

**INSTRUCTIONS FOR FILING FOR CANDIDACY  
FOR MAYOR OR CITY COUNCIL  
NOVEMBER 2010**

Five City Council positions and the Mayor's position will be filled at the November 2, 2010 General Election. Two of the City Council positions will be 2 year terms, and the other three positions will be four year terms. The Mayor's position is a 2 year term. If you are running for a City Council position, you will need to indicate whether you are running for the 2 year or 4 year position(s). The successful candidates will be sworn in at the first Council meeting in January 2011.

**Eligibility**

All candidates must be at least 18 years of age, and a registered voter in Yamhill County. Candidates must currently reside within, and, during the 12 months immediately preceding the election, must have continuously resided within the city limits of Lafayette.

- ✓ Candidate must file the following forms: 1) Filing of Candidacy for Nonpartisan Nomination (SEL 120), 2) Petition for Nonpartisan Nomination Signature Sheet (SEL 121), 3) Statement One or More/No Petition Circulators will be paid (SEL 301), 4) Candidate's Statement of Organization (SEL 220), and 5) Campaign Account Information (SEL 223).

**NOTE:** If the candidate will serve as his/her own treasurer, does not have a campaign committee, and does not expect to receive or spend more than \$350 for the entire election, they are not required to fill out a Statement of Organization or Campaign Account Information form (forms #4 and #5 listed above). If at any time the candidate receives or expends more than \$350, you will need to file the Candidate's Statement of Organization and Campaign Account Information forms with the Secretary of State (see ORESTAR Quick Guide included in this packet or refer to the Secretary of State's website at [www.oregonvotes.org](http://www.oregonvotes.org)).

**STOP!!- Do not collect signatures yet.**

- ✓ The SEL 120, 121, and 301 must be turned in to the City Elections Official for approval before any signatures are collected. On SEL 120, the candidate must check the box "Filing of candidacy by Prospective Petition".
- ✓ Once the appropriate forms are turned in, the City Elections Official will notify the candidate in writing that the petition may now be circulated. Candidate must obtain at least 10 signatures. It is suggested that more signatures than the minimum be obtained in the event that some are disqualified.
- ✓ Once the candidate has collected the appropriate # of signatures, it is the CANDIDATES responsibility to take the signature sheet(s) to the County Clerk's Office for signature verification.
- ✓ After the signatures have been certified, the candidate must bring the certified signatures, a NEW SEL 120 and SEL 301, and the candidate must check the box "Filing of Candidacy by Completed Petition" to the City Elections Official.
- ✓ All completed nominating petitions must be filed with the City Elections Official NO LATER THAN 5:00 P.M. ON AUGUST 23, 2010.
- ✓ **OPTIONAL:** A candidate may choose to file a statement to be included in the County Voters' Pamphlet. There are specific instructions in the packet on how to file. PLEASE FOLLOW INSTRUCTIONS CAREFULLY. The filing fee to be included in the voters' pamphlet is \$50, and the deadline to file with the County is 5:00 p.m. on August 26, 2010.

## Candidates Filing by Petition

(ORS 221.180, 249.002-249.048, 249.061-249.076)

The following information for city candidates is provided in the order in which the activities generally occur and includes explanations and time frames for each activity.

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

### All Candidates for City Office

Qualifications for various city offices differ. Before filing for public office, a candidate should review the city charter and statutory requirements for the office sought.

Candidates for city offices file under ORS Chapters 221 and 249.

#### Warning

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(3)

### City Elections Official


The city elections official provides the following approved candidate filing forms, available at the back of this manual and online:

- Filing of Candidacy for Nonpartisan Nomination (SEL 120)
- Petition for Nonpartisan Nomination Signature Sheet (SEL 121)
- Statement One or More/No Petition Circulators Will Be Paid (SEL 301)
- Statement of Organization for Candidate Committee (SEL 220)
- Campaign Account Information (SEL 223)

#### Warning

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

### Candidates Filing by Petition

-  A candidate may have only one candidate committee. A prospective candidate establishes a candidate committee by opening a campaign account and filing a Statement of Organization for Candidate Committee (SEL 220) and Campaign Account Information form (SEL 223) with the Secretary of State, Elections Division.

