

# City Elections Manual

*Published by*

Elections Division  
255 Capitol St NE  
Suite 501  
Salem OR 97310-0722

<b>phone</b>	503 986 1518
<b>fax</b>	503 373 7414
<b>tty</b>	1 800 735 2900
<b>web</b>	<a href="http://www.sos.state.or.us">www.sos.state.or.us</a>



## 2010

**Secretary of State**  
Kate Brown

**Notice**

The 2010 City Elections Manual and associated forms are adopted by Oregon Administrative Rule No. 165-020-0005.

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**Office of the Secretary of State**

Kate Brown  
Secretary of State

**Elections Division**

255 Capitol St NE, Suite 501  
Salem, OR 97310-0722  
503 986 1518

Dear Oregonian,

It is my pleasure to provide the online 2010 City Elections Manual. The purpose of this manual is to promote uniformity in administration of elections for more than 240 cities in the State of Oregon. The manual is prepared for use by city governing bodies, city elections officials, candidates and chief petitioners in the conduct of elections.

Procedures are provided for filing for city office, citizens interested in filing a city initiative or referendum petition, and city governing bodies to follow during an election cycle. However, it is recommended that city elections officials check their local charters and/or ordinances for provisions that may impose different or additional requirements.

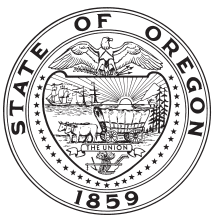
In the 2009 Legislative Session a change in the timeframe in which a “city initiative” may be circulated was limited to two years from the time the petition is approved to circulate.

Please read this year’s manual carefully to find any other changes that will affect the process. The person responsible for coordinating elections for a city should work closely with your county elections official. The Elections Division of the Secretary of State is also available to assist you with any questions or resolve any concerns you may have.

Best,



Kate Brown  
Secretary of State





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# Introduction

The 2010 City Elections Manual explains the procedures and regulations necessary to file for candidacy for city office or to file a city initiative or referendum petition.

This manual provides an overview of city initiative and referendum processes. Some of the processes **may be superseded** by the city's charter. In the absence of a conflicting city charter or ordinance provisions this manual is the legal guideline to follow. Check with the city elections official for applicable city charter or ordinance provisions.

City elections official means the city official responsible for city elections processes, including initiative and referendum petitions, recall petitions, candidate filings, governing body referrals, contribution and expenditure reporting and certification of elections results.



**This symbol denotes deadlines, which are always located at the bottom of the page.**

## For assistance contact the Elections Division at:

Elections Division  
255 Capitol St NE, Suite 501  
Salem, OR 97310

<b>phone</b>	503 986 1518
<b>email</b>	elections@sos.state.or.us
<b>web</b>	www.sos.state.or.us/elections www.oregonvotes.org
<b>toll free</b>	1 866 ORE VOTE/673 8683 se habla español
<b>tty</b>	1 800 735 2900 for the hearing impaired

All city candidates file their Statement of Organization and contribution and expenditure transactions with the Secretary of State, Elections Division. A city candidate should check with their city, as it may adopt ordinances that require a committee to also file campaign finance transactions with the city.

## 2010 Local Elections Calendar

	Date of Election			
	March 9	May 18	September 21	November 2
<b>County Elections Filing Officers<sup>1</sup></b> publish notice of district board election on or before (ORS 255.075)	<b>November 28, 2009</b>	<b>January 28</b>	<b>June 12</b>	<b>July 15</b>
<b>District Candidates<sup>2</sup></b> file verified signatures or \$10 filing fee with county elections officer on or before (ORS 255.235)	<b>January 7</b>	<b>March 9</b>	<b>July 22</b>	<b>August 24</b>
<b>Local Governing Bodies<sup>3</sup></b> file notice of measure with county elections filing officer on or before (ORS 254.095, 254.103, 255.085)	<b>January 7</b>	<b>March 18</b>	<b>July 22</b>	<b>September 2<sup>4</sup></b>
<b>Voters' Pamphlet Filings</b> → candidates who file candidacy with county clerk, file material for inclusion in county Voters' Pamphlet on or before	<b>January 11</b>	<b>March 11</b>	<b>July 26</b>	<b>August 26</b>
→ persons filing measure arguments and candidates who file candidacy with governing body other than county clerk, file material for inclusion in county Voters' Pamphlet on or before (OAR 165-022-0010)	<b>January 11</b>	<b>March 22</b>	<b>July 26</b>	<b>September 7</b>

### Footnotes

<sup>1</sup> Regular district elections for the purpose of electing district board members (including Local School Committee members, School Board and ESD directors) are generally held at the May election in each odd-numbered year. Districts should contact the county elections filing officer of the county in which the district's administrative office is located for district board election information.

<sup>2</sup> Candidates: contact the Secretary of State regarding filing required campaign finance reports.

<sup>3</sup> County and City Elections Filing Officers: Publish notice of receipt of ballot title and notice of measure election, as required by charter, ordinance and/or statute, in next available edition of newspaper in electoral district.  
**Note:** When a city files a referral with the County Elections Filing Officer the ballot title challenge process must be complete. (ORS 250.175, 250.275, 255.085, 255.145)

<sup>4</sup> For resubmitted measures the deadline is September 16; the measure argument filing deadline is September 20, if the county includes the resubmitted measure in the county voters' pamphlet.



# 2011 Local Elections Calendar

	Date of Election			
	March 8	May 17	September 20	November 8
<b>County Elections Filing Officers<sup>1</sup></b> publish notice of district board election on or before (ORS 255.075)	<b>November 27</b> 2010	<b>February 5</b>	<b>June 11</b>	<b>July 30</b>
<b>District Candidates<sup>2</sup></b> file verified signatures or \$10 filing fee with county elections officer on or before (ORS 255.235)	<b>January 6</b>	<b>March 17</b>	<b>July 21</b>	<b>September 8</b>
<b>Local Governing Bodies<sup>3</sup></b> file notice of measure with county elections filing officer on or before (ORS 254.095, 254.103, 255.085)	<b>January 6</b>	<b>March 17</b>	<b>July 21</b>	<b>September 8<sup>4</sup></b>
<b>Candidate Statements and Measure Arguments</b> file for inclusion in county Voters' Pamphlet (OAR 165-022-0010)	<b>January 10</b>	<b>March 21</b>	<b>July 25</b>	<b>September 12</b>

## Footnotes

<sup>1</sup> Regular district elections for the purpose of electing district board members (including Local School Committee members, School Board and ESD directors) are generally held at the May election in each odd-numbered year. Districts should contact the county elections filing officer of the county in which the district's administrative office is located for district board election information.

<sup>2</sup> Candidates: contact the Secretary of State regarding filing required campaign finance reports.

<sup>3</sup> County and City Elections Filing Officers: Publish notice of receipt of ballot title and notice of measure election, as required by charter, ordinance and/or statute, in next available edition of newspaper in electoral district.  
**Note:** When a city files a referral with the County Elections Filing Officer the ballot title challenge process must be complete. (ORS 250.175, 250.275, 255.085, 255.145)

<sup>4</sup> For resubmitted measures the deadline is September 22; the measure argument filing deadline is September 26, if the county includes the resubmitted measure in the county voters' pamphlet.

## Candidates Filing by Declaration

(ORS 221.180, 249.002-249.056)

The following information for city candidates is provided in the order in which the activities generally occur and includes explanations and time frames for each activity.

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

### All Candidates for City Office

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

Candidates for city offices file under ORS Chapters 221 and 249.

### City Elections Official

The city elections official provides the following approved candidate filing forms, available at the back of this manual and online:

- Filing of Candidacy for Nonpartisan Nomination (SEL 120)
- Statement of Organization for Candidate Committee (SEL 220)
- Campaign Account Information (SEL 223)



#### 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(3)



#### Deadline to File a Statement of Organization

The Statement of Organization must be filed within 3 business days of receiving a contribution or making an expenditure, but no later than when the Filing of Candidacy for Nonpartisan Nomination (SEL 120) is filed.

### City Candidates

- 1 A candidate may have only one candidate committee. A prospective candidate establishes a candidate committee by establishing a campaign account and filing a Statement of Organization for Candidate Committee (SEL 220) and Campaign Account Information form (SEL 223) with the Secretary of State, Elections Division.

The candidate is not required to establish a campaign account, file a Statement of Organization or file contribution and expenditure transactions, if **all three** of the following conditions are met:

- the candidate serves as the candidate's own treasurer
- the candidate does not have an existing candidate committee
- and*
- the candidate does not expect to receive or spend more than \$750 during a calendar year

The \$750 includes personal funds spent for any campaign related expenses, such as any costs related to circulating a nominating petition, paying the candidate filing fee, paying any Voters' Pamphlet filing fee or cost of a Voters' Pamphlet portrait. If 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 after exceeding the threshold. Additionally, all contributions and expenditures made during the calendar year must be filed electronically not later than seven calendar days after the threshold has been exceeded.

If the candidate has an existing candidate committee, the candidate or treasurer must file an amended Statement of Organization for Candidate Committee (SEL 220) within 10 days to reflect any changes (designation of office sought, applicable election, etc.), but no later than the date of the filing of candidacy.

For further detail on campaign finance requirements, see the *Campaign Finance Manual* and the ORESTAR User's Manual. ORESTAR (Oregon Elections System for Tracking and Reporting) is the Secretary of State, Elections Division's secure, web-based electronic reporting system.

- 2 A prospective candidate files a completed Filing of Candidacy for Nonpartisan Nomination (SEL 120), accompanied by the appropriate filing fee, if any, with the city elections official. Suggested guidelines on completing required sections on this form are on page 22.



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

The deadline is no sooner than September 10, 2009, and no later than 5pm on March 9, 2010, for the 2010 Primary Election. If a city does not hold a Primary Election, the filing deadline is no sooner than June 2, 2010, and no later than August 24, 2010, for the 2010 General Election.

## Candidates Filing by Petition

(ORS 221.180, 249.002-249.048, 249.061-249.076)

The following information for city candidates is provided in the order in which the activities generally occur and includes explanations and time frames for each activity.

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

### All Candidates for City Office

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

Candidates for city offices file under ORS Chapters 221 and 249.

#### 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(3)

### City Elections Official

The city elections official provides the following approved candidate filing forms, available at the back of this manual and online:

- Filing of Candidacy for Nonpartisan Nomination (SEL 120)
- Petition for Nonpartisan Nomination Signature Sheet (SEL 121)
- Statement One or More/No Petition Circulators Will Be Paid (SEL 301)
- Statement of Organization for Candidate Committee (SEL 220)
- Campaign Account Information (SEL 223)

#### Warning

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.

### Candidates Filing by Petition

- 1 A candidate may have only one candidate committee. A prospective candidate establishes a candidate committee by opening a campaign account and filing a Statement of Organization for Candidate Committee (SEL 220) and Campaign Account Information form (SEL 223) with the Secretary of State, Elections Division.

The candidate is not required to establish a campaign account, file a Statement of Organization or file contribution and expenditure transactions, if **all three** of the following conditions are met:

- the candidate serves as the candidate's own treasurer
- the candidate does not have an existing candidate committee
- and*
- the candidate does not expect to receive or spend more than \$750 during a calendar year

The \$750 includes personal funds spent for any campaign related expenses, such as any costs related to circulating a nominating petition, paying the candidate filing fee, paying any Voters' Pamphlet filing fee or cost of a Voters' Pamphlet portrait. If 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 after exceeding the threshold. Additionally, all contributions and expenditures made during the calendar year must be filed electronically not later than seven calendar days after the threshold has been exceeded.

If the candidate has an existing candidate committee, the candidate or treasurer must file an amended Statement of Organization for Candidate Committee (SEL 220) within 10 days to reflect any changes (designation of office sought, applicable election, etc.), but no later than the date of the filing of candidacy.

#### Deadline to File a Statement of Organization

The Statement of Organization must be filed within 3 business days of receiving a contribution or making an expenditure, but no later than when the completed petition is filed.

For further detail on campaign finance requirements, see the *Campaign Finance Manual* and the ORESTAR User's Manual. ORESTAR (Oregon Elections System for Tracking and Reporting) is the Secretary of State, Elections Division's secure, web-based electronic reporting system.

- 2 Before circulating the nominating petition, the candidate files a prospective petition with the city elections official.

*See pages 41–43 for signature sheet requirements.*

## Checklist for Filing a Prospective Petition

Below is a checklist of all the components required to file a **prospective** nominating petition:

- Filing of Candidacy for Nonpartisan Nomination (SEL 120) check-marked "Filing of Candidacy by **Prospective** Petition." Suggested guidelines on completing required sections on this form are on page 22.
- Petition for Nonpartisan Nomination Signature Sheet (SEL 121)
- Statement One or More/No Petition Circulators Will Be Paid (SEL 301)

## City Elections Official

As soon as possible, the city elections official reviews the prospective petition for required information. The city elections official gives **written** approval for circulating the petition and advises the candidate of the number of signatures required.

## Candidate Filing By Petition

- 1 Before circulating the nominating petition for signatures, the candidate reviews with the circulators **all of the guidelines** for circulating the petition. Failure to comply with the legal requirements and guidelines will result in the rejection of these sheets. The guidelines are:
  - all signers **must** be active registered voters in the candidate's electoral district
  - all signers on any one petition sheet **must** be registered in the same county
  - all signatures **must** be original signatures
  - all signatures **must** be personally witnessed by the petition circulator and circulator's certification must be completed and dated after all signatures on that sheet have been collected
  - circulators **must not** attempt to obtain signatures of persons knowing that the person signing the petition is not qualified to sign it
  - circulators **must** personally sign their legal signature on the petition circulator's certification with a minimum of a first name initial and full last name
  - circulators **must not** alter, correct, clarify or obscure on the signature sheet any information about the petition signer unless the signer initials the changes made. Only a signer **may** complete the information about themselves, such as their printed name, address and date signed. However, a circulator **may** assist a disabled signer who requests assistance in completing the optional information
  - circulators **must not** accept compensation to circulate a petition that is based on the number of signatures obtained *and*
  - circulators **must** complete the date when the certification is signed and **should not** collect any other signatures on that sheet unless the additional signatures are certified

For instructions on certifying new signatures to a petition sheet that has already been certified and dated by a circulator, see OAR 165-014-0270(4)(d) on page 52.

*See pages 20–21 for petition signer and circulator requirements and circulator certification guidelines.*

## ! 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.

## Candidates Filing by Petition (cntd.)

- 2 The candidate circulates the nominating petition by:
  - obtaining more than the required number of signatures to ensure the petition contains a sufficient number of valid signatures
  - ensuring each signature sheet certification is signed and dated by the circulator
  - and*
  - submitting the signature sheets to the appropriate county elections official for signature verification

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

The county elections official reviews signature sheets for sufficient circulator certification (see OAR 165-014-0270, page 52), verifies the original signatures against the voters' current registration card and returns the certified signature sheets to the candidate. The county may confer with the Secretary of State on the proper application of this rule.

### Signature and Distribution Requirements (ORS 249.072)

Generally, the number of active registered voters' signatures required to place a candidate on the ballot is based upon a percentage of voters registered in the electoral district or upon a percentage of votes cast at a previous election. Confer with the city elections official for specific requirements.

Unless a city charter or ordinance provides otherwise, the number of signatures of active voters registered in the electoral district must equal the lesser of **500** signatures **or 1%** of the votes cast in the electoral district for all candidates for Governor at the last general election at which a candidate for Governor was elected to a full term. This number will be calculated after the prospective petition is filed.

The signatures must include those of active voters registered in each of at least **10%** of the precincts in the city.

- 3 The candidate files the **completed** nominating petition with the city elections official consisting of the following:
  - new Filing of Candidacy for Nonpartisan Nomination (SEL 120) check-marked "Filing of Candidacy by **Completed** Petition." Suggested guidelines on completing required sections of this form are on page 22
  - Statement One or More/No Petition Circulators Will Be Paid (SEL 301) marked completed and signed by the candidate
  - and*
  - signature sheets with the sufficient number of signatures verified by the appropriate county elections officials



### Deadline to File the Completed Nominating Petition

The deadline is no sooner than September 10, 2009, and no later than 5pm on March 9, 2010, for the 2010 Primary Election. If a city does not hold a Primary Election, the filing deadline is no sooner than June 2, 2010, and no later than August 24, 2010, for the 2010 General Election.

# Timeline for City Candidates

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## Candidate

The deadline for submitting a Filing of Candidacy for Nonpartisan Nomination or a completed nominating petition is:

2010 Primary: no sooner than September 10, 2009, and no later than March 9, 2010

2010 General: no sooner than June 2, 2010, and no later than August 24, 2010

A Statement of Organization for Candidate Committee (SEL 220) and Campaign Account Information form (SEL 223) for a new committee must be filed within 3 business days of receiving a contribution or making an expenditure, but no later than the deadline for filing for candidacy.

