

Mayor/Council Candidate Handbook

*Candidate Qualifications & Filing Procedures
For General Election – November 4, 2014*

The City of Lebanon reserves the right to change and/or add to the contents of this Candidates' Handbook as updated information and revised forms become available from the State of Oregon Elections Division.

It is the responsibility of the candidate to confirm deadlines with the elections official in advance of those deadlines. Some deadlines may be adjusted due to changes made by the Legislature that were not available for this handbook at the time of printing.

This Handbook is an effort to assist candidates with the election process and should not be viewed as a legal directive.



Administration

City Clerk (Elections Officer)

May 1, 2014

TO: All Prospective Mayoral/City Council Candidates

Congratulations on your decision to run for City office! This handbook will provide you with the information needed to file for Nonpartisan City Office during the November 2014 General Election.

On November 4, the City of Lebanon voters will elect four (4) City Officials. Current City positions whose terms expire on December 31, 2014 are Office of the Mayor and three City Councilors.

Material included in this handbook:

- ❖ Addendum "A" – Roles and responsibilities of a Lebanon Mayor and/or City Councilor.
- ❖ Addendum "B" – Candidacy Wards/Precincts.
- ❖ Addendum "C" – State of Oregon Filing Guidelines (including campaign finance reporting).

The following State of Oregon and City of Lebanon filing FORMS are included in the City Candidate Election Packet (Addendum "D"):

- ❖ SEL 101 *Candidate Filing – Major Political Party or Nonpartisan*
- ❖ SEL 121 *Candidate Signature Sheet – Nonpartisan*
- ❖ SEL 220, 223, and PC7 (filed electronically with the Secretary of State)
- ❖ *City of Lebanon's Acceptance of Nomination*
- ❖ *City of Lebanon's Candidate's Statement for City Voters' Pamphlet and/or City Website*

SEL forms as well as Campaign Contributions and Expenditures reporting forms are also available online at <http://sos.oregon.gov/elections/Pages/electionforms.aspx>

Thank you for your interest in serving our community and best of luck with your campaign.

Respectfully,

Linda Kaser
City Clerk (Elections Official)

City Of Lebanon 2014 General Election Candidate Qualifications & Filing Procedures

I. Open City of Lebanon Positions

Mayor of Lebanon.....Currently held by: **Paul R. Aziz**

Councilor Ward I (Oak Creek Precinct)...Currently held by: **Wayne Rieskamp**

Councilor Ward II (Pioneer Precinct).....Currently held by: **Floyd Fisher**

Councilor Ward III (Santiam Precinct).....Currently held by: **Bob Elliott**

II. Terms & Conditions

The Mayoral position is a two-year term, and the Councilor positions are four-year terms, beginning with the first meeting in January of 2015. There are no term limits. All positions are nonpartisan.

The Mayor receives \$500 per month and the Councilors each receive \$225/month.

Please review the entire City Charter for specifics on form of Government, Council Proceedings, Power and Duties of Officers, and Elections (Included in Addendum "A").

III. Qualifications & Residency Requirements

Qualifications include **but are not limited to**: 1) being a registered voter; 2) residing within the ward, if filing for a Councilor position; 3) residing in the City limits continuously during the 6 months immediately preceding the election or appointment; and 4) is not an immediate family member of a city employee or seated elected official, or an approved candidate for city elected office.

Please review City Charter Chapter III, Section 12 *Qualifications of Elected Officers* and Chapter VI, Section 31 *Nominations* for further details.

IV. Filing Procedures

The following is intended to provide general information on the nomination procedures of the State of Oregon and the City of Lebanon. *This information is **NOT** intended to provide legal advice for candidates, nor is it intended to cover all of the issues concerning local elections.*

Please review the material included in this packet. For further information or publications to assist with the filing process, please visit the Secretary of State's website:

<http://www.oregonvotes.org/pages/publications/index.html>

V. HOW TO FILE FOR ELECTIVE (PUBLIC) OFFICE

Members of the Lebanon City Council are elected only at Oregon's General Election.

City of Lebanon candidates may file one of two methods with the city elections official (City Clerk) by **either** paying a fee, **or** by petition to obtain signatures.

- 1) **File by Fee:** A candidate will file **Form SEL 101 Candidate Filing – Major Political Party or Nonpartisan; and pay a filing fee of \$25.00, or**
- 2) **File by Petition:** If a candidate chooses this method, they must allow sufficient time to have signatures verified (by Linn County) before the filing deadline. The following form(s) must be completed and filed with the City Clerk:

Form SEL 101 Candidate Filing – Major Political Party or Nonpartisan
("Prospective Petition" must be marked); and

Form SEL 121 Candidate Signature Sheet – Nonpartisan. While 25 signatures are required by the City of Lebanon, candidates are advised to obtain more than the required number to ensure the petition contains at least 25 valid signatures. If filing for a City Councilor position, the petition must be signed by electors residing within the appropriate ward (precinct) for which the person is seeking election.

All signature sheets must be approved in writing by the City Clerk before circulating. Failure to do so will result in the rejection of those signature sheets. Further directions can be found in the material provided in Addendum "B".

VI. Schedule an Appointment with City Clerk (Elections Official)

Upon completion of the required forms mentioned in V (when filing by either method), please contact the City Clerk's Office to schedule an appointment to verify that you meet the qualifications and residency requirements.

Once eligibility has been established, all candidates must file an "Acceptance of Candidacy Nomination" (City Form). This form is to be signed in front of the City Clerk at the time of the scheduled appointment.

Please bring your City "Acceptance of Candidacy Nomination" Form with you.

VII. Filing Deadline

The candidate filing deadline is **no sooner than July 14, 2014 and no later than 5 p.m. July 30, 2014** for the November 4, 2014 General Election.

Contact City Clerk at (541)258-4905 to schedule an appointment.

VIII. Candidate Campaign Finance Reporting Requirements

Oregon law requires that campaign finance activities be filed electronically with the Oregon Secretary of State's Office (Elections Division) using the ORESTAR (Oregon Elections System for Tracking and Reporting) system. The secured online reporting system can be found online at [ORESTAR](#) along with the ORESTAR User's Manual and Campaign Finance Manual.

For ORESTAR assistance, call the Elections Division or email orestar-support.sos@state.or.us.

The State of Oregon requires candidates to file an SEL 220 and SEL 223 within three (3) business days of first receiving a contribution or making an expenditure. The forms may be filed by paper forms if a computer is not available. However, contributions and expenditures must be reported electronically. If you do not have a computer, the Lebanon Public Library has computer terminals for public use.

IX. Statement of Economic Interest (SEI) & State Reporting Requirements

All **elected** officials are required to file SEI's with the Oregon Government Ethics Commission. The annual reports must be filed by April 15 of every year of the incumbency. Information concerning sources of income, property, business interests, and gifts related to the office will be on the form. Civil penalties may be imposed for failure to file or for insufficient information.

X. Voters' Pamphlet / City Website

At the time of publishing this handbook, it is uncertain as to whether the City will publish a local Voters' Pamphlet or only provide candidate information on the City's website.

