

2012 CITY ELECTION INFORMATION PACKET
(11/15/2011)

Dear Prospective Candidate,

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

When is the Election?

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

The Springfield Utility Board election will occur at the statewide general election on **Tuesday, November 6, 2012**.

What Positions are Open for Election?

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

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

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

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

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

What is the Filing Process?

Please read carefully the attached "Candidates Filing by Petition" and "General Information for Candidates" from the 2010 City Elections Manual, and this information packet, for information about the filing process and deadlines. Master forms are provided in this packet. Please contact the City Recorder's Office with any questions about the filing process. (NOTE: the 2012 City Elections Manual will be available sometime after January 1, 2012.)

The process requires the candidate to submit a *Filing of Candidacy for Nonpartisan Nomination* (SEL 120) which is then approved by the City Recorder (City Elections Filing Officer) for circulation of the *Petition for Nonpartisan Nomination Signature Sheet* (SEL 121). The candidate must then verify they have received a sufficient number of signatures on the nominating petition at the Lane County Elections Division. Upon verification that a sufficient number has been received, candidates must then submit the SEL 120 marked "Completed" to the City Recorder in order to be eligible to have their name placed on the official election ballot.

The first step in the process is to submit the *Filing of Candidacy* (SEL 120) marked "Prospective", the *Petition for Nomination* (SEL 121), and the *Statement One or More/No Petition Circulators will be Paid* (SEL 301) marked "Prospective". 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 open a campaign account, file a *Statement of Organization* and within seven calendar days, electronically file all contributions received and expenditures made during the calendar year. See the *2010 Campaign Finance Manual* for additional information.

When either the total contributions or total expenditures for a calendar year exceed \$2,000, 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.

Candidates are encouraged to review, in its entirety, the *2010 Campaign Finance Manual*. You may also want to review ORS Chapter 260; *Campaign Finance Regulations and Offenses*. Information contained in the *2010 Campaign Finance Manual* provides election law reminders to help prevent election law violations.

Following notice of approval of the *Filing of Candidacy* (SEL 120), **provided in writing by the City Recorder**, a candidate may circulate the *Petition for Nonpartisan Nomination Signature Sheet* (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). The *Statement One or More/No Petition Circulators Will be Paid* (SEL 301) form marked as “Prospective” **must be attached to the nominating petition before circulating.**

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

Candidates filing by petition should review with circulators the guidelines for circulating the petition. All signatures must be original signatures of the signers, and **witnessed by the petition circulator** and the circulators’ verification completed. (For information regarding nominating petition signature requirements, see 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. The signature sheets should be submitted to Lane County Elections in ample time for the verification process to be completed before submitting the completed nominating petition to the Springfield City Recorder, no later than **5:00 p.m. on March 6, 2012 for the 2012 Primary Election**, and **August 28, 2012 for the 2012 General Election.**

Once the signature verification is completed by Lane County Elections, candidates must then file the following with the City Recorder in order to have their name placed on the official election ballot:

- *Filing of Candidacy* (SEL 120) marked “Completed”
- *Signature Sheets* (SEL 121) verified by the Lane County Elections
- *Statement One or More/No Petition Circulators Will be Paid* (SEL 301) marked “Completed”

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.

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.

How Do I Qualify for the Ballot?

Candidates qualify for the official ballot by submitting a *Completed Petition* which includes a completed *Filing of Candidacy for Nonpartisan Nomination* (SEL 120) form, signed and verified *Petitions for Nonpartisan or Independent Nomination Signature Sheets* (SEL 121), and a completed *Statement One or More/No Petition Circulators Will be Paid* (SEL 301) by the filing dates specified below. There are no required filing fees.

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

Where Do I File the Necessary Forms?

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

State Voters' Pamphlet

Candidates in cities with a population of 50,000 or more are eligible to file a statement for inclusion in the state voters' pamphlet. Forms for filing can be obtained from the Elections Division, or the Lane County Elections Official. See the 2010 City Elections Manual for more information.

Who Do I contact for Further Questions or Information?

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

Thank you for your interest.

Amy Sowa
City Recorder

Attachments