The deadline for withdrawing a candidacy or nomination is no later than 5pm on:

2010 Primary	March 12	2010 General	August 27
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## County Elections Official

The 2010 Primary and General Elections are conducted on:

2010 Primary	May 18	2010 General	November 2
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The abstract of votes must be delivered to the city no later than:

2010 Primary	June 7	2010 General	November 22
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## City Elections Official

The deadline to determine the results of the election and to prepare a register of nominations (for the Primary Election) and prepare a proclamation and certificates of nomination or election is no later than 5pm on:

2010 Primary	June 17	2010 General	December 2
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## General Information for Candidates

The following information gives a general overview of other procedures relating to candidates filing for office, including submitting a Voters' Pamphlet statement, withdrawal of candidacy, contribution and expenditure reporting, conduct of elections and signature sheet requirements.

### State Voters' Pamphlet (ORS Chapter 251)

A candidate of a city with a population of 50,000 or more may file a statement for inclusion in the state Voters' Pamphlet if no county Voters' Pamphlet is published. Counties may publish a county Voters' Pamphlet for any election. Contact the county elections official for filing information and requirements.

### Secretary of State

The Elections Division publishes and distributes the state Voters' Pamphlet. Published candidate information includes:

- candidate's photograph
- office for which candidate has filed
- candidate's name and party affiliation, if applicable
- candidate's required information (occupation, occupational background, educational background and prior governmental experience)
- candidate's optional information (the candidate's statement of the reasons for seeking nomination or election)
- and*
- name of the candidate or the candidate committee that provided the information

### Checklist for Filing a Statement in the State Voters' Pamphlet

Below is a checklist of all the components required to file a state Voters' Pamphlet statement:

- one original and two identical copies (for a total of three) of Candidate's Statement for State Voters' Pamphlet (SEL 430)
- a Statement of Endorsement (SEL 400), if the candidate's statement uses the name or title of another person or organization as supporting or endorsing the candidate. A separate Statement of Endorsement must be filed for each person or organization named, unless the statement of the person or organization is a quotation, identified by source and date, which has been previously published.
- phone numbers and fax numbers, if available, for possible contact by the Elections Division for any corrections
- appropriate Voters' Pamphlet filing fee
- two identical 5" x 7" black and white photographs meeting the requirements listed on form SEL 430 (ORS 251.075)

### Withdrawal of Candidacy or Nomination (ORS 249.170 and 249.180)

#### All Candidates

To withdraw from candidacy or nomination, a candidate must file a Withdrawal of Candidacy or Nomination (SEL 150), with the city elections official. On this form, the candidate provides a reason for the withdrawal and must sign the form attesting that the information is accurate.



#### Deadline for the Elections Division to Mail the Voters' Pamphlet

The mailing of the Voters' Pamphlet must be completed no later than April 28, 2010, for the 2010 Primary Election, and October 13, 2010, for the 2010 General Election.



#### Deadline to Withdraw from Candidacy or Nomination

The deadline to withdraw from candidacy or nomination is no later than 5pm on:

2010 Primary Election: March 12  
2010 General Election: August 27



## Contribution and Expenditure Reporting (ORS Chapter 260)

### All Candidates

- 1 Every candidate and prospective candidate is required to establish a candidate committee by opening a campaign account and filing a Statement of Organization (SEL 220) and Campaign Account Information form (SEL 223) within 3 business days of receiving or spending any money to support the candidacy.

The candidate is not required to establish a campaign account, file a Statement of Organization or file contribution and expenditure transactions, if **all three** of the following conditions are met:

- the candidate serves as the candidate's own treasurer
- the candidate does not have an existing candidate committee
- and*
- the candidate does not expect to receive or spend more than \$750 during a calendar year

The \$750 includes personal funds spent for any campaign related expenses, such as any costs related to circulating a nominating petition, paying the candidate filing fee, paying any Voters' Pamphlet filing fee or cost of a Voters' Pamphlet portrait. If 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 after exceeding the threshold. Additionally, all contributions and expenditures made during the calendar year must be filed electronically not later than seven calendar days after the threshold has been exceeded.

All city candidates file their Statement of Organization and contribution and expenditure transactions with the Secretary of State, Elections Division. A city candidate should check with their city as it may adopt ordinances that require a committee to also file campaign finance transactions with the city.

- 2 A candidate, the candidate's treasurer or the designated alternate transaction filer files contribution and expenditure transactions. "Candidate" includes **any** of the following:
  - a candidate who files for office
  - a candidate who withdraws or is disqualified
  - an individual who files a prospective petition for candidacy, even if signatures are never filed
  - or*
  - an individual who has solicited or received a contribution or made an expenditure to secure the 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

Oregon election law requires all candidate committees to disclose timely and accurate contribution and expenditure transactions. All candidates must retain documentation pertaining to contributions received and expenditures made. Campaign finance transactions must be filed electronically using the Secretary of State's online filing system, ORESTAR, or by using vendor software to upload transactions. In addition, the statute provides for civil penalties up to 10% of the amount of any late or insufficient transactions.

A candidate or committee that does not expect to receive or spend more than \$2,000 in a calendar year may qualify to file a Certificate of Limited Contributions and Expenditures (PC 7).

*See the Campaign Finance Manual for detailed information on filing a certificate (PC 7).*

*continued on the next page*

### Deadline to File a Statement of Organization

The Statement of Organization must be filed within 3 business days of receiving a contribution or making an expenditure, but no later than when candidacy papers are filed.

### Deadline to Report Contribution and Expenditure Transactions

Generally, a transaction is due no later than 30 calendar days after the date of the transaction. However, for the period between the 42nd day before the election and election day, transactions must be reported no later than seven days after the date of the transaction. For detailed deadlines, see the *Campaign Finance Manual*.

## General Information for Candidates (cntd.)

The candidate and treasurer are jointly responsible for the committee and for filing contribution and expenditure transactions. If the treasurer violates any campaign finance regulations, the candidate is also in violation and is jointly liable for any civil penalties.

For further detail on campaign finance requirements, see the *Campaign Finance Manual* and the ORESTAR User's Manual. ORESTAR (Oregon Elections System for Tracking and Reporting) is the Secretary of State, Elections Division's secure, web-based electronic reporting system.

### Conduct of Elections (ORS Chapter 254)

#### City Elections Official

The city elections official prepares and files a statement of candidates to be placed on the ballot with the county elections official.

#### County Elections Official

- 1 County elections officials conduct the election.
- 2 County elections officials deliver the abstract of votes to the appropriate elections official of each electoral district involved in the election.

#### City Elections Official

The city elections official completes the post-election procedures:

- 1 The city elections official receives the abstract of votes from the county elections official and determines the results of the election.

#### **Deadline for the City Elections Official to File a Statement of Candidates with the County Elections Official**

The statement must be filed no later than 5pm on:

2010 Primary Election: March 18

2010 General Election: September 2

#### **Deadline for the County Elections Officials to Deliver Abstract of Votes to City**

The abstracts must be delivered no later than:

2010 Primary Election: June 7

2010 General Election: November 22

- 2 The city elections official prepares:
  - a register of nominations, including:
    - name of each candidate nominated
    - office for which the candidate was nominated
    - date of entry
  - proclamation declaring the nomination or election of candidates  
*and*
  - certificates of nomination or election

### Write-In Post Elections Procedures

If any individual is nominated or elected by write-in votes:

- 1 The city elections official delivers a write-in acceptance form to the individual (SEL 141).
- 2 The individual must sign and file the write-in acceptance form with the city elections official.
- 3 If the individual files the write-in acceptance form, the city elections official must prepare and deliver a certificate of nomination or election to the individual and, if applicable, issue a proclamation of election.

If the individual fails to file the write-in acceptance form there is a vacancy in nomination or office.

With the exception of the office of sheriff, county clerk, county treasurer or to fill a vacancy a nonpartisan office may be won at the Primary. To win at the Primary one candidate must receive a majority of the votes cast. If no candidate receives a majority of the votes cast the top two vote getters are nominated to the General election.

The office of sheriff, county clerk, county treasurer or to fill a vacancy may only be won at the General election. If one or two candidates file for the Primary election for one of these offices, they are considered to be directly nominated to the General election and their names will not appear on the Primary election ballot. If more than two candidates file for the office at the Primary election, all names will be printed on the Primary election ballot. If one candidate receives a majority of the votes cast at the primary election, only their name will appear on the General election ballot. If no candidate receives a majority of the votes cast at the primary election, the top two vote getters will be nominated to the General election.

## Signature Sheet Requirements (ORS 249.031, 249.061 and 249.064)

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.

### Signature Sheet Requirements

Each signature sheet must include **all** of the following:

- candidate's name, office for which the candidate is running and political party, if applicable
- statement that one or more/no petition circulators will be paid
- statement that signers on any one signature sheet must be active registered voters in the same county
- area for placing the petition identification number
- statement that signers must initial any changes that the circulator makes to their printed name, residence or mailing address or date they signed the petition
- area for placing the signature sheet number
- petition circulator's certification stating that the circulator witnessed the signing of the signature sheet by each individual whose signature appears on

the signature sheet, that the circulator believes each individual is an elector qualified to sign the petition and that any compensation received was not based on the number of signatures obtained

- area for providing date when circulator signed certification
- area for placing the county elections official's certification  
*and*
- ten signature lines unless a variation is approved by the city elections official

Each signature line **must** include fields for:

signature  
date of signing petition  
printed name  
residence or mailing address  
precinct number

Signers are required to provide a signature and residence or mailing address. However, an elector's printed name, the date they signed the petition and precinct number are not mandatory under Oregon law. These information fields, while optional for the signers, provide valuable assistance to county elections officials who perform the signature verification. If these optional fields are not completed, the signatures may still be submitted for signature verification. If the county elections official can determine from the signature alone that the elector was an active registered voter at the time the elector signed the petition, that signature will count toward the total signature requirement for the petition. If no date is provided by the elector, the signature is considered valid only if the county elections official determines that the elector was an active registered voter during the period beginning the date the petition was approved for circulation through the petition is filed for signature verification.



### Deadline for the City Elections Official to Complete the Post-Election Procedures

The post-election procedures must be completed no later than 5pm on:

2010 Primary Election: June 19  
2010 General Election: December 2



### Deadline to Complete the Post-Election Procedures for Write-in Candidates

If applicable, the deadlines are as follows:

**1** City delivers write-in acceptance form to candidate

2010 Primary Election June 17  
2010 General Election December 2

**2** Candidate files write-in acceptance form

2008 Primary Election July 2  
2008 General Election December 17

**3** City delivers certificate of nomination or election and, if applicable, issues a proclamation

2008 Primary Election July 7  
2008 General Election December 22



### Warning

Circulators are advised to encourage signers to complete the optional information whenever possible. Failure to provide the optional information increases the possibility that the signature cannot be confirmed to be that of an active registered voter, and thus reduces the chances of the petition having adequate verifiable signatures to qualify for the ballot.

## General Information for Candidates (cntd.)

### Signature Sheet Format

Candidate signature sheets **must** meet the following formatting requirements:

- standard 8-1/2" x 11" size paper
- at least 20 pound (weight) uncoated paper  
*and*
- printed on white or pastel colored paper stock to render text readable and enable election officials to readily verify signatures

Size and style of type must be deemed readable and approved in writing by the city elections official.

#### Warning

Logos, slogans, advertisements, party affiliation, etc. or any symbol or language which may be construed as advocacy is not permitted on any cover or signature sheet. Failure to comply with this requirement will result in rejection of those sheets and disqualification of those signatures.

#### Warning

Any proposed variation to an approved signature sheet must be resubmitted and approved in writing by the city elections official **before** circulating. Failure to do so will result in the rejection of those signature sheets.

### Petition Signer Requirements (ORS 249.072)

Electors' signatures on candidate nominating petitions must be verified by the appropriate county elections official **before** filing the candidate's completed petition with the city elections official. Signers must meet **all** of the following requirements:

- signers on any one signature sheet **must** be active registered voters in the same county
- each signer **must** be an active registered voter of the candidate's electoral district at the time of signing the petition  
*and*
- each signer **must** provide a signature and residence or mailing address

### Circulator Requirements (ORS 249.061)

The circulator of the candidate nominating petition **must** sign the circulator's certification, stating that:

"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. I also certify that compensation I received, if any, was not based on the number of signatures obtained for this petition."

Circulators **must not** alter, correct, clarify or obscure on the signature sheet any information about the petition signer unless the signer initials the changes made. Only a signer **may** complete the information about themselves, such as their printed name, address and date signed. However, a circulator **may** assist a disabled signer who requests assistance in completing the optional information.

The circulator **must** complete the date when the certification is signed and **should not** collect any other signatures on that sheet unless the additional signatures are certified.

For instructions on certifying new signatures to a petition sheet that has already been certified and dated by a circulator, see OAR 165-014-0270(4)(d) on page 52.

Circulators must follow **all** of the guidelines for circulating the petition listed on page 44.

#### 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.

## Certification of Signature Sheets (OAR 165-014-0270)

While processing signature sheets submitted for verification the county and city elections officials confirm that each signature sheet has a sufficient circulator certification. The following criteria (as adopted in OAR 165-014-0270, pages 52-53) are used to determine what constitutes an insufficient or sufficient circulator certification.

### Insufficient Circulator Certification

A petition sheet **will be rejected** for insufficient circulator certification for **any** of the following reasons:

- no signature whatsoever appears below the certification
- no date appears next to circulator's signature or the date is crossed out
- the date of the circulator certification is earlier than the date of the electors' signatures, unless the circulator and the only signer are the same person
- the original date is crossed out, and a new date is provided, but the circulator failed to re-sign
- any part of the original date is overwritten with a different date
- the date information is insufficient or ambiguous  
The date must be provided in month, day, year order if written in all numeric characters
- the original signature of a circulator has been crossed out, and a different circulator's signature is inserted
- two individuals sign and date as circulator, unless the only signers and the circulators are the same people
- white-out appears on the signature or date line
- the circulator has signed using only initials, unless the circulator's use of initials as a signature is verified by exemplar
- the circulator has signed using a signature stamp, unless use of a signature stamp has been approved under ORS 246.025
- the circulator's signature is photocopied, carbon-copied, or otherwise appears on the face of the document to be a replicated and not an original signature except as provided for in ORS 250.043

- the signature, printed name, and address are all illegible
- the signature alone is illegible, unless the circulator's use of the apparently illegible signature is verified by exemplar
- the circulator's signature is in printed script rather than cursive script, unless the circulator's use of a printed signature is verified by exemplar

*or*

- if for any other reason, from the face of the signature sheet, the circulator's identity cannot be determined or it otherwise cannot be determined that the circulator executed the certification after witnessing the electors' signatures

If a preliminary determination is made that a certification is insufficient, the certification signature may be verified by exemplar. For correct procedures on filing an exemplar, refer to OAR 165-014-0270 located on pages 52-53.

### Sufficient Circulator Certification

The following defects in the circulator certification **will not result in rejection** of the signature sheet:

- the circulator's signature appears on the printed name line instead of on the signature line
- the signature consists of full last name and at least the first name initial
- the circulator has signed and dated the certification, but has not provided an address or printed name

*or*

- the circulator has re-signed and re-dated the certification and the circulator's original signature has not been crossed out



## General Information for Candidates (cntd.)

### Guidelines for Required Information on SEL 120 (ORS 249.031)

On the Filing of Candidacy for Nonpartisan Nomination form, SEL 120, the information in the fields for “occupation,” “occupational background,” “educational background” and “prior governmental experience” are **required** and must be accurate. The statements made in these fields are subject to ORS 260.715(1), which states, “*No person shall knowingly make a false statement, oath or affidavit where a statement, oath or affidavit is required under the election laws.*” A false statement may be enforced as a Class C Felony.

The purpose of these guidelines is to assist the candidate in completing the required fields. A variation not addressed here does not necessarily indicate an election law violation. The main principle is that all information provided is accurate and can be substantiated by the candidate should a complaint be filed.

The following are some suggestions for completing the **Occupation** category:

- Include current full or part-time employment or other line of work, business, craft or professional information (not required to indicate whether paid or unpaid).
- There is no required amount of time spent at an occupation in order to include it.
- It is not required that every occupational experience is included, but what is listed must be accurate.
- If there is no relevant information, the candidate must at least list “None,” although it is advisable to provide a description such as, “retired,” “unemployed,” “student,” “homemaker,” etc.
- It is advisable to convey the nature of the work performed rather than only a generic description (such as, “self-employed writer,” rather than only “self-employed” or “Grocery Store Manager,” rather than only “Manager”).
- Caution is advised in listing an occupation title that is regulated and requires a specific license, permit or degree, unless the license, permit or degree has already been obtained and is currently valid (for example, “Attorney,” “Doctor of Chiropractic,” “Paramedic”).

