

**INFORMATION INCLUDED IN THE 2016 CITY OF HALSEY
ELECTION PACKETS**

Election Information

- ***City of Halsey Election Information for Candidates***
- ***2016 Secretary of State Elections Manual (Nonpartisan Candidates section)***
- ***Candidate Election Forms (SEL 101, SEL 121, SEL 338)***
- ***Candidate "Quick Guide" on Campaign Finance Reporting in Oregon***
- ***Campaign Finance Forms (SEL 220, SEL 223, and PC7)***

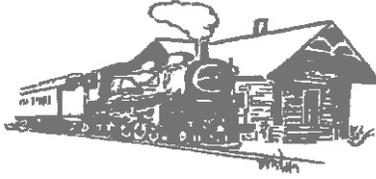
Web Links to additional information

CITY OF HALSEY - www.cityofhalsey.com

- ***Halsey City Charter***
- ***Oregon Government Ethics Law – Guide for Public Officials***
- ***Oregon Government Ethics Law Supplement***

OREGON SECRETARY OF STATE - <http://sos.oregon.gov>

- ***Voting & Elections Manuals & Tutorials***
<http://sos.oregon.gov/elections/Pages/manuals-tutorials.aspx>
- ***Elections Forms***
<http://sos.oregon.gov/elections/Pages/electionforms.aspx>



City of Halsey
100 West Halsey St./P.O. Box 10
Halsey, Oregon 97348
(541)369-2522
www.cityofhalsey.com

November 8, 2016 General Election Halsey City Council Candidate Application Packet

At the 2016 General Election, the positions of Mayor and three Councilor positions will appear on the ballot. The filing period for interested candidates **begins on June 1, 2016. The filing process, including signature verification, must be completed by August 26th, 2016 at 4:45 p.m.**

The Halsey City Recorder, Ronda Fischer is the Elections Filing Officer for the City of Halsey elections. You may contact Ms. Fischer at (541)369-2522 or via email at ronda@cityofhalsey.com.

OPEN CITY OF HALSEY POSITIONS

Mayor	Currently held by Marjean Cline	Two Year Term
Councilor Position	Currently held by Rella Johnson	Four Year Term
Councilor Position	Currently held by Kenneth Lorensen	Four Year Term
Councilor Position	Currently held by Lee Skinner	Four Year Term

- All positions are non-partisan.
- Council positions are elected at large – meaning candidates may reside in any area of the community.
- All positions are volunteer/non-paid.
- All terms will begin on January 1th, 2017.

QUALIFICATIONS AND RESIDENCY REQUIREMENTS

To qualify as a candidate for Mayor or a City Councilor, you must be:

- A qualified elector under the laws and constitution of the state of Oregon and a registered voter of the City of Halsey; and
- A resident of the City of Halsey who has resided continuously in the City during the 12 months immediately preceding the election they are filing for.

HOW TO FILE

Please review this information packet that will assist candidates in fulfilling the requirements to appear on the November ballot. The City of Halsey follows the state guidelines for Candidates Filing by Nominating Petition (Candidate Elections Manual pages 19 – 23 copy enclosed). The referenced filing forms are also included in this packet. Elections Manuals produced by the Oregon Secretary of State Elections Division and can be found at their website – www.sos.state.or.us.

Step 1: File Prospective Petition

Candidates for nonpartisan office in the primary election may file their candidacy:
Online through ORESTAR (see ORESTAR User's Manual: Candidate Filing)

Available at:

<http://sos.oregon.gov/elections/Documents/orestarTransFiling.pdf>

OR

Complete the two forms listed below and submit to the City Elections Officer for approval **PRIOR TO GATHERING ANY SIGNATURES** and well in advance of the August 26th filing deadline. No filing fees are required to run for City of Halsey offices.

- SEL 101 – Candidate Filing – Major Political Party or Nonpartisan (marked “Prospective Petition”)
- SEL 121 – Candidate Signature Sheet - Nonpartisan

Guidelines for completion of these forms can be found in the Candidate Elections Manual page 19.

Step 2: Collect Signatures

The City Elections Officer will review the prospective petition and provide written approval authorizing the candidate to begin the collection of signatures. Signatures gathered prior to written approval will be rejected.

The Halsey City Charter requires petitions to contain no fewer than 10 nor more than 20 **qualified** (Halsey registered voters) signatures. It is recommended you gather more than the minimum to assure you have the required amount necessary.

Oregon law requires that each petition sheet be properly certified by its circulator, who must personally witness each signature. Please review the guidelines for circulation of petitions on page 29 of the election manual.

The candidate shall sign the first line on the first sheet of the approved signature petition. This will provide confirmation of residency and voter requirements.

Step 3: Submit Signature Sheets

When ample signatures have been collected, the candidate shall submit the petitions to the Linn County Clerk/Elections Division for verification of signatures. The Linn County Clerk/Elections Division is located at 300 SW 4th Street, Rm 205, Albany, Oregon. Their office hours are 8:30 a.m. to 5:00 p.m. Monday thru Friday. Their phone number is (503)588-5041.

Please allow at least 5-7 business days for signature verifications. **As a guideline, signature petitions should be submitted to Linn County Elections Division no later than August 15, 2016.**

When submitting the signature sheets to the Linn County Elections Official, the candidate will:

- Ensure each signature sheet certification is signed and dated by the circulator
- Number each signature sheet sequentially in the space provided

When the verification process is complete, the Linn County Elections Official will contact the candidate to pick up the signature petitions. The Linn County Elections Official will provide a tabulation of the number of valid signatures contained on the accepted signature sheets.

If it is determined that there are not enough valid signatures and the filing deadline has not passed, the candidate may gather and submit additional signatures.