Either way, candidates need to file a Candidate Statement Form, candidate photo (not more than 4 years old), and any endorsements **by August 31, 2014** with the City Clerk for inclusion in either the Lebanon Voters' Pamphlet or the City's website at www.ci.lebanon.or.us.

The City's filing fee is \$35 for one-half page (with or without photo). A fee is not required if only publishing on the City's website.

XI. Election Offices

City of Lebanon	Linn County Elections	Oregon, State of Elections Division
Linda Kaser, City Clerk (Elections Official) 541.258.4264 925 Main Street Lebanon OR 97355 Email: lkaser@ci.lebanon.or.us	Steve Druckenmiller, Co. Clerk 541.967.3831 300 SW 4 th Avenue, Rm #205 Albany OR 97321 Email: sdruckenmiller@co.linn.or.us	Toll Free: 1.866.673.8683 255 Capitol Street, NE #501 Salem OR 97310-1306 Email: elections.sos@state.or.us



Addendum "A"

Roles and Responsibilities of a Lebanon Mayor and/or City Councilor

Includes Lebanon City Charter, Lebanon Municipal Code Chapters 2.04 City Council Meetings and 2.12 Officers

Chapter 2.04 CITY COUNCIL MEETINGS

Sections:

- 2.04.010 Rules of order.
- 2.04.020 Agenda—Preparation.
- 2.04.040 Agenda—Additions/Deletions.
- 2.04.060 Regular meetings.*
- 2.04.070 Special meetings.
- 2.04.080 Emergency meetings.
- 2.04.090 Executive sessions.
- 2.04.100 Presiding officer.
- 2.04.110 Call to order.
- 2.04.130 Minutes approval.
- 2.04.140 Mayor to follow agenda.
- 2.04.150 Introduction and withdrawal of motions.
- 2.04.160 Division of question.
- 2.04.170 Privileged questions.
- 2.04.180 Previous question.
- 2.04.190 Motion to adjourn.
- 2.04.200 Motion to reconsider.
- 2.04.210 Debate.
- 2.04.220 Call to order.
- 2.04.230 Voting procedure.
- 2.04.240 Vote of presiding officer.
- 2.04.250 Duty to vote—Exception.
- 2.04.260 Protests.
- 2.04.270 Appointment of officers.
- 2.04.275 Appointment and removal of committee and commission members.
- 2.04.280 Ordinance bills.
- 2.04.290 Introduction of bills.
- 2.04.300 Procedure for passing bills.
- 2.04.310 Committee of the whole—Applicability of rules.
- 2.04.320 Minutes of the council meeting entries designated.
- 2.04.340 Applicability of Robert's Rules of Order Revised.

2.04.010 Rules of order.

The rules of order and procedure set out in this chapter shall govern meetings and proceedings of the city council.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 1, 1978)

2.04.020 Agenda—Preparation.

- A. The city administrator, in consultation with the mayor, shall prepare an agenda for each city council meeting consisting of all items of business that may be proper or necessary to bring before the council.
- B. The agenda and supporting reports and information shall normally be published and made available to the city council and the public at least twenty-four hours prior to a scheduled meeting. The city council may, by motion, and upon a three-quarters vote of those present, accept new agenda items, remove agenda items, and/or accept new or additional supporting information at the time of the adoption of the agenda at the beginning of each meeting.

(Ord. 2386 § 1, 2005: Ord. 2305 § 1 (part), 2002: Ord. 1713 § 2(1) (part), 1978)

2.04.040 Agenda—Additions/Deletions.

The city administrator may, in consultation with the mayor, add or remove items from the published agenda provided notice is provided to the city council and public at least twenty-four hours prior to the scheduled meeting. The city council may, in accordance with Section 2.04.020 of this chapter, place on the agenda or remove from the agenda any such items added or removed by the city administrator.

(Ord. 2386 § 2, 2005: Ord. 2305 § 1 (part), 2002: Ord. 1713 § 2(1) (part), 1978)

2.04.060 Regular meetings.*

- A. The city council shall ordinarily hold its regular meetings at seven p.m. on the second and fourth Wednesdays of each calendar month in Lebanon, Oregon, and/or at such place and time as shall be designated by vote of four or more city council members, with public notice given, and such meetings located within the city limits of Lebanon, Linn County, Oregon; provided, that the city council shall meet in public session at least once every month.
- B. The city administrator, upon notice to the city administrator orally or in writing from four or more members of the city council that the city councilor will not attend a regular or special meeting, may cancel said meeting provided that notice is given to the city council and public at least twenty-four hours prior to the scheduled starting time and date of a regular or special meeting by the city administrator. Notice to the public is sufficient by notifying local media and posting a notice at the meeting room where the council meeting was to have been held.

(Ord. 2386 § 3, 2005: Ord. 2305 § 1 (part), 2002: Ord. 2072 § 1, 1990: Ord. 1829 §.1, 1981: Ord. 1792 § 1, 1980: Ord. 1713 § 2(2)(a), 1978)

** Prior history: Ord. 1777.*

2.04.070 Special meetings.

The city council may be convened by the mayor or by a majority of the council at any time upon giving notice to each member of the council at the time present in the city, as required by law. Such meetings shall be called, conducted, with notice to the public as required by the Oregon Public Meetings Laws.

(Ord. 2305 § 1 (part), 2002: Ord. 1713 § 2(2)(b), 1978)

2.04.080 Emergency meetings.

Emergency meetings of the city council may be held as provided by Oregon law.

(Ord. 2305 § 1 (part), 2002: Ord. 1713 § 2(2)(c), 1978)

2.04.090 Executive sessions.

The city council may, from time to time, meet in executive session for the reasons and in the manner provided by Oregon law.

(Ord. 2305 § 1 (part), 2002: Ord. 1713 § 2(2)(d), 1978)

2.04.100 Presiding officer.

The mayor shall be the presiding officer at city council meetings. The presiding officer shall preserve order and decorum. The mayor may speak to all questions of order or to any motion on the floor, or may make motions or second motions. The mayor may do so in preference to any other member except that the mayor shall grant each member an equal opportunity to speak on all matters. Matters or questions of decorum, parliamentary procedures, or order shall be decided by the mayor subject to appeal to the council by any city councilor. Appeals of the mayor's decision shall be decided by majority vote of the entire city council present.

(Ord. 2386 § 4, 2005: Ord. 2305 § 1 (part), 2002: Ord. 1713 § 2(3), 1978)

2.04.110 Call to order.

The mayor shall call the members of the city council to order at the stated hour. In the absence of the mayor, the council president shall be the presiding officer. In the absence of the mayor and council president, the members present shall select a member to be the presiding officer. In the absence of both the mayor and the city recorder, the members present shall select a member to record the proceedings.

