



***2018 CITY ELECTION INFORMATION PACKET  
(01/18/2018)***

***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, 2018**. 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, 2018**.

The Springfield Utility Board election will occur at the statewide general election on **Tuesday, November 6, 2018** pursuant to the Springfield Municipal Code Section 2.210(2).

***What Positions are Open for Election?***

The City positions open for election at the **May 15, 2018** 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 6, 2018** General Election are:

SUB Position 2	Virginia Lauritsen	At Large	At Large	4 Years
SUB Position 3	John DeWenter	At Large	At Large	4 Years
SUB Position 4	Michael Eyster	At Large	At Large	4 Years

### ***What is the Filing Process?***

Please read carefully the attached information from the *2018 Candidate's Manual*, and this information packet, for information about the filing process and deadlines. Master forms for the 2018 election 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 the following:

- *Candidate Filing* (SEL 101)
- *Candidate Signature Sheet - Nonpartisan* (SEL 121)
- *Statement of Organization for Candidate Committee* (SEL 220) \*
- *Campaign Account Information* (SEL 223) \*

The SEL 101 and SEL 121 must be approved by the City Recorder as the City Elections Filing Officer, prior to signatures being gathered.

**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 2018 Campaign Finance Manual for additional information.

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

The “Candidate ‘Quick Guide’ on Campaign Finance Reporting in Oregon” is attached, but candidates are encouraged to review, in its entirety, the *2018 Campaign Finance Manual*. You

may also want to review ORS Chapter 260; *Campaign Finance Regulations and Offenses*. Information contained in the *2018 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 provide the Petition Submission form (SEL 338) and Candidate Signature Sheet - Nonpartisan (SEL 121) to the City Recorder.** The City Recorder will then verify the signatures for sufficiency and validity with the Lane County Elections Division, 275 W. 10<sup>th</sup> Avenue, Eugene, OR 97401, 541-682-4234. The signature sheets should be submitted to the City Recorder in ample time for the verification process to be completed before the deadline dates:

- No later than **5:00 p.m. on March 6, 2018** for the 2018 Primary Election
- No later than **5:00 p.m. on August 28, 2018** for the 2018 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).

### ***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 2018 Candidates Manual for more information.

### ***Springfield Election Information (Online Voters' Pamphlet)***

The City of Springfield publishes the “*Springfield Election Information*” (i.e. Online Voters' Pamphlet) on our City website. This *Springfield Election Information* is to provide citizens with valuable information about candidates and measures that will appear on their ballot in Springfield, Oregon.

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*. No other candidates will be included in the *Springfield Election Information*.

There is a \$25 fee to include information in 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.



City Recorder

Attachments

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

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

and

 SEL 121 Candidate Signature Sheet – Nonpartisan.

 See Circulator and Petition Sheet Requirements on page 27.

### Approval to Circulate

After receiving the completed 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; and
- 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

→ 1% of the votes cast in the electoral district for all candidates for Governor at the last election where the Governor was elected to a full term.. 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 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

- 3 file the signature sheets with 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 May 30, 2018, and the deadline is 5 pm on August 8, 2018, for the November 6, 2018 General Election.

## District Candidates

ORS 255.235

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

### Qualifications for District Offices

Contact the Elections Division for what procedures 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.

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 Oregon registered voters within the district.

	Primary Election	General Election	Regularly Scheduled District Election
 <b>First Day to File</b>	January 25, 2018	July 19, 2018	February 9, 2019
 <b>Last Day to File</b>	March 6, 2018	August 28, 2018	March 21, 2019
 <b>Last Day to Withdraw</b>	March 6, 2018	August 28, 2018	March 21, 2019
<b>Office</b>	<b>Fee</b>	<b>or</b>	<b>Required Signatures</b>
 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.	\$10		The lesser of either 25 signatures or 10% of the total number of active registered voters in the district

 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

## Filing Methods for District 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 will file:

 Form SEL 190 District Candidate Filing form

and

→ The appropriate filing fee.