Step 4: Complete Filing

In order to complete the filing process, a candidate must file the following with the City Elections Officer:

- SEL 338 – Petition Submission
- Verified signature sheets that contain the required 120 valid signatures

The filing process, including signature verification, must be completed by August 26th, 2014 at 4:45 p.m.

CAMPAIGN FINANCE REPORTING REQUIREMENTS

All campaign finance reporting is handled at the Oregon Secretary of State Elections Division. A candidate quick guide on Campaign Finance Reporting has been included with this information packet. All of the forms and additional information regarding the process can be found at the Oregon Secretary of State Elections Division website – www.sos.state.or.us under Campaign Finance.

Campaign Finance Guidelines

Each candidate must establish a campaign account and file a Statement of Organization designating a candidate committee unless the candidate meets ALL three of the following conditions:

- 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 the calendar year. (The \$750 includes personal funds spent for any campaign related costs.)

If you do not meet all of the above conditions, but 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, you must do all of the following:

- File a Statement of Organization with the Secretary of State Office using form SEL 220 (using the electronic ORESTAR program or by paper);
- Establish a dedicated campaign account and file Campaign Account Information using form SEL 223;
- File a Certificate of Limited Contributions and Expenditures using form PC 7.

If you expect to spend or receive more than \$3,500 you will need to do the following:

- Register the committee in the Secretary of State's Election Division ORESTAR system;
- File a Statement of Organization with the Secretary of State Elections Division using form SEL 220 (using the electronic ORESTAR program or by paper); AND
- Establish a dedicated campaign account and file Campaign Account Information using form SEL 223;

If you have questions regarding Campaign Finance, please contact the Oregon Secretary of State Elections Division at 503-986-1518.

STATEMENT OF ECONOMIC INTEREST /STATE REPORTING REQUIREMENTS

All persons holding office in the City of Halsey are required to file Statements of Economic Interest with the Oregon Government Ethics Commission. The annual reports must be filed by April 15 every year of the incumbency of the elected official. Information will be requested concerning sources of income, property, business interests and gifts related to the office. Civic penalties may be imposed for failure to file, or for insufficient information. For additional information or sample forms, information can be found on the Oregon Government Ethics Commission website – www.oregon.gov/OGEC or by contacting the Commission at (503) 378-5105

VOTER'S PAMPHLET

Mayor and Council candidates have the opportunity to place a candidate statement in the Linn County Voter Pamphlet. There is a filing fee and applications must be submitted to the Linn County Elections Division no later than September 12, 2016. Application forms can be obtained from Linn County Elections or the Halsey City Elections Officer.

ELECTION SIGN REGULATIONS

Before purchasing or displaying any elections signs, please review the City of Halsey Community Development Bulletin included in this information packet.

ELECTION OFFICES

City of Halsey
Ronda Fischer
City Recorder/Elections Officer
100 West Halsey Street
P.O. Box 10
Halsey, Oregon 97348
(541)369-2522
ronda@cityofhalsey.com

Secretary of State's Elections Division
(503)986-1518
www.sos.state.or.us/elections
www.oregonvotes.org

Linn County Elections
(541)967-3831
<http://www.co.linn.or.us/elections>

Please do not hesitate to contact the City Elections Officer for additional information or questions.

THANK YOU FOR YOUR INTEREST IN THE CITY OF HALSEY!!!

State Candidates Manual

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Using This Manual

This manual explains the procedures and requirements for individuals interested in filing for public office.

The filing officer for state candidates is the Elections Division of the Secretary of State's Office and in this manual is referred to as the Elections Division.

The filing officer for county candidates is the county elections official. The filing officer for city candidates is the city elections official. The filing officer for district candidates is the county elections official of the county where the administrative office of the district is located. See the County, City and District Candidates Manual if filing for an office in one of these jurisdictions.

Icons

The following icons used in this manual are to emphasize information:



alert icon
indicates alert; warning; attention needed



info icon
indicates additional information



deadline icon
indicates a deadline



petition sheet icon
indicates a reference to a signature sheet



form icon
indicates a reference to a form



search icon
indicates information located elsewhere



ORESTAR
secure web-based electronic reporting
system

Assistance

If you have any questions about the material covered in this manual or need further assistance, please contact:

Elections Division
255 Capitol St NE Suite 501
Salem OR 97310

 503 986 1518
 fax 503 373 7414

 elections.sos@state.or.us
 www.oregonvotes.gov

 1 866 673 VOTE/673 8683
se habla español

tty 1 800 735 2900
for the hearing impaired

Getting Started

ORESTAR

ORESTAR is the Secretary of State's secure web-based electronic reporting system for candidate filing, voters' pamphlet filing, and all campaign finance reporting.

Types of Public Office

There are two types of public offices in Oregon, partisan and nonpartisan. Any person, who is registered to vote and meets the requirements of the office, can run for a partisan or nonpartisan office.

Partisan Offices

A partisan office is an office for which a candidate runs under the name of any political party.

Office may include:

US President, US Senator, US Representative, Governor, Secretary of State, State Treasurer, Attorney General, State Senator and State Representative

Nonpartisan Offices

A nonpartisan office is an office for which a candidate does not run under the name of the political party.

Offices may include:

Commissioner of the Bureau of Labor and Industries (Labor Commissioner), Judge (Supreme Court, Court of Appeals, Tax Court, Circuit Court, and a County Judge who exercises judicial functions), and District Attorney

Qualifications for Public Office

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

 The qualifications for most offices are provided on page 8 and page 20.

