



March 26, 2012

Dear Prospective City Candidate,

Enclosed are the State Elections forms required to file your candidacy for City Office. They are also found online at: <http://oregonvotes.org/pages/publications/manuals/candidate/index.html> These forms may be filled out online and then printed for your convenience. I have also included excerpts from the City Elections Manual (which can be found at the above address) for your information. I encourage you to read the Manual to become familiar with State Election requirements.

### **ELIGIBILITY**

Candidates for City Council positions must reside within the boundaries of the Ward position they are seeking election to. Candidates for Mayor must reside within the City limits. Candidates must have resided in the City of Woodburn during the 12 months immediately preceding election. Current and former City employees may not be eligible; please contact the City Recorder for more information regarding this requirement.

### **FILING PROCESS**

Prospective Petition Election forms are to be filed with the City Recorder's office beginning **May 30, 2012**. Written approval of the Prospective Petition Election forms must be received from the City Recorder's office prior to circulation of the Nomination Petition. The following forms must be submitted for approval:

- ▲ SEL 101      Candidate Filing – Major Political Party or Nonpartisan
- ▲ SEL 121      Candidate Signature Sheet - Nonpartisan

After receiving written approval of the petition forms, candidates may circulate their petition to gather the required nominating signatures. Under City Ordinance 1867, at least twenty (20) registered voters residing within the boundaries of the elected office are required. A candidate for Councilor must receive at least twenty signatures from registered voters residing within the Ward they seek to represent. Mayoral candidates must receive at least twenty signatures from registered voters residing within the City limits.

### **NEW PROCEDURE BEGINNING 2012**

**Candidates must take the completed nominating petition to the City Recorders office. Please ensure that you allow sufficient time for the signatures to be verified. Petitions submitted without Marion County signature verification will not be accepted. To ensure that the Recorder has sufficient time to verify signatures and provide an opportunity to correct or obtain additional signatures, signature sheets must be turned in to the City Recorder not later than August 21, 2012. The final deadline for signature sheet approval is August 28, 2012. Early submission is highly recommended.**

On or before **5:00 p.m. on Tuesday, August 21, 2012** the following forms must be submitted:

- ▲ SEL 120 Filing of Candidacy for Nonpartisan Nomination – Completed Petition
- ▲ SEL 121 Completed Petition for Nonpartisan Nomination Signature Sheet
- ▲ City Affidavit to be signed by Circulator(s)

### **CAMPAIGN FINANCE**

The 2012 Campaign Finance Manual and related forms can be found at:

<http://oregonvotes.org/pages/publications/manuals/campaignfinance/index.html>

Candidates that expect to spend or receive more than \$750 in 2010 must complete and file with the Oregon Secretary of State – Elections Division the following forms:

- ▲ SEL 220 Statement of Organization for Candidate Committee
- ▲ SEL 221 Statement of Organization for Political Action Committee
- ▲ SEL 223 Campaign Account Information

These forms should be completed and filed with the Secretary of State within 3 business days of receiving a contribution or making an expenditure; but no later than the deadline for filing for candidacy. Additional reporting requirements may apply; please review page 10 of the 2012 Campaign Finance manual for more information.

### **ELECTIONS INFORMATION**

Additional information regarding elections can be requested from the following:

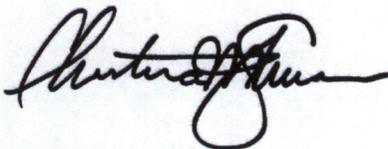
Marion County Clerk  
Elections Division  
4263 Commercial St SE #300  
Salem, OR 97302  
<http://www.co.marion.or.us/co/elections>  
[elections@co.marion.or.us](mailto:elections@co.marion.or.us)  
503.588.5041

Oregon Secretary of State  
Elections Division  
255 Capitol St NE Suite 501  
Salem, OR 97310  
<http://oregonvotes.org>  
[Elections.sos@state.or.us](mailto:Elections.sos@state.or.us)  
503.986.1518

Additionally, I am available to answer questions during business hours at:

270 Montgomery St  
Woodburn, OR 97071  
[christina.shearer@ci.woodburn.or.us](mailto:christina.shearer@ci.woodburn.or.us)  
503.982.5210

Thank you for your interest in serving the citizens of Woodburn. Good Luck!



Christina Shearer  
City Recorder

## City Candidate

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

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

### 1. File by Fee

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

- Candidate Filing – Major Political Party or Nonpartisan form (SEL 101)

*and*

- the appropriate filing fee.