### File by Petition

ORS 249.064, 249.076, 255.012, 255.235

A candidate must allow sufficient time to have the signatures verified before the filing deadline. A candidate nominating petition for a district candidate is not approved by the county elections official prior to circulation. Instead the district candidate uses the following signature sheet to gather signatures:

 Form SEL 121 Candidate Signature Sheet – Nonpartisan or

 See Circulator and Petition Sheet Requirements on page 27.

 Form SEL 338 Petition Submission – Candidate, Voters’ Pamphlet.

 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 and 260.993

### Complete Filing

To complete the filing process a candidate must:

- 1 obtain the required number of signatures, although obtaining more than the required number may help to ensure the petition contains a sufficient number of valid signatures;
  - 2 ensure each signature sheet certification is signed and dated by the circulator;
- and
- 3 submit the signature sheets to the appropriate county elections official for signature verification along with:

 Form SEL 190 Candidate Filing – District.

### Signature Verification

The county elections official reviews signature sheets for sufficient circulator certification and verifies the original signatures against the voters’ current registration record.

## 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"> <li>✓ Watch the person sign the petition.</li> <li>ⓘ It is not sufficient to merely be present in the same room or vicinity.</li> </ul>
→ complete the circulator certification after witnessing all signatures collected on a sheet; and	<ul style="list-style-type: none"> <li>✓ Sign the certification using a legal signature.</li> <li>ⓘ A legal signature is defined as a signature possessing obvious and predominantly matching characteristics to signatures on file from a paid circulator’s registration, signatures in the Oregon voter registration file, or the signature on an official government document.</li> <li>ⓘ Initials, signature stamps, illegible or printed script are not sufficient unless verified by exemplar.</li> </ul>
→ provide the date when the certification was signed.	<ul style="list-style-type: none"> <li>✓ The date must be provided in month, day, year order if written in all numbers.</li> </ul>

**!** 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 knowingly:

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→ circulate a petition containing a false signature;

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→ attempt to obtain the signature of a person who is not qualified to sign the petition;

ⓘ Only active Oregon registered voters may sign a petition.

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→ make false statements to any person who signs the petition or requests information about it;

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→ offer money or anything of value to another person to sign or not sign the petition;

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→ sell or offer to sell signature sheets; or

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→ 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. In such a case, no initials are required.

**!** 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 and 260.993

## Signer Requirements

Each petition signer must:	What this means:
<b>All Petition Types</b>	
<ul style="list-style-type: none"> <li>→ Signers should provide an original signature and should be encouraged to provide their printed name and date signed.</li> <li> These informational fields, while optional unless otherwise noted below, provide valuable assistance when verifying signatures.</li> <li> Signers must include printed name for Nomination by Assembly of Electors and for Major Party Presidential Candidates.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Signers must sign the petition using a signature contained in their voter registration record.</li> </ul>
<ul style="list-style-type: none"> <li>→ Signers should be an active registered voter at the time of signing the petition in the candidate’s electoral district.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Information in the voter's registration record is up to date, and they would be able to vote for the candidate.</li> </ul>
<ul style="list-style-type: none"> <li>→ Sign a petition sheet that is designated for their county of residence, if applicable.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Signers should sign a petition sheet designated for the county in which they are registered to vote.</li> </ul>
<ul style="list-style-type: none"> <li>→ Provide a residence or mailing address.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Signers should provide the address at which they are registered to vote.</li> </ul>
<b>Nominating Petition Only</b>	
<ul style="list-style-type: none"> <li>→ At the time of signing the petition, signers are encouraged to include the signer’s precinct name or number.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Signers are encouraged to provide precinct information.</li> </ul>
<b>Major Party Petition Only</b>	
<ul style="list-style-type: none"> <li>→ At the time of signing the petition, the signer should be a member of the same political party as the candidate.</li> </ul>	<ul style="list-style-type: none"> <li>✓ 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.</li> </ul>

## Signature Date

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

- ✓ was an active Oregon registered voter between the date the petition was approved to circulate and the circulator’s certification date; or
- ✓ was 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 knowingly:

- sign another person’s name under any circumstances;
- sign a petition more than one time; or
- sign a petition when not qualified to sign it.