(Ord. 2305 § 1 (part), 2002: Ord. 1713 § 2(4), 1978)

2.04.130 Minutes approval.

If a quorum is found to be present after the calling of the roll, the presiding officer shall ask for a motion to approve the minutes, as printed or amended, of the preceding meeting. Minutes need not be a verbatim or a highly detailed record of the city council's proceedings; however they shall meet the requirements of state law and be done to the satisfaction of the majority of the city council. Councilors with additions, corrections or deletions to the minutes shall propose such during the discussion of consideration of the minutes.

(Ord. 2386 § 6, 2005: Ord. 2305 § 1 (part), 2002: Ord. 1713 § 2(6), 1978)

2.04.140 Mayor to follow agenda.

At the commencement of each city council session, the mayor shall determine from the agenda the order of business to be followed.

(Ord. 2305 § 1 (part), 2002: Ord. 1713 § 2(7) (part), 1978)

2.04.150 Introduction and withdrawal of motions.

No motion shall be debated until it has been seconded and distinctly announced by the presiding officer. It shall be read by the city recorder when required for information. A motion may be withdrawn at any time before amendment with the consent of the second.

(Ord. 2305 § 1 (part), 2002: Ord. 1713 § 4(1), 1978)

2.04.160 Division of question.

If a question under debate contains several points, any member may have it divided, but the mover of the question shall have the right to designate the point on which the vote will be taken first.

(Ord. 2305 § 1 (part), 2002: Ord. 1713 § 4(2), 1978)

2.04.170 Privileged questions.

When a question is under debate, no motions shall be received but the following privileged questions, which shall have precedence in the following order:

- A. To adjourn;
- B. For a call of the council;
- C. To lay on the table;
- D. To postpone to a day certain;
- E. To commit;
- F. To amend;
- G. To postpone indefinitely.

(Ord. 2305 § 1 (part), 2002: Ord. 1713 § 4(3), 1978)

2.04.180 Previous question.

The previous question shall be stated as follows: "Shall the main question now be put?" The question shall be admitted only after two members demand it. If the question is carried by a majority vote, its effect shall be to bring the city council to an immediate vote on the question then under debate. Prior to a vote on a motion for the previous question, a call of the council may be ordered, but after two members have seconded the motion, no call of the council shall be in order prior to the decision of the main question. On a motion for the previous question and under the same, there shall be no debate. All incidental questions of order arising after a motion is made for the previous question or while acting under it shall be decided without debate.

(Ord. 2305 § 1 (part), 2002: Ord. 1713 § 4(4), 1978)

2.04.190 Motion to adjourn.

A motion to adjourn shall always be in order and decided without debate; except, that when once voted down, it shall not be in order again until some other business has intervened.

(Ord. 2305 § 1 (part), 2002: Ord. 1713 § 4(5), 1978)

2.04.200 Motion to reconsider.

A motion to reconsider any vote taken by the city council may be made by a member of the prevailing side or by any city councilor who was absent when such vote was taken. A motion to reconsider takes precedence over all other motions, except a motion to adjourn. No motion shall be reconsidered more than once. No motion to reconsider shall be entertained later than the next regular meeting of the council after the vote sought to be reconsidered has been taken.

(Ord. 2386 § 7, 2005: Ord. 2305 § 1 (part), 2002: Ord. 1713 § 4(6), 1978)

2.04.210 Debate.

A member desiring to speak shall address the presiding officer, and upon recognition by the presiding officer shall confine himself to the question and avoid personalities and improper language. If two or more members address the presiding officer at the same time, the presiding officer shall decide which member shall speak first. If an objection is made, no member shall speak more than twice during the same meeting on the same subject without the consent of the city council, and a member who has spoken once shall not be entitled to the floor, except for explanation, to the exclusion of another member who has not spoken.

(Ord. 2305 § 1 (part), 2002: Ord. 1713 § 4(7), 1978)

2.04.220 Call to order.

If a member is called to order, he shall cease speaking until the question of order is determined by the presiding officer.

(Ord. 2305 § 1 (part), 2002: Ord. 1713 § 4(8), 1978)

2.04.230 Voting procedure.

The presiding officer shall first ask those in favor of the motion to so indicate; he shall then ask those opposed to so indicate. If the presiding officer is in doubt as to the result, he shall order a roll call vote. A roll call vote will be taken on any question at the request of any member.

(Ord. 2305 § 1 (part), 2002: Ord. 1713 § 5(1), 1978)

2.04.240 Vote of presiding officer.

The presiding officer is not entitled to vote, except in the case of a tie vote of the members. The presiding officer, whether mayor, council president, or member selected by the other members to preside over a meeting in the absence of the mayor and council president, is not entitled to vote except in the case of a tie vote of the members.

(Ord. 2386 § 8, 2005: Ord. 2305 § 1 (part), 2002: Ord. 1713 § 5(2), 1978)

2.04.250 Duty to vote—Exception.

If a question is put, all members shall vote yea or nay unless excused by the city council for special reasons; but no member shall vote on any subject in which he has a direct pecuniary interest. Any member may demand a roll call vote on any question.

(Ord. 2305 § 1 (part), 2002: Ord. 1713 § 5(3), 1978)

2.04.260 Protests.

A member voting in the minority on a question and protesting against the vote of the city council may have his protest entered in the journal, if the language and subject matter of the protest would have been admissible during the discussion of the question.

(Ord. 2305 § 1 (part), 2002: Ord. 1713 § 5(4), 1978)

2.04.270 Appointment of officers.

Appointments of officers shall be by voice vote, and a majority of all of the members of the city council is necessary to constitute an appointment.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 5(5), 1978)

2.04.275 Appointment and removal of committee and commission members.

- A. The mayor shall appoint the members of all city committees and commissions, whether standing or ad hoc. Appointment as nonvoting members does not count for establishing a quorum. Said appointments shall normally be for a two, three, or four year term except when filling the unexpired term of a member who has resigned or ceased to serve. Appointments for less than two years can be made to fill seats so vacated or to fill ad hoc committees whose purpose will likely be met in less than two years.

Appointment of members to ad hoc committees shall terminate immediately upon the committee's final report to the city council, or upon the vote of four or more city councilors.

The mayor may not appoint a sitting councilor as a voting member of any city commission, board or committee except for those ad hoc committees consisting of at least four city councilors, or the budget committee. All mayoral appointments or removals must be confirmed by majority vote of the city council, except that the mayor may appoint a committee or commission member on a temporary basis. Said temporary appointment shall become permanent upon confirmation at the next regular city council meeting.

- B. The mayor may remove any city board, committee or commission member upon satisfactory evidence of lack of attendance or bad behavior. All removals must be confirmed by a majority vote of the city council.

