



## **HOW TO FILE FOR CANDIDACY**

### **ELIGIBILITY**

Candidates must be qualified electors and have resided in the City of Woodburn during the 12 months immediately preceding the election. 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.

### **FILING PROCESS**

The filing process requires the candidate to submit the following:

- *Declaration of Candidacy (City of Woodburn form)*
- *Candidate Filing* ([SEL 101](#))

**These forms are to be filed in the City Recorder's office no sooner than June 3, 2020 and no later than 5:00 p.m. on August 25, 2020.** Please contact the City Recorder's Office with any questions about the filing process.

A candidate has not officially filed for office and will not be added to the official registry of candidates until all required items are submitted and the elections officer has determined the individual is qualified to run for office in the City of Woodburn.

### **CAMPAIGN FINANCE**

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:

1. The candidate serves as the candidate's own treasurer;
2. The candidate does not have an existing candidate committee; and
3. The candidate does not expect to receive or spend more than \$750 during a calendar year (including personal funds).

However, if at any time the candidate exceeds \$750 in either contributions or expenditures, the candidate must establish a campaign account and file form SEL 220 within three business days of exceeding the \$750 threshold. Please review the [Campaign Finance Manual](#) for instructions

and a schedule of filing deadlines. Oregon law requires that campaign finance activities be filed electronically (with State Elections). Candidates use [ORESTAR](#) free of charge to file forms.

### **VOTER PAMPHLET**

Candidate Statements for the County Voters' Pamphlet(s) must be filed directly with the Marion County Elections Office. Participation in the Marion County Voter Pamphlet is entirely up to the Candidate. A statement for inclusion in county voters' pamphlet must be filed by September 8, 2020. Please contact Marion County Elections for more information.

### **POLITICAL SIGNS**

If you plan to have signs displayed for the election, please note that the City of Woodburn has regulations regarding signs:

Signs may be placed on private property with the property owner's consent.

Signs may not be placed:

1. In the Right-of-Way
2. In the Center Medians
3. In any City-owned property

Please contact the City of Woodburn's Planning Department for more information on sign regulations at (503) 982-5246.

### **ELECTIONS INFORMATION**

Additional information regarding elections can be requested from the following:

Oregon Secretary of State  
Elections Division  
255 Capitol St. NE, Suite 501  
Salem, OR 97310  
<http://sos.oregon.gov/elections/Pages/default.aspx>  
E-mail: [elections.sos@state.or.us](mailto:elections.sos@state.or.us)  
Phone: 503.986.1518

Marion County Clerk  
Elections Division  
555 Court St. NE, Suite 2130  
Salem, Oregon 97301  
<http://www.co.marion.or.us/co/elections>  
E-mail: [elections@co.marion.or.us](mailto:elections@co.marion.or.us)  
Phone: 503.588.5041

To review the filing process please contact the City Recorder via email at [heather.pierson@ci.woodburn.or.us](mailto:heather.pierson@ci.woodburn.or.us) or by calling 503-980-6318.