

# County, City and District Candidates Manual

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## Secretary of State

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# Using This Manual

## Icons

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



### alert icon

indicates alert; warning; attention needed



### deadline icon

indicates a deadline



### form icon

indicates a reference to a form



### info icon

indicates additional information



### petition sheet icon

indicates a reference to a signature sheet



### search icon

indicates information located elsewhere

## 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](mailto:elections.sos@state.or.us)  
 [www.oregonvotes.gov](http://www.oregonvotes.gov)

 **1 866 673 VOTE/673 8683**  
se habla español

**tty 1 800 735 2900**  
for the hearing impaired

## Other Assistance

For city candidate assistance contact your city administrator or city recorder (auditor). For county and district candidate assistance, contact your county:

### Baker County

1995 Third St, Ste 150  
Baker City, OR 97814-3398  
541-523-8207/TTY 541-523-9538  
[ccarpenter@bakercounty.org](mailto:ccarpenter@bakercounty.org)

### Benton County

120 NW Fourth St, Room 13  
Corvallis, OR 97330  
541-766-6756/TTY 541-766-6080  
[bcelections@co.benton.or.us](mailto:bcelections@co.benton.or.us)

### Clackamas County

1710 Red Soils Court, Ste 100  
Oregon City, OR 97045  
503-655-8510/TTY 503-655-1685  
[elections@co.clackamas.or.us](mailto:elections@co.clackamas.or.us)

### Clatsop County

820 Exchange St, Ste 220  
Astoria, OR 97103  
503-325-8511  
[clerk@co.clatsop.or.us](mailto:clerk@co.clatsop.or.us)

### Columbia County

Courthouse 230 Strand St  
St Helens, OR 97051-2089  
503-397-7214  
[betty.huser@co.columbia.or.us](mailto:betty.huser@co.columbia.or.us)

### Coos County

Courthouse 250 N Baxter St  
Coquille, OR 97423-1899  
541-396-7610  
[elections@co.coos.or.us](mailto:elections@co.coos.or.us)

### Crook County

Courthouse 300 NE Third St, Rm 23  
Prineville, OR 97754-1919  
541-447-6553  
[cc\\_clerk@co.crook.or.us](mailto:cc_clerk@co.crook.or.us)

### Curry County

94235 Moore St, Ste 212  
Gold Beach, OR 97444  
541-247-3297 or 877-739-4218  
[clerk@co.curry.or.us](mailto:clerk@co.curry.or.us)

### Deschutes County

1300 NW Wall St, Ste 202  
Bend, OR 97701  
PO Box 6005  
Bend, OR 97708-6005  
541-388-6546  
[elections@deschutes.org](mailto:elections@deschutes.org)

### Douglas County

PO Box 10  
Roseburg, OR 97470-0004  
541-440-4252  
[elections@co.douglas.or.us](mailto:elections@co.douglas.or.us)

### Gilliam County

221 S Oregon St, Rm 200  
Condon, OR 97823  
PO Box 427  
Condon, OR 97823-0427  
541-384-2311  
[ellenwagenaar@co.gilliam.or.us](mailto:ellenwagenaar@co.gilliam.or.us)

**Grant County**

201 S Humbolt, Ste 290  
Canyon City, OR 97820  
541-575-1675  
[percycb@grantcounty-or.gov](mailto:percycb@grantcounty-or.gov)

**Harney County**

Courthouse 450 N Buena Vista Ave  
Burns, OR 97720  
541-573-6641  
[derrin.robinson@co.harney.or.us](mailto:derrin.robinson@co.harney.or.us)

**Hood River County**

601 State St  
Hood River, OR 97031-1871  
541-386-1442  
[elections@co.hood-river.or.us](mailto:elections@co.hood-river.or.us)

**Jackson County**

1101 W Main St, Ste 201  
Medford, OR 97501-2369  
541-774-6148  
[elections@jacksoncounty.org](mailto:elections@jacksoncounty.org)

**Jefferson County**

Courthouse 66 SE D St, Ste C  
Madras, OR 97741  
541-475-4451  
[kathymarston@co.jefferson.or.us](mailto:kathymarston@co.jefferson.or.us)

**Josephine County**

500 NW Sixth St  
Grants Pass, OR 97528  
PO Box 69  
Grants Pass, OR 97528-0203  
541-474-5243  
[clerk@co.josephine.or.us](mailto:clerk@co.josephine.or.us)

**Klamath County**

305 Main St  
Klamath Falls, OR 97601  
541-883-5157  
[klamathcountyelections@klamathcounty.org](mailto:klamathcountyelections@klamathcounty.org)

**Lake County**

513 Center St  
Lakeview, OR 97630-1539  
541-947-6006  
[clerk@co.lake.or.us](mailto:clerk@co.lake.or.us)

**Lane County**

275 W 10th Ave  
Eugene, OR 97401-3008  
541-682-4234  
[elections.customer@co.lane.or.us](mailto:elections.customer@co.lane.or.us)

**Lincoln County**

225 W Olive St Rm 201  
Newport, OR 97365  
541-265-4131  
[countyclerk@co.lincoln.or.us](mailto:countyclerk@co.lincoln.or.us)