Filing Methods for Public Office

Candidates who must file for public office in the **primary election**:

- Candidates who are members of a major party
- Candidates who are filing for nonpartisan offices

Candidates may file for public office for the **primary election** through ORESTAR by:

- 1 completing and submitting the candidate filing, online and paying the required filing fee, if any

 See the ORESTAR User's Manual: Candidacy Filing for instructions on filing electronically.

or

- 2 completing the Form SEL 101 - Candidate Filing-Major Political Party or Nonpartisan and paying the required filing fee, if any

or

- 3 completing the SEL 101 form and submitting a nominating petition containing the required number of valid signatures

 A prospective petition may be filed at any time. However, candidates need to allow enough time for signature collection and for signature verification to be conducted by the county elections official prior to the filing deadline. See the Filing Requirements for filing fees and deadline to submit completed forms.

 In most cases, candidates nominated at the primary election automatically move forward to the general election ballot except in those offices that can be elected at the primary election.

Candidates who must file for public office in the **general election**:

For candidates nominated by a Minor Party

→ the minor party submits a completed notarized Form SEL 110 Candidate Filing - Minor Party

For nonaffiliated, candidates who are not a member of any political party

→ filing as an Individual Elector and submitting an Form SEL 114 Candidate Filing - Individual Electors
or by

→ holding an Assembly of Electors and submitting an Form SEL 115 Candidate Filing - Assembly of Electors

 Both Individual Electors and the Assembly of Electors processes are outlined in this manual on pages 12-17.

Submitting Forms and Documents

 Any signature sheet required to be filed must be hand-delivered or mailed to the Elections Division.

With the exception of petition signature sheets, completed and signed forms or documents may be:

→ scanned and emailed to Elections Division at elections.sos@state.or.us

→ faxed to 503 373 7414

→ mailed or hand-delivered to 255 Capitol St NE Ste 501, Salem OR 97310

 The Elections Division will send most correspondence via email unless specifically required to be sent via the US Postal Service.

Multiple Nominations to Public Office

In Oregon, candidates can be nominated by multiple political parties. Those candidates nominated by more than one party or by other nominating processes may select up to three parties or designations to be printed with their name on the general election ballot. Candidates may also choose the order in which the party or designations are listed. When selecting political parties or other designations the following rules apply:

	Candidate is nominated by	Information and default order listed on ballot
Member of political party	Party of which candidate is member	Party of which candidate is member followed by no more than 2 additional parties in alphabetical order
	Party of which the candidate is not a member	Not more than 3 political parties listed in alphabetical order
Not affiliated with any political party	Individual or Assembly of Electors	Nonaffiliated designation followed by not more than 3 political parties listed in alphabetical order
	Any political party	Not more than 3 political parties listed in alphabetical order

 Candidates may choose a different order in which parties or designations are listed, except if the candidate is nominated by a political party of which they are a member that party will be listed first or if the candidate is nominated by individual or an assembly of electors, the designation nonaffiliated will be listed first.

Campaign Finance Reporting

Oregon campaign finance law requires each candidate to establish a campaign account and file a Statement of Organization designating a candidate committee not later than **three business days** of first receiving a contribution or making an expenditure unless the candidate is:

→ A candidate for federal office

 Federal candidates may be required to report campaign finance activity with the Federal Elections Commission.

or

→ A candidate who:

- ✓ serves as the candidate's own treasurer
- ✓ does not have an existing candidate committee

and

- ✓ does not expect to receive or spend more than \$750 during a calendar year.

 The \$750 includes personal funds spent for any campaign-related costs, such as the candidate filing fee and voters' pamphlet filing fee. If at any time during a calendar year the candidate exceeds \$750 in either contributions or expenditures, the candidate must establish a campaign account and file a Statement of Organization within **three business days** of exceeding the \$750 threshold.

 A candidate that chooses not to file a candidate committee because they meet the exception is not permitted to file a Certificate of Limited Contributions and Expenditures.

Candidates that do not meet the criteria above must file for a candidate committee through ORESTAR or by filing the following paper forms:

 Form SEL 220 Statement of Organization for a Candidate Committee

and

 Form SEL 223 Campaign Account Information

Campaign Finance law also requires the filing of transactions electronically.

 Committees must use ORESTAR to file campaign finance transactions electronically unless the committee is eligible to file a Certificate of Limited Contributions and Expenditures.

For further details on campaign finance reporting requirements, candidates should review:

 The Campaign Finance Manual and the ORESTAR User's Manuals available at www.oregonvotes.gov.

Partisan Office

All Candidates for Partisan Office

Procedures for filing for a partisan office are explained in the following sections. It is very important to review the procedures thoroughly and follow the instructions completely.

 Failure to follow the instructions contained in this manual may invalidate the nomination.

Nonpartisan Office

Candidates for Nonpartisan Office

The Elections Division is the filing officer for all nonpartisan offices statewide, Circuit Court, District Attorney and County Judges who exercise judicial functions. The procedures for filing for nonpartisan office are explained in the following sections. It is very important to review the procedures thoroughly and follow the instructions completely.

! Failure to follow the instructions contained in this manual may invalidate the nomination.

Candidates for nonpartisan office in the primary election may file their candidacy:

 online through ORESTAR

 See the ORESTAR User's Manual: Candidate Filing

or

 by completing the Form SEL 101 Candidate Filing – Major Political Party or Nonpartisan

See Filing Requirements for Nonpartisan Office on page 21 for the filing fee and candidacy filing deadline.

If a vacancy in office occurs after the filing deadline for the primary election but before the filing deadline for the general election, candidates will file:

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

→ pay by fee or completed nominating petition containing the required number of valid signatures

! A person may only file for one lucrative office at an election. All filings are invalid unless the person has withdrawn the first filing. ORS 249.013

Nomination and Election

ORS 249.088, 249.091

In some circumstances, nonpartisan candidates may be elected at the primary election. Nonpartisan candidates that may be elected at the primary include any candidate that receives a majority of the votes cast except for:

- an office that is on the ballot to fill a vacancy that, if not for the vacancy, would not have normally been on the ballot in that year
- an office that must be elected at the general election

i The office will only appear on the primary election ballot if three or more candidates file for that office.