*See the instructions for completing the required portions of the Candidate Filing form on page 41.*

*See the 2012 and 2013 Local Elections Calendar on pages 8 and 9.*



#### **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



#### **Deadline to File a Completed Filing of Candidacy for Nonpartisan Nomination**

The deadline is no sooner than September 8, 2011, and no later than 5pm on March 6, 2012, for the May 15, 2012 Primary Election. ORS 249.037

If a city does not elect candidates at a primary election, the filing deadline is no sooner than May 30, 2012, and no later than August 28, 2012, for the November 6, 2012 General Election. ORS 249.722

### 2. File by Petition

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

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

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

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

*See the instructions for completing the required portions of the Candidate Filing form on page 41.*



#### **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



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.

## City Candidate (cont.)

### 2a. Required Signatures

The city elections official will review the prospective petition for required information. Written approval will be provided to circulate the petition. The written approval will include the number of signatures required.

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

**City candidate must have the lesser of:**

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500 signatures or

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Calculated at 1% of the votes cast in the electoral district for all candidates for Governor

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The signatures must be obtained from at least 10% of the precincts in the city

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City charter or ordinance may have different requirements

See *Circulator and Petition Sheet Requirements* on page 38.



**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. ORS 260.715

### 2b. Complete Filing

To complete the filing process a candidate will:

- ensure each signature sheet certification is signed and dated by the circulator
- number each signature sheet sequentially in the space provided
- submit the signature sheets to the city elections official for verification allowing sufficient time for the verification process to be completed prior to the filing deadline

and

- file the Candidate Filing – Major Political Party or Nonpartisan form (SEL 101) marked “Completed Petition”.



**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. ORS 260.715

### 2c. Signature Verification

The city elections official will review signature sheets for sufficient circulator certification.

The city elections official will submit the signatures to the county elections official for signature verification.

The county elections official will:

- verify the original signatures against the voters' current registration record

and

- return the certified signature sheets to the city elections official.

The city elections official will notify the candidate of the results of the signature verification. If it is determined that there are not enough valid signatures and the filing deadline has not passed, the candidate may submit additional signatures.

See the *2012 and 2013 Local Elections Calendar* on pages 8 and 9.

# Candidate Filing

## Major Political Party or Nonpartisan

**SEL 101**

rev. 1/12 ORS 249.031

**i** This information is a matter of public record and may be published or reproduced.     Original     Amendment

### Filing Officer:

- Secretary of State
- County Elections Official of \_\_\_\_\_ County  
Mail or Deliver to County Elections Office
- City Recorder (Auditor), City of \_\_\_\_\_

### Candidate Information

- Democratic Party                       Republican Party                       Nonpartisan
- Incumbent Judge

Candidate Legal Name\*

Candidate Name (As it should appear on ballot)\*

Filing for Office of\*

District and/or Position (if applicable)\*

Residence Address, Street/Route\*

City\*

State\*

Zip\*

County of Residence\*

Home Phone

Work Phone

Cell Phone

Fax

Email\*

Website

Mailing Address (All correspondence will be sent to this address)\*

City\*

State\*

Zip\*

\* Indicates a required field. At least one phone number is also required.

Filing by Declaration, with the required filing fee

Office	Filing Fee	Office	Filing Fee
United States President	n/a	County Judge	\$50
United States Vice President	n/a	MSD Executive Officer, MSD Auditor	\$100
United States Senator	\$150	MSD Councilor	\$25
United States Representative	\$100	County Office	\$50
Statewide Offices	\$100	City Office	set by charter or ordinance
State Senator or Representative	\$25	Justice of the Peace	n/a
Circuit Court Judge	\$50		
District Attorney	\$50		

Prospective Petition with proposed signature sheet    Petition circulators will be paid (Mark One)     Yes     No

Completed Petition with certified signature sheets

### 2012 Filing Dates

Primary Election May 15, 2012	Candidate Filing	State Voters' Pamphlet Filing	Candidate Withdrawal
	September 8, 2011 to March 6, 2012	September 8, 2011 to March 8, 2012 (for paper filing) or March 12, 2012 (for electronic filing)	March 9, 2012
General Election November 6, 2012	May 30, 2012 to August 28, 2012	May 30, 2012 to August 28, 2012 (for paper filing)	August 31, 2012