The following are some suggestions for completing the **Occupational Background** category:

- Include 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).
- It is not required for the candidate to go back to their first occupational experience.
- There is no required amount of time spent at an occupation in order to include it.
- It is not required that every occupational experience is included, but what is listed must be accurate.
- If there is no relevant information, the candidate must at least list “None,” although it is advisable to provide a description such as, “retired,” “unemployed,” “student,” “homemaker,” etc.
- It is advisable to convey the nature of the work performed rather than only a generic description (such as, “self-employed writer,” rather than only “self-employed” or “Grocery Store Manager,” rather than only “Manager”).
- Caution is advised in listing an occupation title that is regulated and requires a specific license, permit or degree, unless the license, permit or degree was obtained (for example, “Attorney,” “Doctor of Chiropractic,” “Paramedic”).

The following are some suggestions for completing the **Educational Background** category:

- It is advisable to include the complete name of a school rather than only acronyms.
- If a school’s name has changed since attendance, it is advisable that both the old and new names are included.
- It is not required for the candidate to go back to their first educational experience (such as school attended in Kindergarten or Grade School).
- It is not required that every educational experience is included, but what is listed must be accurate.
- Do not indicate a diploma, degree or certificate unless it has already been obtained.
- A “degree” indicates a college, university or professional school has conferred a title upon the person upon completion of a program of study.

The following are some suggestions for completing the **Prior Governmental Experience** category:

- Include current and 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).
- It is not required for the candidate to go back to their first governmental experience.
- There is no required amount of time spent at an experience in order to include it.
- It is not required to list every governmental experience, but what is listed must be accurate.
- If there is no relevant information, the candidate must at least list "None."
- Include the complete name of the position - the use of acronyms is not advised.

## City Initiative Petition Process

### Filing Prospective Initiative Petition (Oregon Constitution, Article IV, §1 and ORS 250.265)

A prospective initiative petition consists of the text of the proposed city charter or ordinance, or an amendment to an existing city charter or ordinance, as well as the required forms that must be completed before filing the prospective initiative petition with the city elections official. All the forms required to file a prospective initiative petition and the instructions for completing those forms are contained in the back of this manual and are available online.

City charter or ordinance requirements may supersede certain state statutes, **except** for the statutory form and ballot title requirements and other mandatory state laws. Review the requirements with the city elections official before filing the prospective petition.

### Chief Petitioners

The chief petitioners file the prospective initiative petition with the city elections official. The prospective initiative petition **must** include the following:

→ text of proposed measure to be initiated Chief petitioners are encouraged to seek legal assistance when drafting the text of any measure.

→ Statement One or More/No Petition Circulators Will Be Paid (Initiative/ Referendum Only) (SEL 301)

→ Prospective Petition for Local Measure (SEL 370) which designates not more than three chief petitioners

If the petition designates fewer than three chief petitioners, additional chief petitioners, up to a total of three, may be added before final approval of the cover and signature sheets. A chief petitioner may not resign or be replaced by another individual after final approval of the cover and signature sheets. A letter signed by all current chief petitioners must accompany the SEL 370 when designating additional or different chief petitioners. **At least one original chief petitioner must remain as a chief petitioner throughout the process.** If all original chief petitioners resign, the initiative must be refilled.

Residence addresses of the chief petitioners are printed on the cover sheet ORS 250.265(2).

→ Statement of Organization for Petition Committees (SEL 222), if required

Campaign Account Information (SEL 223), if required

These forms are not required with the initial filing of the prospective petition but must be filed with the State Elections Division within 3 business days of spending or receiving any money to support the initiative effort. However, approval to circulate will not be given until the Statement of Organization and Campaign Account Information form have been filed with Elections Division.

*See the Campaign Finance Manual*



#### Deadline to File a City Prospective Initiative Petition

A prospective initiative petition may be filed at any time.



## Checklist for Filing a Sufficient Prospective Initiative Petition

Below is a checklist of all the components required to file a prospective initiative petition:

- ☐ the text of proposed measure to be initiated
- ☐ a completed Statement One or More/No Petition Circulators Will Be Paid (Initiative/Referendum Only) (SEL 301)
- ☐ Prospective Petition For Local Measure (SEL 370).

## Constitutional Requirements (Oregon Constitution, Article IV, §1 and ORS 250.270)

After receiving the prospective initiative petition, the city elections official must review the text of the proposed charter or ordinance to determine whether it complies with constitutional requirements. After the review, the city elections official notifies the chief petitioners of the determination.

### City Elections Official

If the text of the proposed charter or ordinance **does not** comply with constitutional requirements, the city elections official notifies the chief petitioners by certified mail (with return receipt requested).

If the text of the proposed charter amendment or ordinance **does** comply with constitutional requirements:

- 1 The city elections official notifies the chief petitioners in writing that the text complies with constitutional requirements.
- 2 The city elections official forwards two copies of the prospective initiative petition to the City Attorney for preparation of the ballot title.
- 3 The city elections official assigns the petition an identification number.



### Deadline to File a Statement of Organization

The Statement of Organization must be filed with the State Elections Division within 3 business days of spending or receiving any money to support the initiative effort.



### Deadline for the City Elections Official to Complete Review of the Prospective Initiative Petition

After receiving the prospective initiative petition the city elections official has 5 business days to review the text of the proposed charter or ordinance to determine whether it complies with constitutional requirements.



### Deadline for the City Elections Official to Mail the Notice that Prospective Initiative Petition Does or Does Not Comply with Constitutional Requirements

The city elections official must mail the notice no later than the 6th business day after the prospective initiative petition is filed.



### Deadline for the City Elections Official to Forward the Prospective Initiative Petition to the City Attorney

If the text of the prospective initiative petition does comply, the city elections official forwards it to the City Attorney no later than the 6th business day after the prospective initiative petition is filed.

## City Initiative Petition Process (cntd.)

### Registered Voter

Any elector who disagrees with the city elections official's constitutional requirement determination may file a petition with the Circuit Court to review the determination.

### Ballot Title (ORS 250.035, 250.275 and 250.296)

If the city elections official determines that the proposed charter amendment or ordinance complies with constitutional requirements, the city elections official forwards two copies of the prospective initiative petition to the City Attorney for preparation of the ballot title.

### City Attorney

After receiving copies of the prospective initiative petition, the City Attorney must prepare a ballot title and file it with the city elections official. Oregon law requires that the ballot title contain **all** of the following elements:

- a caption that does not exceed 10 words  
The caption must reasonably identify the subject of the initiative.
- a question that does not exceed 20 words  
The question must plainly phrase the chief purpose of the initiative so that an affirmative response corresponds to a yes vote on the ballot.
- and*
- a summary of the prospective initiative that does not exceed 175 words

The summary must be concise and impartial and summarize the measure and its major effect.

### City Elections Official

Immediately after receiving the ballot title from the City Attorney the city elections official completes the ballot title process as follows:

- 1 The city elections official provides the chief petitioners with a copy of the ballot title.
- 2 The city elections official publishes a notice in the next available edition of a newspaper of general circulation in the city which includes **all** of the following:
  - a statement that the ballot title has been received
  - a statement that the prospective initiative petition complies with the constitutional requirements
  - a notice that an elector may file a petition to review the ballot title
  - the deadline for filing a petition to review the ballot title with the Circuit Court
  - and*
  - the ballot title provided by the City Attorney or information on how to obtain a copy of the ballot title



#### Deadline to File a Petition to Review the Procedural Constitutional Requirement Determination

- text does not comply with constitutional requirements: no later than the 7th business day after the written determination is made
- text does comply with constitutional requirements: no later than the 7th business day after the ballot title is filed with the city elections official



#### Deadline for the City Attorney to File the Ballot Title

After receiving the prospective initiative petition, the City Attorney has 5 business days to prepare a ballot title and file it with the city elections official. file a petition to review the ballot title.



#### Deadline for the City Elections Official to Publish Notice that the Ballot Title has been Received

After receiving the ballot title from the City Attorney, the city elections official publishes a notice that the ballot title has been received in the next available edition of a newspaper of general circulation in the city. The notice must be published prior to the deadline to file a petition to review the ballot title.

## Registered Voter

- 1 Any elector who is dissatisfied with the ballot title may petition the Circuit Court to review the ballot title issued by the City Attorney. The petition must name the City Attorney as the respondent. The petition must also state the reasons the title filed with the court is insufficient, not concise or unfair.
- 2 If an elector files a petition to review a ballot title with the Circuit Court, the elector must also notify the city elections official in writing that the petition has been filed.

### Warning

If this notice to the city elections official is not timely filed, the petition to the Circuit Court will be dismissed.

## Circuit Court

- 1 After a petition to review a ballot title is filed, the Circuit Court conducts its review. The review of the ballot title by the Circuit Court shall be the first and final review.
- 2 After reviewing the ballot title the Circuit Court renders its decision and certifies a ballot title meeting the requirements of ORS 250.035 to the city elections official.

The city elections official must not approve the cover and signature sheets for circulation until after the challenge period for the ballot title or, if the ballot title is challenged, after the Circuit Court order is received by the city elections official.

### Deadline to File a Petition to Review the Ballot Title

The deadline to file a petition to review the ballot title is no later than the 7th business day after the ballot title is filed with the city elections official.

### Deadline to Notify the City Elections Official that a Petition has been Filed

The notice must be filed with the city elections official no later than 5pm on the first business day after the petition is filed with the Circuit Court.

## Prospective Initiative Petition Cover and Signature Sheets (ORS 250.265)

After receiving a final ballot title, the chief petitioners may begin the cover and signature sheet approval process.

The text, cover and signature sheets for a prospective initiative petition must be approved in writing by the city elections official before the chief petitioners may begin circulating the petition.

The chief petitioners must comply with specific detailed requirements when preparing their cover and signature sheets. Failure to comply with the requirements on pages 41-43 will delay the receipt of written approval to circulate.

## Chief Petitioners

After preparing the cover and signature sheets for the prospective initiative petition, the chief petitioners submit a draft to the city elections official for review. If the text of the prospective initiative is not printed on the cover sheet, a complete copy of the text must also be submitted with the draft cover and signature sheets. If cover and signature sheets are submitted for approval by someone other than a chief petitioner, all of the chief petitioners must file written consent with the city elections official before the initial review of the cover and signature sheets.

*See the Guidelines and Requirements for Petitions on pages 41-45 and the Sample Cover Sheet on page 55.*

## City Elections Official

After receiving the text, cover and signature sheets from the chief petitioners, the city elections official reviews the sheets for compliance with the requirements for prospective city initiative petitions.

- 1 The city elections official contacts the State Elections Division to determine if the chief petitioners have filed a Statement of Organization. Cover and signature sheets will not be approved for circulation until the Statement of Organization and Campaign Account Information form have been filed.

*continued on next page*

## City Initiative Petition Process (cntd.)

- 2 The city elections official reviews the text of the initiative petition to ensure that the text reads exactly the same and is formatted the same as the text submitted with the prospective petition. The city elections official also reviews the cover and signature sheets for compliance with the city petition requirements.

*See pages 41–43.*

- 3 The city elections official prepares and mails a written notice to the chief petitioners detailing any corrections which must be made to the text, cover or signature sheets before they can be approved for circulation.
- 4 Once the text, cover and signature sheets meet all of the requirements, the city elections official notifies the chief petitioners in writing of approval to circulate the initiative petition.

The city elections official informs the chief petitioner of the number of required signatures.

### Circulating an Initiative Petition (ORS 250.265)

Once the chief petitioners receive written approval of the text, cover and signature sheets from the city elections official the chief petitioners may collect the signatures needed to place the initiative on the ballot.

If the chief petitioners intend to mail cover and signature sheets to prospective signers the text must be included with each mailing.

If at any time after receiving approval to circulate the residence address of any chief petitioner changes or if the circulators pay status changes, new cover and signature sheets with the correct address must be submitted for approval.

### Chief Petitioners

Before collecting signatures, the chief petitioners must review with circulators the legal requirements and guidelines for circulating an initiative. **Failure to comply with the legal requirements and guidelines will result in rejection of those sheets.**

*See page 44.*

### Chief Petitioners and Circulators

After reviewing the legal requirements and guidelines for circulating an initiative, the chief petitioners and circulators may circulate the petition.

- Each person collecting signatures **must** carry at least one full and correct copy of the text of the initiative and **must** allow any person to review the text upon request.
- Each signature collected **must** be personally witnessed by the circulator. The circulator **must** sign and date the certification at the bottom of the petition sheet after all the signatures on the sheet have been collected.
- The circulator **must** complete the date when the certification is signed and **should not** collect any additional signatures on that sheet unless the additional signatures are certified.

For instructions on certifying new signatures to a petition sheet that has already been certified and dated by a circulator, see OAR 165-014-0270(4)(d) on page 52.

- Circulators **must not** attempt to obtain signatures of a person knowing that the person signing the petition is not qualified to sign it.
  - Circulators **must not** alter, correct, clarify or obscure on the signature sheet any information about the person who signed the signature sheet unless the person who signed the signature sheet initials after the changes are made.
- Only a signer **may** complete the optional information about themselves, such as their printed name, address and dates signed. However, a circulator may assist a disabled signer who requests assistance in completing the optional information.
- Circulators **must not** offer money or any thing of value to another person to sign or not sign a petition, and **must not** sell or offer to sell signature sheets.
  - Circulators **must not** accept compensation to circulate a petition that is based on the number of signatures obtained.

### Warning

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.

## Filing a Completed Initiative with the City Elections Official (ORS 250.315)

Once the chief petitioners have collected at least the constitutionally required number of signatures to place an initiative on the ballot, the chief petitioners may submit the signature sheets to the city elections official.

Chief petitioners must submit a new SEL 301, marked **completed** and signed by all current chief petitioners at the time signatures are submitted for verification.

### Chief Petitioners

Only the chief petitioners may submit signature sheets to the city elections official for verification. Signature sheets will not be accepted from circulators, agents, circulator companies or any other individual or entity.

- 1 Before submitting the signature sheets for verification with the city elections official, the chief petitioners must number the signature sheets beginning with the number 1 and continue numbering sequentially until all sheets have been numbered.

### Warning

It is the responsibility of the chief petitioners to ensure that the signature sheets are numbered sequentially before filing the petition signatures for verification. Failure to comply with this requirement will result in rejection of those sheets not filed in accordance with OAR 165-014-0110.

- 2 The chief petitioners submit sorted and numbered signature sheets for verification with the city elections official. The initiative must contain at least the constitutionally required number of original signatures.

- 3 When submitting signature sheets the chief petitioners must include a letter stating how many signatures they purport to have.

The chief petitioners must submit the petition signature sheets to the city elections official no later than two years after the date on which the petition was approved to circulate.

- 4 Chief petitioners must report contribution and expenditure transactions electronically using the Elections Division's ORESTAR system. Each financial transaction must be independently reported.

*See the Campaign Finance Manual.*

## Withdrawing an Initiative (ORS 250.029)

### Chief Petitioners

Chief petitioners may withdraw their initiative only prior to submitting the petition signature sheets for signature verification. A Withdrawal of Initiative or Referendum Petition (SEL 375) must be submitted to the city elections official signed by all current chief petitioners.

### City Elections Official

The city elections official discontinues the initiative process and forwards a copy of the withdrawal to the City Attorney. The chief petitioners may not re-activate the withdrawn petition.

### Deadline to Report Contribution and Expenditure Transactions

Generally, a transaction is due no later than 30 calendar days after the date of the transaction. However, for the period between the 42nd day before the election and election day, transactions must be reported no later than seven days after the date of the transaction. For detailed deadlines, see the *Campaign Finance Manual*.



## City Initiative Petition Process (cntd.)

### Verification of Signatures (ORS 250.315 and OAR 165-014-0110)

After receiving the signature sheets from the chief petitioners, the city elections official begins the process of signature verification to determine if the initiative contains enough valid signatures to qualify for the ballot.

#### City Elections Official

The city elections official processes signature sheets submitted for verification by:

- comparing the submitted cover and signature sheets to the approved versions
- verifying that each signature sheet is signed and dated by the circulator
- verifying that each signature sheet has the approved-cover sheet copied on the back
- and*
- verifying the original signature using the voter registration card

City elections officials arrange with the county elections officials for verification of signatures.

