



2016 CITY ELECTION INFORMATION PACKET
(01/08/2016)

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 17, 2016**. 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 8, 2016**.

The Springfield Utility Board election will occur at the statewide general election on **Tuesday, November 8, 2016** 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 17, 2016** 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 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 Springfield Utility Board (SUB) positions open for election at the **November 8, 2016** General Election are:

| | | | | |
|----------------|------------------|----------|----------|-----------|
| SUB Position 1 | David Willis | At Large | At Large | 4 Years |
| SUB Position 3 | John DeWenter | At Large | At Large | 2 Years * |
| SUB Position 5 | Pat Riggs-Henson | At Large | At Large | 4 Years |

* SUB Position 3 is to fill the remainder of the term.

What is the Filing Process?

Please read carefully the attached information from the *2016 Candidate's Manual*, and this information packet, for information about the filing process and deadlines. Master forms for the 2016 election are provided in this packet and are also available online on the State Elections website at <http://sos.oregon.gov/elections/Pages/electionforms.aspx>. 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 submit the signature sheets to the City Recorder for review. The City Recorder will then submit the signatures to the Lane County Election Division for signature verification. Candidates must then submit a *Petition Submission* (SEL 338) 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 2016 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 *2016 Campaign Finance Manual*. You may also want to review ORS Chapter 260; *Campaign Finance Regulations and Offenses*. Information contained in the *2016 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 submit the signature sheets (SEL 121) to the City Recorder for review. The City Recorder will then submit the signatures to the Lane County Election Division for signature verification. Once signature are verified by Lane County Elections, candidates must submit a *Petition Submission (SEL 388)* to the City Recorder. The signature sheets should be submitted to the City Recorder 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 8, 2016 for the 2016 Primary Election, and August 30, 2016 for the 2016 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) by the filing dates specified below. There are no required filing fees.

| <u>Election</u> | <u>Filing Deadline</u> |
|----------------------------------------------------|------------------------|
| May 17, 2016 Primary Election (Mayor/City Council) | March 8, 2016 |
| November 8, 2016 General Election (SUB) | August 30, 2016 |

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 2016 Candidates Manual for more information.

Springfield Election Information (City Online Voters' Pamphlet)

Qualified candidates for the City of Springfield Mayor and Council, Springfield Utility Board, Springfield Public Schools Board, and Willamalane Park and Recreation District Board may submit information for the *Springfield Election 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 Candidates

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

The city elections official will qualify all candidates prior to the candidate’s name being placed on the ballot. If the candidate does not qualify for the position the filing will be rejected and any fees will be refunded.

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

Filing Requirements

| | Primary Election | General Election |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First Day to File | September 10, 2015 | June 1, 2016 |
| Last Day to File | March 8, 2016 | August 30, 2016 |
| Last Day to Withdraw | March 11, 2016 | September 2, 2016 |
| Office | Fee | Required Signatures |
| City Office Contact the local elections official to determine which election the office will appear on and for any applicable charter or ordinance provisions that may supersede this information | Set by charter or ordinance or | The lesser of either 500 signatures or 1% of the number of votes cast in the district for governor Signatures must be obtained from 10% of the precincts in the city |

Filing Methods for City Candidates

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

File by Fee

ORS 249.056

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

- Form SEL 101 Candidate Filing – Major Political Party or Nonpartisan

and

- Pay the required filing fee, if any

City candidate filing fees may be set by a city charter or ordinance. Check with your city elections official for more information.

File by Petition

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

All signatures must be from active registered voters within the district

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

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

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



Form SEL 101 Candidate Filing – Major Political Party or Nonpartisan marked “Prospective Petition”

and



Form SEL 121 Candidate Signature Sheet – Nonpartisan



See Circulator and Petition Sheet Requirements on page 27.

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



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.

Required Signatures

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 either:

- 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.

Complete Filing

To complete the filing process a candidate must:

- 1 ensure each signature sheet certification is signed and dated by the circulator
 - 2 number each signature sheet sequentially in the space provided
 - 3 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
- 4 file the verified signature sheets with the Form SEL 338 Petition Submission – Candidate, Voters’ Pamphlet

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.