**Required Information (If no relevant information list none or n/a)**

**Occupation** (present employment – paid or unpaid) (required)

**Occupational Background** (previous employment – paid or unpaid) (required)

**Educational Background** (schools attended, if necessary use attachment) (required)

<b>Name of School</b> (no acronyms)	<b>Last grade Level Completed</b>	<b>Diploma/Degree/Certificate</b> (AA, BA, BS, MA, PhD accredited) <b>Not honorary</b>	<b>Course of Study</b> (optional)
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**Prior Governmental Experience** (elected or appointed) (required)

**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
- 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)
- 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

**Check the applicable box (not applicable to candidates for federal office - US Senate and US Representative):**

- By marking this box, I certify I do not have an existing candidate committee and 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 2012 Campaign Finance Manual.
- By marking this box, I certify that I have already filed or will soon file a Statement of Organization for Candidate Committee (SEL 220). For detailed instructions, see the 2012 Campaign Finance Manual.



**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**

**For Office Use Only**

Initials

Approval Code/Receipt Number

# Candidate Signature Sheet - Nonpartisan

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

Petition circulators will be paid:  Yes  No (Mark one)

**This is a candidate nominating petition. Signers of this page must be active registered voters in the following county:** \_\_\_\_\_

Note to Candidate: Petition signatures must be verified before the petition can be filed with the filing officer. Submit the petition in ample time for the process to be completed before 5pm on the filing deadline day.

**Candidate's Name** \_\_\_\_\_ **Office** \_\_\_\_\_ **District or Position Number** if applicable \_\_\_\_\_

**To the Appropriate Filing Officer,** We, the undersigned voters, request the candidate's name printed above, for nomination to the office indicated, be placed upon the appropriate ballot at the next \_\_\_\_\_ election following the filing of this petition.

→ Signers must initial any changes that they or 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 \_\_\_\_\_ **Precinct #** optional \_\_\_\_\_

**1** \_\_\_\_\_

**2** \_\_\_\_\_

**3** \_\_\_\_\_

**4** \_\_\_\_\_

**5** \_\_\_\_\_

**6** \_\_\_\_\_

**7** \_\_\_\_\_

**8** \_\_\_\_\_

**9** \_\_\_\_\_

**10** \_\_\_\_\_

## Circulator Certification

This certification **must** be signed by the circulator!  
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 individual is an elector qualified to sign the petition. (ORS 249.061) I also certify that compensation I received, if any, was not based on the number of signatures obtained for this petition. **Warning!** Falsely signing this statement 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)

**Circulator Signature** \_\_\_\_\_ **Date Signed** mm/dd/yy \_\_\_\_\_

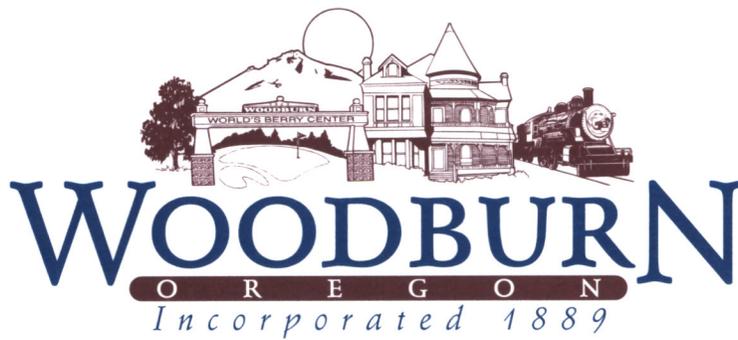
**Printed Name of Circulator** \_\_\_\_\_ **Circulator's Address** street, city, zip code \_\_\_\_\_

## County Elections Official Certification

I hereby certify \_\_\_\_\_ signatures on this petition are those of active registered voters in \_\_\_\_\_ County, Oregon.

**Signature of County Elections Official** \_\_\_\_\_ **Date Certified** mm/dd/yy \_\_\_\_\_

**Sheet Number** \_\_\_\_\_



AFFIDAVIT

STATE OF OREGON            )  
 COUNTY OF MARION        )    ss.  
 CITY OF WOODBURN        )

I, \_\_\_\_\_, being first duly sworn, depose and say that I am the circulator of the foregoing petition, that there are \_\_\_\_\_ signers of said petition, that each signature appended thereto was made in my presence and is the genuine signature of the person whose name it purports to be, and believe that their addresses are correctly stated that they are legal electors of and residents of the City of Woodburn.

\_\_\_\_\_

State of Oregon, County of \_\_\_\_\_

Signed and sworn to before me on \_\_\_\_\_, 20\_\_ by

\_\_\_\_\_.

\_\_\_\_\_  
 Notary Public – State of Oregon