The candidate is not required to establish a campaign account, file a Statement of Organization 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 \$350 during a calendar year

The \$350 includes personal funds spent for any campaign related expenses, such as any costs related to circulating a nominating petition, paying the candidate filing fee, paying any Voters' Pamphlet filing fee or cost of a Voters' Pamphlet portrait. If the candidate exceeds \$350 in either contributions or expenditures, the candidate must establish a campaign account and file a Statement of Organization within three business days after exceeding the threshold. Additionally, all contributions and expenditures made during the calendar year must be filed electronically not later than seven calendar days after the threshold has been exceeded.

If the candidate has an existing candidate committee, the candidate or treasurer must file an amended Statement of Organization for Candidate Committee (SEL 220) within 10 days to reflect any changes (designation of office sought, applicable election, etc.), but no later than the date of the filing of candidacy.

#### Deadline to File a Statement of Organization

The Statement of Organization must be filed within 3 business days of receiving a contribution or making an expenditure, but no later than when the completed petition is filed.

For further detail on campaign finance requirements, see the *Campaign Finance Manual* and the ORESTAR User's Manual. ORESTAR (Oregon Elections System for Tracking and Reporting) is the Secretary of State, Elections Division's secure, web-based electronic reporting system.

- ② Before circulating the nominating petition, the candidate files a prospective petition with the city elections official.

*See pages 41-43 for signature sheet requirements.*

### Checklist for Filing a Prospective Petition

Below is a checklist of all the components required to file a **prospective** nominating petition:

- Filing of Candidacy for Nonpartisan Nomination (SEL 120) check-marked "Filing of Candidacy by **Prospective** Petition." Suggested guidelines on completing required sections on this form are on page 22.
- Petition for Nonpartisan Nomination Signature Sheet (SEL 121)
- Statement One or More/No Petition Circulators Will Be Paid (SEL 301)

### City Elections Official

As soon as possible, the city elections official reviews the prospective petition for required information. The city elections official gives **written** approval for circulating the petition and advises the candidate of the number of signatures required.

### Candidate Filing By Petition

- ① Before circulating the nominating petition for signatures, the candidate reviews with the circulators **all of the guidelines** for circulating the petition. Failure to comply with the legal requirements and guidelines will result in the rejection of these sheets. The guidelines are:
  - all signers **must** be active registered voters in the candidate's electoral district
  - all signers on any one petition sheet **must** be registered in the same county
  - all signatures **must** be original signatures
  - all signatures **must** be personally witnessed by the petition circulator and circulator's certification **must** be completed and dated after all signatures on that sheet have been collected
  - circulators **must not** attempt to obtain signatures of persons knowing that the person signing the petition is not qualified to sign it
  - circulators **must** personally sign their legal signature on the petition circulator's certification with a minimum of a first name initial and full last name
  - circulators **must not** alter, correct, clarify or obscure on the signature sheet any information about the petition signer unless the signer initials the changes made. Only a signer **may** complete the information about themselves, such as their printed name, address and date signed. However, a circulator **may** assist a disabled signer who requests assistance in completing the optional information
  - circulators **must not** accept compensation to circulate a petition that is based on the number of signatures obtained *and*
  - circulators **must** complete the date when the certification is signed and **should not** collect any other signatures on that sheet unless the additional signatures are certified

For instructions on certifying new signatures to a petition sheet that has already been certified and dated by a circulator, see OAR 165-014-0270(4)(d) on page 52.

*See pages 20-21 for petition signer and circulator requirements and circulator certification guidelines.*



#### Warning

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.

## Candidates Filing by Petition (cntd.)

- ② The candidate circulates the nominating petition by:
  - obtaining more than the required number of signatures to ensure the petition contains a sufficient number of valid signatures
  - ensuring each signature sheet certification is signed and dated by the circulator
  - and*
  - submitting the signature sheets to the appropriate county elections official for signature verification

A candidate must allow enough time to have the signatures verified before the filing deadline.

The county elections official reviews signature sheets for sufficient circulator certification (see OAR 165-014-0270, page 52), verifies the original signatures against the voters' current registration card and returns the certified signature sheets to the candidate. The county may confer with the Secretary of State on the proper application of this rule.