Candidate Filing Timeline

 If a city does not elect candidates at a primary election, the first day to file for office is June 1, 2016, and the deadline is no later than 5 pm on August 30, 2016, for the November 8, 2016 General Election.

District Candidates

ORS 255.235

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

Qualifications for District Offices

These procedures do not apply to candidates for a newly created district board. Before filing for district office, a candidate should contact the county elections official to review the statutory requirements for the office sought.

As the filing officer, the county clerk will ensure that the candidate qualifies for the position. If they do not qualify the filing will be rejected and the filing fee refunded.

Special district statutory requirements may differ from general state elections requirements.

Soil and Water Conservation District candidates must contact the Oregon Department of Agriculture for information related to filing for candidacy.

Regular district elections to elect district board members are held at the May election in each odd-numbered year. For more information and specific requirements, contact the county elections official before filing.

Candidates for Metropolitan Service District (MSD) offices must follow the same process as state and county nonpartisan candidates.

Filing Requirements for District Offices

Contact your county elections official to ensure all statutory requirements are met.

All signatures must be of active registered voters within the district.

| | Primary Election | General Election | Regularly Scheduled District Election: |
|-----------------------------------------------------------------------------------------------------------------|------------------|------------------|-----------------------------------------------------------------------------------------------------------|
|  First Day to File | January 28, 2016 | July 21, 2016 | February 4, 2017 |
|  Last Day to File | March 8, 2016 | August 30, 2016 | March 16, 2017 |
|  Last Day to Withdraw | March 8, 2016 | August 30, 2016 | March 16, 2017 |
| Office | Fee | or | Required Signatures |
| District Office | \$10 | | The lesser of either 25 signatures or 10% of the total number of active registered voters in the district |

 District board members are elected at the regular district election in May of each odd-numbered year. Contact the local elections official for any applicable by-laws that may supersede this information



Deadline to Complete Write-In Process

| | Primary Election | General Election | District Election |
|----------------------|------------------|-------------------|-------------------|
| Notification: | June 13, 2016 | December 5, 2016 | June 12, 2017 |
| Acceptance: | June 21, 2016 | December 13, 2016 | June 20, 2017 |
| Certificate: | June 26, 2016 | December 18, 2016 | June 25, 2017 |

Vacancy

A vacancy in office may occur at any time during a term of office, even before the person takes the oath of office or before the term ends.

- The processes for filling a vacancy are dependent upon the type of office and when the vacancy occurred, not why the vacancy occurred.
- Reasons for vacancies may include death, resignation, disqualification or recall.
- ORS 236.320 provides that resignations for public office shall be in writing and filed with the appropriate filing officers

The Oregon Constitution, Oregon Revised Statutes and Oregon Administrative Rules have applicable sections regarding vacancies. The Oregon Constitution and Oregon Revised Statutes can be searched [here](#). The search can be narrowed by using the ORS General Index. Oregon Administration Rules are found [here](#).

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

Local candidates must use approved signature sheet forms to collect signatures. Candidate nominating petitions cannot be circulated using an electronic signature sheet.

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.

Circulator Requirements

| Each circulator must: | What this means: |
|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| → personally witness each signature collected | <ul style="list-style-type: none"> ✓ 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 | <ul style="list-style-type: none"> ✓ 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 when the certification was signed | <ul style="list-style-type: none"> ✓ 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.

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.

Signer Requirements

| | Each petition signer must: | What this means: |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| All Petition Types | → provide an original signature and should be encouraged to provide their printed name and date signed  These informational fields, while optional unless otherwise noted below, provide valuable assistance when verifying signatures. | ✓ sign the petition using a signature contained in their voter registration record |
| | → be an active registered voter at the time of signing the petition in the candidate’s electoral district | ✓ information in the voter's registration record is up to date and they would be able to vote for the candidate |
| | → sign a petition sheet that is designated for their county of residence | ✓ sign a petition sheet designated for the county they are registered to vote in |
| | → provide a residence or mailing address | ✓ should be encouraged to provide the address where they are registered to vote at |
| Major Party Petition ONLY | → at the time of signing the petition be a member of the same political party as the candidate | ✓ information in the voter's registration record is up to date and they would be able to vote for the candidate at a primary election |

Signature Date

If no date is provided by the signer, the signature is only considered valid if the signer:

- ✓ was an active registered voter between the date the petition was approved to circulate and the circulator’s certification date
- 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 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 the 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 online at www.oregonvotes.gov.