If one of the candidates receives a majority of the votes cast, that candidate will be the nominee and will appear on the general election ballot.

If none of the candidates receives a majority of the votes cast, the two candidates with the most votes are the nominees and will appear on the general election ballot.

When one or two candidates file for an office that must be elected at the general election, those candidate(s) are the nominees and will appear on the general election ballot for that office.

! Candidates for these offices must file no later than the filing deadline for the primary election, even if the office will only appear on the general election ballot.

Qualifications for Nonpartisan Candidates

All Candidates must be an Elector.

Office	Age	Residency	Term of Office	Special Requirements	Vacancies
Commissioner of the Bureau of Labor and Industries	18	Citizen of Oregon and resident of state 5 years prior to election ORS 651.030	4 years ORS 651.030		Governor appoints qualified person to serve until successor is elected
Supreme Court Judge	Not older than 75	Resident of state 3 years prior to election or appointment ORS 2.020	6 years (must retire at end of calendar year in which judge attains age of 75) OR Const., Art VII §1 and 1a	Must be admitted to practice law in the Oregon Supreme Court at time of election or appointment ORS 2.020	Governor appoints qualified person to serve until successor is elected
Appeals Court Judge	Not older than 75	Elector of county of residence ORS 2.540	6 years (must retire at end of calendar year in which judge attains age of 75) OR Const., Art VII §1 and 1a	Must be admitted to practice law in the state ORS 2.540	Governor appoints qualified person to serve until successor is elected
Tax Court Judge	Not older than 75	Resident of state ORS 305.455	6 years (must retire at end of calendar year in which judge attains age of 75) OR Const., Art VII §1 and 1a ORS 305.452	Must be admitted to practice law in the Oregon Supreme Court and been engaged in active practice for 3 years prior to election or appointment ORS 305.455	Governor appoints qualified person to serve until successor is elected
Circuit Court Judge	Not older than 75	Resident of state 3 years prior to filing for candidacy or appointment; residence or principal office in judicial district, as provided in ORS 3.041, for one year prior to election	6 years (must retire at end of calendar year in which judge attains age of 75) OR Const., Art VII §1 and 1a	Must be a member of the Oregon State Bar at time of election or appointment ORS 3.041 & 3.050	Governor appoints qualified person to serve until successor is elected
District Attorney	18	Resident of state	4 years ORS 8.610	Must be admitted to practice law in the Oregon Supreme Court at time of election or appointment ORS 8.630	Governor appoints qualified person to serve until successor is elected
County Judge Who Exercises Judicial Functions	Not older than 75	Resident of county one year prior to election ORS 204.016	6 years (must retire at end of calendar year in which judge attains age of 75) OR Const., Art VII §1 and 1a		Governor appoints qualified person to serve until successor is elected

 An incumbent circuit court judge may use the location where they reside to satisfy the principal office requirement.

Filing Requirements for Nonpartisan Office

	Primary Election	General Election
First Day to File	September 10, 2015	June 1, 2016
Last Day to File	March 08, 2016	August 30, 2016
Last Day to Withdraw	March 11, 2016	September 2, 2016
Office	Fee	Required Signatures
Labor Commissioner Supreme Court Judge, Appeals Court Judge or Tax Court Judge	\$100	The lesser of either 1,000 signatures or 1% of the number of votes cast in the district for governor Signatures must be obtained from at least seven counties and be comprised of electors from 5% of the precincts in each of those counties
Circuit Court Judge, District Attorney or County Judge Who Exercises Judicial Functions	\$50	The lesser of either 500 signatures or 1% of the number of votes cast in the district for governor If the district is in more than one county, signatures must be obtained from at least 6% of the precincts in each county

Nonpartisan Office Filing at the Primary Election

Filing by Fee

ORS 249.056

Candidates for nonpartisan office in the primary election:



File their candidacy through ORESTAR



See the ORESTAR User’s Manual: Candidate Filing for instructions on filing electronically

or



Form SEL 101 Candidate Filing – Major Political Party or Nonpartisan form and paying the required filing fee or completed nominating petition containing the required number of valid signatures

In cases where a vacancy in office occurs after the filing deadline for the primary election but before the filing deadline for the general election, candidates will file the SEL 101 form no sooner than June 1, 2016 but no later than August 30, 2016.

Filing by Nominating Petition

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

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

1 Prospective Petition

To begin the signature sheet approval process candidates must:



File form SEL 101 indicating prospective petition on the form and designating circulator pay status.



Forms are available online at www.oregonvotes.gov.

2 Approval to Circulate

After receiving the filing, the Elections Division 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
- and
- signature sheet template for you to use to circulate for signatures



Candidates will be provided a signature sheet template by the Elections Division to use when gathering signature.

3 Gathering Petition Signatures

Once the petition has been approved to circulate, but before collecting any signatures, the candidate must review with circulators the legal requirements and guidelines for circulating a candidate nominating petition.



See Guidelines for Circulation on page 29.

After reviewing the legal requirements and guidelines, the candidate may begin gathering signatures.



Failure to comply with the legal requirements will result in rejection of those sheets.

A candidate is advised to obtain more than the required number of signatures to ensure the petition has a sufficient number of valid signatures.

4 Signature Verification

The candidate submits the signature sheets to the appropriate county elections official for verification. Signature sheets should be submitted at least two weeks prior to the filing deadline to allow sufficient time to complete the verification process

Before submitting the signature sheets for verification, the candidate must:

- ✓ coordinate with the county elections official when the signature sheets will be submitted
- ✓ ensure each signature sheet certification is signed and dated by the circulator
- ✓ sort the signature sheets by county, if required
- and
- ✓ number each signature sheet sequentially within each county in the space provided



The county elections official verifies the original signatures against the voters' registration record and returns the certified signature sheets to the candidate.