**Linn County**

300 Fourth Ave SW  
Albany, OR 97321  
541-967-3831  
[sdruckenmiller@co.linn.or.us](mailto:sdruckenmiller@co.linn.or.us)

**Malheur County**

251 B St W, Ste 4  
Vale, OR 97918  
541-473-5151/TTY 541-473-5157  
[countyclerk@malheur.co.org](mailto:countyclerk@malheur.co.org)

**Marion County**

555 Court St NE, Ste 2130  
Salem, OR 97301  
PO Box 14500  
Salem, OR 97309  
503-588-5041 or 800-655-5388  
TTY 503-588-5610  
[elections@co.marion.or.us](mailto:elections@co.marion.or.us)

**Morrow County**

PO Box 338  
Heppner, OR 97836-0338  
541-676-5604/TTY 541-676-9061  
[bchilders@co.morrow.or.us](mailto:bchilders@co.morrow.or.us)

**Multnomah County**

1040 SE Morrison St  
Portland, OR 97214-2495  
503-988-3720  
[elections@multco.us](mailto:elections@multco.us)

**Polk County**

850 Main St  
Dallas, OR 97338-3179  
503-623-9217/TTY 503-623-7557  
[clerkelections@co.polk.or.us](mailto:clerkelections@co.polk.or.us)

**Sherman County**

PO Box 365  
Moro, OR 97039-0365  
541-565-3606  
[countyclerk@shermancounty.net](mailto:countyclerk@shermancounty.net)

**Tillamook County**

201 Laurel Ave  
Tillamook, OR 97141  
503-842-3402  
[clerk@co.tillamook.or.us](mailto:clerk@co.tillamook.or.us)

**Umatilla County**

216 Southeast 4th St, Ste 18  
Pendleton, OR 97801  
541-278-6254  
[elections@umatillacounty.net](mailto:elections@umatillacounty.net)

**Union County**

1001 Fourth St, Ste D  
La Grande, OR 97850  
541-963-1006  
[clerk@union-county.org](mailto:clerk@union-county.org)

**Wallowa County**

101 S River St, Rm 100, Door 16  
Enterprise, OR 97828-1335  
541-426-4543, ext 158  
[wcclerk@co.wallowa.or.us](mailto:wcclerk@co.wallowa.or.us)

**Wasco County**

511 Washington St, Rm 201  
The Dalles, OR 97058  
541-506-2530/TTY 541-506-2530  
[countyclerk@co.wasco.or.us](mailto:countyclerk@co.wasco.or.us)

**Washington County**

3700 SW Murray Blvd, Ste 101  
Beaverton, OR 97005  
503-846-5800/TTY 503-846-4598  
[elections@co.washington.or.us](mailto:elections@co.washington.or.us)

**Wheeler County**

PO Box 327  
Fossil, OR 97830-0327  
541-763-2400  
[bsitton@co.wheeler.or.us](mailto:bsitton@co.wheeler.or.us)

**Yamhill County**

414 NE Evans St  
McMinnville, OR 97128  
503-434-7518  
[elections@co.yamhill.or.us](mailto:elections@co.yamhill.or.us)

## Types of Public Office

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There are two types of public office in Oregon, partisan and nonpartisan.

### Partisan Offices

A partisan office is an office for which a candidate may be nominated by a major or minor political party or as a nonaffiliated candidate. These include

- County Commissioner (unless county home rule charter or ordinance specifies otherwise)
- Precinct Committeeperson

### Nonpartisan Offices

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

Offices may include:

County Commissioner (unless county home rule charter or ordinance specifies otherwise), County Clerk, Sheriff, County Assessor, County Auditor, County Treasurer, County Tax Collector, County Surveyor, County Legal Counsel, Justice of the Peace, Mayor, City Councilor, Municipal Judge, Board Member, Director of a District, All Special District offices, any elected office of a metropolitan service district under ORS chapter 268 and any office designated nonpartisan by a home rule charter or ordinance.

For local offices not listed, please contact the local elections official to determine whether the office is partisan or nonpartisan.

## Filing Methods for Public Office

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Generally, candidates may file for public office by:

- submitting a completed candidate filing form and paying the required filing fee, if any

or

- 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 signature verification to be completed by county elections officials prior to the filing deadline.



See the Filing Requirements on pages 9, 11, 20, 22 and 24 for filing fees and deadline to submit completed forms.

Candidate filing forms can be submitted by:

- mail

- fax

or

- as a scanned attachment to an email

## Multiple Nominations to Public Offices

In Oregon, partisan candidates who have been nominated by multiple political parties or by other nominating processes may select up to three parties or designations to be printed with their name on the ballot. Candidates may also choose the order in which the parties 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.

## Running for Multiple Offices

Candidate can file for more than one position as long as the offices are:

- not on the same district board
- not lucrative
- not a city office on the same ballot; and
- not for more than one precinct committeeperson office

## 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 within **three business days** of first receiving a contribution or making an expenditure unless the candidate is:

- A candidate for precinct committeeperson
- or
- A candidate who serves as their 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.

