



***2014 CITY ELECTION INFORMATION PACKET
(06/13/2014)***

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 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).

Due to the resignation of Ward 6 Councilor Bob Brew, an election to fill his term will occur at the statewide general election on **Tuesday, November 4, 2014**.

What Positions are Open for Election?

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

<u>Position</u>	<u>Incumbent</u>	<u>Nominated</u>	<u>Elected</u>	<u>Term</u>
SUB Position 1	David Willis	At Large	At Large	2 Years *
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

* SUB Position 1 is to fill the remainder of the term.

Ward 6 Councilor	Vacant	By Ward	At Large	2 Years *
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* Ward 6 Councilor position is to fill the remainder of the term.

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 August 26, 2014 for the 2014 General Election.

What are the Qualifications to Run for Office?

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.

Election

Filing Deadline

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