 Only active Oregon 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](http://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. . A legal signature is defined as a signature possessing obvious and predominantly matching characteristics to signatures on file from a paid circulator’s registration, signatures in the Oregon voter registration file, or the signature on an official government document.

 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:	Then 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;
→ photocopied or carbon copied the certification; or	✓ sign and re-date certification with legal signature; or
→ 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:	Then the circulator should:
→ missing;	✓ re-sign and date <b>or</b> date and initial correction;
→ crossed out;	✓ re-sign and re-date <b>or</b> re-date and initial correction;
→ overwritten with a different date;	✓ re-sign and re-date <b>or</b> 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 <b>or</b> 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 <b>or</b> re-date and initial correction;
→ partial or ambiguous; or	✓ re-sign and re-date <b>or</b> re-date and initial correction; or  Date must be provided in month, day, and 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 <b>or</b> 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;
  -  Does not apply if 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; or
  -  Does not apply if 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 official.

-  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) and 260.993

Additional information may be required and will be discussed further in 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; or
- **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 if applicable, 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:** Include how the candidate wishes their 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:** Write the residential address of the candidate, including the county.

- **Mailing Address for Candidate Correspondence:** Include 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 valid phone number where the candidate can be reached during normal business hours, 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 other equivalent 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” or other equivalent.
- **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):** This may include 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 are allowed.
- **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 other elected or appointed public offices or organizations that are recognized by a governmental body. 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” or other equivalent.

## 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

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#### Filing Method

Complete the following information.

- **Fee:** If paying a fee, check this box.
- **Prospective Petition:** If collecting signatures in lieu of paying the filing fee, check this box.
- **Some circulators may be paid:** When collecting signatures, if circulators may be 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

This section should not be amended at a later date. If the candidate’s circumstances change at a later date, they must follow the reporting requirements set forth in the Campaign Finance Manual. Select the checkbox that applies to the candidate:

- **Yes, I have a candidate committee:** The candidate has already established a candidate committee
- **No, I do not expect to spend or receive more than \$750 during any calendar year:** The \$750 includes personal funds spent for any campaign-related costs, such as the candidate filing fee; however state voters’ pamphlet filing fees are not included when calculating contribution or expenditure totals. The candidate must still keep records of all campaign finance activity and if total contributions or expenditures exceed \$750 during any calendar year, the candidate must follow the requirements set forth in the Campaign Finance Manual.
- **No, but will be filing a Statement of Organization for Candidate Committee:** A candidate must file a Statement of Organization not later than three business days after first receiving a contribution or making an expenditure and no later than the deadline for filing a nominating petition, declaration of candidacy, or certification of nomination, whichever occurs first, unless they meet the exception set forth on page 8.

## SEL 110 Candidate Filing – Minor Political Party

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### Nomination Information

- **Party nomination you are accepting with this filing:** Check the box for the party that is nominating you and whose nomination you are accepting.
- **Order of parties on ballot:** Indicate whether the order of the parties will be in default order or in a specified order. If marking Specified, specify the order in the space provided.

 If you have previously filed a candidacy filing with the filing officer for the current election cycle, skip to the Candidate Nomination Certificate and Candidate Attestation on the form. If you have **not** previously filed a candidacy filing with the filing officer for the current election cycle, fill out all remaining fields.

### Candidate Nomination Certificate

Candidate filings by a minor party must be notarized prior to submission. The following fields must be completed.

- **Name of Minor Political Party:** Include the name of the Minor Party nominating the candidate.
- **Signature of the Officer of Minor Political Party:** Include the signature of one of the officers listed on the by-laws of the minor political party.
- **Date Signed:** Include the date the officer of the political party signed the candidate filing form.
- **Printed Name of the Officer of Minor Political Party:** Include the clearly printed name of the officer that signed the candidate filing form.