### Signature and Distribution Requirements (ORS 249.072)

Generally, the number of active registered voters' signatures required to place a candidate on the ballot is based upon a percentage of voters registered in the electoral district or upon a percentage of votes cast at a previous election. Confer with the city elections official for specific requirements.

Unless a city charter or ordinance provides otherwise, the number of signatures of active voters registered in the electoral district must equal the lesser of **500 signatures or 1%** of the votes cast in the electoral district for all candidates for Governor at the last general election at which a candidate for Governor was elected to a full term. This number will be calculated after the prospective petition is filed.

The signatures must include those of active voters registered in each of at least **10%** of the precincts in the city.

- ③ The candidate files the **completed** nominating petition with the city elections official consisting of the following:
  - new Filing of Candidacy for Nonpartisan Nomination (SEL 120) check-marked "Filing of Candidacy by **Completed** Petition." Suggested guidelines on completing required sections of this form are on page 22
  - Statement One or More/No Petition Circulators Will Be Paid (SEL 301) marked completed and signed by the candidate
  - and*
  - signature sheets with the sufficient number of signatures verified by the appropriate county elections officials

#### J Deadline to File the Completed Nominating Petition

The deadline is no sooner than September 10, 2009, and no later than 5pm on March 9, 2010, for the 2010 Primary Election. If a city does not hold a Primary Election, the filing deadline is no sooner than June 2, 2010, and no later than August 24, 2010, for the 2010 General Election.

## Yamhill County Local Voters' Pamphlet Candidate's Statement

This form and the attached statement must be typed.

See filing fees, deadlines and instructions on back.

<input type="checkbox"/> Biennial Primary Election <input type="checkbox"/> General Election <input type="checkbox"/> Special Election _____	<input type="checkbox"/> Original Statement <input type="checkbox"/> Amended Statement	
Name of candidate as it will appear on ballot	Party affiliation or nonpartisan office	
Telephone (home)	Telephone (work)	Fax number

Filing for the office of (include district, position or zone number, if applicable)

This information furnished by (name of candidate or committee as it should appear in the Voters' Pamphlet)

**ATTACHED IS THE STATEMENT FOR THE CANDIDATE LISTED ABOVE. INCLUDED IS THE CANDIDATE'S:**

- Required information:
  - Occupation (whether paid or unpaid), or the word "None"
  - Occupational Background
  - Educational Background, or the word "None"
  - Prior Governmental Experience, or the word "None"
- Optional Information
- Statement(s) of Endorsement, if applicable (Number filed: \_\_\_\_\_)

*Note: Language which violates any provision of ORS 251.049 or 251.055 may be excluded from the Voters' Pamphlet*

By signing this document, I hereby state:

That all information provided by me on this form and in the attached statement, including my occupation, educational and occupational background and prior governmental experience, is true to the best of my knowledge;  
 I am the author of this statement (ORS 251.335); and  
 The portrait I have provided, if any, is less than two (2) years old.

\_\_\_\_\_  
Signature of candidate

\_\_\_\_\_  
Date signed

**Warning:** Any person who supplies information in the required portion of a voters' pamphlet statement, knowing it to be false, is subject upon conviction to imprisonment for up to five years or to a fine of \$100,000, or both (ORS 260.715).

**OFFICE USE ONLY**

Initials \_\_\_\_\_

Portrait ?       One       Two       None submitted

## Candidate Voters' Pamphlet Filing Fees

### 1. Candidate Statement Filing Fee CITY and COUNTY Candidates:

- For an electoral district with a registration of less than 1,000, within the county \$25.00
- For an electoral district with a registration of 1,000 to 9,999, within the county \$50.00
- For an electoral district with a registration of 10,000 to 49,999, within the county \$100.00
- For an electoral district with a registration of 50,000 and over within the county \$300.00

### 2. Candidate Statement Filing Fee DISTRICT Candidates:

- For an electoral district where the director position gets no compensation (pay) \$25.00
- For an electoral district where the director position gets some compensation (pay) \$100.00

"Page" means 30.0 square inches or one column of county voters' pamphlet space for statement and portrait.

