



CITY OF LAKE OSWEGO

CITY MANAGER'S OFFICE

380 A Avenue
PO Box 369
Lake Oswego, OR 97034

503-635-0215
www.ci.oswego.or.us

July 8, 2010 (updated)

Dear Prospective City Council Candidate:

Thank you for your interest in running for the Lake Oswego City Council in 2010. The attached guide provides an overview of the process. You will need to reference the publications listed below for complete instructions and forms. These are available online at <http://www.sos.state.or.us/elections>.

- *City Elections Manual*
- *Campaign Finance Manual*
- *2010 Election Law Summary*

There will be three City Council positions on the ballot at the November 2, 2010 General Election. Each position is a four-year term beginning January 1, 2011.

Please contact me at 503-675-3984 with any questions. You may also contact the Secretary of State's Office at 503-986-1518. I look forward to working with you in the coming months.

Sincerely,

A handwritten signature in cursive script that reads "Robyn Christie".

Robyn Christie
City Recorder

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QUALIFICATIONS FOR CANDIDACY

REQUIREMENTS

- Registered to vote in Oregon
- Resided in the city continuously during the twelve months immediately preceding the election or appointment

HOW TO FILE

Please review the *Campaign Finance Manual* and *City Elections Manual*. Forms and publications are only available on the Secretary of State's web site at <http://www.sos.state.or.us/elections/forms/forms.htm>.

Step 1: Register Your Campaign Committee

Prospective candidates must file with the Secretary of State's Office a Candidate's Statement of Organization (SEL 220) and Campaign Account Information (SEL 223) within three business days of receiving the first contribution or making an initial expenditure.

Step 2: File Your Prospective Petition

(Do not collect signatures until your petition has been approved by the City Recorder)

Complete the three forms listed below and file them with the City Recorder. **You may file prospective petitions starting on June 2, 1010.**

- SEL 120 *Filing of Candidacy for Nonpartisan Nomination*
- SEL 121 *Petition for Nonpartisan Nomination*
- SEL 301 *Statement of Paid or Unpaid Petition Circulators*

The candidate must sign the first line on the signature sheet of the prospective petition. All signature sheets must be approved, in writing, before circulating. Failure to do so will result in the rejection of those signature sheets.

Step 3: File Your Completed Petition

Circulate the approved petition (SEL 121) for signatures (do not sign the petition at the bottom until you are done getting signatures). City Code requires 20 valid signatures to place a candidate on the ballot. Lake Oswego includes parts of three counties. If you collect signatures in more than one county, use a separate sheet for each. Submit signatures to the appropriate county clerk for verification before filing them with the City Recorder.

After the signatures have been verified by the appropriate county clerk (see page 6), file the completed petition (SEL 121) and Statement of Paid or Unpaid Circulators (SEL 301) with the City Recorder. Petitions with at least 20 verified signatures may be filed no sooner than the 90th day and no later than the 70th day before the election. **For the 2010 General Election, the filing period is August 4 through August 24.**

Step 4: Follow Campaign Finance Reporting Requirements

Please review the Candidate Quick Guide to determine if you must file:

<http://www.sos.state.or.us/elections/publications/candidatequickguide.html>. Submit all finance reports to the Secretary of State's Office. All candidates are required to have a dedicated campaign bank account if they receive contributions or make any expenditures over \$350 for the entire election cycle.

WITHDRAWAL OF CANDIDACY OR NOMINATION

To withdraw from candidacy or nomination, a candidate must file a Withdrawal of Candidacy or Nomination (SEL 150) with the City Recorder. This form must be filed no later than 5 p.m. on August 24, 2010 to have the candidate's name removed from the ballot for the 2010 General Election.

POLITICAL SIGNS

Guidelines for Political Signs LOC 47.08.300

- Application:** No application is required
- Fee:** No fee is required
- Size:** Six square feet, maximum sign area.
- Consent:** The City recommends acquiring written consent from the property owner before placement of a sign on private property.
- Location:** Private property only. Signs are not allowed in the public right-of-way*. City staff collects signs improperly placed or illegally in the public right-of-way. Signs collected by the City are subject to a \$23 retrieval fee per sign.

*Ordinance 2310 allows temporary A-frame signs in the public right-of-way with permission of the abutting property owner on Sundays from 8 a.m. to 6 p.m. See the City Recorder for more information.

- Time Limits:** Signs may be posted no sooner than 90 days before the election and must be removed no later than the fifth day following the election date (August 4 and November 7).

