

County Initiative and Referendum Manual

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2010

Secretary of State
Kate Brown

Notice

The 2010 County Initiative and Referendum Manual and associated forms are adopted by Oregon Administrative Rule No. 165-014-0005.

Office of the Secretary of State

Kate Brown
Secretary of State

Elections Division

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Dear Oregonian,

It is my pleasure to provide the online *2010 County Initiative and Referendum Manual*. Our office encourages its citizens to participate in lawmaking at all levels of government. You as a citizen of Oregon have the right to introduce new laws or change existing laws that you feel would benefit all Oregonians.

This manual has been prepared for use by citizens interested in filing a county initiative or referendum petition. The process for filing a county initiative and referendum is provided for in this manual in the steps necessary for your compliance with the law. However, it is recommended that you ask your county elections officials to check their local charters and/or ordinances for provisions that may impose different or additional requirements.

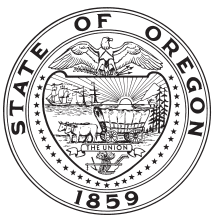
In the 2009 Legislative Session a change in the timeframe in which a “county initiative” may be circulated was limited to two years from the time the petition is approved to circulate.

Please read this year’s manual carefully to find any other changes that will affect the process. Your county elections offices and the Elections Division of the Secretary of State is 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

This manual is intended to provide and describe an overview of county initiative and referendum processes. Some of the processes discussed **may be superseded** by county charter or ordinance. Check with the county elections official for applicable county charter or ordinance provisions.

This manual is **not** intended to provide guidelines or county governing body referrals.



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

The county elections official is available to assist and answer any questions.

As used in this manual, unless otherwise noted:

- **County elections official** refers to the officer who is responsible for conducting elections and administering election laws.
- **Elections Division** refers to the Secretary of State, Elections Division.
- **Prospective initiative** or **prospective referendum** refers to an initiative or referendum petition that has been filed with the county elections official but has not received approval to circulate.
- **Initiative** used alone refers to an initiative petition, including complete text, cover and signature sheet, which has received written approval to circulate from the county elections official but has not yet qualified for the ballot.
- **Referendum** refers to a proposed referendum petition which has received written approval to circulate from the county elections official but has not yet qualified for the ballot.
- **Completed Petition** refers to a prospective initiative or referendum petition where the chief petitioners have submitted 100% of the signatures required for verification.
- **Measure** refers to an initiative or referendum which has obtained enough valid signatures to qualify for the ballot.
- **Chief petitioners** refers to any combination of individuals, including a single individual, who sponsors an initiative or referendum.

2010 Local Elections Calendar

	Date of Election			
	March 9	May 18	September 21	November 2
County Elections Filing Officers¹ publish notice of district board election on or before (ORS 255.075)	November 28, 2009	January 28	June 12	July 15
District Candidates² file verified signatures or \$10 filing fee with county elections filing officer on or before (ORS 255.235)	January 7	March 9	July 22	August 24
Local Governing Bodies³ file notice of measure with county elections filing officer on or before (ORS 254.095, 254.103, 255.085)	January 7	March 18	July 22	September 2⁴
Voters' Pamphlet Filings				
→ candidates who file candidacy with county clerk, file material for inclusion in county voters' pamphlet on or before	January 11	March 11	July 26	August 26
→ 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)	January 11	March 22	July 26	September 7

Footnotes

¹ 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.

² Candidates: contact the Secretary of State regarding filing required campaign finance reports.

³ 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)

⁴ 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
County Elections Filing Officers¹ publish notice of district board election on or before (ORS 255.075)	November 27, 2010	February 5	June 11	July 30
District Candidates² file verified signatures or \$10 filing fee with county elections filing officer on or before (ORS 255.235)	January 6	March 17	July 21	September 8
Local Governing Bodies³ file notice of measure with county elections filing officer on or before (ORS 254.095, 254.103, 255.085)	January 6	March 17	July 21	September 8 ⁴
Candidate Statements and Measure Arguments file for inclusion in county voters' pamphlet (OAR 165-022-0010)	January 10	March 21	July 25	September 12

Footnotes

¹ 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.

² Candidates: contact the Secretary of State regarding filing required campaign finance reports.

³ 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)

⁴ 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.