## 2010 County Voters' Pamphlet Filing Deadlines for Candidates

<b>March 9 Election</b>	<b>January 11, 2010</b>	<b>5:00 p.m.</b>
<b>May 18 Election</b>	<b>March 11, 2010</b>	<b>5:00 p.m.</b>
<b>September 21 Election</b>	<b>July 26, 2010</b>	<b>5:00 p.m.</b>
<b>November 2 Election</b>	<b>August 26, 2010</b>	<b>5:00 p.m.</b>

# Voters' Pamphlet Candidate Filing Instructions

## General

1. The completed filing, (filing form, 2 copies, attached statement, 2 copies, photographs and the appropriate filing fee) must be received by the Yamhill County Clerk, 414 NE Evans St, McMinnville, OR 97128-4607, no later than 5:00 p.m. on the filing deadline day. Postmarks are not considered. **Any filings received after 5:00 p.m. will be rejected.**
2. The typeface and point size used for printing the text of the Yamhill County Voters' Pamphlet is Arial, 9 point.
3. Spelling, grammar or punctuation errors will **NOT** be corrected.

## Candidate's Statement

1. Submit one original and one identical copy of Candidate's Statement for County Voters' Pamphlet along with two copies of your attached statement to be printed in the voters' pamphlet.
2. The candidate's statement must be **typewritten** on standard 8-1/2" X 11" white paper. Your filing will be rejected if it is not. (a digital copy would be appreciated)
3. The signature of the candidate or an authorized agent on behalf of the candidate must be on the filing form.
4. The statement should consist of words and numbers only; charts or graphics may not be used.
5. The candidate's statement must begin with required information (i.e., "Occupation", "Occupational Background", "Educational Background" and "Prior Governmental Experience" - these 8 words must be part of the statement and count towards the maximum word count). All required information must be submitted.
6. Required information can include both paid and unpaid experience. You do not need to indicate in your information "paid" or "not paid".
7. Do not use acronyms, other than those commonly understood (e.g., USA, FBI, CBS, GED, CIA), in the required information portion of the statement.
8. In the required information, use semicolons to separate items such as jobs, organizations, dates, etc.
9. The word "None" must be used in any section of the "required information" if the candidate does not have any relevant information for that section. The word "None" shall count as part of the word count.
10. The combined total word count for required and optional information must not exceed 325 words and the entire statement (including the portrait) must fit within 30.0 square inches of space (one column) for all candidates. If a statement exceeds word count or length, the County Clerk, at the Clerk's discretion, will edit the statement to ensure compliance.
11. Word count is done using Microsoft Word 2000 for the PC. Generally anything with white space around it counts as a word, including bullets and dashes. Bullets and dashes will reduce the number of words that will fit in 30.0 square inches of space.
12. No italics may be used except when identifying publications. If used improperly, italic will be changed to plain text.
13. If any material in the statement violates the provisions of ORS 251.055, the material in violation will be rejected. The County Clerk will notify the candidate of the rejection, if possible, and the candidate may revise the statement only to the extent necessary to bring the statement into compliance with statute.

## Photographs

1. Submit two identical photos, not less than 1.5" X 1.75", of the candidate. Quality may be affected if the photographs submitted do not meet the requirements.
2. Photographs must be less than two years old.
3. Photographs must show only the face and shoulders of the candidate; no hands or anything below the shoulders.
4. The background of the photograph must be plain (untextured, light gray background is recommended). Materials such as paneling, wallpaper, windows, textured walls, flags and plants will be cropped or airbrushed and the cost of altering the photograph will be billed to the candidate.
5. In the photograph, a candidate must not be wearing a judicial robe, uniform, hat, lapel pin or other clothing or jewelry that may be construed as showing membership in any organization. Photographs, which do not meet requirements, will be cropped or airbrushed and the cost of altering the photograph will be billed to the candidate.
6. The candidate's name should be written on the back of the photograph in the upper right hand corner.