If the petition requires more than 4,500 signatures the city elections official must use a statistical sampling process to determine if the petition contains a sufficient number of signatures to qualify to the ballot. See OAR 165-014-0110.

### Review of Initiated Measure by City Governing Body (ORS 250.325)

#### City Elections Official

The city elections official files the initiated measure with the city governing body no later than the next meeting of the city governing body after determining that the initiative has qualified for the ballot.

#### City Governing Body

After receiving the initiated measure, but not later than the 30th day after the measure is filed with it, the governing body may either adopt or reject the initiated measure (unless the measure, for example disincorporation of the city, is required to be submitted to the voters under the city charter or state law). If the governing body rejects the measure, or city charter or state law requires an election, the initiated measure must be submitted to city electors at the next available election date which is no sooner than the 90th day after the completed initiative petition was filed with the city governing body.

*See page 46.*

The governing body may also refer a competing measure to the ballot at the same election where the initiated measure will appear. If the governing body chooses to refer a competing measure it must prepare the measure no later than the 30th day after the initiated measure is filed with the governing body. The mayor does not have power to veto an initiated measure or a competing measure.



#### Deadline to Submit Signatures

Signatures must be submitted to the city elections official no later than 2 years after the petition was approved to circulate.



#### Deadline to Withdraw an Initiative

Chief petitioners may withdraw their initiative only prior to submitting the petition signature sheets for signature verification.



#### Deadline for the City Elections Official to Verify Signatures

Signature verification must be completed no later than the 15th calendar day after signatures are submitted.



#### Deadline for the Governing Body to Accept or Reject Initiated Measure

The deadline is no later than the 30th day after the measure is filed with the governing body.



#### Deadline for the Governing Body to Refer a Competing Measure

The measure must be prepared no later than the 30th day after the initiated measure is filed with the governing body.

## Certification of Measure to Ballot (ORS 250.325 and 254.108)

After the governing body acts, the city elections official notifies the county elections official if an election is required.

### **City Elections Official**

The city elections official notifies the county elections official of the election and files with the county elections official a completed SEL 802.

*See page 46.*

### **County Elections Official**

The county elections official assigns a measure number. Ballot measure numbers will not be repeated.



#### **Deadline to Notify the County Elections Official and Conduct the Election**

The city elections official must give notice of measure election to the county elections official no later than the 61st day before the election. The election will be held at the next available election that is no sooner than the 90th day after the completed initiative petition was filed with the city governing body.

## Timeline for Placing a City Initiative on the Ballot

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### Chief Petitioner or Interested Party

A prospective initiative petition may be filed at any time.

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### Elections Officials

After receiving the prospective initiative petition, the city elections official has 5 business days to review the text of the proposed charter or ordinance.

The city elections official must mail the notice by certified mail that the text of the prospective initiative petition does or does not comply no later than the 6th business day after it is filed.

If the text of the prospective initiative petition does comply, the city elections official forwards it to the City Attorney no later than the 6th business day after the prospective initiative petition is filed.

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### City Attorney

After receiving the prospective initiative petition, the City Attorney has 5 business days to prepare a ballot title and file it with the city elections official.

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### Chief Petitioner or Interested Party

If the text of the prospective initiative petition does not comply with constitutional requirements, petitions to review the determination must be filed no later than the 7th business day after the written determination is made.

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### Elections Officials

After receiving the ballot title from the City Attorney, the city elections official publishes notice of receipt of the ballot title in the next available edition of a newspaper of general circulation in the city. The notice must be published prior to the deadline to file a petition to review the ballot title.

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### Chief Petitioner or Interested Party

Petitions to review the ballot title must be filed no later than the 7th business day after the ballot title is filed with the city elections official.

A notice must be filed with the city elections official no later than 5pm on the first business day after the petition has been filed with the circuit court.

If the text of the prospective initiative petition does comply with constitutional requirements, petitions to review the determination must be filed no later than the 7th business day after the ballot title is filed with the city elections official.

Chief petitioners may withdraw the initiative only prior to submitting the petition signature sheets for verification.



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**Chief Petitioner Committee**

The Statement of Organization for Petition Committee (SEL 222) and Campaign Account Information form (SEL 223) for a new committee must be filed within 3 business days of receiving a contribution or making an expenditure to support the initiative effort.

Generally, a transaction is due no later than 30 calendar days after the date of the transaction. However, for the period between the 42nd day before the election and election day, transactions must be reported no later than seven days after the date of the transaction. For detailed deadlines, see the *Campaign Finance Manual*.

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**Elections Officials**

Signature verification must be completed no later than the 15th calendar day after signatures are submitted for verification.

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**Governing Body**

The deadline for the city governing body to accept or reject the initiated measure is no later than 30 days after the initiated measure is filed with it.

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**Elections Officials**

The city elections official must give notice of measure election no later than the 61st day before the election. The election will be held at the next available election that is no sooner than the 90th day after the initiative petition was filed with the city governing body.

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**Governing Body**

The deadline for the city governing body to refer a competing measure to the ballot is no later than 30 days after the initiated measure is filed with it.

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**Elections Officials**

The county elections official prepares the abstract of votes no later than 20th day after the election.

The city elections official determines the results of the measure election no later than the 30th day after the election.

The city elections official must send a status inquiry letter no later than 30 days before the annual anniversary date of when the petition was approved for circulation.

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**Chief Petitioner or Interested Party**

Chief petitioners must certify to city elections officials no later than each anniversary date of approval to circulate that the initiative is still active.

## City Referendum Petition Process

### Filing Prospective Referendum Petition (ORS 250.265)

A prospective referendum petition consists of the text of the ordinance or other legislative enactment adopted by the governing body, as well as the required forms that must be completed before filing the prospective referendum petition with the city elections official. All the forms required to file a prospective referendum petition and the instructions for completing those forms are contained in the back of this manual and are available online.

City charter or ordinance requirements may supersede certain state statutes, **except** for the statutory form and ballot title requirements and other mandatory state laws. Review the requirements with the city elections official before filing the prospective petition.

A referendum petition may be filed on an entire or a part of an ordinance or other legislative enactment. References to the ordinance in this manual include a portion of the ordinance or other legislative enactment, if that is what is referred.



#### Deadline to File a City Prospective Referendum Petition

A prospective referendum petition must be filed after the ordinance is adopted and signatures must be filed for verification with the elections official no later than the 30th day after the adoption of a nonemergency ordinance. To determine the filing deadline, day one is the first day after the measure was adopted by the governing body. If after the deadline to file, changes may only be made by initiative petition.

### Chief Petitioners

The chief petitioners file the prospective referendum petition with the city elections official. The prospective referendum petition **must** include the following:

- text of the ordinance as enacted by the governing body
- Statement One or More/No Petition Circulators Will Be Paid (Initiative/ Referendum Only) (SEL 301)
- Prospective Petition for Local Measure (SEL 370) which designates not more than three chief petitioners. If the petition designates fewer than three chief petitioners, additional chief petitioners, up to a total of three, may be added before final approval of the cover and signature sheets. A chief petitioner may not resign or be replaced by another individual after final approval of the referendum cover and signature sheets. A letter signed by all current chief petitioners must accompany the SEL 370 when designating additional or different chief petitioners. **At least one original chief petitioner must remain as a chief petitioner throughout the process.** If all original chief petitioners resign, the referendum must be refiled.

Residence addresses of the chief petitioners are printed on the cover sheet ORS 250.265(2).

*and*

- Statement of Organization for Petition Committees (SEL 222), if required
  - Campaign Account Information (SEL 223), if required
- These forms are not required with the initial filing of the prospective petition but must be filed with the State Elections Division within 3 business days of spending or receiving any money to support the referendum effort. However, approval to circulate will not be given until the Statement of Organization and Campaign Account Information forms have been filed with Elections Division.

*See the Campaign Finance Manual*



#### Deadline to File a Statement of Organization

The Statement of Organization must be filed with the State Elections Division within 3 business days of spending or receiving any money to support the referendum effort.

## Checklist for Filing a Sufficient Prospective Referendum Petition

Below is a checklist of all the components required to file a prospective referendum petition:

- text of the ordinance as enacted by the governing body
- a completed Statement One or More/No Petition Circulators Will Be Paid (Initiative and Referendum Only) (SEL 301)
- Prospective Petition For Local Measure (SEL 370)

### Ballot Title (ORS 250.035, 250.275 and 250.296)

Upon receiving a prospective referendum petition, the city elections official assigns the petition an identification number and forwards, two copies to the City Attorney for preparation of the ballot title. **The ballot title drafting process and the collection of signatures can occur simultaneously.** Once the chief petitioners have received written approval to circulate from the city elections official the chief petitioners may begin collecting signatures. The chief petitioners are not required to wait for the ballot title before collecting signatures.

### City Attorney

After receiving copies of the prospective referendum petition, the City Attorney must prepare a ballot title and file it with the city elections official. Oregon statutes require that the ballot title contain **all** of the following elements:

→ a caption that does not exceed 10 words

The caption must reasonably identify the subject of the referendum.

→ a question that does not exceed 20 words

The question must plainly phrase the chief purpose of the referendum so that an affirmative response corresponds to a yes vote on the ballot.

*and*

→ a summary of the referendum that does not exceed 175 words

The summary must be concise and impartial and summarize the measure and its major effect.

## City Elections Official

Immediately after receiving the ballot title from the City Attorney the city elections official completes the ballot title process as follows:

- 1 The city elections official provides the chief petitioners with a copy of the ballot title.
- 2 The city elections official publishes a notice in the next available edition of a newspaper of general circulation in the city which includes **all** of the following:
  - a statement that the ballot title has been received
  - a notice that an elector may file a petition to review the ballot title
  - the deadline for filing a petition to review the ballot title with the Circuit Court

*and*

→ the ballot title provided by the City Attorney or information on how to obtain a copy of the ballot title

### Deadline for the City Attorney to File the Ballot Title

After receiving copies of the prospective referendum petition, the City Attorney has 5 business days to prepare a ballot title and file it with the city elections official.

### Deadline for the City Elections Official to Publish a Notice that the Ballot Title has been Received

After receiving the ballot title from the City Attorney, the city elections official publishes a notice that the ballot title has been received in the next available edition of a newspaper of general circulation in the city. The notice must be published prior to the deadline to file a petition to review the ballot title.

## City Referendum Petition Process (cntd.)

### Registered Voter

- 1 Any elector who is dissatisfied with the ballot title may petition the Circuit Court to review the ballot title issued by the City Attorney. The petition must name the City Attorney as the respondent. The petition must also state the reasons the title filed with the court is insufficient, not concise or unfair.
- 2 If an elector files a petition to review a ballot title with the Circuit Court, the elector must also notify the city elections official in writing that the petition has been filed.

### Warning

If this notice to the city elections official is not timely filed, the petition to the Circuit Court will be dismissed.

### Circuit Court

- 1 After a petition to review a ballot title is filed, the Circuit Court conducts its review. The review of the ballot title by the Circuit Court shall be the first and final review.
- 2 After reviewing the ballot title the Circuit Court renders its decision and certifies a ballot title meeting the requirements of ORS 250.035 to the city elections official.

### Deadline to File a Petition to Review the Ballot Title

The deadline to file a petition to review the ballot title is no later than the 7th business day after the ballot title is filed with the city elections official.

### Deadline to Notify the City Elections Official that a Petition has been Filed

The notice must be filed with the city elections official no later than 5pm on the first business day after the petition is filed with the Circuit Court.

### Prospective Referendum Petition Cover and Signature Sheets (ORS 250.265)

The text, cover and signature sheets for a prospective referendum petition must be approved in writing by the city elections official before the chief petitioners may begin circulating the petition.

The chief petitioners must comply with specific detailed requirements when preparing their cover and signature sheets. Failure to comply with the requirements on pages 42-43 will delay the receipt of written approval to circulate.

**The ballot title drafting process and the collection of signatures can occur simultaneously.** The chief petitioners are not required to wait for the ballot title before collecting signatures. Once the chief petitioners have received written approval to circulate from the city elections official they may begin collecting signatures.

### Chief Petitioners

After preparing the cover and signature sheets for the prospective referendum petition, the chief petitioners submit a draft to the city elections official for review. A complete copy of the ordinance must also be submitted with the draft cover and signature sheets. If cover and signature sheets are submitted for approval by someone other than a chief petitioner, all of the chief petitioners must file written consent with the city elections official before the initial review of the cover and signature sheets.

See the Guidelines and Requirements for Petitions starting on page 41 and the Sample Cover Sheet on page 55.

### City Elections Official

After receiving the ordinance, cover and signature sheets from the chief petitioners, the city elections official reviews the sheets for compliance with the requirements for a city referendum petition.

- 1 The county elections official contacts the State Elections Division to determine if the chief petitioners have filed a Statement of Organization. Cover and signature sheets will not be approved for circulation until the Statement of Organization and Campaign Account Information form have been filed.

- 2 The city elections official reviews the text of the ordinance to ensure that the text reads exactly the same and is formatted the same as the ordinance adopted by the governing body. The city elections official also reviews the cover and signature sheets for compliance with the city petition requirements.

*See pages 42–43.*

The petition will be circulated using the title of the ordinance as enacted by the city governing body or, if there is no title, the title supplied by the chief petitioner.

- 3 The city elections official prepares and mails a written notice to the chief petitioners detailing any corrections which must be made to the text of the ordinance, cover or signature sheets before they can be approved for circulation.
- 4 Once the text of the ordinance, cover and signature sheets meet all of the requirements, the city elections official notifies the chief petitioners in writing of approval to circulate the referendum petition.

The city elections official informs the chief petitioner of the number of required signatures and the last day to submit signatures collected for the referendum petition.

## Circulating a Referendum Petition (ORS 250.265 and 250.305)

Once the chief petitioners receive written approval of the text of the ordinance, cover and signature sheets from the city elections official, the chief petitioners may collect the signatures needed to place the referendum on the ballot.

If the chief petitioners intend to mail cover and signature sheets to prospective signers the text of the ordinance must be included with each mailing.

If at any time after receiving approval to circulate the residence address of any chief petitioner changes or if the circulators pay status changes, new cover and signature sheets with the correct address must be submitted for approval.

## Chief Petitioners

Before collecting signatures, the chief petitioners must review with circulators the legal requirements and guidelines for circulating a referendum. Failure to comply with the legal requirements and guidelines will result in rejection of those sheets

*See page 44.*

## Chief Petitioners and Circulators

After reviewing the legal requirements and guidelines for circulating a referendum, the chief petitioners and circulators may circulate the petition.

- Each person collecting signatures **must** carry at least one full and correct copy of the text of the ordinance to be referred and **must** allow any person to review the text upon request.
  - Each signature collected **must** be personally witnessed by the circulator. The circulator **must** sign and date the certification at the bottom of the petition sheet after all the signatures on the sheet have been collected.
  - The circulator **must** complete the date when the certification is signed and **should not** collect any additional signatures on that sheet unless the additional signatures are certified.
- For instructions on certifying new signatures to a petition sheet that has already been certified and dated by a circulator, see OAR 165-014-0270(4)(d) on page 52.
- Circulators **must not** attempt to obtain signatures of a person knowing that the person signing the petition is not qualified to sign it.
  - Circulators **must not** alter, correct, clarify or obscure on the signature sheet any information about the person who signed the signature sheet unless the person who signed the signature sheet initials after the changes are made.
  - Only a signer **may** complete the optional information about themselves, such as their printed name, address and dates signed. However, a circulator may assist a disabled signer who requests assistance in completing the optional information.



## City Referendum Petition Process (cntd.)

- Circulators **must not** offer money or any thing of value to another person to sign or not sign a petition, and **must not** sell or offer to sell signature sheets.
- Circulators **must not** accept compensation to circulate a petition that is based on the number of signatures obtained.

### Warning

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.

### Filing a Completed Referendum with the City Elections Official (ORS 250.315)

Once the chief petitioners have collected at least the constitutionally required number of signatures to place a referendum on the ballot, the chief petitioners may submit the signature sheets to the city elections official.

Chief petitioners shall submit a new SEL 301, marked **completed** and signed by all current chief petitioners, at the time signatures are submitted for verification.

### Chief Petitioners

Only the chief petitioners may submit signature sheets to the city elections official for verification. Signature sheets will not be accepted from circulators, agents, circulator companies or any other individual or entity.

- 1 Before submitting the signature sheets for verification with the city elections official, the chief petitioners must number the signature sheets beginning with the number 1 and continue numbering sequentially until all the sheets have been numbered.