County Initiative Petition Process

Filing Prospective Initiative Petition (Oregon Constitution, Article IV, §1, Article VI, §10 and ORS 250.165)

A prospective initiative petition consists of the text of the proposed county charter or ordinance, or an amendment to an existing county charter or ordinance, as well as the required forms that must be completed before filing the prospective initiative petition with the county elections official. All 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.

County 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 county elections official before filing the prospective petition.

Chief Petitioners

The chief petitioners file the prospective initiative petition with the county 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 250.165(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 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 County Prospective Initiative Petition

A prospective initiative petition may be filed at any time.

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.

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SEL 370

Rev. 12/17/19, CIPD 255.045
255.046, 255.047, 255.120

Prospective Petition for Local Measure

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

We, the undersigned, request the **County District Attorney** **County 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
------------	-----------

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
------------------------------	------------------	--------------------------------

Chief Petitioner Information

Name print	Signature
------------	-----------

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
------------------------------	------------------	--------------------------------

Chief Petitioner Information

Name print	Signature
------------	-----------

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
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please read the instructions for circulators and signers on the reverse side

SEL 370

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,
Article VI, §10 and ORS 250.168)

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

continued on the next page

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

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

County Initiative Petition Process (cntd.)

County Elections Official

If the text of the proposed charter or ordinance **does not** comply with constitutional requirements, the county 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 county elections official notifies the chief petitioners in writing that the text complies with constitutional requirements.
- 2 The county elections official forwards two copies of the prospective initiative petition to the District Attorney for preparation of the ballot title.
- 3 The county elections official assigns the petition an identification number.

Registered Voter

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

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

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

Deadline for the County Elections Official to Forward the Prospective Initiative Petition to the District Attorney

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

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

- text **does not** comply with procedural constitutional requirements: no later than the 7th business day after the written determination is made
- text **does** comply with procedural constitutional requirements: no later than the 7th business day after the ballot title is filed with the County Elections Official

Ballot Title

(ORS 250.035, 250.175 and 250.195)

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

District Attorney

After receiving copies of the prospective initiative petition, the District Attorney must prepare a ballot title and file it with the county 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.

Deadline for the District Attorney to File the Ballot Title

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

County Elections Official

Immediately after receiving the ballot title from the District Attorney the county elections official completes the ballot title process as follows:

- 1 The county elections official provides the chief petitioners with a copy of the ballot title.
- 2 The county elections official publishes a notice in the next available edition of a newspaper of general circulation in the county which includes **all** of the following:
 - a statement that the ballot title has been received
 - a statement that the prospective initiative petition complies with 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 District Attorney or information on how to obtain a copy of 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 District Attorney. The petition must name the District 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 county elections official in writing that the petition has been filed.

Warning

If this notice to the county 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 county elections official.

The county 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 county elections official.



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

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



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 county elections official.



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

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

County Initiative Petition Process (cntd.)

Prospective Initiative Petition Cover and Signature Sheets (ORS 250.165)

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 county 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 page 30–31 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 county 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 county elections official before the initial review of the cover and signature sheets.

See the Guidelines and Requirements for Petitions on pages 30–31 and the Sample Cover Sheet on page 44.

County Elections Official

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

- 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 county 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 county elections official also reviews the cover and signature sheets for compliance with the county petition requirements.

See pages 30–31.
- 3 The county 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 county elections official notifies the chief petitioners in writing of approval to circulate the initiative petition.

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

Circulating an Initiative Petition (ORS 250.165)

Once the chief petitioners receive written approval of the text, cover and signature sheets from the county 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 pages 34–35.

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 42.

- 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 date 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.

County Initiative Petition Process (cntd.)

Filing a Completed Initiative with the County Elections Official (ORS 250.215)

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 county 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 county 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 county 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 county 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.

- 4 The chief petitioners must submit the petition signature sheets to the county elections official no later than two years after the date on which the petition was approved to circulate.
- 5 Chief petitioners must report contribution and expenditure transactions electronically using the Election 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 county elections official signed by all current chief petitioners.

County Elections Official

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

Deadline to Submit Signatures

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

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*.