Certification of Signature Sheets

OAR 165-014-0270

After all signatures on a signature sheet have been collected, circulators complete the certification by signing their legal signature and providing the date when the certification was signed.

 If the circulator certification is not completed or determined to be insufficient the signature sheet will be rejected.

Prior to submission to elections officials the circulator may correct the following defects:

Circulator Signature Defects

| If the circulator has: | the circulator should: |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| → signed using only initials  Unless verified by exemplar. | ✓ sign and re-date certification with legal signature |
| → signed using a signature stamp  Unless approved under ORS 246.025. | ✓ re-sign and re-date certification with legal signature |
| → signed using an illegible signature  Unless verified by exemplar. | ✓ re-sign and re-date certification with legal signature |
| → signed using printed script instead of cursive  Unless verified by exemplar. | ✓ re-sign and re-date certification with legal signature |
| → photocopied or carbon copied the certification | ✓ sign and re-date certification with legal signature |
| → signed in a manner that the signature, printed name, and address are all illegible | ✓ re-sign and re-date certification with legal signature |

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

Guidelines for Completing Candidate Filing Forms

ORS 249.031

All forms must be complete before submitting them to the Elections Division.

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

 Providing false statements on filing forms is a violation of Oregon Election Law and the candidate may be convicted of a Class C Felony. ORS 260.715(1)

Additional information may be required and will be discussed further this section under the specific section.

Original or Amendment

Indicate if the filing is an Original filing or an Amendment that is changing information prior to the filing deadline.

Filing Officer

Indicate who the filing office is for the position

- **Secretary of State** : Any Federal, Statewide, State Senate, State Representative, Judicial (including County Judges with judicial duties) and District Attorney positions
- **County Elections Official**: Any county or district position
- **City Recorder (Auditor)**: Any city office that is elected by the citizens of a city

Candidate Information

Complete the following information:

- **Name of Candidate**: This should be the candidate's full name (first, middle initial and last). If filing online through ORESTAR, this field is automatically populated from the user profile and cannot be modified. Prefix (Mr. or Ms.), suffix (Jr., Sr., III, etc.) and title (MD, CPA, etc.) fields can be added if desired.
- **How name should appear on ballot**: How the candidate wishes his/her name to appear on the ballot. If a nickname is used in connection with the candidate's full name, the nickname should be in parentheses. Titles and designations (e.g., Dr., CPA) should not be included as they cannot appear on the ballot.
- **Candidate Residence Address**: The residential address of the candidate, including the county.

- **Mailing Address for Candidate Correspondence:** The address where the candidate wishes to receive correspondence from the Elections Division. To use the residence address as the mailing address for candidate correspondence, click in the checkbox.
- **Contact Information:** Enter work phone, home phone, cell phone, fax, email address and website, if applicable. **At least one phone number and an email address are required.**

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. 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

- **Occupation (present employment – paid or unpaid):** The current full or part-time employment or other line of work, business, craft or professional information (not required to indicate whether paid or not paid). If not employed, enter “Not Employed” or “None”.
- **Occupational Background (previous employment – paid or unpaid):** Previous full or part-time employment or other line of work, business, craft or professional information (not required to indicate whether paid or not paid).

Educational Background

- **Educational Background (schools attended):** The schools attended by the candidate, including the last grade level completed, whether a diploma, degree or certificate was received, and the course of study. It is not required that every educational experience be listed, but what is listed must be accurate. Provide the complete name of the school, no acronyms.
- **Educational Background (other):** Other educational experiences of the candidate.



A degree indicates a college, university or professional school has awarded a title upon the person for completion of a program of study. For this purpose, honorary degrees or degrees from "degree mills" should not be included under this requirement.

Prior Governmental Experience

- **Prior Governmental Experience (elected or appointed):** The current or previous governmental experience, which refers to a person’s involvement in governmental activities, such as 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 (not required to indicate whether paid or not paid). If the candidate has no prior governmental experience, enter “None”.