### Warning

It is the responsibility of the chief petitioners to ensure that the signature sheets for each county are separated and numbered sequentially before filing the petition signatures for verification. Failure to comply with this requirement will result in rejection of those sheets not filed in accordance with OAR 165-014-0110.

- 2 The chief petitioners submit sorted and numbered signature sheets for verification with the city elections official. The referendum must contain at least the constitutionally required number of original signatures.
- 3 When submitting signature sheets the chief petitioners must include a letter stating how many signatures they purport to have.
- 4 Chief petitioners must report contribution and expenditure transactions electronically using the Elections Division's ORESTAR system. Each financial transaction must be independently reported.

*See the Campaign Finance Manual.*

### Deadline to File Signatures with the City Elections Official

Signatures must be filed for verification with the elections official no later than the 30th day after the adoption of a nonemergency ordinance. To determine the filing deadline, day one is the first day after the measure was adopted by the governing body.

### Deadline to Report Contribution and Expenditure Transactions

Generally, a transaction is due no later than 30 calendar days after the date of the transaction. However, for the period between the 42nd day before the election and election day, transactions must be reported no later than seven days after the date of the transaction. For detailed deadlines, see the *Campaign Finance Manual*.

## Withdrawing a Referendum (ORS 250.029)

### Chief Petitioners

Chief petitioners may withdraw their referendum only prior to submitting the petition signature sheets for signature verification. A Withdrawal of Initiative or Referendum Petition (SEL 375) must be submitted to the city elections official signed by all current chief petitioners.

### City Elections Official

The city elections official discontinues the referendum process and forwards a copy of the withdrawal to the City Attorney. The chief petitioners may not re-activate the withdrawn petition.

## Verification of Signatures (ORS 250.315 and OAR 165-014-0110)

After receiving the signature sheets from the chief petitioners, the city elections official begins the process of signature verification to determine if the referendum contains enough valid signatures to qualify for the ballot.

### City Elections Official

The city elections official processes signature sheets submitted for verification for each referendum by:

- comparing the submitted cover and signature sheets to the approved versions
- verifying that each signature sheet is signed and dated by the circulator

→ verifying that each signature sheet has the approved-cover sheet copied on the back

*and*

→ verifying the original signature using the voter registration card

City elections officials arrange with the county elections officials for verification of signatures.

If the petition requires more than 4,500 signatures the city elections official must use a statistical sampling process to determine if the petition contains a sufficient number of signatures to qualify to the ballot. See OAR 165-014-0110.

## Certification of Measure to Ballot (ORS 250.355 and 254.108)

### City Elections Official

After the signature verification process has been completed and it has been determined that the referendum has enough valid signatures to qualify as a city measure, the city elections official notifies the county elections official and files with the county elections official a completed SEL 802.

### County Elections Official

The county elections official assigns a measure number. Ballot measure numbers will not be repeated.

*See page 46.*



#### Deadline to Withdraw a Referendum

Chief petitioners may withdraw their referendum only prior to submitting the petition sheet for signature verification.



#### Deadline for the County Elections Official to Verify Signatures

Signature verification must be completed no later than the 15th calendar day after signatures are submitted for verification.



#### Deadline for the County Elections Official to Conduct the Election

The election will be held at the next available election date which is no sooner than the 90th day after the referendum petition was filed with the city elections official.

## Timeline for Placing a City Referendum on the Ballot

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### Chief Petitioner or Interested Party

A prospective referendum petition must be filed after the ordinance is adopted.

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### Elections Official

After the city elections official receives a prospective referendum petition, two copies are forwarded to the City Attorney for preparation of the ballot title.

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### City Attorney

After receiving copies of the prospective referendum petition, the City Attorney has 5 business days to prepare a ballot title and file it with the city elections official.

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### Elections Official

After receiving the ballot title from the City Attorney, the city elections official publishes notice of receipt of the ballot title in the next available edition of a newspaper of general circulation in the city. The notice must be published prior to the deadline to file a petition to review the ballot title.

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### Chief Petitioner or Interested Party

Petitions to review the ballot title must be filed no later than the 7th business day after the ballot title is filed with the city elections official.

A notice must be filed with the city elections official no later than 5pm on the first business day after the petition has been filed with the circuit court.

Chief petitioners may withdraw the referendum only prior to submitting the petition signature sheets for verification.

Signatures must be filed for verification with the city elections official no later than the 30th day after the adoption of a nonemergency ordinance.

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### Elections Official

Signature verification must be completed no later than the 15th calendar day after signatures are submitted for verification.

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### Chief Petitioner Committee

The Statement of Organization for Petition Committee (SEL 222) and Campaign Account Information form (SEL 223) for a new committee must be filed within 3 business days of receiving a contribution or making an expenditure to support the referendum effort.

Generally, a transaction is due no later than 30 calendar days after the date of the transaction. However, for the period between the 42nd day before the election and election day, transactions must be reported no later than seven days after the date of the transaction. For detailed deadlines, see the *Campaign Finance Manual*.

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### Elections Official

The election will be held at the next available election date which is no sooner than the 90th day after the referendum petition was filed with the city elections official.

The county elections official prepares the abstract of votes no later than 20th day after the election.

The city elections official determines the results of the measure election no later than the 30th day after the election.



## Guidelines and Requirements for Petitions

### Initiative Petition Cover and Signature Sheet Requirements (Oregon Constitution, Article IV, §1, ORS 250.265)

All cover and signature sheets must be approved in writing by the city elections official **before** circulating any petition. Signatures collected on unapproved cover and signature sheets will be rejected.

The city elections official will not approve the cover and signature sheets for circulation until after the challenge period for the ballot title expires or, if the ballot title is challenged, after the Circuit Court order is received by the city elections official.

If at any time after approval to circulate the residence address of any chief petitioner changes or if the circulators pay status changes, new cover and signature sheets must be submitted for approval.

#### Warning

Logos, slogans, advertisements, party affiliation, etc. or any symbol or language which may be construed as advocacy is not permitted on any text, cover or signature sheet. Failure to comply with this requirement will result in rejection of those sheets and disqualification of those signatures.

### Cover Sheet Requirements

Each cover sheet for a prospective initiative petition must include **all** of the following:

- the printed words **City Initiative Petition** across the top of the cover sheet
- the certified ballot title for the initiative
- names and residence addresses of all chief petitioners as designated on the Prospective Petition For Local Measure (SEL 370)

*and*

- the instructions to the petition circulators and signers

The instructions **must** read exactly as they appear on the Prospective Petition For Local Measure (SEL 370).

The chief petitioners may also include the name and mailing address of the political committee sponsoring the prospective initiative petition.

### Signature Sheet Requirements

Form SEL 371 or 373 may be recreated by the chief petitioners but must appear the same as the original form. Each signature sheet for an initiative petition must have a cover sheet copied on the back and include **all** of the following:

- a notice stating **Some Circulators For This Petition Are Being Paid**, if one or more persons will be paid for obtaining signatures of electors on the petition
- the sentence “It is unlawful to sign a petition more than one time.”
- the petition identification number
- statement that signers must initial any changes that the circulator makes to their printed name, residence address or date they signed the petition
- caption of the final ballot title
- a space for placing the signature sheet number
- petition circulator’s certification stating that the circulator witnessed the signing of the signature sheet by each individual whose signature appears on the signature sheet, that the circulator believes each signer is an elector, and that any compensation received was not based on the number of signatures obtained
- area for providing date when circulator signed certification
- area for placing county elections official’s certification  
*and*
- ten signature lines unless a variation is approved by the city elections official
- Each signature line **must** include fields for:
  - signature
  - date of signing petition
  - printed name
  - residence address

## Guidelines and Requirements for Petitions (cntd.)

Signers are only required to provide a signature. An elector's printed name, residence address and date they signed the petition are not mandatory under Oregon law. These information fields, while optional for the signer, provide valuable assistance to county elections officials who are performing the signature verification. If these lines are not completed, the signatures may still be submitted for signature verification. Failure to provide the optional information increases the possibility that the signature cannot be confirmed to be that of an active registered voter, and thus reduces the chances of the petition having adequate verifiable signatures to qualify for the ballot. If no date is provided by the elector, the signatures are considered valid only if the county elections official determines that the elector was an active registered voter during the period beginning the date the petition was approved for circulation through the date of filing the petition for signature verification.

### Warning

Circulators are advised to encourage signers to complete the optional information whenever possible. Circulators are prohibited from completing the optional information for signers, unless the signer is disabled and requests assistance.

### Referendum Petition Cover and Signature Sheet Requirements (Oregon Constitution, Article IV, §1, ORS 250.265–250.275)

All cover and signature sheets must be approved in writing by the city elections official **before** circulating any petition. Signatures collected on unapproved cover and signature sheets will be rejected.

If at any time after approval to circulate the residence address of any chief petitioner changes or the circulators pay status changes, new cover and signature sheets must be submitted for approval.

### Warning

Logos, slogans, advertisements, party affiliation, etc. or any symbol or language which may be construed as advocacy is not permitted on any text, cover or signature sheet. Failure to comply with this requirement will result in rejection of those sheets and disqualification of those signatures.

### Cover Sheet Requirements

Each cover sheet for a prospective referendum petition must include **all** of the following:

- the printed words **City Referendum Petition** across the top
- the title of the measure as enacted by the city governing body or, if there is no title, the title supplied by the chief petitioners
- names and residence addresses of the chief petitioners as designated on the Prospective Petition For Local Measure (SEL 370)
- and*
- instructions to the petition circulators and signers

The instructions must read exactly as they appear on the Prospective Petition For Local Measure (SEL 370).

The chief petitioners may also include the name and mailing address of the political committee sponsoring the prospective referendum petition.

### Signature Sheet Requirements

Form SEL 371 or 373 may be recreated by the chief petitioners but must appear the same as the original form. Each signature sheet for a referendum petition must have a cover sheet copied on the back and include **all** of the following:

- a notice stating **Some Circulators For This Petition Are Being Paid**, if one or more persons will be paid for obtaining signatures of electors on the petition
- the sentence "It is unlawful to sign a petition more than one time."
- the petition identification number
- statement that signers must initial any changes that the circulator makes to their printed name, residence address or date they signed the petition
- the number of the ordinance being referred, if any, and the date it was adopted by the city governing body
- a space for placing the signature sheet number
- petition circulator's certification stating that the circulator witnessed the signing of the signature sheet by each individual whose signature appears on the signature sheet, that the circulator believes each signer is an elector, and that any compensation received was not based on the number of signatures obtained

- area for providing date when circulator signed certification
- area for placing county elections official's certification
- and*
- ten signature lines unless a variation is approved by the city elections official
- Each signature line **must** include fields for:
  - signature
  - date of signing petition
  - printed name
  - residence address

Signers are only required to provide a signature. An elector's printed name, residence address and date they signed the petition are not mandatory under Oregon law. These information fields, while optional for the signer, provide valuable assistance to county elections officials who are performing the signature verification. Failure to provide the optional information increases the possibility that the signature cannot be confirmed to be that of an active registered voter, and thus reduces the chances of the petition having adequate verifiable signatures to qualify for the ballot. If no date is provided by the elector, the signatures are considered valid only if the county elections official determines that the elector was an active registered voter during the period beginning the date the petition was approved for circulation through the date of filing the petition for signature verification.

### **Warning**

Circulators are advised to encourage signers to complete the optional information whenever possible. Circulators are prohibited from completing the optional information for signers, unless the signer is disabled and requests assistance.

## Format Requirements for Text Cover and Signature Sheets

Text, cover and signature sheets **must** meet the following formatting requirements:

- standard 8 ½ " x 11" size paper
- at least 20 pound (weight) uncoated paper
- and*
- printed on white or pastel colored paper stock to render text readable and enable election officials to readily verify signatures

All paper must be approved by the city elections official prior to circulation (coated paper and newsprint will not be approved).

Size and style of type must be deemed readable and approved in writing by the city elections official. However, the text must be printed in at least 10 point type.

Text, cover and signature sheets must be submitted for approval exactly as intended to circulate, including weight, style and color of paper with cover sheet copied on the back of the signature sheet. Any proposed variation to approved text, cover or signature sheets must be resubmitted and approved in writing by the city elections official before circulating.

## Guidelines and Requirements for Petitions (cntd.)

### Guidelines for Circulation of Petitions (ORS 250.265, 260.555 and 260.558)

It is very important for chief petitioners to instruct circulators on the guidelines for circulating a petition. A circulator's failure to comply with the guidelines may result in the rejection of petition signature sheets and a felony conviction for the circulator. To ensure compliance with the circulating requirements the chief petitioners must educate their circulators and monitor their activities.

#### Petition Circulator

Each petition circulator:

- **must** carry at least one full and correct copy of the text of the initiative or referendum and must allow any person to review the text upon request
  - **must** ensure all active registered voters who sign a single signature sheet are residents of the city
  - **must** personally sign their legal signature on the petition circulator's certification with a minimum of a first name initial and full last name
  - **must** provide the date when the certification was signed and **should not** collect any additional signatures on that sheet after dating the certification unless the additional signatures are certified
- For instructions on certifying new signatures to a petition sheet that has already been certified and dated by a circulator, see OAR 165-014-0270(4)(d) on page 52.
- **must not** attempt to obtain the signature of a person knowing that the person signing the petition is not qualified to sign it
  - **must not** alter, correct, clarify or obscure on the signature sheet any information about the person who signed the signature sheet unless the person who signed the sheet initials after the changes are made

Only a signer **may** complete the optional information about themselves, such as their printed name, address and dates signed. However, a circulator **may** assist a disabled signer who requests assistance in completing the optional information.

- **must not** knowingly make any false statement regarding the contents, meaning or effect of the petition to a prospective signer
- **must not** offer money or any thing of value to another person to sign or not sign a petition
- **must not** sell or offer to sell signature sheets
- **may** be paid to obtain signatures on any petition, but **must not** accept compensation based on the number of signatures obtained



#### Warning

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.

#### Petition Signer

Each petition signer must be an active registered voter and a resident of the city at the time of signing the petition or the person's signature will not be counted.

Signing a petition and filling out a voter registration card, or updating their voter registration information at the same time, is not sufficient to make the petition signature valid unless the **completed** card is received by an elections filing officer before 5pm on the same day the petition is signed.

## Certification of Signature Sheets (OAR 165-014-0270)

While processing signature sheets submitted for verification, the city elections official verifies that each signature sheet has a sufficient circulator certification. The following criteria (as adopted in OAR 165-014-0270; see pages 52-53) are used to determine what constitutes an insufficient or sufficient circulator certification.

### Insufficient Circulator Certification

A petition sheet **will be rejected** for insufficient circulator certification for **any** of the following reasons:

- no signature whatsoever appears below the certification
- no date appears next to circulator's signature or the date is crossed out
- the date of the circulator certification is earlier than the date of the electors' signatures, unless the circulator and the only signer are the same person
- the original date is crossed out, and a new date is provided, but the circulator failed to re-sign
- any part of the original date is overwritten with a different date
- the date information is insufficient or ambiguous  
The date must be provided in month, day, year order if written in all numeric characters.
- the original signature of a circulator has been crossed out, and a different circulator's signature is inserted
- two individuals sign and date as circulator, unless the only signers and the circulators are the same people
- white-out appears on the signature or date line
- the circulator has signed using only initials, unless the circulator's use of initials as a signature is verified by exemplar
- the circulator has signed using a signature stamp, unless use of a signature stamp has been approved under ORS 246.025
- the circulator's signature is photocopied, carbon-copied, or otherwise appears on the face of the document to be a replicated and not an original signature except as provided for in ORS 250.043
- the signature, printed name, and address are all illegible

- the signature alone is illegible, unless the circulator's use of the apparently illegible signature is verified by exemplar
- the circulator's signature is in printed script rather than cursive script, unless the circulator's use of a printed signature is verified by exemplar

*or*

- if for any other reason, from the face of the signature sheet, the circulator's identity cannot be determined or it otherwise cannot be determined that the circulator executed the certification after witnessing the electors' signatures

If a preliminary determination is made that a certification is insufficient, the certification signature may be verified by exemplar. For correct procedures on filing an exemplar, refer to OAR 165-014-0270 located on pages 52-53.

### Sufficient Circulator Certification

The following defects in the circulator certification **will not result in rejection** of the signature sheet:

- the circulator's signature appears on the printed name line instead of on the signature line
  - signature consists of full last name and at least the first name initial
  - the circulator has signed and dated the certification, but has not provided an address or printed name
- or*
- the circulator has re-signed and re-dated the certification and the circulator's original signature has not been crossed out

## Signature Requirements for Completed Petitions (ORS 250.305)

The number of active registered voters' signatures required to place an initiative or referendum measure on the ballot is based upon a percentage of voters registered in the city at the time the prospective petition is filed.