### The following fields are completed by a Judge or Notary Public.

- **State of Oregon, County of:** Include the name of the county in which the Judge or Notary Public is signing the candidate filing form.
- **Signed before me on:** Include the date the Judge or Notary Public witnessed the Minor Political Party officer sign the candidate filing form.
- **By:** Include the name of the Judge or the Notary Public
- **Judge or Notary Public-State of Oregon:** Include the signature of the Judge or Notary Public

## SEL 114 Candidate Filing – Individual Electors

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- **Name of Chief Sponsor:** Include the name of the candidate or other person interested in placing the candidate name on the ballot. This can be the candidate.

## SEL 115 Candidate Filing – Assembly of Electors

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### Assembly of Electors fields to complete.

- **Name of Person Submitting Certificate of Nomination:** Include the name of candidate or a person designated as the presiding officer.
- **Address of Person Submitting Certificate of Nomination:** Include the address of the candidate or the presiding officer named in the above field.
- **Signature of Presiding Officer:** Include the signature of the candidate or the signature of the presiding officer of the assembly.

## 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.]

# Campaign Finance Reporting in Oregon

## Candidate "Quick Guide"

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** available at [www.oregonvotes.gov](http://www.oregonvotes.gov). The Campaign Finance Manual explains what information is disclosed when reporting campaign finance transactions. The ORESTAR User's Manual: Statement of Organization and ORESTAR User's Manual: Transaction Filing explains how to file a statement of organization and campaign finance transactions electronically using ORESTAR.

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### Who Must File a Candidate Committee?

If you	Then
<ul style="list-style-type: none"> <li>→ Serve as your own treasurer <b>and</b></li> <li>→ Do not have an existing candidate committee <b>and</b></li> <li>→ Do not expect to spend or receive more than \$750 during the entire calendar year (including in-kind contributions and personal funds)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Relax. No action is necessary because under Oregon Election Law you are not required to establish a candidate committee if you meet all of the criteria. <b>However, you must keep track of all contributions and expenditures because if you exceed the \$750 threshold you must establish a committee and open a dedicated bank account not later than three business days after exceeding the threshold. NOTE: Any fee paid for filing a candidate's statement for inclusion in the state voters' pamphlet is not included for the purpose of calculating the \$750 threshold. Additionally, you must either file a Certificate of Limited Contributions and Expenditures (PC 7) or all transactions that have occurred in the calendar year. See information below to determine if you are eligible to file a Certificate.</b></li> </ul>
<ul style="list-style-type: none"> <li>→ 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</li> </ul>	<ul style="list-style-type: none"> <li>✓ 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)</li> <li>✓ 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</li> </ul>
<ul style="list-style-type: none"> <li>→ Expect to spend or receive more than \$3,500</li> </ul>	<ul style="list-style-type: none"> <li>✓ 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)</li> <li>✓ File campaign finance transactions using ORESTAR</li> </ul>

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### What starts the whole process?

The decision to run for a public office (even if the office is not known), accepting contributions and making expenditures, whether from personal funds, campaign funds, or another person's funds to support your candidacy.

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### 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 if you are not exempt under the \$750 threshold law.

#### 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.

#### Must I have a dedicated campaign account?

Oregon law requires you to establish a dedicated campaign account if you are required to file a Statement of Organization. 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.

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# Campaign Finance Reporting in Oregon (cont.)

## Candidate "Quick Guide"

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### How do I file?

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 public use.

#### 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 using ORESTAR. 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.

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### 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 42<sup>nd</sup> 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 Campaign Finance Manual. Information on how to electronically file transactions is detailed in the ORESTAR User's Manual: Transaction Filing.

#### Are my campaign finance transactions public record?

Yes, after the transactions are filed in ORESTAR they are immediately available to the public by accessing the Public Search link for ORESTAR.

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### Are there campaign contribution and expenditure limits?

No, Oregon does not have contribution and expenditure limits.

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### How do I discontinue my committee?

In order to discontinue your committee, you must: Achieve a zero balance and file a Statement to Organization discontinuing the committee.

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### Where do I get copies of forms and instructional manuals?

All publications and forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov), or may be requested from the Elections Division at 503 986 1518.

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### Need additional help?