Candidate Signature and Date Signed

The form must have a physical signature and the date the candidate signed the form if filing by paper.

Additional Information Required

The following instructions are for fields on specific forms that are unique to that form.

SEL 101 Candidate Filing – Major Political Party or Nonpartisan

Paying by Declaration or Petition

Complete the following information.

- **Declaration:** if paying a fee check this box.
- **Prospective Petition:** if collecting signatures check this box.
- **Petition circulators will be paid:** when collecting signatures, if circulators are being paid to gather the sufficient number of signatures, mark Yes. If circulators are volunteering their time to help collect signatures, mark No.

Office Information

Complete the following information.

- **Filing for Office of:** Indicate the office the candidate is filing for.
- **District, Position or County:** Indicate the district, position or county of the office the candidate is filing for.
- **Party Affiliation:** Select the candidate's party affiliation. If entering your candidacy online, 'Nonpartisan' will automatically populate if the office indicated is nonpartisan.
- **Incumbent Judge:** If filing for a state judge position, indicate if the candidate is the incumbent judge by selecting Yes or No.

Campaign Finance Information

Candidate Committee

Indicate by checking the box if:

- The candidate has a committee already established
- The candidate does not intend to receive more than \$750 or spend more than \$750 toward the campaign in the next calendar year.
 -  This includes the spending of personal funds.
- The candidate has not yet established a candidate committee but intends to within the next three days.



Under statute, once a candidate has received money or spent money toward their campaign they have three business days to set up a campaign finance committee. ORS 260.035.

SEL 110 Candidate Filing – Minor Political Party

Multiple Nomination Information

- **List other nominations to be printed on ballot:** Up to three parties can nominate a candidate to be their candidate. If the candidate wishes to have more than one party listed behind their name on the general election ballot, those parties should be listed in this field.

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

Springfield Municipal Code

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 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. The circulator that collects the signatures shall certify on each signature sheet that the circulator witnessed the signing of the signature sheet by each individual whose signature appears on the signature sheet and believes each individual is an elector registered in the electoral district.

(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 61st 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. The certificate of nomination forms shall include:

- (a) Name of the elector;
- (b) Residence or mailing address of the elector;
- (c) Declaration as to whether one or more persons will be paid money or other valuable consideration for obtaining signatures of the electors on the certificate;
- (d) Circulation certification of signature witness and elector registration in electoral district. [Section 2.215 amended by Ordinance No. 6322, enacted June 16, 2014.]

Candidate Filing

Major Political Party or Nonpartisan

SEL 101

rev 09/15
ORS 249.031

| Filing Dates | Candidate Filing | State Voters' Pamphlet | Candidate Withdrawal |
|------------------------------------------|--------------------|-------------------------------------------|----------------------|
| Primary Election May 17, 2016 | | Filed electronically using ORESTAR | |
| First Day to File | September 10, 2015 | January 18, 2016 | |
| Last Day to File | March 08, 2016 | March 10, 2016 | March 11, 2016 |
| General Election November 8, 2016 | | | |
| First Day to File | June 1, 2016 | July 11, 2016 | |
| Last Day to File | August 30, 2016 | August 30, 2016 | September 2, 2016 |

i 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)

Office Information

Filing for Office of:

District, Position or County:

Party Affiliation: Democratic Party Republican Party Independent Party Nonpartisan

Incumbent Judge: Yes No Nondisclosure on file

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

Candidate Information

Name of Candidate

First | MI | Last | Suffix | Title

How you would like your name to appear on the ballot

Candidate Residence/Route Address

Street Address | City | State | Zip | County

Candidate Mailing Address

Street Address or PO Box | City | State | Zip

| | | | |
|----------------------------------------------------------------|------------|-------------------------|-----|
| Contact Information: Only one phone number is required. | | | |
| Work Phone | Home Phone | Cell Phone | Fax |
| Email Address | | Web Site, if applicable | |

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

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

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.

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). Does not apply to candidates filing for the office of US President.



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 _____

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 |
| | | Sheet will be numbered by group submitting the petition. |

| | |
|----------------------------|---------------------------------------------|
| Printed Name of Circulator | Circulator's Address street, city, zip code |
|----------------------------|---------------------------------------------|

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**