Candidates that do not meet the criteria above file a 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.



The Secretary of State developed ORESTAR, a secure web-based electronic reporting system for candidate and voters' pamphlet filings and all campaign finance reporting. Committees must use ORESTAR to file campaign finance transactions unless the committee is eligible to file a Certificate of Limited Contributions and Expenditures.

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



See the [Campaign Finance Manual](#) and the [ORESTAR User's Manuals](#) available at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Qualifications for Public Office

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



See the qualifications for most offices provided in each applicable section.

However, qualifications for city or district office are governed by city charter or ordinance or district by-laws and are not provided. Contact the local elections official for more information.

## 2016 Local Elections Calendar

 Last day for	March 8	May 17	September 20	November 8
<b>County Elections Official to Publish</b>				
→ notice of district board election (ORS 255.075)	November 28	January 28	June 11	July 30
 Regular district elections are generally held in May of odd numbered years. Districts should contact the county elections official of the county in which the district's administrative office is located for election information.				
<b>District Candidates to file with County Elections Official</b>				
→ verified signatures or \$10 filing fee (ORS 255.235)	January 7	March 8th	July 21	August 30
<b>Filing Candidate Statements with the County Elections Official:</b>				
→ for inclusion in county voters' pamphlet if the candidate files candidacy with County Elections Official.	January 11	March 10	July 25	September 1
→ for inclusion in county voters' pamphlet if the candidate files candidacy with governing body other than county clerk	January 11	March 21	July 25	September 12

## 2017 Local Elections Calendar

 Last day for	March 14	May 16	September 19	November 7
<b>County Elections Official to Publish</b>				
→ notice of district board election (ORS 255.075)	December 3	February 4	June 10	July 29
 Regular district elections are generally held in May of odd numbered years. Districts should contact the county elections official of the county in which the district's administrative office is located for election information.				
<b>District Candidates to file with County Elections Official</b>				
→ verified signatures or \$10 filing fee (ORS 255.235)	January 12	March 16	July 20	September 7
<b>Filing Candidate Statements with the County Elections Official:</b>				
→ for inclusion in county voters' pamphlet	January 16	March 20	July 24	September 11

# Precinct Committeeperson Candidates

ORS 248.015-248.029, 249.031, 249.037

## Qualifications for Precinct Committeeperson

All Candidates must be Electors.

Office	Age	Residency	Term of Office	Special Requirements	Vacancies
Precinct Committeeperson	18	Resident of precinct or adjoining precinct in the same county ORS 248.015	Term is from 24th day after primary to 24th day after next primary	Must receive at least 3 votes to be elected to the office	Filled according to ORS 248.026

## Filing Requirements for Precinct Committeeperson

Office	Filing Fee	First day to file	Last day to file	Last day to Withdraw
Precinct Committeeperson	not required for this office	February 1, 2016	March 8, 2016	March 11, 2016

## Filing Method for Precinct Committeeperson Candidate

Form SEL 105 Precinct Committeeperson Candidate Filing must be filed with the **county elections** official.

See the instructions for completing the required portions of the [Candidate Filing form](#) on page 31.



A person may not hold office as a committeeperson in more than one precinct. A person may only file for one precinct committeeperson at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013

A precinct committeeperson must receive at least three votes to be elected to the office.

## Filing Timeline



The 2016 Primary Election filing period is from February 1, 2016, until no later than 5pm on March 8, 2016.

# County Candidates

## General Information

ORS 249.056

For candidates filing for Precinct Committeeperson please see page 12 of this manual.

Candidates may file with the county elections office by paying a fee or by petition to obtain signatures.

 See the instructions for completing the required portions of the [Candidate Filing form on page 31](#).

 A prospective petition may be filed at any time. However, candidates need to allow enough time for signature collection and signature verification to be conducted by county elections officials prior to the filing deadline.

County charter requirements for county offices may differ. For information regarding specific candidate filing requirements for county office, contact the county elections official.

 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

## Nonpartisan Offices

In a county nonpartisan race, a candidate does not run as a member of a political party. County nonpartisan offices include: Justice of the Peace, County Clerk, County Assessor, County Treasurer, and Sheriff; it may also include County Commissioner. ORS 249.002.

## Partisan Office – County

ORS 249.031

### Qualifications

All Candidates must be and Electors.