5 Completing a Petition

To complete the petition process a candidate must file with the Elections Division:



Form SEL 338 - Petition Submission – Candidate, Voters' Pamphlet

and

- the signature sheets that contain the required number of valid signatures



Forms are available online at www.oregonvotes.gov.

The Elections Division reviews each signature sheet to ensure sheets are sorted by county if required, numbered sequentially within each county in the space provided, and that the circulator’s certification is sufficient.

After reviewing the sheets, the Elections Division tabulates the number of valid signatures contained on the accepted signature sheets and notifies the candidate.

 If the Elections Division determines the petition does not contain the required number of valid signatures and the filing deadline has not passed, the candidate may submit additional signatures.

Nonpartisan Office Filing at the General Election

Only in the case of a vacancy after the filing deadline for the primary election and prior to the filing deadline for the general election will nonpartisan positions be open for filing in a general election.

Candidate Withdrawal

ORS 249.170, 249.180, 249.830,

To withdraw from candidacy or nomination, candidates must provide and attest to the reason for withdrawal. A candidate must complete and file with the Elections Division.

Primary Election



The candidate will need to log into ORESTAR and process the withdrawal of their candidacy.



See the ORESTAR User’s Manual: Candidacy Filing for instructions on filing electronically.

or



File Form SEL 150 Candidate Filing - Withdrawal

The candidate must provide and attest to the reason for withdrawal. Forms missing this information will not be accepted.

General Election



Form SEL 150 Candidate Filing - Withdrawal

The candidate must provide and attest to the reason for withdrawal. Forms missing this information will not be accepted.

If a complete SEL 150 is not filed with the Elections Division by the deadline, the candidate’s name will remain on the ballot.



If a candidate filed by fee a refund will be processed upon approval of the withdrawal submission.



Deadline to Withdraw

Primary Election	General Election
March 11, 2016	September 2, 2016



Forms are available online at www.oregonvotes.gov.

Write-In Candidates

ORS 254.548

Oregon voters have the option of writing in the name of a candidate for each office instead of voting for a candidate printed on the ballot. Write-in votes are tallied together with a lump sum recorded for each office unless there is no candidate on the ballot or the total number of write-in votes exceeds the candidate with the most votes.

A candidate seeking nomination or election to office by write-in does not complete any candidate filing forms but may be required to establish a campaign account and file a Statement of Organization designating a candidate committee.



See the Campaign Finance Manual and the ORESTAR User's Manuals available at www.oregonvotes.gov.

If any individual is nominated or elected by write-in votes the procedures for accepting the nomination or office, by the deadline dates are explained below:

Notification

The Elections Division notifies the candidate by sending:



Form SEL 141 Candidate Filing – Write-In

Acceptance of Nomination or Office

To accept the nomination or office, the candidate completes, signs and returns form SEL 141 to the Elections Division by the acceptance deadline date.

Certificate of Nomination or Election

Upon receipt of the completed and signed SEL 141, the Elections Division prepares and delivers a certificate of nomination or election to the candidate and if applicable, issues a proclamation of election.



Deadline to Complete Write-In Process

	Primary Election	General Election
Notification:	June 13, 2016	December 5, 2016
Acceptance:	June 21, 2016	December 13, 2016
Certificate:	June 26, 2016	December 18, 2016



Forms are available online at www.oregonvotes.gov.

Vacancies

General Information

A vacancy can occur at any time during a term of office, *even* before the person takes the oath of office or shortly before the term ends. Reasons for vacancies vary depending on the specific office, but include death, resignation, expulsion, disqualification or recall.

- when a vacancy occurs in any statewide office except Governor, the Governor will appoint someone to fill the vacancy. *OR Constitution V§16*
- provides that a member of the Legislative Assembly must file their resignation in writing with the Secretary of State. *ORS 171.023 and 236.320*
- provides that resignations for public office shall be in writing and filed with the following filing officers (does not apply to the office of Governor) *ORS 236.320*:
 - ✓ Secretary of State, State Treasurer and all officers elected by legislature, to the Governor.
 - ✓ Officers who hold their offices by election, to the officer authorized by law to order a special election to fill the resulting vacancy.
 - ✓ By all other officers holding their offices by appointment, to the body, board or officer that appointed them.



See the appropriate office for additional information.

Partisan Offices

Vacancy of a US Senator or US Representative:

ORS 188.120

If a vacancy in election or office of US Senator or US Representative occurs **before** the 61st day before the general election, the Governor shall call a special election to fill that vacancy.

If a vacancy in election or office of US Senator occurs **after** the 62nd day but on or before the general election, and if the term of that office will not be on the ballot at that election, the Governor shall call a special election to fill the vacancy as soon as possible after the general election.

If a special election to fill the vacancy is called **before** the 80th day after the vacancy occurs, each major political party shall select its nominee and certify the name of the nominee to the Secretary of State. The Secretary of State shall place the name of the nominee on the ballot.

If a special election is called **after** the 79th day after the vacancy occurs, the Secretary of State will conduct a special primary election. Major party candidate must file their declaration of candidacy not later than the 10th day following the issuance of the writ of election.

When necessary, the Elections Division will provide an administrative rule setting the date of the election(s) and the applicable filing deadlines.



Vacancy in Governor

OR Constitution V § 8a

In event of a vacancy in the office of Governor **before** the 61st day before the first general election held in the term of office, the Secretary of State will discharge the duties of the office as prescribed by law. If the Secretary of State is unable, then the State Treasurer; followed by the President of the Senate; then the Speaker of the House of Representatives, until the disability be removed, or a Governor is elected at the next general election. The Governor elected to fill the vacancy shall hold the office until the next general election.