MOST FREQUENT VIOLATIONS & TIPS FOR PREVENTION

1. SIGNS IN THE RIGHT-OF-WAY

Signs are prohibited in the public right-of-way* (*see exception in previous section*)

The following are typically located within the public right-of-way:

- 1) Water meters; utility boxes; utility poles/overhanging wires;
- 2) Traffic signals; traffic signs; street lights; fire hydrants;
- 3) Street medians/landscape islands;
- 4) Planting beds on the street side of sidewalks;
- 5) Sidewalks and streets unless posted as private; and
- 6) Property pins noting the edge of the public right-of-way.

All signs should be placed behind these items, on private property.

2. ATTACHING SIGNS TO TREES

City Ordinance prohibits attaching signs to trees [LOC 47.04.115 (12)].

3. ATTACHING SIGNS TO UTILITY POLES

Utility regulations prohibit attaching signs to utility poles. Utility poles are located within the public right-of-way.

4. BALLOONS, ETC.

City Ordinance prohibits attaching balloons, or other moving, flashing, or animated parts to signs.

For more information, call the Code Enforcement Specialist, Bill Youngblood at 503-699-7473 or the planner on duty in the Planning Division at 503-635-0290.

DOOR-TO-DOOR CAMPAIGNING

Lake Oswego Code 34.16.910, 34.16.915, 34.16.920, and 34.16.950 discuss solicitation. Individuals who campaign door-to-door must:

1. Limit door-to-door campaigning to the hours between 9 a.m. and 9 p.m.
2. Refrain from soliciting on property where a "No Solicitation" sign has been posted.

For further information, call the City Attorney's Office, 503-635-0225.

VOTER'S PAMPHLET

If you would like to include information about your candidacy in a voter's pamphlet, you have several options:

WHO TO CONTACT:

League of Women Voters of Clackamas County - The League of Women Voters publishes a voter's pamphlet for each general election. Contact lwvclackamas@lwvclackamas.org for more information.

Clackamas, Multnomah, and Washington County – Each county publishes a voter's pamphlet for the general election. Call each county well before the election date to request information (see contact information for Election Offices below). You cannot submit your candidate's statement until after the City Recorder certifies your name for the ballot. That is done after the deadline to withdraw as a candidate.

ELECTION OFFICES

City of Lake Oswego 503-675-3984
Robyn Christie, City Recorder
380 A Avenue
Lake Oswego, OR 97034
www.ci.oswego.or.us

Clackamas County Elections 503-655-8510
1710 Red Soils Court, Suite 100
Oregon City, OR 97045
www.co.clackamas.or.us/elections

Multnomah County Elections 503-988-3720
1040 SE Morrison Street
Portland, OR 97214
www.co.multnomah.or.us/dbcs/elections

Washington County Elections 503-846-5800
3700 SW Murray Blvd. Suite 101, MS 3
Beaverton, OR 97005
www.co.washington.or.us/cgi/electhom/main.pl

Oregon State Elections Division 503-986-1518
141 State Capitol
Salem, OR 97310
<http://www.sos.state.or.us/elections>

Filing of Candidacy for Nonpartisan Nomination

SEL 120

rev 01/10: ORS 249.031

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

Filing Information

- Secretary of State of Oregon County Elections Official of _____ County
 City Recorder (Auditor), City of _____

Candidate and Party Information

- Incumbent for Office of Judge

Candidate Name	Filing for Office of
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How Name Should Appear on Ballot	District or Position Number
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Residence Address, Street/Route

City	State	Zip Code	County of Residence
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Home Phone	Work Phone	Cellular Phone
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Fax	Email Address	Website
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Mailing Address where all correspondence will be sent, Street/Route

City	State	Zip Code
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Filing Type

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

Filing Fees:	Filing of Candidacy by Declaration (ORS 249.056)	Filing Fee State Voters' Pamphlet (ORS 251.095)	Petition Signatures Required
Statewide Offices	\$100	\$3000 or	500
Circuit Court Judge	\$50	\$600 or	300
District Attorney	\$50	\$600 or	300
County Judge	\$50	\$600 or	300
MSD Executive Officer, MSD Auditor	\$100	\$600 or	300
MSD Councilor	\$25	\$600 or	300
County Office	\$50	\$600 or	300
City Office	set by charter or ordinance	\$600* or	300
Justice of the Peace	n/a	\$600 or	300

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

- Filing of candidacy by **prospective** petition, with the required proposed signature sheet (SEL 121) and the statement one or more circulators will or will not be paid (SEL 300) (ORS 249.020)

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

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

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

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

Occupation present employment – paid or unpaid

Occupational Background previous employment – paid or unpaid

Educational Background schools attended, use attachment if needed

Complete Name of School no acronyms

Last Grade Level Completed

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

Course of Study
optional

Other:

Prior Governmental Experience elected or appointed

By signing this document, I hereby state:

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

Check the applicable box (not applicable to candidates for federal office – US Senate and US Representative):

- By marking this box, I certify I do not have an existing candidate's committee and I do not expect to spend more than \$350 or receive more than \$350 during each calendar year. I understand I must still keep records of all campaign transactions and if total contributions or total expenditures exceed \$350 during a calendar year, I must follow the requirements detailed in the *Campaign Finance Manual*.
- By marking this box, I certify that I have already filed or will soon file a Statement of Organization for Candidate Committee (SEL 220). For detailed instructions, see the *Campaign Finance Manual*.