Office	Age	Residency	Term of Office	Special Requirements	Vacancies
<b>County Commissioner</b>	18	Resident of county one year prior to election ORS 204.016	4 years ORS 204.010	This is a partisan office unless a county home rule charter or ordinance deems it nonpartisan  Contact the local elections official for further information.	County governing body appoints qualified person until successor is elected ORS 236.215

## Filing Requirements

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

Office	Major Party Fee or Required Signatures	Minor Party	Individual Electors	Assembly of Electors
🕒 <b>First Day to File</b>	September 10, 2015	June 1, 2016	June 1, 2016	June 1, 2016
🕒 <b>Last Day to File</b>	March 8, 2016	August 30, 2016	August 30, 2016	August 30, 2016
🕒 <b>Last Day to Withdraw</b>	March 11, 2016	September 2, 2016	September 2, 2016	September 2, 2016
<b>County Commissioner</b>	\$50  ⓘ Contact the local elections official for applicable charter or ordinance provisions that may supersede this information  or The lesser of either 500 signatures or 2% of the number of votes cast in the county for US President by members of the candidate's party  ⓘ Signatures must be obtained from 10% of the precincts	Nominating convention held in accordance with state law or party by-laws	Number of signatures equal to 1% of the number of votes cast in the county for US President	250 signatures obtained at a nominating convention held in one place at one time during a 12 hour period of time

## Major Party Candidates – County

### 🕒 **Deadline To Register as a Member of a Major Political Party** ORS 249.046

A candidate who files for a major political party office must have been registered to vote as a member of that political party by September 10, 2015. Some exceptions are allowed.

⚠️ A major political party candidate on the primary election ballot who is not nominated to the general election may not be the candidate of any other political party or become a nonaffiliated candidate for the same office at the general election. ORS 249.048

## Filing Methods for a Major Party Candidate Other than Precinct Committeeperson

ORS 249.031

⚠️ 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

A candidate must file:

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

and

→ Pay the required filing fee, if any

or

→ submit a nominating petition containing the required number of valid signatures

## Filing by Fee

ORS 249.056

A candidate will file form SEL 101, and pay the required fee, if any. See Filing Requirements on page 11.

## File by Petition

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

The following information provides instruction on collecting and submitting sufficient valid signatures to place the candidate's name on the ballot.



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

## Prospective Petition

Prior to obtaining any signatures candidates must file the following to begin the signature sheet approval process:



Form SEL 101 Candidate Filing-Major Political Party or Nonpartisan marked "Prospective Petition"

and



Form SEL 102 Candidate Signature Sheet – Major Party



See Signature Sheet Requirements on page 27.

## Approval to Circulate

After receiving forms the elections official 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



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

## Required Signatures

County partisan candidate must have the lesser of either:

- 500 signatures

or

- The lesser of either 500 signatures or 2% of the number of votes cast in the county for president by members of the candidate's party. Signatures must be obtained from 10% of the precincts in the county.

## Complete Filing

To complete the filing process a candidate will:

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

and

- 4 file the signature sheets with the Form SEL 338 Petition Submission – Candidate, Voters' Pamphlet

## Candidate Filing Timeline



The 2016 Primary Election filing period is from September 10, 2015, until no later than 5pm on March 8, 2016.

## Minor Party Candidates – County

### Filing Methods for a Minor Party Candidate

---

Minor political parties may nominate candidates for any partisan office, including federal, state and county offices, as long as the party has been established within the electoral district and maintains ballot access.

A minor political party nominates candidates either by convening nominating conventions that comply with state law or party by-laws. Candidates that are nominated by a recognized minor political party complete and file with the appropriate elections official the following:



Form SEL 110 Candidate Filing – Minor Political Party with the Candidate Nomination Certificate executed by a party officer and notarized

## Nonaffiliated Candidates – County



To qualify for nomination by individual electors or to conduct an assembly of electors, a candidate cannot be registered to vote as a member of any political party as of March 3, 2016.

### Filing Methods for a Nonaffiliated Candidate

---

Candidates who are not a member of any political party may file for a partisan or nonpartisan office on the general election ballot by completing one of two processes :

→ Individual Electors

A nomination by individual voters involves obtaining a required number of valid signatures from registered voters.

or

→ Assembly of Electors

An Assembly of Electors involves a gathering of registered voters in one place at one time to nominate candidates to partisan office.

#### Individual Electors

*ORS 249.740*

A nomination by individual electors involves obtaining the required number of valid signatures from registered voters.

#### Prospective Petition

Prior to obtaining any signatures candidates must file the following to begin the signature sheet approval process:



Form SEL 114 Candidate Filing – Individual Electors marked Prospective Petition and designating circulator pay status

and



Form SEL 122 Candidate Signature Sheet – Individual Electors with all fields completed



See Signature Sheet Requirements on page 27.

### Approval to Circulate

After receiving forms the elections official 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



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

### Gathering Petition Signatures

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



See Guidelines for Circulation on page 28.



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

After reviewing the legal requirements and guidelines for circulating the nominating petition, a 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.

### Signature Verification

The candidate submits the signature sheets to the appropriate county elections official for verification allowing sufficient time for the verification process to be completed prior to the filing deadline.

Before submitting signature sheets for verification, the candidate must:

- 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.

### Completing a Petition

To complete the petition process a candidate must file with the appropriate elections official:



Form SEL 338 Petition Submission – Candidate, Voters' Pamphlet

**and**

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

The elections official reviews each signature sheet to ensure that 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 official tabulates the number of valid signatures contained on the accepted signature sheets.

-  If the elections official 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.

## Assembly of Electors

*ORS 249.735*

An assembly of electors is a nominating convention of registered voters gathered in one place at one time within a 12 hour period to nominate nonaffiliated candidates to partisan office. The assembly is conducted by a presiding officer and nominations are recorded by the assembly secretary in the minutes. The minutes also include the signatures of the assembly participants.