Deadline to Withdraw an Initiative

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

Verification of Signatures (ORS 250.215 and OAR 165-014-0110)

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

County Elections Official

The county 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

If the petition requires more than 4,500 signatures the county 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 250.221 and 254.108)

County Elections Official

After the signature verification process has been completed and it has been determined that the initiative has enough valid signatures to qualify as a county measure, the county elections official assigns a measure number to the qualified measure in the following manner:

- 1 Measure numbers are assigned in the sequence the petitions were filed with the county for signature verification. Each county measure number is preceded by a unique county prefix number. Ballot measure numbers will not be repeated.
- 2 After issuing the qualified initiative a measure number, the county elections official assigns the measure to the appropriate election.

See page 36.

Deadline to Verify Signatures

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

Deadline for the County Elections Official to Conduct the Election

The election will be held at the next available election date that is no sooner than the 90th day after the initiative petition was filed for signature verification with the county elections official.

Timeline for Placing a County Initiative on the Ballot

Chief Petitioner or Interested Party

A prospective initiative petition may be filed at any time.

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.

County Elections Official

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

The county 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 county elections official forwards it to the District Attorney no later than the 6th business day after the prospective initiative petition is filed.

District Attorney

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

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.

County Elections Official

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

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 county elections official.

A notice must be filed with the county 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 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 county elections official.

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

County Elections Official

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

Chief Petitioner Committee

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*.

County Elections Official

The election will be held at the next available election date that is no sooner than the 90th day after the initiative petition was filed for signature verification with the county elections official.

The county elections official prepares the abstract of votes than 20th day after the election.

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

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

Chief Petitioner or Interested Party

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

County Referendum Petition Process

Filing Prospective Referendum Petition (ORS 250.015, 250.165 and 250.205)

A prospective referendum petition consists of the text of the ordinance or other legislative enactment adopted by the county governing body, as well as the required forms that must be completed before filing the prospective referendum petition with the county 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.

County 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 county 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.

Chief Petitioners

The chief petitioners file the prospective referendum petition with the county 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 250.165(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 form have been filed with Elections Division.

See the Campaign Finance Manual.

Deadline to File a County 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 90th day after the adoption of a non-emergency county measure. To determine the filing deadline, day one is the first day after the measure was adopted by the governing body. If more than 90 days has passed since the ordinance was adopted changes may only be made by initiative petition.

Deadline to File 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)

County Referendum Petition Process (cntd.)

Ballot Title (ORS 250.035–250.041, 250.175 and 250.195)

Upon receiving a prospective referendum petition, the county elections official assigns the petition an identification number and forwards two copies to the District 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 county elections official the chief petitioners may begin collecting signatures. The chief petitioners are not required to wait for the ballot title before collecting signatures.

District Attorney

After receiving copies of the prospective referendum petition, the District Attorney must prepare a ballot title and file it with the county 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.



Deadline for the District Attorney to File the Ballot Title

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

County Elections Official

Immediately after receiving the ballot title from the District Attorney the county elections official completes the ballot title process as follows:

- 1 The county elections official provides the chief petitioners with a copy of the ballot title.
- 2 The county elections official publishes a notice in the next available edition of a newspaper of general circulation in the county 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 District Attorney or information on how to obtain a copy of 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 District Attorney. The petition must name the District 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 county elections official in writing that the petition has been filed.

Warning

If this notice to the county 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 county elections official.

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

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

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 county elections official.

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

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

County Referendum Petition Process (cntd.)

Referendum Petition Cover and Signature Sheets (ORS 250.165)

The text, cover and signature sheets for a prospective referendum petition must be approved in writing by the county 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 32–33 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 county 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 county 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 county elections official before the initial review of the cover and signature sheets.

See the Guidelines and Requirements for Petitions on pages 34–35 and the Sample Cover Sheet on page 44.

County Elections Official

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

See pages 32–33.

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

- 3 The county 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 county elections official notifies the chief petitioners in writing of approval to circulate the referendum petition.

The county 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 250.165 and 250.205)

Once the chief petitioners receive written approval of the text of the ordinance, cover and signature sheets from the county 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 pages 34–35.

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 42.

- 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 date 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.

County Referendum Petition Process (cntd.)

Filing a Completed Referendum with the County Elections Official (ORS 250.215)

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 county 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 county 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 county 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 county 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.

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 county elections official signed by all current chief petitioners.

County Elections Official

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

Deadline to File Signatures with the County Elections Official

Signatures must be filed for verification with the elections official no later than the 90th day after the adoption of a nonemergency county measure. 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*.