(Ord. 2386 § 9, 2005; Ord. 2305 § 1 (part), 2002)

2.04.280 Ordinance bills.

Proposed ordinances shall be known as "ordinance bills." They shall be numbered consecutively and filed by the city recorder in the order in which they are introduced, and shall be entered in the journal unless otherwise directed by the city council.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 6(1), 1978)

2.04.290 Introduction of bills.

A true copy of all ordinance bills shall be made available to the public in the office of the city recorder not less than two days prior to the date of the meeting in which they are introduced. Copies of the ordinance bills shall also be made available to the public at the meeting. A bill shall be read once, by title only, prior to a vote being taken on its passage; provided, however, that any two members of the city council may demand that all or a portion of a bill be read prior to a vote.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 6(2), 1978)

2.04.300 Procedure for passing bills.

After the bill has been read as provided in Section 2.04.290, the presiding officer shall then entertain a motion for adoption of the ordinance bill. If such a motion is made and is duly seconded,

the bill shall be considered by the council. Upon full discussion and consideration of any amendments offered by the body, the city recorder shall then call the roll and enter the results in the minutes. Upon passage, the title of the bill shall become the title of the ordinance, and the ordinance shall be attested by the city recorder and presented to the mayor.

(Ord. 2305 § 1 (part), 2002: Ord. 1713 § 6(3), 1978)

2.04.310 Committee of the whole—Applicability of rules.

The rules specified in this chapter shall be observed in committee of the whole, except as to limiting the time for debate and except that no roll call vote shall be in order.

(Ord. 2305 § 1 (part), 2002: Ord. 1713 § 7(1), 1978)

2.04.320 Minutes of the council meeting entries designated.

All motions, resolutions, orders, bills, petitions or other communications shall be entered in the meeting minutes unless otherwise directed by the city council.

(Ord. 2305 § 1 (part), 2002: Ord. 1713 § 7(2), 1978)

2.04.340 Applicability of Robert's Rules of Order Revised.

All cases not specifically provided for in this chapter or in the Lebanon Charter or ordinances of the city shall be governed by the latest edition of Robert's Rules of Order Revised.

(Ord. 2305 § 1 (part), 2002: Ord. 1713 § 8(2), 1978)



Chapter 2.12 OFFICERS AND EMPLOYEES

Sections:

2.12.010 Employee handbook adopted.

2.12.020 Employees and officers barred from city council or mayoralty.

2.12.030 Nomination to elective office—Petition form.

2.12.040 Nomination to elective office—Fee in lieu of petition.

2.12.050 Nomination to elective office—Charter provisions govern.

2.12.010 Employee handbook adopted.

The employee policies and procedures manual is adopted and made a part of the city's personnel system and may be amended only in writing by the city council or city administrator.

(Ord. 2307 § 1 (part), 2002: Ord. 1756 § 1, 1979)

2.12.020 Employees and officers barred from city council or mayoralty.

A salaried or compensated city employee, or a salaried or compensated appointed city officer, may not continue in such employment or office and may not receive any such salary or compensation while serving as mayor or councilman of the city.

(Ord. 2307 § 1 (part), 2002: Ord. 1541 § 1, 1974)

2.12.030 Nomination to elective office—Petition form.

The form of petition which shall be used for nomination to elective office in the city, as prescribed in Section 31(a)2 of the Lebanon Charter of 1979, shall be a form, or a form substantially similar to, provided by the Oregon Secretary of State's office pursuant to Oregon law.

(Ord. 2307 § 1 (part), 2002: Ord. 1790 § 1, 1980)

2.12.040 Nomination to elective office—Fee in lieu of petition.

Pursuant to the authority of Section 31(e) of the Lebanon Charter of 1979, any person seeking nomination to elective office may, in lieu of the twenty-five signatures provided for in Section 31(a)3 of the Lebanon Charter of 1979, submit a filing fee of twenty-five dollars on a form prescribed by the city recorder.

(Ord. 2307 § 1 (part), 2002: Ord. 1790 § 2, 1980)

2.12.050 Nomination to elective office—Charter provisions govern.

In all other respects than those provided for in [Section 2.16.030](#) and 2.16.040, the nomination process for elective office shall be governed by the Lebanon Charter.

(Ord. 2307 § 1 (part), 2002: Ord. 1790 § 3, 1980)





Addendum "B"

Candidacy Wards/Precincts

Includes Ward Map and Boundary Description

CITY OF LEBANON
WARD/PRECINCT LEGAL DESCRIPTIONS

Ward I – *The City Limits area south of Oak Street with an east boundary described as follows:*

Beginning at a point at the intersection of the centerlines of West Oak Street and Main Street (Highway 20); thence, heading southerly along the centerline of Main Street, 4940 feet more or less to the Highway 20 and South Main Road junction; thence, heading westerly along of said junction's centerline to the centerline of South Main Road; thence, heading southerly along the centerline of South Main Road 2,300 feet more or less to the centerline of West Cedar Drive; thence, heading westerly 1,980 feet more or less to the southeast corner of Tax Lot 6300 of Assessor Map 12S-2W-22AB; thence heading southwestly following along the south property line of said tax lot 190.32 feet more or less to the south west corner of said tax lot; thence, heading northerly following along the west property line of said tax lot 24.11 feet more or less to the northeast corner of Tax Lot 7400 of Assessor Map 12S-2W-22AB; thence, heading westerly following along the north side of said tax lot, 143 feet more or less to the centerline of 7 Place; thence, heading southerly along the centerline line of 7th Place, 302 feet more or less to the north property line of Tax Lot 47400 of Assessor Map 12S- 2W-22AC; thence, heading easterly along said north property line 24.03 feet more or less to the west property line of Tax Lot 47300 of Assessor Map 12S-2W-22AC; thence, southerly along the curved and straight sections of said west property line of Tax Lot 47300 of Assessor Map 12S-2W-22AC, 93 feet more or less to the southwest corner of said tax lot; thence, easterly 690.54 feet more or less to the southeast corner of Tax Lot 4640 of Assessor Map 12S-2W-22AC; thence, heading southerly along the west boundary of the Fernview Park Addition subdivision, 1,290 feet more or less to the centerline of Vaughan Lane; thence, heading westerly along the centerline of Vaughan Lane to the centerline of South 5th Street; thence heading southerly along the centerline of South 5th Street to the south City Limits, excluding those areas not in the City limits.

Ward II – *The City Limits area north of West Oak Street with a southeast boundary described as follows:*