-  The date, time and place of the assembly must be scheduled in coordination with the elections official to enable them to attend and supervise the nominating convention.

## Prospective Petition

To begin the assembly process the candidate or presiding officer files:

-  Form [SEL 115 Candidate Filing – Assembly of Electors](#) signed **only** by the candidate

## Approval to Schedule Assembly

After receiving form [SEL 115](#) the elections official reviews for required information and if complete provides written approval to organize and schedule the assembly of electors.

## Determining Assembly Logistics

The candidate or presiding officer must coordinate with the elections official to:

- determine a mutually convenient time to conduct the assembly
- review assembly requirements
- provide final signature sheets for approval
- and**
- file copy of published notice

## Publish Notice of Assembly

Once scheduled a notice of the assembly of electors must be published at least once in a minimum of three newspapers of general circulation in the electoral district in which the assembly seeks to nominate candidates.

The notice must contain all of the following:

- time and place of the assembly
- office or offices for which nominations will be made
- and**
- the names and addresses of at least 25 active registered voters who want the assembly held and who are eligible to participate

### File Notice and Signature Sheets

To receive final approval to convene the assembly the candidate or presiding officer files:

→ a copy of the published notice

and

 Form SEL 116 Candidate Signature Sheet – Assembly of Electors with all fields completed and if applicable designating at least two individuals as committee members with the authority to fill vacancy in nominations

 See Signature Sheet Requirements on page 27.

 If the published notice is not timely filed with the elections official or does not meet the requirements, the assembly of electors will be cancelled. In coordination with the elections official the candidate or presiding officer may reschedule the assembly.

 The notice must be published and filed with the elections official no later than the 10th day before the nominating convention. ORS 249.735(3)

### Approval to Convene Assembly

Once the candidate or presiding officer files the required information the elections official will review for completeness. If complete the elections official will provide written approval to conduct the assembly of electors that will include:

→ petition number

→ number of signatures required

→ filing deadline

 All signature sheets must be approved in writing by the elections official before conducting the assembly. Failure to do so will result in the rejection of the signature sheets.

### Obtain Affidavit for Proof of Publication

An affidavit for proof of the published notice is obtained from the newspaper. The affidavit must be attached to a copy of the notice and signed by one of the following:

→ the newspaper's owner

→ editor

→ publisher

→ manager

→ advertising manager

→ principal clerk of owner/editor/manager

or

→ printer or printer's foreman

 The affidavit is not submitted until the candidate or presiding officer files the completed petition with the elections official.

### Convening the Assembly of Electors

The presiding officer is advised to have more than the required number of participants attend to ensure the minutes contain a sufficient number of valid signatures and upon convening the assembly, the presiding officer must explain:

- the nominating convention is held in one day in one location and is completed within twelve hours or the process must begin again
  - assembly participants must be active registered voters within the electoral districts from which the assembly is nominating candidates
  - candidates may only be nominated for offices published in the notice
  - the candidate receiving the highest number of votes will be the nominee of the assembly for that office
  - only assembly participants may sign approved signature sheets
  - all signers on a signature sheet must be registered voters in the same county
- and**
- once the required number of registered voters are present they must remain in the assembly location until candidates have been nominated, signature sheets are signed and the convention is adjourned

### Vacancy in Nomination

If a vacancy in nomination occurs it may be filled in either of the following ways:

- The presiding officer may reconvene the assembly following the same rules as the original assembly. The assembly is considered the same assembly if the presiding officer and secretary are the same as during the original assembly.
- or**
- A committee designated by the original assembly selects a nominee to fill the vacancy. The committee is appointed by vote during the original assembly and is comprised of at least two persons as indicated on form [SEL 116](#). The committee only has the authority to select a nominee to fill the vacancy if the petition has the required number of signatures.

In either situation a certificate of nomination designating the nominee filling the vacancy must be completed and filed with the elections official.



The vacancy must be filled no later than the 70th day before the general election, August 30, 2016.

### Adjourning the Assembly of Electors

After the assembly has completed the nomination process and selected the committee to fill vacancies, if any, the assembly is adjourned. The elections official collects all completed signature sheets and stamps each sheet under the last signature line signed to ensure no additional signatures are added. The signature sheets will be returned to the presiding officer.

### Signature Verification

The presiding officer submits the signature sheets to the appropriate county elections official for verification allowing sufficient time for the verification process to be completed prior to the filing deadline.

Before submitting the signature sheets for verification, the presiding officer must:

- 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 presiding officer of the assembly.

### Completing a Petition

To complete the petition process the candidate or presiding officer must submit to the elections official:



Form [SEL 115 Candidate Filing – Assembly of Electors](#) with the Certificate of Nomination that has been executed by the presiding officer and secretary of the assembly and notarized



The Certificate of Nomination may be executed and notarized on a copy of the [SEL 115](#) originally submitted. If executed and notarized on a new [SEL 115](#) all sections of the form must be completed.