A vacancy in the office of Governor that occurs **after** the 61st day before the first general election held in the term of office, the Secretary of State will discharge the duties of the office as prescribed by law. If the Secretary of State is unable, then the State Treasurer; followed by the President of the Senate; then the Speaker of the House of Representatives, until the disability be removed, or a Governor is elected for a full term at the next general election.

An example of a vacancy in the office of Governor: In November 2014, the governor is elected to a four-year term of office. Under usual circumstances, the next time the governor's office would be on the ballot is 2018. In the event of the governor vacating the office before September 8, 2016, the 61st day before the next general election, November 8, 2016, the office will be on the 2016 general election ballot. The person elected to the office in the 2016 general election will serve the remaining two-year term. If the office becomes vacant after September 8, 2016, the office will be on May 21, 2018, primary election and elected on the November 6, 2018, general election ballot. The person elected will serve a four-year term.

Vacancy in the office of Secretary of State, State Treasurer, Attorney General

The Governor will fill vacancies in the office of Secretary of State, State Treasurer and Attorney General.

- Vacancies in each of these offices that occur before the 61st day before the first general election held in that term of office, are filled at that general election for the remainder of the term.

Vacancy in the office of State Senate or State Representative

ORS 171.051-171.068

State Senate

When a vacancy occurs in a legislative office the vacancy shall be filled by appointment if:

- The vacancy occurs during any legislative session.
- The vacancy occurs in the office of State Senate before the 61st day before the first general election where the office would not appear on the ballot. The office will appear on that general election ballot and the term of office will be two years.
- The vacancy occurs in the office of State Senate any time after the 62nd day before the first general election and before the 61st day of the second general election where the office would normally appear on the ballot. The term of office will be four years.

or

- A special session of the legislature will convene before a successor can be elected as qualified.

The party of the public official vacating the office will nominate no less than three but no more than five people and the county court or county commissioners of the vacated district will fill the vacancy.

State Representative

When a vacancy occurs in a legislative office the vacancy shall be filled by appointment if:

- The vacancy occurs during any legislative session
- The vacancy occurs in the office of State Representative before the 61st day before the general election
- or
- A special session of the legislature will convene before a successor can be elected and qualified

The timeline for filling the vacancy begins upon the effective date of the resignation or the date the vacancy occurs. If the effective date of the resignation is in the future, the public officer is allowed three business days to rescind; otherwise, the resignation is effective the same day at 5pm.

The vacancy will be filled by the same party of the person who vacated the office, ORS 236.100.

The party will nominate no less than three but no more than five people and the appointment will be filled by the county court or county commissioners of the vacated district. However, the appointing authority (county court or board of county commissioners within the legislative districts) may choose to begin the process to fill the vacancy prior to the effective date of the resignation if they notify the Secretary of State as required under ORS 236.325(3).

Vacancies are filled within 30 days after the effective date of the resignation or date the vacancy occurs.

Nonpartisan Offices

ORS 249.088 and 249.091

When the office is **not affiliated** with a major political party, the Governor shall fill the vacancy.

Commissioner of the Bureau of Labor and Industries.

The Governor will fill a vacancy in the office of Commissioner of the Bureau of Labor and Industries that occurs after the 61st day before the first general election held in that term of office. The appointee will complete the remainder of the term.

If the vacancy occurs on or before the 70th day before the primary election and on or before the 62nd day before the general election a candidate may file for the office by:

- An assembly of electors or individual electors who may select a nominee and submit certificates of nomination.
- May file by declaration of candidacy.

Judicial

OR Constitution V§16 and VII§1

When a vacancy occurs in office of judge of any court, the Governor will fill the vacancy.

The appointee serves until the next election. The term of the office will be six years.



If the office was vacated on or before the 70th day before the primary election, all candidates for that office must file by the primary election candidate filing deadline, regardless of which election the office is won.

The following scenarios may apply:

If the office was regularly scheduled to be on the ballot at the next election, the office will appear on the primary election ballot.

- If a candidate receives a majority of the votes cast, (50%+ 1), that person will be elected at the primary election for a new full term and the office will not appear on the general election ballot.
- If no candidate receives a majority of the votes cast, the two candidates who received the most votes will appear on the general election ballot and the candidate with the most votes wins.

If the office was not regularly scheduled to be on the ballot:

- The office will be placed on the primary election ballot if three or more candidates file for the position.
- If one candidate receives a majority of the votes cast, (50%+ 1), only that candidate will appear on the general election ballot.
- If no candidate receives a majority of the votes cast, the two candidates who received the most votes will appear on the general election ballot and the candidate with the most votes wins.
- If no more than two candidates file, the office will be placed directly on the general election ballot.

District Attorneys

ORS 8.640

When a vacancy occurs in the office of district attorney, the Governor must appoint a person to fill the vacancy until the next election and qualification of a successor at the next general election. The term of office for the individual elected will be four years.

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

The Elections Division will prepare official templates that state candidates must use to collect signatures. Candidate nominating petitions cannot be circulated using an electronic signature sheet.

! 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	✓ 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	✓ 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	✓ 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 i Unless verified by exemplar.	✓ sign and re-date certification with legal signature
→ signed using a signature stamp i Unless approved under ORS 246.025.	✓ re-sign and re-date certification with legal signature
→ signed using an illegible signature i Unless verified by exemplar.	✓ re-sign and re-date certification with legal signature
→ signed using printed script instead of cursive i 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 i 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 i 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 i 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

ⓧ Examples of circulator signature and date defects are available in the Circulator Training Manual located at www.oregonvotes.gov.

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.

- **Order of other nominations:** If the candidate wishes to have the parties listed as outlined in this manual, select Default. If the candidate wants to mark the party order as they have listed above, mark Specified.