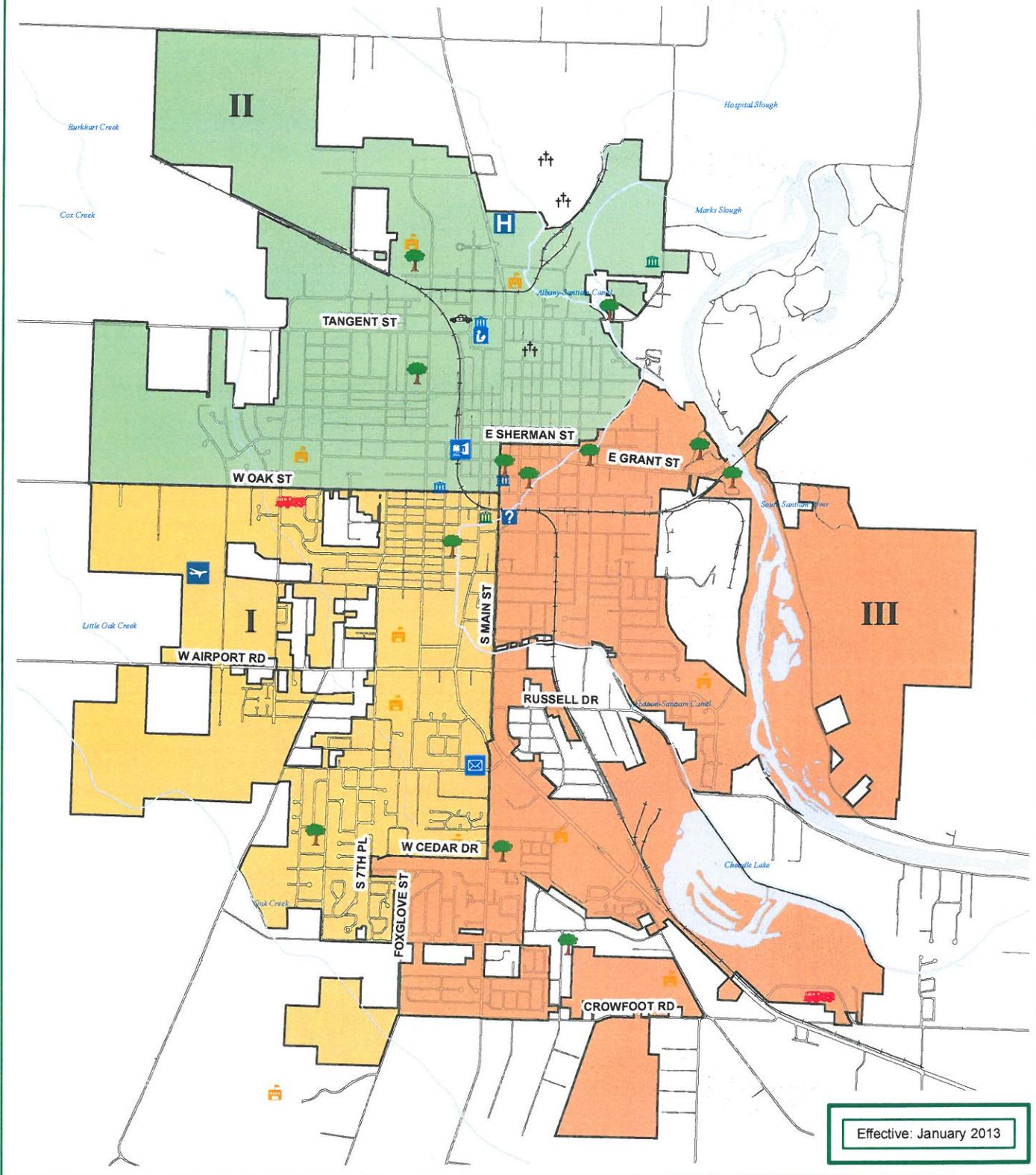
The southeast boundary of Ward II beginning at a point at the intersection of the centerlines of West Oak Street and Main Street (Highway 20); thence, heading northerly along the centerline of Main Street, 980 feet more or less to the centerline of East Sherman Street; thence, heading easterly along the centerline of East Sherman Street, 1,565 feet more or less to the centerline of Hiatt Street; thence, heading northerly 101 feet more or less along the centerline of Hiatt Street to the centerline of Mayer Drive; thence, heading easterly and northeasterly along the centerline line of Mayer Drive, 540 feet more or less to the centerline of Ash Street; thence, heading easterly 149 feet more or less along the centerline line of Ash Street to the centerline of the Lebanon Santiam Canal; thence, heading north easterly following along said canal to the intersection with the Albany Santiam Canal, excluding those areas not in the City limits.

Ward III – *The City Limits area east of Main Street particularly describes as follows:*

The west boundary of Ward III beginning at a point at the intersection of the centerlines of West Oak Street and Main Street (Highway 20); thence, heading southerly along the center line of Main Street 4,940 feet more or less to the Highway 20 and South Main Road junction; thence, heading westerly along of said junction centerline to the centerline of South Main Road; thence, heading southerly along the centerline of South Main Road, 2,300 feet more or less to the centerline of West Cedar Drive; thence, heading westerly 1,980 feet more or less to the southeast corner of Tax Lot 6300 of Assessor Map 12S-2W-22AB, thence heading southwesterly following along the south property line of said tax lot, 190.32 feet more or less to the southwest corner of said tax lot; thence, heading northerly following along the west property line of said tax lot, 24.11 feet more or less to the northeast corner of Tax Lot 7400 of Assessor Map 12S-2W-22AB; thence, heading westerly following along the north side of said tax lot, 143 feet more or less to the centerline of 7 Place; thence, heading southerly along the centerline line of 7th Place, 302 feet more or less to the north property line of Tax Lot 47400 of Assessor Map 12S-2W-22AC; thence, heading easterly along said north property line, 24.03 feet more or less to the west property line of Tax Lot 47300 of Assessor Map 12S-2W-22AC; thence, southerly along the curved and straight sections of said west property line of Tax Lot 47300 of Assessor Map 12S-2W-22AC, 93 feet more or less to the southwest corner of said tax lot; thence, easterly 690.54 feet more or less to the southeast corner of Tax Lot 4640 of Assessor Map 12S-2W-22AC; thence, heading southerly along the west boundary of the Fernview Park Addition subdivision, 1,290 feet more or less to the centerline of Vaughan Lane; thence, heading westerly along the centerline of Vaughan Lane to the centerline of South 5th Street; thence, heading southerly along the centerline of South 5th Street to the south City Limits, excluding those areas not in the City limits.

The north boundary of Ward III beginning at a point at the intersection of the centerlines of West Oak Street and Main Street (Highway 20); thence, heading northerly along the center line of Main Street 980 feet more or less to the centerline of the East Sherman Street; thence, heading easterly along the centerline of East Sherman Street, 1,565 feet more or less to the centerline of Hiatt Street; thence, heading northerly 101 feet more or less along the centerline of Hiatt Street to the centerline of Mayer Drive; thence, heading easterly and northeasterly along the centerline line of Mayer Drive, 540 feet more or less to the centerline of Ash Street; thence, heading easterly 149 feet more or less along the centerline line of Ash Street to the centerline of the Lebanon Santiam Canal; thence, heading north easterly following along said canal to the intersection with the Albany Santiam Canal, excluding those areas not in the City limits.



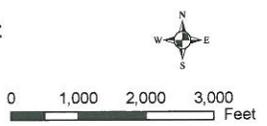


**City of Lebanon
Ward Boundary Map and City Council Members**

Mayor Paul Aziz



- | | | |
|--|---|---|
| <p>I Oak Creek Precinct
- Wayne Rieskamp
- Barry Scott</p> | <p>II Pioneer Precinct
- Floyd Fisher
- Rebecca Grizzle</p> | <p>III Santiam Precinct
- Jason Bolen
- Bob Elliott</p> |
|--|---|---|





Addendum "C"

State of Oregon Guidelines for Candidates Filing for Nonpartisan Office

*Includes pages from 2014 Candidate's Manual for
Completing Forms and the "Quick Guide" on Campaign
Finance Reporting in Oregon*

Nonpartisan Office

All Candidates for Nonpartisan Office

The procedures for filing for nonpartisan office are explained in the following sections. However, they do not apply to candidates for a newly created district board or to candidates for a Soil and Water Conservation District. It is very important to review the procedures thoroughly and follow the instructions completely.