→ verified signature sheets that contain the required number of valid signatures

**and**

→ proof of published notice affidavit

### Signature Tally

The elections official reviews each signature sheet to ensure that:

→ sheets are sorted by county if required, numbered sequentially within each county in the space provided

→ the circulator's certification is sufficient, and

→ no additional signatures were added after adjournment.

After reviewing the sheets the elections official tabulates the number of valid signatures contained on the accepted signature sheets and notifies the candidate and presiding officer of the final tally.

# Nonpartisan Office – County

ORS 249.031

In a county nonpartisan race, a candidate does not run as a member of a political party. County nonpartisan offices include Justice of the Peace, County Clerk, County Assessor, County Treasurer, and Sheriff; it may also include County Commissioner. ORS 249.002.

## Qualifications

All Candidates must be US Citizens and Electors.

Office	Age	Residency	Term of Office	Special Requirements	Vacancies
<b>Assessor</b>	18	Resident of county one year prior to election ORS 204.016	4 years ORS 204.016	Must be registered appraiser or appraiser trainee and have two years accounting experience or two years employment in appraiser’s office. Must be certified to be eligible by Dept. of Revenue ORS 204.016(4)	County governing body appoints qualified person to serve until successor is elected ORS 236.016
<b>Auditor</b>	18	Resident of county one year prior to election ORS 204.016	4 years ORS 204.016	Must be a registered CPA	County governing body appoints qualified person to serve until successor is elected ORS 236.016
<b>Clerk</b>	18	Resident of county one year prior to election ORS 204.016	4 years OR Const., Art VI, §6		County governing body appoints qualified person to serve until successor is elected ORS 236.016
<b>Sheriff</b>	21	Resident of county one year prior to election ORS 204.016	4 years OR Const., Art VI, §6	Proof of certification or eligibility for certification by Department of Public Safety Standards and Training must be provided to filing officer no later than 61 days prior to the election. Exceptions may apply ORS 206.015	County governing body appoints qualified person to serve until successor is elected ORS 236.016
<b>Treasurer</b>	18	Resident of county one year prior to election ORS 204.016	4 years OR Const., Art VI, §6		County governing body appoints qualified person to serve until successor is elected ORS 236.016
<b>Justice of the Peace</b>	18	Resident of state 3 years and residence or office in district one year prior to appointment or becoming a candidate ORS 51.240	6 years (must retire at end of calendar year in which judge attains age of 75) OR Const., Art VII §1a	If not a member of state bar, must take 30 hours of continuing education every 2 calendar years ORS 51.245	Governor appoints qualified person to serve until successor is elected ORS 51.260

- ⓘ County Commissioner is a partisan office unless a county home rule charter or ordinance deems it nonpartisan. Contact the local elections official for further information.
- ⓘ Qualifications for city or district office may be governed by city charter or ordinance or district by-laws and are not provided. For those offices or any other office not listed in these tables contact the local elections official for the required qualifications.

## Filing Requirements

All signatures must be of active registered voters within the district.	<b>Primary Election</b>	<b>General Election</b>	<b>Regularly Scheduled District Election</b>
<b>First Day to File</b>	September 10, 2015	June 1, 2016	February 4, 2017
<b>Last Day to File</b>	March 8, 2016	August 30, 2016	March 16, 2017
<b>Last Day to Withdraw</b>	March 11, 2016	September 2, 2016	March 16, 2017
<b>Office</b>	<b>Fee</b>	<b>or</b>	<b>Required Signatures</b>
<b>Assessor, Auditor, Clerk, Sheriff or Treasurer</b>	\$50		The lesser of either 500 signatures or 1% of the number of votes cast in the district for governor
Contact the local elections official for applicable charter or ordinance provisions that may supersede this information			Signatures must be obtained from 10% of the precincts in the county

## Filing Methods for a Nonpartisan Office Candidate

ORS 249.020

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

### Filing by Fee

ORS 249.056

A candidate will file form SEL 101, and pay the required fee, if any. See Filing Requirements above.

### File by Petition

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

The following information provides instruction on collecting and submitting sufficient valid signatures to place the candidate’s name on the ballot.

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

### Prospective Petition

Prior to obtaining any signatures candidates must file the following to begin the signature sheet approval process:

- Form SEL 101 Candidate Filing-Major Political Party or Nonpartisan marked “Prospective Petition”
- and
- Form SEL 121 Candidate Signature Sheet – Nonpartisan
- See Signature Sheet Requirements on page 27.

### Approval to Circulate

After receiving forms the elections official 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



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

### Required Signatures

County nonpartisan candidates must have the lesser of either:

- 500 signatures

or

- The lesser of either 500 signatures or 1% of the number of votes cast in the county for governor. Signatures must be obtained from 10% of the precincts in the county.

A nonpartisan candidate may obtain signatures from any active registered voter in the county, regardless of political party affiliation.

### Complete Filing

To complete the filing process a candidate will:

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

and

- 4 file the signature sheets with the Form [SEL 338 Petition Submission – Candidate, Voters’ Pamphlet](#)

### Candidate Filing Timeline



The 2016 Primary Election filing period is from September 10, 2015, until no later than 5pm on March 8, 2016.

