

2024 CITY OF WOODBURN ELECTION INFORMATION

Dear Prospective City Candidate,

Congratulations on your decision to run for office! The following information is intended to provide guidance to prospective candidates for election to the position of Woodburn Mayor or City Councilor.

POSITIONS OPEN

The City positions open for election at the November 5, 2024, general election are:

Mayor:	At-Large position (2-year term)
Councilor -Ward I:	Precinct 815 (4 -year term)
Councilor -Ward II:	Precinct 825 (4 -year term)
Councilor -Ward VI:	Precinct 865 (4 -year term)

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

Please read carefully the attached information from the [2024 Candidate's Manual](#), and this letter, for information about the filing process. **These forms are to be filed in the City Recorder's office no sooner than June 5, 2024, and all filing requirements must be completed by 5:00 p.m. on August 27, 2024.** Please contact the City Recorder's Office with any questions about the filing process.

The process requires the candidate to submit the following:

- *Candidate Filing* ([SEL 101](#))
- *Candidate Signature Sheet* ([SEL 121](#))

The SEL 101 and SEL 121 must be approved by the City Recorder as the City Elections Filing Officer, **prior** to gathering any signatures. **Following notice of approval provided in writing by the City Recorder**, a candidate may circulate the *Candidate Signature Sheet* (SEL 121).

Pursuant to City Ordinance 1867, a candidate for City Council must receive at least twenty (20) signatures from registered voters residing within the Ward they seek to represent and Mayoral candidates must receive at least twenty (20) signatures from registered voters residing within the City limits. It is recommended to obtain more than the required number of signatures to ensure the petition has a sufficient number of valid signatures.

All signatures must be original signatures of the signers, and witnessed by the petition circulator. The petition circulator must complete the Circulator Certification (at the bottom of the signature sheet) after witnessing all signatures collected on a sheet as well as sign and have notarized, a Circulator Affidavit.

After a sufficient number of signatures have been collected, candidates must provide the *Petition Submission* form ([SEL 338](#)) and *Candidate Signature Sheet - Nonpartisan* (SEL 121) to the City Recorder. The City Recorder will then verify the signatures for sufficiency and validity with the Marion County Clerk. **The signature sheets should be submitted to the City Recorder no later than August 22, 2024**, to ensure that there is sufficient time to verify the signatures and provide an opportunity to obtain additional signatures if necessary.

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.

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 9, 2024. For more information, please contact [Marion County Elections](#).

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>

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.sos@state.or.us

Phone: 503.986.1518

E-mail: elections@co.marion.or.us

Phone: 503.588.5041

Additionally, I am available to answer any questions you may have about the filing process. To schedule an appointment to review the filing process please contact me at 503.980.6318 or by email at heather.pierson@ci.woodburn.or.us.

Thank you for your interest in serving the community of Woodburn.

Heather Pierson
City Recorder