Deadline to Withdraw a Referendum

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

Verification of Signatures (ORS 250.215 and OAR 165-014-0110)

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

County Elections Official

The county 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

If the petition requires more than 4,500 signatures the county 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 250.221 and 254.108)

County 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 county measure, the county elections official assigns a measure number to the qualified measure in the following manner:

- ① Measure numbers are assigned in the sequence the petitions were filed with the county for signature verification. Each county measure number is preceded by a unique county prefix number. Ballot measure numbers will not be repeated.
- ② After issuing the qualified referendum a measure number, the county elections official assigns the measure to the appropriate election.

See page 36.



Deadline 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 Division 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 for signature verification with the county elections official.

Timeline for Placing a County Referendum on the Ballot

Chief Petitioner or Interested Party

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

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.

County Elections Official

County elections official forwards prospective referendum petition to District Attorney for ballot title.

District Attorney

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

County Elections Official

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

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 county elections official.

A notice must be filed with the county 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 their referendum only prior to submitting the petition signature sheets for signature verification.

Signatures must be filed for verification with the elections official no later than the 90th day after the adoption of a nonemergency county measure.

County Elections Official

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

Chief Petitioner Committee

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*.

County 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 for signature verification with the county elections official.

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

The county 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 250.165)

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

The county 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 county 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 County 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 county elections official

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

- signature
- printed name
- residence address
- date of signing petition

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 perform 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.

Guidelines and Requirements for Petitions (cntd.)

Referendum Petition Cover and Signature Sheet Requirements (Oregon Constitution, Article IV, §1, ORS 250.165 and 250.175)

All cover and signature sheets must be approved in writing by the county 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 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 referendum petition must include **all** of the following:

- the printed words **County Referendum Petition** across the top
- the title of the measure as enacted by the county 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 must 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 county 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 county elections official

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

signature
 printed name
 residence address
 date of signing petition

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 perform 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
- Upon request from the county elections official, the chief petitioners may be called upon to provide a printer's certification that the paper they are using is uncoated.
- 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 county 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 county 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 and signature sheet back to back. Any proposed variation to approved text, cover or signature sheets must be resubmitted and approved in writing by the county elections official before circulating.

Guidelines and Requirements for Petitions (cntd.)

Guidelines for Circulation of Petitions (ORS 250.165, 260.555, 260.558 and 260.560)

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 signers are electors
 - **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 42.
- **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 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 date 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 in the county 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 county elections official verifies that each signature sheet has a sufficient circulator certification. The following criteria (as adopted in OAR 165-014-0270, see pages 42–43) 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
- 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

- 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 42–43.

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 250.205)

The number of active registered voters' signatures required to place an initiative or referendum measure on the ballot is based upon a percentage of the total votes cast in the county for all candidates for Governor at the last election in which a candidate for Governor was elected to a full term.

The signature requirements are:

- for an initiative petition, **6%**
- for a referendum petition, **4%**

General Information

Initiative and Referendum Timeline for Ballot Placement (ORS 203.085 and 250.221)

For a County Measure

After the county elections official has determined that the initiative or referendum has the constitutionally required number of valid signatures needed to be placed on the ballot, the county elections official shall establish the date for the measure election.

To determine the date of the election for an initiative or referendum, day one is the first day after the chief petitioner submits 100% of the constitutionally required number of signatures for verification.

The election shall be held on the next available election date in ORS 203.085 that is no sooner than the 90th day after the measure was filed for signature verification with the county elections official and for which a sufficient number of signatures have been verified.

Timeline for County Election

Signatures are filed for verification

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

The date of the measure election will be the next available election date, which is not sooner than the 90th day after the petition is filed for signature verification.



Initiative Election Dates	Last Day to Submit Signatures 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 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.
- 3 County elections official determines the results of the measure election.



Deadline for County Elections Official to Determine the Election Results

The deadline is no later than the 30th day after the election.



Deadline for County Elections Official to Deliver Abstract of Votes

The county elections official prepares the abstract of votes no later than the 20th 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.)

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.

Definitions (cntd.)

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.

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.

- (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	Print Name	Residence Address
1	mm/dd/yy	street, city, zip code	
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
Printed Name of Circulator	Circulator's Address

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

Sheet Number

Forms

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

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 370rev 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**

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 county, city or district 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

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
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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

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Circulator Signature	Date Signed
Printed Name of Circulator	Circulator's Address

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

Sheet Number

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

SEL 375
rev 01/10: ORS 250.029

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

