

May 2, 2008
OAMR Election Training
Wilsonville City Hall

Philomath Candidate Packet Contents:

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 - SEL 223 – Campaign Account Information
- **2008 City Elections Manual** – Complete Manual prepared by the State Elections Division
- **2008 Campaign Finance Manual** – Complete Manual prepared by the State Elections Division



CITY OF PHILOMATH

980 Applegate Street
PO Box 400
Philomath, OR 97370
541-929-6148
541-929-3044 FAX
philomath.admin@ci.philomath.or.us
www.ci.philomath.or.us

November 4, 2008, General Election

Candidate Application Packet Philomath City Council

Applications are being accepted for the positions of Philomath Mayor and City Councilor. These positions will be voted on in the November 4, 2008, General Election. **FILING DEADLINE IS 5:00 P.M., AUGUST 26, 2008.**

The Philomath City Recorder is the Elections Filing Officer for City of Philomath elections.

OPEN CITY OF PHILOMATH POSITIONS

Mayor Currently held by Chris Nusbaum

City Councilor Currently held by:
Angie Baca
Matthew Bierek
Charles Crawford Sr.
Jerry Jackson Sr.
Charla Koepp
Ken Schaudt

- All positions are nonpartisan.

TERMS AND CONDITIONS

- All terms will last for two years beginning in January 2009.
- Philomath Mayor and City Council positions are non-paid, voluntary positions.

QUALIFICATIONS AND RESIDENCY REQUIREMENTS

- Any person holding elective office must be a registered voter of the State of Oregon.
- Any person elected to office must have been a legal resident of the City of Philomath continuously during the six months immediately preceding the election.

HOW TO FILE

Please review this information packet, which includes Philomath Municipal Code sections pertaining to filing for office. The following manuals will assist you with the process:

2008 City Elections Manual
2007 Campaign Finance Manual

These publications are available on the Secretary of State's web site at:
<http://www.sos.state.or.us/elections/publications>

Step 1: File Prospective Petition

Complete the three forms listed below and submit them to the City Recorder for approval prior to gathering any signatures and well in advance of the August 26 filing deadline. No filing fees are required to run for City of Philomath offices.

SEL 120 Filing of Candidacy for Nonpartisan Nomination
SEL 121 Petition for Nonpartisan Nomination
SEL 300 Statement of Paid or Unpaid Petition Circulators

Step 2: Register Campaign Committee

Prospective candidates must file the following forms with the Oregon Secretary of State Elections Division:

SEL 220 Candidate's Statement of Organization
SEL 223 Campaign Account Information

These forms are NOT required if the candidate acts as his or her own treasurer **and** expects to spend or receive less than \$300 during the entire calendar year. See the *Candidate "Quick Guide" on Campaign Finance Reporting in Oregon* included in this packet.

The filing must occur within three business days of receiving the first contribution or making an initial expenditure. These filings can be done electronically at www.oregonvotes.org. At this website, you may log in and register in the *OreStar* system to receive additional instructions. For more information, contact the Elections Division at (503) 986-1518.

Step 3: Collect Signatures

Upon approval of the prospective petition, the City Recorder will give the candidate a letter authorizing the collection of signatures. This letter must be submitted to Benton County Elections when signature gathering is complete.

Mayoral and City Council candidates must submit at least 20 nominating signatures of registered voters who reside within the City of Philomath.

Candidates should collect additional signatures in the event that some are disqualified.

Oregon law requires that each petition sheet be properly certified by its circulator, who must personally witness each signature.

Step 4: File Completed Petition

The signature sheets with the authorization letter and a copy of the candidate's SEL 120 must be submitted by the candidate to Benton County Elections Division, Benton County Courthouse, 120 NW 4th St, Room 13, Corvallis, OR, for verification of sufficiency and validity (541) 766-6756.

Benton County Elections will contact the candidate when signature verification is completed. The candidate needs to pick up the signature sheets from the elections division.

The candidate must submit to the City Recorder's Office a "completed" petition (SEL 120), along with the certified signature sheets no later than **5 p.m., August 26, 2008**.

CAMPAIGN FINANCE REPORTING REQUIREMENTS

Please review the *Campaign Finance Manual* for instructions and a filing schedule. Campaign finance forms are filed electronically with the Secretary of State's Elections Division.

All candidates who receive or spend more than \$300 during the calendar year are required to establish a dedicated campaign bank account. Those who do not expect to receive or spend more than \$2,000 during the year may file a "*Certificate of Limited Contributions and Expenditures (PC7)*." Candidates who will exceed the \$2,000 limit must file detailed contribution and expenditure reports.

STATEMENT OF ECONOMIC INTEREST (SEI) AND STATE REPORTING REQUIREMENTS

All persons holding office in the City of Philomath are required to file Statements of Economic Interest with the Oregon Government Ethics Commission (formerly the Oregon Government Standards and Practices Commission). The annual reports must be filed by April 15 every year of the incumbency of the elected official. In addition, quarterly reports will be due January 15, April 15, July 15, and October 15. Information will be requested concerning sources of income, property, business interests and gifts related to the office. Civil penalties may be imposed for failure to file, or for insufficient information. Please contact the City Recorder's Office for additional information.

VOTERS' PAMPHLET

Mayor and City Council candidates have the opportunity to place an argument in support of their candidacy in the State Voters' Pamphlet. Additional information concerning cost, requirements, and filing deadlines will be available from the City Recorders' Office in August 2008.

SIGN REGULATIONS

Philomath Municipal Code regulates the type and placement of Election signs:

- Signs 32 square feet or less per side are allowed in Residential and Industrial zones during the period from 60 days before to 15 days after any public election to be held in Philomath, Oregon.
- Signs 10 square feet or less per side are allowed in Commercial zones during the period from 60 days before to 15 days after any public election to be held in Philomath, Oregon.

ELECTION OFFICES

City of Philomath (541) 929-6148
Ruth Post, City Recorder
980 Applegate Street
PO Box 400
Philomath OR 97370
ruth.post@ci.philomath.or.us

Benton County Elections (541) 766-6756
Jill Van Buren, Elections Supervisor
Benton County Courthouse
120 NW 4th Street Room 13
Corvallis, OR 97330

Secretary of State's Elections Division (503) 986-1518
141 State Capitol
Salem, OR 97310-0722
<http://www.sos.state.or.us/elections/>

CITY OF PHILOMATH 2008 SCHEDULE FOR CANDIDATES

| DATE | DESCRIPTION OF EVENT |
|---------------------------------------|---|
| June 4, 2008 (Wednesday) | First day for candidates to file prospective petition declaring candidacy for November General Election. |
| August 26, 2008 (Tuesday) | Deadline for candidates to complete filing with City Recorder. |
| August 29, 2008 (Friday) | Last day for candidate to file withdrawal of candidacy for general election. |
| September 5, 2008 (Friday) | Election signs may be put in place on private property. |
| September 8, 2008 (Monday) | Last day to file candidate statements and measure arguments for inclusion in the County Voters' Pamphlet. |
| | NEW CONTRIBUTION AND EXPENDITURE REPORTING REQUIREMENTS WENT INTO EFFECT JANUARY 1, 2007. SEE 2007 CAMPAIGN FINANCE MANUAL FOR DETAILS OF REPORTING REQUIREMENTS AND DUE DATES. |
| NOVEMBER 4, 2008 (Tuesday) | GENERAL ELECTION DAY |
| November 19, 2008 (Wednesday) | Election signs must be removed from private property. |