Candidate's Signature

Date Signed

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

Warning

Supplying false information on this form may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715) A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, **all** filings are invalid. (ORS 249.013(3))

For Office Use Only

Initials

Cash or Check Number

Candidate ID Number

Receipt Number

Office Number

Candidate Committee ID Number

Petition for Nonpartisan Nomination Signature Sheet

Petition ID _____

One or More **No** Petition circulators will be paid (mark one)

This is a candidate nominating petition. Signers of this page must be active registered voters in the following county: _____

Note to Candidate: Petition signatures must be verified before the petition can be filed with the filing officer.
Submit the petition in ample time for the process to be completed before 5pm on the filing deadline day.

Candidate's Name	Office	District or Position Number if applicable
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To the Secretary of State of Oregon/County Elections Official/City Recorder, We, the undersigned voters, request the candidate's name printed above, for nomination to the office indicated, be placed upon the appropriate ballot at the next _____ election following the filing of this petition.

→ Signers must initial any changes that they or the circulator makes to their printed name, residence address or date they signed the petition

Signature	Date Signed mm/dd/yy	Print Name	Residence or Mailing Address street, city, zip code	Precinct # optional
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Circulator Certification This certification **must** be signed by the circulator!

I hereby certify that I witnessed the signing of the signature sheet by each individual whose signature appears on the signature sheet, and I believe each individual is an elector qualified to sign the petition. (ORS 249.061) I also certify that compensation I received, if any, was not based on the number of signatures obtained for this petition. **Warning!** Falsely signing this statement may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715)

Circulator Signature	Date Signed mm/dd/yy
Printed Name of Circulator	Circulator's Address street, city, zip code

County Elections Official Certification

I hereby certify _____ signatures on this petition are those of active registered voters in _____ County, Oregon.

Signature of County Elections Official	Date Certified mm/dd/yy	Sheet Number
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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.

Statement of Organization for Candidate Committee**SEL 220**rev 01/10: ORS 260.037,
ORS 260.039, ORS 260.041

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

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

A Candidate Who Serves as the Treasurer: A candidate may either serve as the candidate's own treasurer or may appoint a separate treasurer. A candidate who serves as their own treasurer, does not have an existing candidate's committee and does not expect to receive or spend more than \$350 for a calendar year is not required to establish a campaign account, file a Statement of Organization or file transactions. However, if at any time the candidate exceeds \$350 in either contributions or expenditures in a calendar year, the candidate must then establish a campaign account, file a Statement of Organization and file contribution and expenditure transactions.

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

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

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

→ **Please type or print legibly in black or blue ink****This filing is an:** **Original** **Amendment** **Discontinuation****Committee Information****Name of Committee** (if changing the committee name, please include the former name)**Committee Address** (no post office box numbers)**City****State****Zip Code****Campaign Phone****Treasurer Information****Name of Treasurer** **Mr.** **Ms.****Mailing Address for Committee Correspondence****City****State****Zip Code****Work Phone****Home Phone****Fax****Email Address** (required)**Alternate Transaction Filer Information** (optional)**Name of Alternate Transaction Filer** (must be someone other than the candidate or treasurer) **Mr.** **Ms.****Mailing Address for Alternate Transaction Filer****City****State****Zip Code****Email Address** (required if designating an Alternate Transaction Filer)**Information for Correspondence Recipient Designated to Receive Notices Sent Under ORS Chapters 246-260** (optional)**Name of Correspondence Recipient** (must be someone other than the candidate or treasurer) **Mr.** **Ms.****Mailing Address for Correspondence Recipient****City****State****Zip Code****Email Address** (required if designating a Correspondence Recipient)**Candidate Information****Name of Candidate** **Mr.** **Ms.****Candidate Address** (no post office box numbers)**City****State****Zip Code****Mailing Address for Candidate Correspondence****City****State****Zip Code****Work Phone****Home Phone****Fax****Email Address** (required)

Campaign Account Information

SEL 223

rev 01/10: ORS 260.039, ORS 260.042

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

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

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

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

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

This filing is an:

Original

Amendment

Committee Information

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

Name of Oregon Financial Institution

Account Number

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

Name of Account Holder

Names of Persons Who Have Signature Authority

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

Candidate's Signature (for Candidate Committee only)

Date Signed

Treasurer's Signature

Date Signed

 **Important**

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

For Office Use Only

Initials

Committee ID Number