# Candidate "Quick Guide" on Campaign Finance Reporting in Oregon

Secretary of State Elections Division  
 255 Capitol Street NE Ste 501  
 Salem, OR 97310  
 503 986 1518 or 866 ORE VOTE

## 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 Manual online at [www.oregonvotes.org](http://www.oregonvotes.org).

## Who files disclosure reports?

IF YOU	THEN
Serve as your own treasurer <b>and</b> Do not have an existing candidate committee <b>and</b> Do not expect to spend or receive more than \$350 during the entire calendar year (including personal funds)	Relax. No action is necessary.
Do not expect to receive a total of more than \$2,000 or spend a total of more than \$2,000 for the entire calendar year	File a Statement of Organization using ORESTAR or by paper Establish a dedicated campaign account and file a Campaign Account Information form File a Certificate of Limited Contributions and Expenditures
Expect to spend or receive more than \$2,000	Register the committee in the Secretary of State's ORESTAR System File a Statement of Organization Establish a dedicated campaign account and file a Campaign Account Information form

## Important Information if Filing a Statement of Organization

**What starts the whole process?** The decision to run for an office, spending money on your candidacy and accepting campaign contributions.

**Once I become a candidate, then what?** You must register your committee with the Secretary of State:  
 → within 3 business days of first receiving a contribution or making an expenditure;  
**and**  
 → no later than the deadline for filing a nominating petition, declaration of candidacy or certificate of nomination.

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

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<b>Electronic Filing</b>	<p>Oregon law requires that campaign finance activities 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 Elections' Division office for the public to use free of charge.</p> <p>Obtain the ORESTAR User's Manual for instructions on creating a committee. The manual is available online at <a href="http://www.oregonvotes.org">www.oregonvotes.org</a> under the heading <i>Publications and Forms</i>.</p>
<b>What if I don't own a computer?</b>	<p>A Statement of Organization (SEL 220), Campaign Account Information (SEL 223) and Certificates of Limited Contributions and Expenditures (PC 7) may be filed via paper forms.</p> <p>Contributions and expenditures 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.</p>
<b>Must I have a dedicated campaign account?</b>	<p>Oregon law requires that you establish a dedicated campaign account if you expect to spend or receive more than \$350 during the calendar year. The account must be established in a financial institution located in Oregon.</p> <p><b>One important reminder</b>—when establishing your campaign account, the name of the committee and the name of the account must be the same.</p>
<b>Are there limits on campaign contributions and expenditures?</b>	<p>Oregon does not have contribution and expenditure limits.</p>
<b>When do I report contributions and expenditures?</b>	<p>Contributions and expenditures are reported on a transaction-basis. Generally, a transaction is due no later than 30 calendar days after the date of the transaction. For committees active in an election, these dates will change. 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.</p>
<b>Are my campaign finance activities public record?</b>	<p>Yes. Most transactions are public record and available on our website, except transactions when the contributor or payee's calendar year aggregate is \$100 or under.</p>
<b>May I serve as my own treasurer?</b>	<p>Yes, you may serve as your own treasurer. The Campaign Finance Manual provides committees with information on candidate/treasurer responsibilities.</p>
<b>How do I discontinue my committee?</b>	<p>In order to discontinue your committee, you must:</p> <ul style="list-style-type: none"> <li>→ file a Notice of Intent to Discontinue</li> <li>→ file all transactions to achieve a zero balance</li> </ul> <p style="text-align: center;"><b>and</b></p> <ul style="list-style-type: none"> <li>→ file a Statement of Organization discontinuing the committee</li> </ul>
<b>Where do I get copies of forms and instruction manuals?</b>	<p>All publications are available online at <a href="http://www.oregonvotes.org">www.oregonvotes.org</a>, or may be requested from the Secretary of State's Office at <b>503 986 1518</b>.</p>
<b>Need additional help?</b>	<p>The Elections Division staff is available to answer any questions. You may:</p> <ul style="list-style-type: none"> <li>→ email your questions to <a href="mailto:elections.sos@state.or.us">elections.sos@state.or.us</a></li> <li>→ call us at <b>503 986 1518</b> or at <b>866 ORE VOTE</b></li> <li>→ visit our web site at <a href="http://www.oregonvotes.org">www.oregonvotes.org</a></li> </ul>

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