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:** The name of the Minor Party nominating the candidate.
- **Signature of the Officer of Minor Political Party:** the signature of one of the officers listed on the by-laws of the minor political party.
- **Date Signed:** the date the officer of the political party signed the candidate filing form
- **Printed Name of the Officer of Minor Political Party:** 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:** name of the county in which the Judge or Notary Public is signing the candidate filing form.
- **Signed before me on:** date the Judge or Notary Public witnessed the Minor Political Party officer sign the candidate filing form.
- **By:** the name of the Judge or the Notary Public
- **Judge or Notary Public-State of Oregon:** signature of the Judge or Notary Public

SEL 114 Candidate Filing – Individual Electors

- **Name of Chief Sponsor:** 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

Assembly of Electors fields to complete.

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

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

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

SEL 141 Candidate Filing -- Write-In

Office Information

Complete the following information.

- **Filing for Office of:** indicate the office you are accepting.
- **District, Position or County:** If the office has a district number and/or a position number or the office covers an entire county, indicate that information in this field.

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.
- **Other nominations should be printed in what order?** If the candidate wishes to have the parties listed as outlined in this manual, select Default. If the candidate wants to mark the party order as they have listed above, mark Specified.

SEL 150 Candidate Filing - Withdrawal

Withdrawal from Candidacy or Nomination for Office Information

- **Office of:** indicate the office you originally filed for.
- **District, Position or County:** indicate the applicable district, position number or county of the office you filed for.
- Check the box to indicate if you were a Candidate for Nomination or if you were running for office by political party.

Withdrawal Reason

- In the box, indicate why you are withdrawing your candidacy.

Other Forms

Additional forms that may be necessary to file.

SEL 220 Statement of Organization for a Candidate Committee

This form is used to establish the campaign finance committee for a candidate. "Candidate" includes any of the following:

- an individual whose name is printed on a ballot, for whom a declaration of candidacy, nominating petition, or certificate of nomination to public office has been filed, or whose name is expected to be or has been presented, with the individual's consent, for nomination or election to public office;
- an individual who has solicited or received and accepted a contribution, made an expenditure, or given consent to an individual, organization, political party, or political committee to solicit or receive and accept a contribution or make an expenditure on the individual's behalf to secure nomination or election to any public office at any time, whether or not the office for which the individual will seek nomination or election is known when the solicitation is made, the contribution is received and retained, or the expenditure is made, and whether or not the name of the individual is printed on a ballot;

or

- a public office holder against whom a recall petition has been completed and filed.

SEL 223 Campaign Account Information

All committees must establish a dedicated campaign account. The information provided on the Form SEL 223 Campaign Account Information is exempt from public disclosure.

Please refer to the Campaign Finance Manual for further information about the SEL 220 and the SEL 223

SEL 338 Petition Submission

Form submitted that provides the number of signatures submitted for verification by completing and filing candidacy by petition.





List of Forms

SEL 101

Candidate Filing – Major Political Party or Nonpartisan

SEL 110

Candidate Filing – Minor Political Party

SEL 114

Candidate Filing – Individual Electors

SEL 115

Candidate Filing – Assembly of Electors

SEL 141

Candidate Filing – Write-In

SEL 150

Candidate Filing - Withdrawal

SEL 220

Statement of Organization for a Candidate Committee

SEL 223

Campaign Account Information

SEL 338

Petition Submission



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.

 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.

 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
SEL 121 rev 01/14 ORS 249.072	County Elections Officials provide a separate certification to attach to the petition.

Petition Submission

Candidate, Voters' Pamphlet

SEL 338

rev 01/14
OAR 165-010-0005, 165-014-0005

This form must be completed and filed with each submittal 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"/> 2014	<input type="checkbox"/> 2016	<input type="checkbox"/> 2018

Petition Information	
Candidate Name or Measure Number	

Type of Filing	Number of Signatures Submitted
<input type="checkbox"/> Candidate Nominating Petition	
<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.	

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

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

Statement of Organization for a Candidate Committee

SEL 220

rev 01/16
ORS 260.039

Statement of Organization Information			
<p><i>A candidate may have only one Candidate Committee</i></p> <p>Filing a New Committee: This form, along with the Campaign Account Information form (SEL 223), must be completed and filed not later than 3 business days of first receiving a contribution or making an expenditure. The "Original" box should be marked on both forms.</p> <p>A Candidate Who Serves as the Treasurer: A candidate may either serve as the candidate's own treasurer or may appoint a separate treasurer. A candidate who serves as their own treasurer, does not have an existing candidate's committee and does not expect to receive or spend more than \$750 for a calendar year is not required to establish a campaign account, file a Statement of Organization or file transactions. However, if at any time the candidate exceeds \$750 in either contributions or expenditures in a calendar year, the candidate must then establish a campaign account, file a Statement of Organization and file contribution and expenditure transactions. See the 2016 Campaign Finance Manual for deadline information.</p> <p>Amending Information on this Form: Any change in the information on this form must be filed not later than 10 days of the change. To notify the Elections Division of a change in information, submit this form, completed in its entirety, and mark the "Amendment" box. A newly appointed treasurer must be a signer on the campaign account, therefore an amended SEL 223 must also be filed.</p> <p>Discontinuing: A candidate may discontinue their committee if there are no outstanding debts or obligations, a zero cash balance is achieved and by filing a completed SEL 220 with the "Discontinuation" box marked.</p>			
<p>This filing is an: <input type="checkbox"/> Original <input type="checkbox"/> Amendment <input type="checkbox"/> Discontinuation</p>			
Committee Information			
<p>Name of Committee (if changing the committee name, please include the former name)</p>			
<p>Committee Address (no post office box and must be an address in Oregon)</p>			
Street	City	State	Zip
Campaign Phone	Extension		
Candidate Information			
<p>Name of Candidate</p>			
<input type="checkbox"/> Mr. First	MI	Last	Suffix Title
<input type="checkbox"/> Ms.			
<p>Candidate Address (no PO Box)</p>			
Street Address	City	State	Zip
<p>Mailing Address for Candidate Correspondence</p>			
Street Address or PO Box	City	State	Zip
<p>Candidate Occupational Information (only one phone number is needed, all other fields are required except Fax)</p>			
<input type="checkbox"/> Self-Employed Occupation (if Self Employed indicate the nature of your business)			
<input type="checkbox"/> Not Employed			
Employer's Name	City	State	
Contact Information			
Work Phone	Home Phone	Fax (not required)	Email Address
Treasurer Information			
<p>Name of Treasurer</p>			
<input type="checkbox"/> Mr. First	MI	Last	
<input type="checkbox"/> Ms.			
<p>Mailing Address and Contact Information for Treasurer Correspondence (only one phone number is needed, all other fields are required except Fax)</p>			
Street Address or PO Box	City	State	Zip
Work Phone	Home Phone	Fax (not required)	Email Address