# City Candidates

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

The city elections official will qualify all candidates prior to the candidate’s name being placed on the ballot. If the candidate does not qualify for the position the filing will be rejected and any fees will be refunded.

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

## Filing Requirements

	Primary Election	General Election
<b>First Day to File</b>	September 10, 2015	June 1, 2016
<b>Last Day to File</b>	March 8, 2016	August 30, 2016
<b>Last Day to Withdraw</b>	March 11, 2016	September 2, 2016
Office	Fee	Required Signatures
<b>City Office</b> Contact the local elections official to determine which election the office will appear on and for any applicable charter or ordinance provisions that may supersede this information	Set by charter or ordinance <b>or</b>	The lesser of either 500 signatures or 1% of the number of votes cast in the district for governor Signatures must be obtained from 10% of the precincts in the city

## Filing Methods for City Candidates

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

### File by Fee

ORS 249.056

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

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

and

→ Pay the required filing fee, if any

City candidate filing fees may be set by a city charter or ordinance. Check with your city elections official for more information.

### File by Petition

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

All signatures must be from active registered voters within the district

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

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

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



Form SEL 101 Candidate Filing – Major Political Party or Nonpartisan marked “Prospective Petition”

and



Form SEL 121 Candidate Signature Sheet – Nonpartisan



See Circulator and Petition Sheet Requirements on page 27.

### Approval to Circulate

After receiving forms the elections official 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



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

### Required Signatures

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 either:

- 500 signatures

or

- Calculated at 1% of the votes cast in the electoral district for all candidates for Governor. The signatures must be obtained from at least 10% of the precincts in the city.

City charter or ordinance may have different requirements.

### Complete Filing

To complete the filing process a candidate must:

- 1 ensure each signature sheet certification is signed and dated by the circulator
- 2 number each signature sheet sequentially in the space provided
- 3 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

- 4 file the signature sheets with the Form SEL 338 Petition Submission – Candidate, Voters’ Pamphlet

### 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.

### Candidate Filing Timeline

 If a city does not elect candidates at a primary election, the first day to file for office is June 1, 2016, and the deadline is no later than 5 pm on August 30, 2016, for the November 8, 2016 General Election.

## District Candidates

*ORS 255.235*

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

### Qualifications for District Offices

These procedures do not apply to candidates for a newly created district board. Before filing for district office, a candidate should contact the county elections official to review the statutory requirements for the office sought.

As the filing officer, the county clerk will ensure that the candidate qualifies for the position. If they do not qualify the filing will be rejected and the filing fee refunded.

Special district statutory requirements may differ from general state elections requirements.

Soil and Water Conservation District candidates must contact the Oregon Department of Agriculture for information related to filing for candidacy.

Regular district elections to elect district board members are held at the May election in each odd-numbered year. For more information and specific requirements, contact the county elections official before filing.

Candidates for Metropolitan Service District (MSD) offices must follow the same process as state and county nonpartisan candidates.

### Filing Requirements for District Offices

**Contact your county elections official to ensure all statutory requirements are met.**

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

	Primary Election	General Election	Regularly Scheduled District Election:
 <b>First Day to File</b>	January 28, 2016	July 21, 2016	February 4, 2017
 <b>Last Day to File</b>	March 8, 2016	August 30, 2016	March 16, 2017
 <b>Last Day to Withdraw</b>	March 8, 2016	August 30, 2016	March 16, 2017
Office	Fee	or	Required Signatures
District Office	\$10		The lesser of either 25 signatures or 10% of the total number of active registered voters in the district

 District board members are elected at the regular district election in May of each odd-numbered year. Contact the local elections official for any applicable by-laws that may supersede this information

-  No person may be a candidate for more than one district office unless the district has less than 10,000 voters residing in the district. ORS 249.013
-  No person may be a candidate for more than one position on the same district board to be filled at the same election. ORS 249.013

## Filing Methods for District Candidates

-  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

### File by Fee

ORS 249.056

A candidate will file:

-  Form SEL 190 District Candidate Filing form
- and**
- The appropriate filing fee

### File by Petition

ORS 249.064, 249.076, 255.012, 255.235

A candidate must allow sufficient time to have the signatures verified before the filing deadline. A candidate nominating petition for a district candidate is not approved by the county elections official prior to circulation. Instead the district candidate uses the following signature sheet to gather signatures:

-  Form SEL 121 Candidate Signature Sheet – Nonpartisan
-  See Circulator and Petition Sheet Requirements on page 27.

-  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

### Complete Filing

To complete the filing process a candidate must:

- 1 obtain more than the required number of signatures to ensure the petition contains a sufficient number of valid signatures.
  - 2 ensure each signature sheet certification is signed and dated by the circulator.
- and**
- 3 submit the signature sheets to the appropriate county elections official for signature verification along with:
    -  Form SEL 190 Candidate Filing - District

### Signature Verification

The county elections official reviews signature sheets for sufficient circulator certification and verifies the original signatures against the voters' current registration record.

