a petition when you are not qualified to sign it
- ❗ Only active registered voters may sign a petition. If the signer is not registered to vote or an active voter their signature will be rejected unless a completed registration card is received by a designated voter registration agency or an elections filing officer before 5 pm the day the petition is signed or 11:59 pm if completed electronically using ORESTAR.

After all signatures on a signature sheet have been collected, circulators complete the certification by signing their legal signature with a minimum of a first name initial and full last name and by providing the date when the certification was signed.



If additional signatures are gathered after the circulator certification has been signed and dated, the circulator must re-sign and re-date the certification.

If the circulator certification is not completed or determined to be insufficient the signature sheet will be rejected. Prior to submission for signature verification the circulator may correct the following circulator certification defects with the appropriate remedy:

Circulator Signature Defects

If the circulator has: **the circulator should:**

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> → signed using only initials <ul style="list-style-type: none"> ⓘ Unless initials as a signature is verified by exemplar. | <ul style="list-style-type: none"> re-sign and re-date certification with legal signature |
| <ul style="list-style-type: none"> → signed using a signature stamp <ul style="list-style-type: none"> ⓘ Unless a signature stamp has been approved under ORS 246.025. | <ul style="list-style-type: none"> re-sign and re-date certification with legal signature |
| <ul style="list-style-type: none"> → signed using an illegible signature <ul style="list-style-type: none"> ⓘ Unless an illegible signature is verified by exemplar. | <ul style="list-style-type: none"> re-sign and re-date certification with legal signature |
| <ul style="list-style-type: none"> → signed using printed script instead of cursive <ul style="list-style-type: none"> ⓘ Unless a printed script signature is verified by exemplar. | <ul style="list-style-type: none"> re-sign and re-date certification with legal signature |
| <ul style="list-style-type: none"> → photocopied or carbon copied the certification | <ul style="list-style-type: none"> re-sign and re-date certification with legal signature |
| <ul style="list-style-type: none"> → signed in a manner that the signature, printed name, and address are all illegible | <ul style="list-style-type: none"> re-sign and re-date certification with legal signature |

Circulator Certification (cont.)

Certification Date Defects

If the date is:	the circulator should:
→ missing	re-sign and date or date and initial correction
→ crossed out	re-sign and re-date or re-date and initial correction
→ overwritten with a different date	re-sign and re-date or re-date and initial correction
→ earlier than all petition signers ⓘ Unless the circulator and the only signer are the same person.	re-sign and re-date or re-date and initial correction
→ earlier than some, but not all petition signers ⓘ Only those signatures dated on or before the date of the certification will be accepted.	re-sign and re-date or re-date and initial correction
→ partial or ambiguous	re-sign and re-date or re-date and initial correction ⓘ Date must be provided in month, day, year order if written in all numeric characters.
→ obscured in any way by white out or other correction fluid or adhesive tape	re-sign and re-date or re-date and initial correction

The following defects in the circulator certification cannot be corrected and any signature sheet submitted that contains one of these defects will be rejected:

Incurable Defects

- the original signature of a circulator has been crossed out, and a different circulator's signature is inserted
 - ⓘ Unless the original signature is that of an individual whose signature appears on the same signature sheet as a signer.
- two individuals sign and date as circulator
 - ⓘ Unless the only signers and the circulators are the same people
- white-out or other correction fluid or adhesive tape appears on the signature line

Candidate Filing

Major Political Party or Nonpartisan

SEL 101

rev 01/14
ORS 249.031

Filing Dates	Candidate Filing	State Voters' Pamphlet	Candidate Withdrawal
Primary Election May 20, 2014		Filed electronically using ORESTAR	
First Day to File	September 12, 2013	January 20, 2014	
Last Day to File	March 11, 2014	March 13, 2014	March 14, 2014
General Election November 4, 2014			
First Day to File	June 4, 2014	July 7, 2014	
Last Day to File	August 26, 2014	August 26, 2014	August 29, 2014

 All information must be completed or the form will be rejected.