Continued on the reverse side of this form

SEL 220

Director(s) Information: If the committee has more than one director, attach a list of additional directors and include all the information required. A committee director is not required for candidate committee. (all fields are required)

Name of Director

Mr. | First | MI | Last
 Ms.

Mailing Address for Director

Street Address or PO Box | City | State | Zip

Director Occupational Information

Work Phone | Self-Employed | Occupation (if Self Employed indicate the nature of your business)
 Not Employed

Name of Employer | City | State

If two or more directors of this political committee are directors of another committee, list the name of the director, and the name and address of the other committee by attaching a separate piece of paper.

Alternate Transaction Filer Information (a person other than the candidate or treasurer) (all fields are required)

Name of Alternate Transaction Filer

Mr. | First | MI | Last
 Ms.

Mailing Address and Contact Information for Alternate Transaction Filer Correspondence

Street Address or PO Box | City | State | Zip

Work Phone | Email Address

Correspondence Recipient Information (a person other than the candidate or treasurer) (all fields are required)

Name of Correspondence Recipient

Mr. | First | MI | Last
 Ms.

Mailing Address and Contact Information for Correspondence Recipient

Street Address or PO Box | City | State | Zip

Work Phone | Email Address

Office Information for Candidate

Office Sought by candidate | District, Position, County or City | Position Number

Candidate Election Activity – mark the appropriate box and fill in year

Primary 20 | General 20 | Other Election Date

Party Affiliation: Choose one if filing for a partisan office

Constitution | Democratic | Independent | Libertarian | Pacific Green
 Progressive | Republican | Working Families | Nonaffiliated | Other

Other Election Activity

Supports or opposes multiple candidates and measures (if this is marked there is no requirement to name the candidates or measures).

Supports specific measures or recall | Measure Number(s)
Candidate(s) being recalled:

Opposes specific measures or recall | Measure Number(s)
Candidate(s) being recalled:

SEL 223

Attached is a Campaign account Information Form (SEL 223) | Yes | No

Candidate Attestation

By signing this document, I acknowledge that I am personally liable for any penalties imposed under ORS Chapter 260 and attest that the information on the form is true and correct.

Candidate's Signature | Date Signed

Treasurer's Attestation if different than Candidate

By signing this document, I attest that the information on the form is true and correct.

Treasurer's Signature | Date Signed

For Office Use Only Initials _____ Committee Number _____ Date SEL 223 Received _____ Date Attached to Committee _____

Certificate of Limited Contributions and Expenditures

PC 7
rev 1/16
ORS 260.112

Committee Information		
Name of Committee	Committee ID Number	
Treasurer's Name if different than candidate		
First	Last	
Mailing Address		
Street or PO Box		
City	State	Zip Code
Committee Type		
<input type="checkbox"/> Candidate	<input type="checkbox"/> Political Action Committee <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Measure <input type="checkbox"/> Recall <input type="checkbox"/> Caucus <input type="checkbox"/> Political Party	<input type="checkbox"/> Petition Committee <input type="checkbox"/> Initiative <input type="checkbox"/> Recall <input type="checkbox"/> Referendum
Year	Balance on January 1	

Notes

- 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, a Certificate of Limited Contributions and Expenditures may be filed. A certificate must be filed no later than seven calendar days after receiving the first contribution or making the first expenditure in a calendar year.
- A committee must continuously maintain detailed records of all contributions received and expenditures made even if it files a certificate. If at any time during the calendar year the total contributions or total expenditures exceed \$3,500 the committee must file all transactions electronically using ORESTAR. All transactions occurring in the calendar year must be filed no later than seven calendar days after exceeding the \$3,500 threshold. Refer to the Campaign Finance Manual for further information.

The Candidate or Treasurer may sign and file a Certificate

I, _____ hereby certify I expect neither the aggregate contributions received nor the aggregate expenditures made by or on behalf of my candidacy or committee for this calendar year to exceed \$3,500. I understand that this form must be filed no later than seven calendar days after receiving a contribution or making an expenditure in the calendar year. I also understand that if the committee exceeds \$3,500 in total contributions or total expenditures during the calendar year, detailed transaction information must be filed electronically using ORESTAR for the calendar year not later than seven calendar days after exceeding the \$3,500 threshold.

Candidate Attestation

By signing this document, I attest that the information on the form is true and correct and acknowledge that I am personally liable for any penalties imposed under ORS Chapter 260.

Candidate's Signature	Date Signed
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Treasurer's Attestation if different than Candidate

By signing this document, I attest that the information on the form is true and correct and I acknowledge that if I am a treasurer for a political action or petition committee I am personally liable for any penalties imposed under Chapter 260.

Treasurer's Signature	Date Signed
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For Office Use Only Initials _____ Date Entered _____ Date Attached to Committee _____