The Elections Division staff is available to answer any questions. You may:

- email your questions to [elections.sos@oregon.gov](mailto:elections.sos@oregon.gov)
- call us at 503 986 1518 or at 866 ORE VOTE
- visit our website at [www.oregonvotes.gov](http://www.oregonvotes.gov)

# Candidate Filing

## Major Political Party or Nonpartisan

**SEL 101**

rev 01/18  
ORS 249.031

Filing Dates		Candidate Filing		State Voters' Pamphlet	Candidate Withdrawal
<b>Primary Election</b> <b>May 15, 2018</b>	First Day to File	September 7, 2017	January 15, 2018	March 8, 2018	March 9, 2018
	Last Day to File	March 06, 2018	March 8, 2018		
<b>General Election</b> <b>November 6, 2018</b>	First Day to File	May 30, 2018	July 9, 2018	August 28, 2018	August 31, 2018
	Last Day to File	August 28, 2018	August 28, 2018		

Filing Information			
<b>This filing is an</b>	<input type="checkbox"/> Original	<input type="checkbox"/> Amendment	
<b>Filing Officer</b>	<input type="checkbox"/> Secretary of State	<input type="checkbox"/> County Elections Official	<input type="checkbox"/> City Recorder (Auditor)

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"/> Independent Party <input type="checkbox"/> Nonpartisan
Incumbent Judge (for judicial candidates only):	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Nondisclosure on file

Filing Method			
<input type="checkbox"/> Fee			
<b>Office</b>	<b>Filing Fee</b>	<b>Office</b>	<b>Filing Fee</b>
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
<input type="checkbox"/> Prospective Petition, in lieu of filing fee		Some circulators may be paid	<input type="checkbox"/> Yes <input type="checkbox"/> No

Candidate Information				
<b>Name of Candidate</b>				
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
<b>Candidate Mailing Address and Contact Information</b> Only one phone number is required.				
Street Address or PO Box	City	State	Zip	
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** This section should **not** be amended at a later date.

- Yes, I have a candidate committee.
- No, I do not expect to spend or receive more than \$750 during each calendar year. The \$750 includes personal funds spent for any campaign-related costs, such as the candidate filing fee; however state voters’ pamphlet filing fees are not included when calculating contribution or expenditure totals. 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.  
**NOTE: If you have previously filed for office please check with the Elections Division to verify if you have an existing candidate committee.**
- No, but will be filing a Statement of Organization for Candidate Committee (SEL 220).

**Candidate Attestation**

*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 Signature** **Date**

# Candidate Signature Sheet | Nonpartisan

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.**  
 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.

Petition ID \_\_\_\_\_

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.

 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 249.051). 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.

# Petition Submission

## Candidate, Voters' Pamphlet

**SEL 338**

rev. 01/18  
OAR 165-010-0005, 165-016-0000

→ This form must be completed and filed with any submission of signatures.

Filing Officer		
<input type="checkbox"/> State	<input type="checkbox"/> County For both county and district petitions.	<input type="checkbox"/> City

Election Type		Year			
<input type="checkbox"/> Primary	<input type="checkbox"/> General	<input type="checkbox"/> Special Election	<input type="checkbox"/> 2018	<input type="checkbox"/> 2019	<input type="checkbox"/> 2020

Petition Information	
<b>Number</b>	<b>Type</b> <input type="checkbox"/> Candidate Nominating <input type="checkbox"/> Voters' Pamphlet, Candidate <input type="checkbox"/> Voters' Pamphlet, Measure

Type of Filing	Number of Signatures Submitted
<input type="checkbox"/> Candidate Nominating	
<input type="checkbox"/> Voters' Pamphlet, Candidate	
<input type="checkbox"/> 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.

<b>Name</b>	<b>Contact Phone</b>	<b>Email Address</b>
<b>Signature</b>	<b>Date Signed</b>	

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.

<b>Name</b>	<b>Contact Phone</b>	<b>Email Address</b>
<b>Signature</b>	<b>Date Signed</b>	

For office use only	
<b>Submittal number</b>	<b>Number of signatures accepted</b>
<b>Is the petition complete?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Will there be additional submittals?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No