This filing is an

Original

Amendment

Filing Officer

Secretary of State

County Elections Official

City Recorder (Auditor)

Candidate Information

Name of Candidate

First	MI	Last	Suffix	Title
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How you would like your name to appear on the ballot

First	MI	Last	Suffix
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Candidate Residence/Route Address

Street Address	City	State	Zip	County
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Candidate Mailing Address

Street Address or PO Box	City	State	Zip
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Contact Information: Only one phone number is required.

Work Phone	Home Phone	Cell Phone	Fax
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Email Address	Web Site, if applicable
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Paying by Declaration or Petition:

Declaration, with the required fee

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

Prospective Petition

Petition circulators will be paid Yes No

Office Information			
Filing for Office of:			
District, Position or County:			
Party Affiliation:	<input type="checkbox"/> Democratic Party	<input type="checkbox"/> Republican Party	<input type="checkbox"/> Nonpartisan
Incumbent Judge:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Nondisclosure on file

Occupation (present employment) If no relevant experience, None or NA must be entered.

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Occupational Background (previous employment) If no relevant experience, None or NA must be entered.

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Educational Background (schools attended) If no relevant experience, None or NA must be entered.

Complete name of School (no acronyms)	Last Grade completed	Diploma/Degree/Certificate	Course of Study

Educational Background (other) Attach a separate sheet if necessary.

--

Prior Governmental Experience (elected or appointed) If no relevant experience, None or NA must be entered.

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Campaign Finance Information (not applicable to candidates for federal office)

Candidate Committee

Yes, I have a candidate committee.

No, 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 Campaign Finance Manual.

No, but will be filing a Statement of Organization for Candidate Committee (SEL 220).

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
- 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

For Major Political Party Candidates

- 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)

 **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 _____ Batch Sheet/CC Approval Code/Receipt Number _____

Candidate Signature Sheet | Nonpartisan

Petition ID _____

Signatures for this petition are being gathered by PAID Circulators VOLUNTEER Circulators

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

i Signatures must be verified by the appropriate county elections official before the petition can be filed with the filing officer. Candidates should allow ample time for the verification process to be completed before 5pm on the filing deadline day.

County _____

Candidate Information	
Name	Office
Election	District or Position Number

To the Secretary of State of Oregon/County Elections Official/City Recorder, We the undersigned voters, request the candidate's name be placed on the ballot at the election listed above for nomination to the office indicated.

i Signers must initial any changes 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
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Circulator Certification This certification **must** be completed by the circulator and additional signatures **should not** be collected on this sheet once the certification has been signed and dated!

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 person is a voter qualified to sign the petition (ORS 249.061). I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

Circulator Signature	Date Signed mm/dd/yy	Sheet Number Completed by the Candidate
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Printed Name of Circulator	Circulator's Address street, city, zip code
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Petition Submission

Candidate, Voters' Pamphlet

SEL 338rev 01/14
OAR 165-010-0005, 165-014-0005

This form must be completed and filed with each submittal of signatures.

Filing Officer

State County for both county and district petitions City

Election Type**Year**

Primary General Special Election 2014 2016 2018

Petition Information**Candidate Name or Measure Number****Type of Filing****Number of Signatures Submitted**

Candidate Nominating Petition

Voters' Pamphlet, Candidate

Voters' Pamphlet, Measure

Candidate

→ By signing this document, I hereby state that all information on the form is true and correct to the best of my knowledge.

Name**Contact Phone****Email Address****Signature****Date Signed****Measure Argument Filer**

→ By signing this document, I hereby state that all information on the form is true and correct to the best of my knowledge.

Name**Contact Phone****Email Address****Signature****Date Signed**

Statement of Organization Information

A candidate may have only one Candidate Committee

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 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.

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)

Street | City | State | Zip

Campaign Phone | Extension

Candidate Information

Name of Candidate

Mr. | First | MI | Last | Suffix | Title
 Ms.