Failure to follow the instructions contained in this manual or in any local charter or ordinance may invalidate the nomination.



Contact the local elections official for information relating to a newly created district board.



Contact the Oregon Department of Agriculture for information relating to a Soil and Water Conservation District.

Candidates may file for nonpartisan office by submitting a declaration of candidacy and paying the filing fee or by submitting a completed nominating petition containing the required number of valid signatures.



See Filing Requirements for Nonpartisan Office on page 10 for the filing fee and deadline to submit completed forms.



A person may only file for one lucrative office at an election. All filings are invalid unless the person has withdrawn the first filing. ORS 249.013



No person may be a candidate for more than one position on the same district board to be filled at the same election. ORS 249.013

Nomination and Election

ORS 249.088, 249.091

In some circumstances nonpartisan candidates may be elected at the primary election. Nonpartisan candidates that may be elected at the primary include any candidate that receives a majority of the votes cast except for:

→ candidates for the offices of Sheriff, County Clerk or County Treasurer

and

→ candidates for an office that is on the ballot to fill a vacancy that, if not for the vacancy, would not normally be on the ballot in that year



Any office that must be elected at the general election will only appear on the primary election ballot if three or more candidates file for that office.

If one of the candidates receives a majority of the votes cast, that candidate will be the nominee and will appear on the general election ballot. If none of the candidates receive a majority of the votes cast, the two candidates with the most votes are the nominees and will appear on the general election ballot.

When one or two candidates file for an office that must be elected at the general election the candidate(s) are the nominees and will appear on the general election ballot.



Candidates for these offices must file no later than the filing deadline for the primary election, even if the office will only appear on the general election ballot.

Nonpartisan Office (cont.)

Filing by Fee

ORS 249.056

To file by fee candidates complete and file with the appropriate elections official:

 Form SEL 101 Candidate Filing – Major Political Party or Nonpartisan

or

 Form SEL 190 Candidate Filing – District marked Filing by Fee

and

→ the required fee, if any

Filing by Nominating Petition

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

To file by completed nominating petition candidates complete the following steps.

District Candidates

Candidates for district office file:

 Form SEL 190 Candidate Filing – District marked Prospective Petition and designating circulator pay status

and

 Form SEL 121 Candidate Signature Sheet – Nonpartisan with all fields completed

 With the exception of candidates for Metropolitan Service District (MSD) offices, candidates for district office do not require approval to circulate prior to gathering signatures and should begin with step 3.

1 Prospective Petition

To begin the signature sheet approval process candidates must file:

 Form SEL 101 Candidate Filing – Major Political Party or Nonpartisan marked Prospective Petition and designating circulator pay status

and

For local candidates ONLY

 Form SEL 121 Candidate Signature Sheet – Nonpartisan with all fields completed

 See Signature Sheet Requirements on page 24.

 State candidates will be provided a signature sheet template to use when gathering signatures.

2 Approval to Circulate

After receiving forms the elections official reviews for required information and if complete will provide written approval to circulate the prospective nominating petition that includes:

- petition number
- number of signatures required
- filing deadline

and

For state candidates ONLY

- signature sheet template

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

3 Gathering Petition Signatures

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

 See Guidelines for Circulation on page 24.

After reviewing the legal requirements and guidelines the candidate may begin gathering signatures.

 Failure to comply with the legal requirements and guidelines will result in rejection of those sheets.

A candidate is advised to obtain more than the required number of signatures to ensure the petition has a sufficient number of valid signatures.

4 Signature Verification

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

Before submitting the signature sheets for verification, the candidate must:

- ensure each signature sheet certification is signed and dated by the circulator
 - sort the signature sheets by county, if required
- and**
- number each signature sheet sequentially within each county in the space provided

The county elections official verifies the original signatures against the voters' registration record and returns the certified signature sheets to the candidate.

5 Completing a Petition

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



Form SEL 338 Petition Submission

and

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

The elections official reviews each signature sheet to ensure that sheets are sorted by county if required, numbered sequentially within each county in the space provided, and that the circulator's certification is sufficient.

After reviewing the sheets the elections official tabulates the number of valid signatures contained on the accepted signature sheets.



If the elections official determines the petition does not contain the required number of valid signatures and the filing deadline has not passed, the candidate may submit additional signatures.

Candidate Withdrawal

ORS 249.170, 249.180, 249.830, 255.235

To withdraw from candidacy or nomination, a candidate must complete and file with the appropriate filing officer:



Form SEL 150 Withdrawal - Candidacy or Nomination

The candidate must provide and attest to the reason for withdrawal. Forms missing this information will not be accepted.

If a complete SEL 150 is not filed with the elections official by the deadline, the candidate's name will appear on the ballot.



See Filing Requirements for Partisan Office on page 7 for the deadline to submit the completed form.



Candidates for state office that filed using ORESTAR at www.oregonvotes.gov may file the withdrawal of candidacy in the same manner.



See the ORESTAR User's Manual: Candidacy Filing for instructions on filing electronically.

Write-In Candidates

ORS 254.548

Oregon voters have the option of writing in the name of a candidate for each office instead of voting for a candidate printed on the ballot. Write-in votes are tallied together with a lump sum recorded for each office unless there is no candidate on the ballot, or the total number of write-in votes exceeds the candidate with the most votes.

A candidate seeking nomination or election to office by write-in does not complete any candidate filing forms but may be required to establish a campaign account and file a Statement of Organization designating a candidate committee.



See the Campaign Finance Manual and the ORESTAR User's Manuals available at www.oregonvotes.gov.

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

1 Notification

The elections official notifies the candidate by sending:



Form SEL 141 Candidate Filing – Write-In

2 Acceptance of Nomination or Office

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

3 Certificate of Nomination or Election

Upon receipt of the completed and signed SEL 141 the elections official prepares and delivers a certificate of nomination or election to the candidate and if applicable, issues a proclamation of election.



Deadline to Complete Write-In Process

	Primary Election	General Election
Notification:	June 16, 2014	December 1 2014
Acceptance:	June 24, 2014	December 9, 2014
Certificate:	June 29, 2014	December 14, 2014

Guidelines for Completing Forms

ORS 249.031

The following are guidelines to complete the required fields of occupation, occupational background, educational background and prior governmental experience on the candidate filing forms. These fields are required and information provided must be accurate.

 Making a false statement is a violation of Oregon Election Law and the candidate may be convicted of a Class C Felony. ORS 260.715(1)

 Failure to provide information for each of the required fields may result in rejection of the candidate filing forms.

 Not every occupational, educational or prior governmental experience is required to be provided. If the candidate has no relevant experience None or NA must be entered.