The signature requirements are:

- for an initiative petition, not less than **15%**
- for a referendum petition, not less than **10%**



# General Information for Petitions

Initiative and Referendum Timeline for Ballot Placement (ORS 221.230, 250.325 and 250.355)

## For a City Initiative Measure

After the city elections official has determined that the initiative has qualified for the ballot, the city elections official files the completed initiative measure with the city governing body at the body’s next meeting. The governing body may either adopt or reject the initiated measure (unless the measure is required to be submitted to the voters under the city charter or state law). If the governing body rejects the measure, or city charter or state law requires an election, the initiated measure must be submitted to city electors at the next available election date which is no sooner than the 90th day after the completed initiative petition was filed with the city governing body.

## For a City Referendum Measure

After the city elections official has determined that the referendum has qualified for the ballot, the city elections official notifies the county elections official of the election.

## County Elections Official

After receiving notification from the city elections official of the impending election the county elections official issues the measure a number and assigns it to the appropriate election.

## Timeline for City Measure

Signatures are filed for verification

Signature verification must be completed no later than the 15th calendar day after signatures are submitted for verification.

### Initiative only

The petition is filed with the city governing body at its next meeting. The governing body must adopt measure or refer to voters within 30 days of its receipt.

### Initiative

The date of the election is the next available election date not sooner than the 90th day after the measure was filed with the city governing body after verification.

### Referendum

The date of the election is the next available election date not sooner than the 90th day after the referendum petition was filed with the city elections official.



## City Initiative Election Dates

## Last Day to File Initiative Measure with Governing Body to Qualify for this Election

March 9, 2010	December 9, 2009
May 18, 2010	February 17, 2010
September 21, 2010	June 23, 2010
November 2, 2010	August 4, 2010
March 8, 2011	December 8, 2010
May 17, 2011	February 16, 2011
September 20, 2011	June 22, 2011
November 8, 2011	August 10, 2011

## Contribution and Expenditure Reporting (ORS Chapter 260)

All local committees must file their Statement of Organization and contribution and expenditure transactions with the Secretary of State, Elections Division.

All chief petitioners must comply with ORS 260.118 regarding filing of statements of organization and contribution and expenditure transactions with the Elections Division. For detailed information regarding compliance and schedules of accounting and reporting periods refer to the *Campaign Finance Manual*.

## Conduct of Elections (ORS Chapter 254)

### County Elections Official

- 1 County elections official conducts the election.
- 2 County elections official prepares the abstract of votes and delivers them to the city elections official.

### City Elections Official

After receiving the abstract of votes from the county, the city elections official determines the result of the election.



#### **Deadline for the County Elections Official to Deliver Abstracts to the City**

The county elections official delivers the abstract of votes to the city, no later than the 20th day after the election.



#### **Deadline for the City Elections Official to Determine the Election Results**

The election results must be determined no later than the 30th day after the election.



## Definitions

As used in state election manuals, unless the context requires otherwise, the following terms mean:

### Act

A bill that has been passed by both houses of the legislature and has either been signed by the Governor, or not vetoed by the Governor within the time provided for the Governor to veto or sign the bill. A bill becomes an Act when it has been signed by the Governor or has become law without the Governor's signature.

### Appropriate Elections Filing Officer/Official

The person with whom the candidate or political committee files the appropriate forms:

- State Candidate or Measure—Elections Division, Secretary of State's Office
- County Candidate or Measure—County Elections Official
- City Candidate or Measure—City Recorder/Auditor
- District Candidate or Measure—County Elections Official. (For a district located in more than one county, the County Elections Official of the county in which the administrative office of the district is located.)

As of January 1, 2007, all state and local candidates file their Statement of Organization and contribution and expenditure transactions with the Secretary of State, Elections Division. A local candidate should check with their local jurisdiction (e.g. a city or county) as it may adopt ordinances that require a committee to also file campaign finance transactions with the local jurisdiction.

### Assembly of Electors

A gathering of registered voters in one place at one time to nominate candidates to partisan office.

### Business Days

Regular work days (calendar days excluding weekends and legal holidays as provided in ORS 187.010 and 187.020.)

### Candidate

An individual whose name is printed or expected to be printed on the ballot, an individual who campaigns for write-in votes, or an individual who collects or spends money to secure nomination or election to office at any time, even if the specific office is not indicated and the candidate's name does not appear on a ballot. "Candidate" for purposes of ORS chapter 260 does not include a candidate for precinct committee person.

### Candidate Committee

A political committee formed by an individual running for public office.

### Chief Petitioner

The individual responsible for the preparation and organization of an initiative, recall or referendum petition. No more than three persons may be designated as chief petitioners for any one initiative or referendum petition. For a recall petition, there is only one chief petitioner.

### Circulator

Any person who carries cover and signatures sheets to obtain and witness the collection of signatures.

### City Offices

The elected public offices of a city which may be voted on only by the registered voters of the city. City offices typically include a Mayor, four City Councilors, a municipal Judge and other officers the city council considers necessary for the conduct of business. (The offices may vary depending upon the city's charter and ordinances. Contact the city elections filing officer for any questions regarding city offices.)

## Definitions (cntd.)

### Committee

A political committee or a chief petitioner committee.

### Committee Director

Any person who directly and substantially participates in decision-making on behalf of a political committee concerning the solicitation or expenditure of funds and the support of or opposition to candidates or measures. The officers of a political party are considered the directors of any political party committee of that party, unless otherwise provided in the party's bylaws.

### Committee Identification Number

The six-digit number assigned to Oregon committees registered with the Elections Division.

### Completed Petition

A completed petition is either of the following:

- the prospective initiative or referendum petition where the chief petitioners have submitted 100% of the signatures required for verification
- a candidate petition containing 100% of the certified signatures necessary to obtain ballot access

### County Offices

The elected public offices of a county which may be voted on only by the registered voters of the county. County offices typically include County Commissioners, County Assessor, County Clerk, County Sheriff and County Treasurer.

The offices may vary depending upon the county's charter and ordinances. Contact the county elections filing officer for any questions regarding county offices.

### District Offices

The elected public offices of a special district (such as a school or water district) which may be voted on only by the registered voters of the special district. District offices typically include a board of directors.

The offices may vary depending upon the district's statutory requirements. Contact the county elections filing officer for any questions about district offices.

### Electoral District

An area within the state, county, city or district that is designated to be governed or represented by a particular elected public office.

### Electors

Active registered voters in the State of Oregon.

### Federal Offices

President, Vice President, United States Senator or United States Representative.

### Filing Officer

See "Appropriate Elections Filing Officer/Official."

### Initiative Petition

An initiative petition, including complete text, cover and signature sheet, which has received written approval to circulate from the filing officer but has not yet qualified for the ballot.

### Local Office or Measure

Any office or measure to be voted upon by the registered voters of a county, city or special district.

## Measure

Includes any of the following submitted to the people for their approval or rejection at an election:

- an Act or part of an Act of the Legislative Assembly
- a county, city or special district legislation
- a proposed law
- a proposition or question
- a proposed revision or amendment to the Oregon Constitution

## Measure Committee

A political committee organized exclusively to support or oppose one or more measures certified to a ballot in Oregon.

## Nonaffiliated Candidate

A candidate filing for a partisan office by Assembly of Electors or Individual Electors. A nonaffiliated candidate cannot have been a member of any political party during the last 180 days before the deadline for filing the certificate of nomination.

## Nonpartisan Office

An office for which the candidate does not run under the name of any political party. Nonpartisan offices include: Judge (Supreme Court, Court of Appeals, Tax Court, Circuit Court and County Judge who exercises judicial functions), Superintendent of Public Instruction, Commissioner of the Bureau of Labor and Industries, any elected office of a metropolitan service district under ORS chapter 268, Justice of the Peace, County Clerk, County Assessor, County Treasurer, Sheriff, District Attorney and any office designated nonpartisan by a home rule charter or ordinance. Special District offices are also nonpartisan.

## OAR

Oregon Administrative Rules.

## Open Office

An office that would normally appear on the upcoming election ballot because the term of office is complete.

## ORS

Oregon Revised Statutes.

## Partisan Office

An office for which the candidate may be nominated by a major or minor political party or as a nonaffiliated candidate.

## Person

An individual, corporation, limited liability company, labor organization, association, firm, partnership, joint stock company, club, organization or other combination of individuals having collective capacity.

## Petition Committee

A committee formed by the chief petitioners of an initiative, referendum or recall petition. A petition committee may be designated to support only one initiative, referendum, or recall petition. A petition committee is not a political committee.

## Political Committee

A combination of two or more individuals, or a person other than an individual, that has received a contribution or made an expenditure for the purpose of supporting or opposing a candidate, measure or political party. Expenditure does not include a contribution to a candidate or political committee required to report the contribution or an independent expenditure that is required to be reported. Political committee also includes an individual who solicits and receives a contribution. A chief petitioner committee is not a political committee.

## Political Party Committee

A political committee organized by a political party which has appropriately filed its organizational documents with the Secretary of State under ORS 248.007 or 248.009.

## Presidential Elector

A member of the Electoral College who, under the provisions of the United States Constitution, meets after a presidential election (in December) to select the next President and Vice President of the United States.

## Definitions (cntd.)

### Prospective Petition

- Candidate—The information and filing forms, except signatures and other identification of petition signers, required to be contained in a completed petition.
- Local (City, County, District)—The information and filing forms, except signatures and other identification of petition signers, required to be contained in a completed petition.
- Statewide—A prospective initiative or referendum petition, which has been filed and accepted by the Elections Division's office, but has not received written approval to circulate, from the Elections Division.

### Public Office

Any federal, state, county, city or district office or position, except a political party office, filled by electors.

### Recall Petition

A petition by electors to place a question on a special recall election ballot regarding whether a specified public officer should be removed from office.

### Referral

A resolution prepared by the Oregon legislature or a local governing body to place a question on the ballot for electors to decide.

### Referendum Petition

A petition by electors to approve or reject legislation adopted by the Oregon legislature or the governing body of a county, city or district.

### Registered Voter

A resident of the State of Oregon who:

- is a US citizen
- is 18 years of age or older
- is registered more than 20 calendar days before the election

### Regularly Published Publication

A publication published on a recurring basis according to a time schedule that bears no relation to an election.

### State Measure

A measure to be voted on by the registered voters of the entire state.

### State Offices

Governor, Secretary of State, State Treasurer, Attorney General, Commissioner of the Bureau of Labor and Industries, Superintendent of Public Instruction, Judge (Supreme Court, Court of Appeals, Tax Court, Circuit Court and any County Judge who exercises judicial functions), State Senator, State Representative or District Attorney.

### Statewide Offices

The elected public offices of the State of Oregon which are voted on by all the registered voters of the state (Governor, Secretary of State, State Treasurer, Attorney General, Commissioner of the Bureau of Labor and Industries, Superintendent of Public Instruction, Supreme Court Judge, Court of Appeals Judge and Tax Court Judge).

### Text

Actual language of proposed new constitutional, statutory, charter or ordinance amendment to be initiated or referred.

### Treasurer

A person appointed by a candidate or political committee to manage and report the contributions and expenditures of the candidate or political committee. A treasurer must perform all the duties prescribed for a candidate or political committee under ORS 260.005 and 260.035 to 260.156.

### Vacant Office

An office that has been vacated by retirement, resignation, recall or death that would not normally be printed on the upcoming ballot.

## OAR 165-014-0270 Circulator Certification

- (1) The purpose of this rule is to incorporate into administrative law previously enforced standards on what constitutes a sufficient circulator certification on Initiative, Referendum, Recall, and Candidate Nominating petitions.
- (2) A petition signature sheet will be rejected for insufficient circulator certification if:
  - (a) No signature whatsoever appears below the certification;
  - (b) No date appears next to circulator's signature or the date is crossed out;
  - (c) The date of the circulator certification is earlier than the date of the electors' signatures, unless the circulator and the only signer are the same person;
  - (d) Original date is crossed out, and a new date is provided, but the circulator failed to re-sign;
  - (e) Any part of the original date is overwritten with a different date;
  - (f) Date information is insufficient or ambiguous. Date must be provided in month, day, year order if written in all numeric characters;
  - (g) The original signature of a circulator has been crossed out, and a different circulator's signature is inserted;
  - (h) Two individuals sign and date as circulator, unless the only signers and the circulators are the same people;
  - (i) White out appears on the signature or date line;
  - (j) The circulator has signed using only initials, unless the circulator's use of initials as a signature is verified by exemplar under paragraph (5) of this rule;
  - (k) The circulator has signed using a signature stamp, unless use of a signature stamp has been approved under ORS 246.025;
  - (l) Circulator's signature is photocopied, carbon-copied, or otherwise appears on the face of the document to be a replicated and not original signature except as provided for in ORS 250.043;
  - (m) Signature, printed name, and address are all illegible;
  - (n) Signature alone is illegible, unless the circulator's use of the apparently illegible signature is verified by exemplar under paragraph (5) of this rule;
  - (o) Circulator's signature is in printed script rather than cursive script, unless the circulator's use of a printed signature is verified by exemplar under paragraph (5) of this rule;
  - (p) If for any other reason, from the face of the signature sheet, the circulator's identity cannot be determined or it otherwise cannot be determined that the circulator executed the certification after witnessing the electors' signatures.
- (3) If a petition signature sheet contains elector signatures dated both on or before the date of the circulator's effective certification and after the date of the circulator's effective certification, the signature sheet will be accepted with regard to the elector signatures dated on or before the date of the certification, but elector signatures dated after the date of the certification will not be accepted.
- (4) The following defects in the circulator certification will not result in rejection of the signature sheet:
  - (a) The circulator's signature appears on the printed name line instead of on the signature line;
  - (b) Signature consists of full last name and at least the first name initial;
  - (c) The circulator has signed and dated the certification, but has not provided an address or printed name; or
  - (d) The circulator has re-signed and re-dated the certification and the circulator's original signature has not been crossed out.

## OAR 165-014-0270 Circulator Certification

- (5) If a preliminary determination is made under paragraph (2)(j), (n) or (o) of this rule that a certification is insufficient, the certification signature may be verified by exemplar in the following manner:
- (a) If the circulator is required to be registered under ORS 250.048 Section 2 the Elections Division will compare the certification signature only to the circulator's signature supplied by the circulator on the circulator's SEL 308, Circulator Registration. If the certification signature matches the signature on the SEL 308 that was in effect at the time that the signature sheet was certified, the petition signature sheet will be accepted. If the certification signature does not match the signature on the SEL 308 that was in effect at the time that the signature sheet was certified, the petition signature sheet will be rejected for insufficient certification. A certification signature may consist at a minimum of a first name initial and full last name and still be accepted even if the signature on the circulator's most recent SEL 308 contains a full first name and full last name.
  - (b) For circulators not required to be registered under ORS 250.048, the Elections Division will compare the certification signature to the circulator's current Oregon voter registration card signature, if available. If the certification signature matches the voter registration signature, the petition signature sheet will be accepted. If the certification signature does not match the voter registration signature, the petition signature sheet will be rejected for insufficient certification.
  - (c) If the circulator is not required to be registered under ORS 250.048 and an Oregon voter registration card bearing the circulator's signature is not available as an exemplar, the Elections Division will compare the certification signature to an alternative exemplar filed with the Elections Division or retained on file by the Elections Division under section (6) of this rule. If the certification signature does not match the alternative exemplar provided or retained under section (6) and (7) of this rule, the petition signature sheet will be rejected for insufficient certification.
  - (d) If the circulator is not required to be registered under ORS 250.048 and an Oregon voter registration card bearing the circulator's signature is not available as an exemplar, and an alternative exemplar has not been filed with or retained on file by the Elections Division under section (6) and (7) of this rule, the Elections Division will notify the chief petitioner or the chief petitioner's designee by telephone and electronic mail, if available, and provide the chief petitioner or designee an opportunity to submit an alternative exemplar of the circulator's signature.
    - (A) If an alternative exemplar is requested by the Elections Division not later than the 20th day after signatures are submitted for verification, the chief petitioners or the chief petitioner's designee must provide the alternative exemplar within 2 days of notification for the alternative exemplar to be considered.
    - (B) If an alternative exemplar is requested by the Elections Division after the 20th day after signatures are submitted for verification, the chief petitioners or the chief petitioner's designee must provide the alternative exemplar within 1 day of notification for the alternative exemplar to be considered.
    - (C) The alternative exemplar must be a signature on an official government-issued document such as a driver's license or passport, and must have been executed before the date of the attempted certification of the petition signature sheet. If the certification signature matches the alternative exemplar, the petition signature sheet will be accepted. If the certification signature does not match the alternative exemplar, the petition signature sheet will be rejected for insufficient certification.
    - (D) The alternative exemplar may be physically delivered to the Elections Division or may be delivered by facsimile transmission or electronic mail. If delivered by electronic mail, the document must be reproduced in .gif or .pdf format. The alternative exemplar must be received at the office of the Secretary of State not later than 5 p.m. of the day it is due.
- (6) Chief petitioners may submit alternative exemplars of petition circulators' signatures at the same time they submit petition signature sheets for signature verification. The alternative exemplar must comply with the requirements of paragraph (5)(c) (C) of this rule. When submitting alternative exemplars, chief petitioners must provide a list of circulators for whom they are submitting alternative exemplars. If no list accompanies the alternative exemplars submitted under this section, those alternative exemplars will not be accepted or used to compare the circulator's signature to the certification. If an alternative exemplar is omitted from the list, that alternative exemplar will not be accepted or used to compare the circulator's signature to the certification. Chief petitioners may still be offered the opportunity to submit alternative exemplars under paragraph (5)(c).
- (7) Alternative exemplars received and accepted by the Elections Division under paragraphs (5) and (6) of this rule, will be retained on file for two years from the date of receipt.