Candidate Address (no PO Box)

Street Address | City | State | Zip

Mailing Address for Candidate Correspondence

Street Address or PO Box | City | State | Zip

Candidate Occupational Information

Self-Employed | Occupation (if Self Employed indicate the nature of your business)
 Not Employed

Employer's Name | City | State

Contact Information – Email Address is required

Work Phone | Home Phone | Fax | Email Address

Treasurer Information

Name of Treasurer

Mr. | First | MI | Last
 Ms.

Mailing Address for Treasurer Correspondence

Street Address or PO Box | City | State | Zip

Contact Information – Email Address is required

Work Phone | Home Phone | Fax | Email Address

Director(s) Information: If the committee has more than one director, attach a list of additional directors and include all the information required. The candidate should not be designated as a committee director. A committee director is not required.

Name of Director

<input type="checkbox"/> Mr.	First	MI	Last
<input type="checkbox"/> Ms.			

Mailing Address for Director

Street Address or PO Box	City	State	Zip
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Director Occupational Information

Work Phone	<input type="checkbox"/> Self-Employed <input type="checkbox"/> Not Employed	Occupation (if Self Employed indicate the nature of your business)
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Name of Employer	City	State
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If two or more directors of this political committee are directors of another committee, list the name and the name and address of the other committee. Attach a list if necessary.

Alternate Transaction Filer Information

Name of Alternate Transaction Filer

<input type="checkbox"/> Mr.	First	MI	Last
<input type="checkbox"/> Ms.			

Mailing Address and Contact Information for Alternate Transaction Filer Correspondence – Email Address is required

Street Address or PO Box	City	State	Zip
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Work Phone	Email Address
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Correspondence Recipient Information (someone other than the candidate or treasurer)

Name of Correspondence Recipient

<input type="checkbox"/> Mr.	First	MI	Last
<input type="checkbox"/> Ms.			

Mailing Address and Contact Information for Correspondence Recipient - Email Address is required

Street Address or PO Box	City	State	Zip
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Work Phone	Email Address
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Office Information for Candidate

Name of Office Sought	District, Position, County or City	Position Number
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Candidate Election Activity – fill in year

<input type="checkbox"/> Primary 20	<input type="checkbox"/> General 20	<input type="checkbox"/> Other Election Date
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Party Affiliation: Choose one if filing for a partisan office

<input type="checkbox"/> Constitution	<input type="checkbox"/> Democratic	<input type="checkbox"/> Independent	<input type="checkbox"/> Libertarian	<input type="checkbox"/> Pacific Green
<input type="checkbox"/> Progressive	<input type="checkbox"/> Republican	<input type="checkbox"/> Working Families	<input type="checkbox"/> Nonaffiliated	<input type="checkbox"/> Other

Other Election Activity

<input type="checkbox"/> Supports or opposes multiple candidates and measures (if this is marked there is no requirement to name the candidates or measures).

<input type="checkbox"/> Supports specific measures or recall	Measure Number(s)
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	Candidate(s) being recalled:
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<input type="checkbox"/> Opposes specific measures or recall	Measure Number(s)
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	Candidate(s) being recalled:
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SEL 223

Attached is a Campaign account Information Form (SEL 223)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Candidate Attestation

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
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Treasurer's Attestation if different than Candidate

By signing this document, I attest that the information on the form is true and correct.

Treasurer's Signature	Date Signed
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For Office Use Only

Initials	Committee Number	Date SEL 223 Received
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Campaign Account Information

SEL 223

rev 01/14
ORS 260.039, 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 Elections Division 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.

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

This filing is an: Original Amendment

Committee Information	
Name of Account (must be identical to the name of committee, if changing the committee name, please include the former name)	
Name of Oregon Financial Institution	
Name of Account Holder	
Names of Persons Who Have Signature Authority	
First	Last
First	Last
First	Last

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

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

Candidate Signature _____ Date Signed _____

Treasurer Signature _____ Date Signed _____

For Office Use Only Initials _____

Committee Number _____