## Candidate Filing Timeline



### Deadline to Complete of Candidacy for District Nomination

	First Date to File	Last Date to File
Primary Election:	January 28, 2016	March 08, 2016
General Election	July 21, 2016	August 30, 2016
Regularly Scheduled District Election:	February 4, 2017	March 16, 2017

## Write-In Candidates

ORS 254.548

Oregon voters have the option of writing in the name of a candidate for any 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 must qualify for the office and 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](http://www.oregonvotes.gov).

Prior to sending a notification to any person who is nominated or elected by write-in, the filing officer will conduct a review of the qualifications of the office. If the person who received the most votes does not qualify for the position, the office becomes vacant.

If any individual is nominated or elected by write-in votes, the procedures for accepting the nomination of office are explained in the following sections:

## Notification

The elections official notifies the candidate by sending:



Form SEL 141 Write-In Candidate Acceptance

## Acceptance of Nomination or Office

To accept the nomination or office, the candidate completes, signs and returns form SEL 141 to the elections official.

### Certificate of Nomination or Election

Upon receipt of the completed and signed SEL 141 the elections official 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	District Election
<b>Notification:</b>	June 13, 2016	December 5, 2016	June 12, 2017
<b>Acceptance:</b>	June 21, 2016	December 13, 2016	June 20, 2017
<b>Certificate:</b>	June 26, 2016	December 18, 2016	June 25, 2017

## Vacancy

A vacancy in office may occur at any time during a term of office, even before the person takes the oath of office or before the term ends.

- The processes for filling a vacancy are dependent upon the type of office and when the vacancy occurred, not why the vacancy occurred.
- Reasons for vacancies may include death, resignation, disqualification or recall.
- ORS 236.320 provides that resignations for public office shall be in writing and filed with the appropriate filing officers

The Oregon Constitution, Oregon Revised Statutes and Oregon Administrative Rules have applicable sections regarding vacancies. The Oregon Constitution and Oregon Revised Statutes can be searched [here](#). The search can be narrowed by using the ORS General Index. Oregon Administration Rules are found [here](#).

## 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*

Local candidates must use approved signature sheet forms to collect signatures. Candidate nominating petitions cannot be circulated using an electronic signature sheet.

Signature sheets must be submitted for approval exactly as intended to circulate, including weight, style and color of paper. Official signature sheets include:

- Form SEL 102, Candidate Signature Sheet – Major Party
- Form SEL 116, Candidate Signature Sheet – Assembly of Electors
- Form SEL 121, Candidate Signature Sheet – Nonpartisan
- Form SEL 122, Candidate Signature Sheet – Individual Electors



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:
<b>All Petition Types</b>	→ 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
<b>Major Party Petition ONLY</b>	→ 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

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- 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

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- sign a petition more than one time

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- 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](http://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  Unless verified by exemplar.	✓ sign and re-date certification with legal signature
→ signed using a signature stamp  Unless approved under ORS 246.025.	✓ re-sign and re-date certification with legal signature
→ signed using an illegible signature  Unless verified by exemplar.	✓ re-sign and re-date certification with legal signature
→ signed using printed script instead of cursive  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 <b>or</b> date and initial correction
→ crossed out	✓ re-sign and re-date <b>or</b> re-date and initial correction
→ overwritten with a different date	✓ re-sign and re-date <b>or</b> re-date and initial correction
→ earlier than all petition signers  Unless the circulator and the only signer are the same person.	✓ re-sign and re-date <b>or</b> re-date and initial correction
→ earlier than some, but not all petition signers  Only those signatures dated on or before the date of the certification will be accepted.	✓ re-sign and re-date <b>or</b> re-date and initial correction
→ partial or ambiguous	✓ re-sign and re-date <b>or</b> re-date and initial correction  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 <b>or</b> 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

## 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

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- **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

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### 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

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### 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

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### 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.

## SEL 190 Candidate Filing - District

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### Office Information

Complete the following information

- **Filing for Office of:** Select the office the candidate is filing for.
- **District, Position or County:** Select the district, position or county of the office the candidate is filing for.

## Filing Information

Please check the method used to file a completed form.

- Filing with the required \$10.00 fee
- Prospective Petition, see the District Candidate section of this manual for the requirements for a candidate filing by petition.

## 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

## 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

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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

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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 102**

Candidate Signature Sheet – Major Party

**SEL 105**

Candidate Filing – Precinct Committeeperson

**SEL 110**

Candidate Filing – Minor Political Party

**SEL 114**

Candidate Filing – Individual Electors

**SEL 115**

Candidate Filing – Assembly of Electors

**SEL 116**

Candidate Signature Sheet – Assembly of Electors

**SEL 121**

Candidate Signature Sheet – Nonpartisan

**SEL 122**

Candidate Signature Sheet – Individual Electors

**SEL 141**

Write-In Candidate Acceptance Form

**SEL 150**

Withdrawal – Candidacy or Nomination

**SEL 190**

Candidate Filing – District

**SEL 220**

Statement of Organization for a Candidate Committee

**SEL 223**

Campaign Account Information

**SEL 338**

Petition Submission – Candidate Voters' Pamphlet