Stat. Auth.: ORS 246.150, 249.008, 250.105, 250.215, 250.315, 255.175

Stats. Implemented: ORS 249.008, 249.061, 249.740, 249.865, 249.875, 250.045, 250.105, 250.215, 250.315, & 255.175







## **Sample Cover Sheet**

# County/City/District Initiative Petition or County/City/District Referendum Petition Sample Cover Sheet

rev 05/10

## Instructions

A Signature Sheet must be copied on the reverse side of each Cover Sheet. The ballot title must appear the same as the ballot title filed by the District/City Attorney or approved by the Circuit Court.

## Measure Information

### Ballot Title

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent accumsan est. Vivamus dignissim. Nulla vitae wisi.

**Caption:** mauris tempor, lectus eu venenatis gravida, nisl mi accumsan pede, in tempor elit ligula nec mi. Vivamus rutrum bibendum diam. Proin dignissim placerat massa. Morbi pellentesque. Nullam pede.

**Question:** cras id magna sit amet augue consectetur euismod. In placerat. Aenean sit amet arcu vitae est eleifend consectetur. Donec gravida metus vel arcu. Vestibulum gravida malesuada eros. Suspendisse

**Summary:** Proin volutpat, felis sit amet tincidunt ullamcorper, justo tellus condimentum tortor, quis molestie lacus risus vitae odio. Nunc est lectus, eleifend et, feugiat quis, pulvinar in, metus. Nulla sit amet felis nec diam ultricies semper.

### Text of Initiative or Referendum

A chief petitioner may, but is not required to, place the text of an initiative or referendum petition here. Replace this text and the text below with the actual text of the initiative or referendum. If the text is not printed on the cover sheet, the person obtaining signatures on the petition must carry at least one full and correct copy of the measure to be initiated or referred and must allow the text to be reviewed upon request (ORS 250.045).

### Cursus Non Posuere:

**(X)** Sit amet, iaculis vel, lectus. Proin placerat. Donec tempor malesuada enim. Nunc aliquam pede ut neque. Proin sit amet eros nec ante hendrerit convallis. Vestibulum vulputate sodales arcu. Praesent condimentum turpis sit amet sem.

### Idunt:

**(X)** Consectetur sit amet, sapien. Curabitur laoreet tincidunt augue. Curabitur quis elit. Nam et sem eget turpis ultricies sodales. Donec rutrum erat vel ligula.

### Chief Petitioners

name  
residence address  
city, state, zip code

name  
residence address  
city, state, zip code

name  
residence address  
city, state, zip code

## Instructions for Circulators

- Only active registered voters of the county, city or district may sign a petition.
- It is advisable to have signers use a pen for signing petitions or for certifying petitions.
- Only one circulator may collect signatures on any one sheet of a petition.
- Each circulator must personally witness all signatures the circulator collects.
- Circulators shall not cause to be circulated a petition knowing it to contain a false signature.
- Circulators shall not knowingly make any false statement to any person who signs it or requests information about it.
- Circulators shall not attempt to obtain the signature of a person knowing that the person is not qualified to sign it.
- Circulators shall not offer money or any thing of value to another person to sign or not sign a petition.
- Circulators shall not sell or offer to sell signature sheets.
- Circulators shall not write, alter, correct, clarify or obscure any information about the signers unless the signer is disabled and requests assistance or the signer initials after the changes are made.
- Circulators shall not accept compensation to circulate a petition that is based on the number of signatures obtained.



### Warning

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.

## Instructions for Signers

- Only active registered voters of the state of Oregon may sign a petition. Sign your full name, as you did when you registered to vote.
- Please fill in the date on which you signed the petition, your printed name and your residence address in the spaces provided. Only signers may complete their optional information.
- Initial any changes that you or the circulator makes to your printed name, residence address or date on which you signed the petition.
- It is advisable to use a pen for signing petitions.
- It is unlawful to sign any person's name other than your own. Do not sign another person's name under any circumstances.
- It is unlawful to sign a petition more than once.
- It is unlawful for a person to knowingly sign a petition when the person is not qualified to sign it.

Petition for Local Initiative or Referendum Measure Signature Sheet

Petition ID

Some circulators for this petition are being paid. It is unlawful to sign a petition more than one time. This is a local petition. Signers of this page must be active registered voters of the jurisdiction at the time of signing.

To the County Election Filing Officer/City Recorder (Auditor), County/City District of:

We, the undersigned voters, request this measure to be submitted to the residents of the county/city/district for their approval or rejection. A full and correct copy of this measure was made available for review and I have not previously signed a petition sheet for this measure.

Insert Caption of Ballot Title or Number of Ordinance/Resolution and Date Adopted

→ 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 Address street, city, zip code
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Circulator Certification This certification must be signed by the circulator!

You should not collect any additional signatures on this sheet once you have signed and dated the certification! I hereby certify that I witnessed the signing of the signature sheet by each individual whose signature appears on the signature sheet and I believe each person is a qualified voter in the county/city/district. (ORS 250.165, 250.265, 255.135, 198.750, 221.031) I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

Circulator Signature	Date Signed mm/dd/yy
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/City/District of Oregon.	
Signature of County Elections Official	Date Certified mm/dd/yy

Sheet Number



## Forms



**Filing of Candidacy for Nonpartisan Nomination****SEL 120**

rev 02/11: ORS 249.031

→ *This information is a matter of public record and may be published or reproduced.***Filing Information**

- ☐ **Secretary of State of Oregon**      ☐ **County Elections Official of** \_\_\_\_\_ **County**
- ☐ **City Recorder (Auditor), City of** \_\_\_\_\_

**Candidate and Party Information**

- ☐ **Incumbent for Office of Judge**

**Candidate Name****Filing for Office of****How Name Should Appear on Ballot****District or Position Number****Residence Address, Street/Route****City****State****Zip Code****County of Residence****Home Phone****Work Phone****Cellular Phone****Fax****Email Address****Website****Mailing Address** where all correspondence will be sent, **Street/Route****City****State****Zip Code****Filing Type**

- ☐ Filing of Candidacy by Declaration, with the Required Filing Fee (ORS 249.056)

**Filing Fees:****Filing of Candidacy by Declaration  
(ORS 249.056)****Filing Fee State  
Voters' Pamphlet  
(ORS 251.095)****Petition Signatures  
Required**

Statewide Offices	\$100	\$3000	<b>or</b>	500
Circuit Court Judge	\$50	\$600	<b>or</b>	300
District Attorney	\$50	\$600	<b>or</b>	300
County Judge	\$50	\$600	<b>or</b>	300
MSD Executive Officer, MSD Auditor	\$100	\$600	<b>or</b>	300
MSD Councilor	\$25	\$600	<b>or</b>	300
County Office	\$50	\$600	<b>or</b>	300
City Office	set by charter or ordinance	\$600*	<b>or</b>	300
Justice of the Peace	n/a	\$600	<b>or</b>	300

\*for cities with a population of 50,000 or more (ORS 251.005)

- ☐ Filing of candidacy by **prospective** petition, with the required proposed signature sheet (SEL 121) and the statement one or more circulators will or will not be paid (SEL 301) (ORS 249.020)

- ☐ Filing of candidacy by **completed** petition, with the required signature sheets certified by the appropriate county elections officials (ORS 249.020, 249.064)

**2010 Filing Dates:** Primary Election May 18, 2010 and General Election November 2, 2010

	Filing for Candidacy	Filing for State Voters' Pamphlet	Withdrawing Candidacy
	First Day	First Day	
Primary Election	<b>September 10, 2009</b>	<b>September 10, 2009</b>	
General Election	<b>June 2, 2010</b>	<b>June 2, 2010</b>	
	Last Day	Last Day	Last Day
Primary Election	<b>March 9, 2010</b>	<b>March 11, 2010</b>	<b>March 12, 2010</b>
General Election	<b>August 24, 2010</b>	<b>August 24, 2010</b>	<b>August 27, 2010</b>



**Required Information** (if no relevant information, list "none")

**Occupation** present employment – paid or unpaid

**Occupational Background** previous employment – paid or unpaid

**Educational Background** schools attended, use attachment if needed

**Complete Name of School** no acronyms

**Last Grade Level  
Completed**

**Diploma/Degree/Certificate  
(AA, BA, BS, MA, PhD, etc)**

**Course of Study**  
optional

**Other:**

**Prior Governmental Experience** elected or appointed

*By signing this document, I hereby state:*

- that I will accept the nomination for office indicated
- that I will qualify for said office if elected
- that all information provided by me on this form, including my occupation, educational and occupational background, and prior governmental experience, is true to the best of my knowledge

**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's 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 *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 *Campaign Finance Manual*.

**Candidate's Signature**

**Date Signed**

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



**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 at the same election. Unless the person has withdrawn from the first filing, **all** filings are invalid. (ORS 249.013(3))

**For Office Use Only**

Initials

Cash or Check Number

Candidate ID Number

Receipt Number

Office Number

Candidate Committee ID Number

Petition for Nonpartisan Nomination Signature Sheet

Petition ID

One or More No Petition circulators will be paid (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 Secretary of State of Oregon/County Elections Official/City Recorder, 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



# Withdrawal of Candidacy or Nomination

**SEL 150**rev 01/10: ORS 249.170, ORS 249.180  
ORS 249.830, ORS 255.235**Filing Information**☐ **Secretary of State of Oregon**      ☐ **County Elections Official**      ☐ **City Recorder** (Auditor)**Candidate and Nomination Information**☐ **Candidacy for Nomination**      ☐ **Nomination to** \_\_\_\_\_ **Political Party****Candidate Name****Withdrawing from Nomination for Office of****District, Position or Zone Number** if applicable**Residence Address, Street/Route****City****State****Zip Code****County of Residence****Home Phone****Work Phone****Cellular Phone****Mailing Address** where all correspondence will be sent, **Street/Route****City****State****Zip Code****Withdrawal Reason**

I submit this notice of withdrawal from candidacy or nomination to the above named office. My reason for withdrawal is:

*By signing this document, I hereby state:*

→ that I withdraw my candidacy or nomination for the office stated above

→ that the reasons provided for withdrawal are true to the best of my knowledge.

**Candidate's Signature****Date Signed****2010 Withdrawal Deadlines**Primary Election: **March 12, 2010**General Election: **August 27, 2010**→ **A candidate who desires to withdraw must do so by the 67th day before the date of the Primary or General Election**  
(ORS 249.170, 249.180, 249.830 and 255.235)**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)

**For Office Use Only**

Initials

Candidate ID Number

Receipt Number

Office Number

Candidate Committee ID Number



**Statement of Organization for Candidate Committee****SEL 220**rev 03/11: ORS 260.037,  
ORS 260.039, ORS 260.041

**Filing a New Committee:** This form, **along with the Campaign Account Information form (SEL 223)**, must be completed and filed within 3 business days of first receiving a contribution or making an expenditure. The "Original" box should be marked on both forms.

→ **A candidate may have only one Candidate Committee.**

**A Candidate Who Serves as the Treasurer:** A candidate may either serve as the candidate's own treasurer or may appoint a separate treasurer. A candidate who serves as their own treasurer, does not have an existing candidate's committee and does not expect to receive or spend more than \$750 for a calendar year is not required to establish a campaign account, file a Statement of Organization or file transactions. However, if at any time the candidate exceeds \$750 in either contributions or expenditures in a calendar year, the candidate must then establish a campaign account, file a Statement of Organization and file contribution and expenditure transactions.

**Amending Information on this Form:** Any change in the information on this form must be filed **within 10 days** of the change. To notify the Elections Division of a change in information, submit this form, completed in its entirety, and mark the "Amendment" box. An amended SEL 223 should not be filed unless the information on that form also changes.

**Discontinuing:** A candidate may discontinue their committee by disclosing all transactions that achieve a zero cash balance and filing a completed SEL 220 with the "Discontinuation" box marked.

**Note:** Prior to discontinuing a committee must file a Notice of Intent to Discontinue (form SEL 224) either electronically using ORESTAR or by filing the paper form SEL 224 with the Elections Division.

→ **Please type or print legibly in black or blue ink**

**This filing is an:** ☐ **Original** ☐ **Amendment** ☐ **Discontinuation**

**Committee Information**

**Name of Committee** (if changing the committee name, please include the former name)

**Committee Address** (no post office box numbers)

**City**

**State**

**Zip Code**

**Campaign Phone**

**Treasurer Information**

**Name of Treasurer**

☐ **Mr.** ☐ **Ms.**

**Mailing Address for Committee Correspondence**

**City**

**State**

**Zip Code**

**Work Phone**

**Home Phone**

**Fax**

**Email Address** (required)

**Alternate Transaction Filer Information** (optional)

**Name of Alternate Transaction Filer** (must be someone other than the candidate or treasurer)

☐ **Mr.** ☐ **Ms.**

**Mailing Address for Alternate Transaction Filer**

**City**

**State**

**Zip Code**

**Email Address** (required if designating an Alternate Transaction Filer)

**Information for Correspondence Recipient Designated to Receive Notices Sent Under ORS Chapters 246-260** (optional)

**Name of Correspondence Recipient** (must be someone other than the candidate or treasurer)

☐ **Mr.** ☐ **Ms.**

**Mailing Address for Correspondence Recipient**

**City**

**State**

**Zip Code**

**Email Address** (required if designating a Correspondence Recipient)

**Candidate Information**

**Name of Candidate**

☐ **Mr.** ☐ **Ms.**

**Candidate Address** (no post office box numbers)

**City**

**State**

**Zip Code**

**Mailing Address for Candidate Correspondence**

**City**

**State**

**Zip Code**

**Work Phone**

**Home Phone**

**Fax**

**Email Address** (required)

*continued on the reverse side of this form*

**SEL 220**

**Candidate Information** continued from previous side**Occupation of Candidate****Employer's Name****City and State of Employer**☐ **Self-Employed**  
☐ **Not Employed****Name of Office Sought** (include county, position, department or zone number, if applicable)**Candidate Election Activity**☐ **Primary 20** \_\_\_\_\_ ☐ **General 20** \_\_\_\_\_ ☐ **Other Election Date:** \_\_\_\_\_**Political Party Affiliation**

Choose one if filing for a partisan office:

☐ **Constitution** ☐ **Democratic** ☐ **Independent** ☐ **Libertarian** ☐ **Pacific Green**  
☐ **Progressive** ☐ **Republican** ☐ **Working Families** ☐ **Nonaffiliated** ☐ **Other:** \_\_\_\_\_**Other Election Activity**☐ **Supports or opposes multiple candidates and measures** (if this is marked there is no requirement to name the candidates or measures.)☐ **Supports specific measures or recall** Measure number(s): \_\_\_\_\_

Candidate(s) being recalled: \_\_\_\_\_

☐ **Opposes specific measures or recall** Measure number(s): \_\_\_\_\_

Candidate(s) being recalled: \_\_\_\_\_

**Committee Director(s)**

If the committee has more than one director, attach a list of additional directors and include all the information required on the form for each director. The candidate should not be designated as a committee director. A committee director is not required.

**Name of Committee Director****Address** including zip code**Phone Number****Occupation****Employer's Name****City and State of Employer**☐ **Self-Employed**  
☐ **Not Employed**

If two or more directors of this political committee are also directors of another political committee, list the names of those directors and the name and address of the other political committee. Attach a list if necessary.