Occupation and Occupational Background

- include current full or part-time employment or other line of work, business, craft or professional information in the Occupation field
- include previous full or part-time employment or other line of work, business, craft or professional information in the Occupational Background field
- it is not required to indicate whether the experience provided was paid or not paid
- to be included, no minimum or maximum amount of time spent at an occupation is required
- the nature of the work should be entered rather than a generic description (i.e., self-employed writer rather than self-employed or grocery store manager rather than manager)
- an occupation that requires a specific license, permit or degree (e.g. attorney, Doctor, Paramedic) must not be listed unless the license, permit or degree was obtained and valid at the time of the employment

Educational Background

- provide the complete name of a school rather than acronyms; if a school's name has changed since attendance, include both the old and new names
- kindergarten or grade schools attended are not required
- do not indicate a diploma, degree or certificate unless it has already been obtained

 A degree indicates a college, university or professional school has conferred a title upon the person for completion of a program of study. For this purpose an honorary degree shall not be included under this requirement.

Prior Governmental Experience

- include current and previous governmental experience; this includes appointed boards and commissions, elected boards and other elected or appointed public offices
- full or part-time, paid or unpaid or volunteer experience may be included; it is not required to indicate whether paid or not paid
- to be included, no minimum or maximum amount of time spent at an occupation is required
- include the complete name of the position. Do not use acronyms

Petition Guidelines and Requirements

The guidelines and requirements for producing and circulating candidate nominating petition signature sheets are explained in the following sections.

Official Signature Sheets

ORS 249.031, 249.061, 249.064

The Elections Division will prepare official templates that state candidates must use to collect signatures. Candidate nominating petitions cannot be circulated using an electronic signature sheet.

Local candidates must use official signature sheet forms to collect signatures. Signature sheets must be submitted for approval exactly as intended to circulate, including weight, style and color of paper. Official signature sheets include:

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

 Any proposed variation to the approved signature sheet must be resubmitted and approved in writing by the elections official before circulating.

Signature Sheet Requirements

Each signature sheet must meet the following formatting requirements:

- standard 8½ x 11 size paper
 - at least 20 pound uncoated paper
- and**
- printed on white or colored paper stock to enable elections officials to readily verify signatures

Guidelines for Circulation

ORS 249.061

To ensure compliance with circulating requirements candidates must educate circulators on the guidelines for circulating and monitor their activities.

Circulators

Requirements	What this means
Each petition circulator must:	

- | | |
|--|--|
| → personally witness each signature collected | watch the person sign the petition
 It is not sufficient to merely be present in the same room or vicinity. |
| → complete the circulator certification after witnessing all signatures collected on a sheet | use legal signature with a minimum of a first name initial and full last name
 Initials, signature stamps, illegible or printed script are not sufficient unless verified by exemplar.
provide the date the certification is signed
 Date must be provided in month, day, year order if written in all numbers. |

 A circulator’s failure to comply with these requirements may result in the rejection of the petition signature sheets and a felony conviction for the circulator.

Prohibitions

It is against the law for circulators to:

- circulate a petition containing a false signature
- attempt to obtain the signature of a person who is not qualified to sign the petition
 Only active registered voters may sign a petition.
- make false statements to any person who signs the petition or requests information about it
- offer money or anything of value to another person to sign or not sign the petition
- sell or offer to sell signature sheets
- write, alter, correct, clarify or obscure any information about the signers unless the signer initials after the changes are made
 A circulator may assist a disabled signer who requests assistance in completing their printed name, address and date signed.

 Violations of the circulator requirements may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. ORS 260.715.

Circulator Certification

OAR 165-014-0270

Signers

Requirements

Each signer must:

- | | |
|-----------------------------|---|
| All Petitions | <ul style="list-style-type: none"> → provide an original signature but is encouraged to provide their printed name and date signed → sign a signature sheet that is designated for their county of residence |
| Major Party | <ul style="list-style-type: none"> → be an active registered voter in the candidate's electoral district → be a member of the same political party as the candidate and → provide a residence or mailing address |
| Individual Elector | <ul style="list-style-type: none"> → be an active registered voter in the candidate's electoral district and → provide a residence or mailing address |
| Assembly of Electors | <ul style="list-style-type: none"> → be an active registered voter in the candidate's electoral district and → provide a residence or mailing address |
| Nonpartisan | <ul style="list-style-type: none"> → be an active registered voter in the candidate's electoral district and → provide a residence or mailing address |
- ⚠ If no date is provided by the signer, the signature is only considered valid if the signer:
 - was an active registered between the date the petition was approved to circulate and the circulator's certification date
 - or**
 - originally registered to vote on or after the date the petition was approved to circulate and was an active registered voter between their original registration date and the circulator's certification date
 - ⓘ This standard also applies to any signer that provides a date of birth or a date that at the time of verification has not yet occurred instead of the date they signed the petition.

Signer Prohibitions

It is against the law for signers to:

- sign another person's name under any circumstances
- sign a petition more than one time
- sign a petition when you are not qualified to sign it
- ⚠ Only active registered voters may sign a petition. If the signer is not registered to vote or an active voter their signature will be rejected unless a completed registration card is received by a designated voter registration agency or an elections filing officer before 5 pm the day the petition is signed or 11:59 pm if completed electronically using ORESTAR.

After all signatures on a signature sheet have been collected, circulators complete the certification by signing their legal signature with a minimum of a first name initial and full last name and by providing the date when the certification was signed.



If additional signatures are gathered after the circulator certification has been signed and dated, the circulator must re-sign and re-date the certification.

If the circulator certification is not completed or determined to be insufficient the signature sheet will be rejected. Prior to submission for signature verification the circulator may correct the following circulator certification defects with the appropriate remedy:

Circulator Signature Defects

If the circulator has: **the circulator should:**

- | | |
|--|--|
| → signed using only initials | re-sign and re-date certification with legal signature |
| ⓘ Unless initials as a signature is verified by exemplar. | |
| → signed using a signature stamp | re-sign and re-date certification with legal signature |
| ⓘ Unless a signature stamp has been approved under ORS 246.025. | |
| → signed using an illegible signature | re-sign and re-date certification with legal signature |
| ⓘ Unless an illegible signature is verified by exemplar. | |
| → signed using printed script instead of cursive | re-sign and re-date certification with legal signature |
| ⓘ Unless a printed script signature is verified by exemplar. | |
| → photocopied or carbon copied the certification | re-sign and re-date certification with legal signature |
| → signed in a manner that the signature, printed name, and address are all illegible | re-sign and re-date certification with legal signature |

Circulator Certification (cont.)

Certification Date Defects

If the date is: **the circulator should:**

→ missing	re-sign and date or date and initial correction
→ crossed out	re-sign and re-date or re-date and initial correction
→ overwritten with a different date	re-sign and re-date or re-date and initial correction
→ earlier than all petition signers i Unless the circulator and the only signer are the same person.	re-sign and re-date or re-date and initial correction
→ earlier than some, but not all petition signers i Only those signatures dated on or before the date of the certification will be accepted.	re-sign and re-date or re-date and initial correction
→ partial or ambiguous	re-sign and re-date or re-date and initial correction i Date must be provided in month, day, year order if written in all numeric characters.
→ obscured in any way by white out or other correction fluid or adhesive tape	re-sign and re-date or re-date and initial correction

The following defects in the circulator certification cannot be corrected and any signature sheet submitted that contains one of these defects will be rejected:

Incurable Defects

→ the original signature of a circulator has been crossed out, and a different circulator's signature is inserted

i Unless the original signature is that of an individual whose signature appears on the same signature sheet as a signer.