**SEL 223****Attached is a Campaign Account Information Form** (SEL 223)☐ **Yes** ☐ **No***By signing this document I acknowledge that I am personally liable for any penalties imposed under ORS Chapter 260 and attest that the information on the form is true and correct.***Candidate's Signature****Date Signed****Treasurer's Signature** if different than candidate**Date Signed****Important**

Both the candidate and the treasurer of a candidate committee must sign the Statement of Organization.

**For Office Use Only**

Initials

Committee ID Number

Date SEL 223 Received



**Statement of Organization for Political Action Committee****SEL 221**

rev 01/10: ORS 260.042

**Filing a New Committee:** This form, **along with the Campaign Account Information form (SEL 223)**, must be completed and filed within 3 business days of first receiving a contribution or making an expenditure. The "Original" box should be marked on both forms.

**Committee Directors:** All political action committees must designate at least one committee director who is not the treasurer. The treasurer may be a committee director if the treasurer meets the definition of "committee director" in ORS 260.005(2), but the treasurer may not be the only committee director. If a committee has more than two directors, attach a list of additional directors and include all the information required on the form for each director.

**Amending Information on this Form:** Any change in the information on this form must be filed **within 10 days** of the change. To notify the Elections Division of a change in information, submit this form, completed in its entirety, and mark the "Amendment" box. An amended SEL 223 should not be filed unless the information on that form also changes.

**Discontinuing:** A committee may discontinue by disclosing all transactions that achieve a zero cash balance and filing a completed SEL 221 with the "Discontinuation" box marked.

**Note:** Prior to discontinuing a committee must file a Notice of Intent to Discontinue (form SEL 224) either electronically using ORESTAR or by filing form SEL 224 with the Elections Division.

→ **Please type or print legibly in black or blue ink**

**This filing is an:**

☐ **Original**

☐ **Amendment**

☐ **Discontinuation**

**Committee Information**

**Name of Committee** (if changing the committee name, please include the former name)

**Abbreviation or Acronym**

**Committee Address** (no post office box numbers)

**City**

**State**

**Zip Code**

**Campaign Phone**

**Treasurer Information**

**Name of Treasurer**

☐ **Mr.** ☐ **Ms.**

**Mailing Address for Committee Correspondence**

**City**

**State**

**Zip Code**

**Work Phone**

**Home Phone**

**Fax**

**Email Address** (required)

**Alternate Transaction Filer Information** (optional)

**Name of Alternate Transaction Filer** (must be someone other than the treasurer)

☐ **Mr.** ☐ **Ms.**

**Mailing Address for Alternate Transaction Filer**

**City**

**State**

**Zip Code**

**Email Address** (required if designating an Alternate Transaction Filer)

**Information for Correspondence Recipient Designated to Receive Notices Sent Under ORS Chapters 246-260** (optional)

**Name of Correspondence Recipient** (must be someone other than the treasurer)

☐ **Mr.** ☐ **Ms.**

**Mailing Address for Correspondence Recipient**

**City**

**State**

**Zip Code**

**Email Address** (required if designating a Correspondence Recipient)

**Type of Political Action Committee** (select only one)

☐ **Caucus Committee**

☐ **Recall Committee**

☐ **Measure**

→ Exclusively support or oppose one or more measures on a ballot

☐ **Political Party**

→ A major or minor party defined in ORS Chapter 248  
→ A committee established by a major or minor party under party bylaws

☐ **Miscellaneous**

Support or oppose one or more of the following:  
→ Specific candidates  
→ Entire ticket of a political party  
→ Candidate in a recall election  
→ Multiple candidates and measures

Election Activity		
<input type="radio"/> Primary 20____ <input type="radio"/> General 20____ <input type="radio"/> Other Election Date: _____		
Political Party Name/Title or Number of Measure/Recall Candidate's Name		
		<input type="radio"/> Support
		<input type="radio"/> Oppose
		<input type="radio"/> Support
		<input type="radio"/> Oppose
		<input type="radio"/> Support
		<input type="radio"/> Oppose
Nature of Political Action Committee		
Committee Information		
Is this committee a controlled committee?		<input type="radio"/> Yes <input type="radio"/> No
If yes, identify the candidate who controls the committee:		
Is this committee a slate mailer organization?		<input type="radio"/> Yes <input type="radio"/> No
Committee Director(s)		
If the committee has more than two directors, attach a list of additional directors and include all the information required on the form for each director.		
1	Name of Committee Director	Address including zip code
	Phone Number	Occupation
	Employer's Name	City and State of Employer <input type="radio"/> Self-Employed <input type="radio"/> Not Employed
2	Name of Committee Director	Address including zip code
	Phone Number	Occupation
	Employer's Name	City and State of Employer <input type="radio"/> Self-Employed <input type="radio"/> Not Employed
If two or more directors of this political committee are also directors of another political committee, list the names of those directors and the name and address of the other political committee.		
SEL 223		
Attached is a Campaign Account Information Form (SEL 223)		<input type="radio"/> Yes <input type="radio"/> No
By signing this document I acknowledge that I am personally liable for any penalties imposed under ORS Chapter 260 and attest that the information on the form is true and correct.		
Treasurer's Signature		Date Signed

For Office Use Only	
Initials	Committee ID Number
Date SEL 223 Received	

**Statement of Organization for Petition Committee****SEL 222**

rev 01/10: ORS 260.118

**Filing a New Committee:** This form, **along with the Campaign Account Information Form (SEL 223)**, must be completed and filed within 3 business days of first receiving a contribution or making an expenditure, and no later than the date the petition is approved for circulation. For a recall petition, it must be filed with the prospective petition. The "Original" box should be marked.

**Chief Petitioners:** A petition committee must list all chief petitioners of the petition. A recall committee may only have one chief petitioner.

**Amending Information on this Form:** Any change in the information on this form must be filed **within 10 days** of the change. To notify the Elections Division of a change in information, submit this form, completed in its entirety, and mark the "Amendment" box. An amended SEL 223 should not be filed unless the information on that form also changes.

**Discontinuing:** The treasurer may discontinue the committee by disclosing all transactions that achieve a zero cash balance and filing a completed SEL 222 with the "Discontinuation" box marked. Discontinuation of a state initiative or referendum petition committee prior to the deadline for submitting signatures for verification can occur only if the petition is withdrawn.

**Note:** Prior to discontinuing a committee must file a Notice of Intent to Discontinue (form SEL 224) either electronically using ORESTAR or by filing form SEL 224 with the Elections Division.

→ **Please type or print legibly in black or blue ink**

This filing is an:

☐ **Original**

☐ **Amendment**

☐ **Discontinuation**

**Committee Information**

**Name of Committee** (if changing the committee name, please include the former name)

**Abbreviation or Acronym**

**Committee Address** (no post office box numbers)

**City**

**State**

**Zip Code**

**Campaign Phone**

**Treasurer Information**

**Name of Treasurer**

☐ **Mr.** ☐ **Ms.**

**Mailing Address for Committee Correspondence**

**City**

**State**

**Zip Code**

**Work Phone**

**Home Phone**

**Fax**

**Email Address** (required)

**Alternate Transaction Filer Information** (optional)

**Name of Alternate Transaction Filer** (must be someone other than treasurer)

☐ **Mr.** ☐ **Ms.**

**Mailing Address for Alternate Transaction Filer**

**City**

**State**

**Zip Code**

**Email Address** (required if listing an Alternate Transaction Filer)

**Type of Petition Committee** (mark both type of petition **and** jurisdiction)

Type of Petition:

☐ **Initiative**

☐ **Referendum**

☐ **Recall**

Jurisdiction:

☐ **State**

☐ **County**

☐ **City**

☐ **Special District**

**Additional Information**

**Date Prospective Petition Filed (mm/dd/yy)** (only required for a local petition)

**Date of Election (mm/dd/yy)** (only required for state petition)

**Subject or Ballot Title of Petition/Name of Public Official for Recall** (including office, district, position county or city)

**Chief Petitioner Information** (a recall committee may only have one chief petitioner)

**1** **Name of Chief Petitioner** **Work Phone Number** **Fax Number**

**Address** **City** **State** **Zip Code**

**2** **Name of Chief Petitioner** **Work Phone Number** **Fax Number**

**Address** **City** **State** **Zip Code**

**3** **Name of Chief Petitioner** **Work Phone Number** **Fax Number**

**Address** **City** **State** **Zip Code**

**SEL 223**

**Attached is a Campaign Account Information Form** (SEL 223) ☐ **Yes** ☐ **No**

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

**Treasurer's Signature** **Date Signed**

**Chief Petitioner's Signature** (optional) **Date Signed**

**For Office Use Only**

Initials

ID Number

# Campaign Account Information

**SEL 223**

rev 01/10: ORS 260.039, ORS 260.042

**Filing a New Committee:** This form, **along with the appropriate Statement of Organization form (SEL 220, 221 or 222)**, must be completed and filed within 3 business days of first receiving a contribution or making an expenditure. The "Original" box should be marked on both forms.

**Amending Information on this Form:** Any change in the information on this form must be filed **within 10 days** of the change. To notify the filing officer of a change in information, submit this form, completed in its entirety, and mark the "Amendment" box. An amended SEL 220, 221 or 222 should not be filed unless the information on that form also changes.

**Discontinuing:** A committee may discontinue by disclosing all transactions that achieve a zero cash balance by filing a completed SEL 200, 221 or 222 with the "Discontinuation" box marked. It is not necessary to submit this form when discontinuing a committee.

**Confidentiality:** The SEL 223 and any information it contains is exempt from public records disclosure and shall be kept confidential by the Elections Division.

→ **Please type or print legibly in black or blue ink**

This filing is an:

☐ **Original**

☐ **Amendment**

## Committee Information

**Name of Committee** (if changing the committee name, please include the former name)

**Name of Oregon Financial Institution**

**Account Number**

**Name of Account** (must be identical to name of committee)

**Name of Account Holder**

**Names of Persons Who Have Signature Authority**

*By signing this document I attest that the above information is true and correct.*

**Candidate's Signature** (for Candidate Committee only)

**Date Signed**

**Treasurer's Signature**

**Date Signed**



### Important

The information on this form is exempt from public records disclosure and shall be kept confidential by the Elections Division

## For Office Use Only

Initials

Committee ID Number



## Statement One or More Petition Circulators Will be Paid

**SEL 301**

rev 01/10: ORS 250.045,  
ORS 250.165, ORS 255.135

☐ **Prospective Petition** initial filing with filing officer

I/We hereby declare one or more petition circulators will be paid money or other valuable consideration for obtaining signatures of active registered voters on the attached petition. I/We understand the filing officer must be notified not later than the 10th day after I/we first have knowledge or should have had knowledge that no petition circulator will be compensated for obtaining signatures. By signing this document, I hereby state that no circulators will be compensated on this petition based on the number of signatures obtained by the circulator.

☐ **Completed Petition** signatures submitted to filing officer

By signing this document, I hereby state that no circulators have been compensated on this petition based on the number of signatures obtained by the circulator.

### Identify Petition

Signed

Date Signed

Signed

Date Signed

Signed

Date Signed

→ **Statement must be signed by the candidate for nomination, the chief sponsor for certificate of nomination, chief sponsor for Minor political party formation petition or all chief petitioners for an initiative or referendum petition.**



**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.

## Statement No Petition Circulators Will be Paid

**SEL 301**

rev 01/10: ORS 250.045,  
ORS 250.165, ORS 255.165  
ORS 255.135

☐ **Prospective Petition** Initial Filing with Filing Officer

I/We hereby declare no petition circulators will be paid money or other valuable consideration for obtaining signatures of active registered voters on the attached petition. I/We understand the filing officer must be notified not later than the 10th day after I/we first have knowledge or should have had knowledge that any petition circulator will be compensated for obtaining signatures. By signing this document, I hereby state that no circulators will be compensated on this petition.

☐ **Completed Petition** Signatures Submitted to filing officer

By signing this document, I hereby state that no circulators were compensated for obtaining signatures on the attached petition.

### Identify Petition

Signed

Date Signed

Signed

Date Signed

Signed

Date Signed

→ **Statement must be signed by the candidate for nomination, the chief sponsor for certificate of nomination, the chief sponsor for Minor political party formation petition, or all chief petitioners for an initiative or referendum petition.**



**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.





# Prospective Petition for Local Measure

**SEL 370**rev 01/10: ORS 250.045  
250.265, 250.265, 255.135**To the County Elections Filing Officer/City Recorder (Auditor),**We, the undersigned, request the ☐ **District Attorney** ☐ **City Attorney** (*choose one*) prepare a ballot title for the attached proposed measure to be submitted to the people of \_\_\_\_\_ (*name of county/city/district*).**Type of Petition**☐ **Initiative Petition**☐ **Referendum Petition****Designating Chief Petitioners**

Every petition must designate not more than three persons as chief petitioners, setting forth the name, residence address and title (if officer of sponsoring organization) of each. All chief petitioners for an initiative or referendum petition must sign this form. Please carefully read the instructions for circulators and signers on the back of this form.

**Chief Petitioner Information****Name print****Signature****1****Residence Address, Street/Route****City****State****Zip Code****Mailing Address** if different, **Street/Route****City****State****Zip Code****Email Address and/or Website****Day Phone Number****Sponsoring Organization** if any**Name print****Signature****2****Residence Address, Street/Route****City****State****Zip Code****Mailing Address** if different, **Street/Route****City****State****Zip Code****Email Address and/or Website****Day Phone Number****Sponsoring Organization** if any**Name print****Signature****3****Residence Address, Street/Route****City****State****Zip Code****Mailing Address** if different, **Street/Route****City****State****Zip Code****Email Address and/or Website****Day Phone Number****Sponsoring Organization** if any



Petition for Local Initiative or Referendum Measure Signature Sheet

Petition ID

No circulators for this petition are being paid. It is unlawful to sign a petition more than one time. This is a local petition. Signers of this page must be active registered voters of the jurisdiction at the time of signing.

To the County Elections Filing Officer/City Recorder (Auditor), County/City/District of:

We, the undersigned voters, request this measure to be submitted to the residents of the county/city/district for their approval or rejection. A full and correct copy of this measure was made available for review and I have not previously signed a petition sheet for this measure.

Insert Caption of Ballot Title or Number of Ordinance/Resolution and Date Adopted

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 Address street, city, zip code
-----------	----------------------	------------	--

1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Circulator Certification This certification must be signed by the circulator!

You should not collect any additional signatures on this sheet once you have signed and dated the certification!

I hereby certify that I witnessed the signing of the signature sheet by each individual whose signature appears on the signature sheet, and I believe each person is a qualified voter in the county/city/district. (ORS 250.165, 250.265, 198.750, 221.031) I also hereby certify that I have received no compensation for these signatures.

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/City/District of Oregon.

Signature of County Elections Official

Date Certified mm/dd/yy

Sheet Number



Petition for Local Initiative or Referendum Measure Signature Sheet

Petition ID

Some circulators for this petition are being paid. It is unlawful to sign a petition more than one time. This is a local petition. Signers of this page must be active registered voters of the jurisdiction at the time of signing.

To the County Election Filing Officer/City Recorder (Auditor), County/City District of:

We, the undersigned voters, request this measure to be submitted to the residents of the county/city/district for their approval or rejection. A full and correct copy of this measure was made available for review and I have not previously signed a petition sheet for this measure.

Insert Caption of Ballot Title or Number of Ordinance/Resolution and Date Adopted

→ 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 Address street, city, zip code
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Circulator Certification This certification must be signed by the circulator!

You should not collect any additional signatures on this sheet once you have signed and dated the certification! I hereby certify that I witnessed the signing of the signature sheet by each individual whose signature appears on the signature sheet and I believe each person is a qualified voter in the county/city/district. (ORS 250.165, 250.265, 255.135, 198.750, 221.031) I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

Circulator Signature	Date Signed mm/dd/yy
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/City/District of Oregon.	
Signature of County Elections Official	Date Certified mm/dd/yy

Sheet Number





Withdrawal of ☐ Initiative **or** ☐ Referendum **Petition**

The chief petitioners of an initiative or referendum petition may withdraw the petition prior to the submission of the petition for signature verification.

Type of Petition

☐ Statewide ☐ County, City or District of \_\_\_\_\_

Petition Information

Petition Title caption of ballot title or title of act	Date Prospective Petition Filed
Petition ID if applicable	Election ID if applicable

Withdrawal Reason

To the Secretary of State of Oregon/County Elections Official/City Recorder,  
I/we submit this notice of withdrawal for the petition named above. My/our reason for withdrawal is: optional

Chief Petitioner Name print	Signature	Date Signed
Chief Petitioner Name print	Signature	Date Signed
Chief Petitioner Name print	Signature	Date Signed

For Office Use Only

Initials	Petition ID	Receipt Number
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