→ two individuals sign and date as circulator

i Unless the only signers and the circulators are the same people

→ white-out or other correction fluid or adhesive tape appears on the signature line

Candidate “Quick Guide” on Campaign Finance Reporting in Oregon

Where and how do I start?

Congratulations on your decision to run for office! We hope this guide provides tips and answers to frequently asked questions by first-time candidates. More detailed information is available in the Campaign Finance Manual and the ORESTAR User’s Manuals. The Campaign Finance Manual explains what information is disclosed when reporting campaign finance transactions. The ORESTAR User’s Manual: Statement of Organization and Transaction Filing explain how to file a statement of organization and campaign finance transactions electronically using ORESTAR.

Who files disclosure reports?

<i>If you</i>	<i>Then</i>
<p>Serve as your own treasurer and Do not have an existing candidate committee and Do not expect to spend or receive more than \$750 during the entire calendar year (including personal funds)</p>	<p>Relax. No action is necessary.</p>
<p>Do not expect to receive a total of more than \$3,500 or spend a total of more than \$3,500 for the entire calendar year</p>	<p>File a Statement of Organization and establish a dedicated bank account – either by using ORESTAR or by submitting the paper forms Statement of Organization for Candidate Committee (SEL 220) and Campaign Account Information form (SEL 223)</p> <p>File a Certificate of Limited Contributions and Expenditures either by using ORESTAR or by submitting the paper form (PC 7) not later than seven days after first receiving a contribution or making an expenditure</p>
<p>Expect to spend or receive more than \$3,500</p>	<p>File a Statement of Organization and establish a dedicated bank account – either by using ORESTAR or by submitting the paper forms Statement of Organization for Candidate Committee (SEL 220) and Campaign Account Information form (SEL 223)</p> <p>File campaign finance transactions using ORESTAR</p>

What starts the whole process?

The decision to run for a public office, accepting contributions and making expenditures, whether from personal funds, campaign funds, or another person’s funds.

Once I become a candidate, then what?

You must register your committee with the Secretary of State not later than 3 business days of first receiving a contribution or making an expenditure.

Keeping Books

The key to complying with campaign contribution and expenditure disclosure requirements is to keep detailed records and file your transactions on time.

Electronic Filing

Oregon Election law requires that campaign finance transactions be filed electronically. The Secretary of State's Office provides an electronic filing system, ORESTAR, free of charge. There is a terminal located in the Election's Division office for the public to use free of charge.

What if I don't own a computer?

A Statement of Organization (SEL 220), Campaign Account Information (SEL 223) and Certificate of Limited Contributions and Expenditures (PC 7) may be filed using the paper forms. If you are not eligible to file a Certificate, contribution and expenditure transactions must be reported electronically. You may want to check with your local library or other public facilities in your area to see if they provide a computer terminal for public use.

Must I have a dedicated campaign account?

Oregon law requires that you establish a dedicated campaign account if you expect to spend or receive more than \$750 during the calendar year. The account must be established in a financial institution located in Oregon that ordinarily conducts business in Oregon. One important reminder—when establishing your campaign account, the name of the committee and the name of the account must be the same.

Are there limits on campaign contributions and expenditures?

Oregon does not have contribution and expenditure limits.

When do I report contribution and expenditures?

Generally, the deadline for filing a transaction is not later than 30 calendar days after the date of the transaction. For committees active in an election, beginning on the 42nd day before the date of the election and through the date of the election, a transaction is due not later than 7 calendar days after the date of the transaction. The campaign finance reporting requirements and additional transaction deadlines are available in the 2014 Campaign Finance Manual. Information on how to electronically file transactions is detailed in the ORESTAR User's Manual: Transaction Filing.

Are my campaign finance activities public record?

Yes, after the transactions are filed in ORESTAR they are immediately accessible by the public by accessing the ORESTAR Public Search link on the Elections Division home page.

May I serve as my own treasurer?

Yes, you may serve as your own treasurer. The Campaign Finance Manual provides committees with information on candidate/treasurer responsibilities.

How do I discontinue my committee?

In order to discontinue your committee, you must: File all transactions to achieve a zero balance and file a Statement to Organization discontinuing the committee

Where do I get copies of forms and instruction manuals?

All publications and forms are available online at www.oregonvotes.gov, or may be requested from the Elections Division at 503 986 1518.

Need additional help?

The Elections Division staff is available to answer any questions. You may:
email your questions to elections.sos@state.or.us
call us at (503) 986-1518 or at (866) ORE VOTES
visit our web site at www.oregonvotes.gov revised 11/22/2013



Addendum "D"

State of Oregon Filing Forms

SEL 101 Candidate Filing – Major Political Party or Nonpartisan

SEL 121 Candidate Signature Sheet – Nonpartisan

SEL 220, 223, and PC7 (file electronically with Secretary of State)

City of Lebanon Filing Forms

City of Lebanon's Acceptance of Nomination

City of Lebanon's Candidate's Statement (Voters' Pamphlet/Website)

Candidate Filing

Major Political Party or Nonpartisan

SEL 101

rev 01/14
ORS 249.031

Filing Dates	Candidate Filing	State Voters' Pamphlet	Candidate Withdrawal
Primary Election May 20, 2014		Filed electronically using ORESTAR	
First Day to File	September 12, 2013	January 20, 2014	
Last Day to File	March 11, 2014	March 13, 2014	March 14, 2014
General Election November 4, 2014			
First Day to File	June 4, 2014	July 7, 2014	
Last Day to File	August 26, 2014	August 26, 2014	August 29, 2014

 All information must be completed or the form will be rejected.

This filing is an

Original

Amendment

Filing Officer

Secretary of State

County Elections Official

City Recorder (Auditor)

Candidate Information

Name of Candidate

First	MI	Last	Suffix	Title
-------	----	------	--------	-------

How you would like your name to appear on the ballot

First	MI	Last	Suffix
-------	----	------	--------

Candidate Residence/Route Address

Street Address	City	State	Zip	County
----------------	------	-------	-----	--------

Candidate Mailing Address

Street Address or PO Box	City	State	Zip
--------------------------	------	-------	-----

Contact Information: Only one phone number is required.

Work Phone	Home Phone	Cell Phone	Fax
------------	------------	------------	-----

Email Address	Web Site, if applicable
---------------	-------------------------

Paying by Declaration or Petition:

Declaration, with the required fee

Office	Filing Fee	Office	Filing Fee
United States President	n/a	District Attorney	\$50
United States Vice President	n/a	County Judge	\$50
United States Senator	\$150	MSD Executive Officer, MAD Director	\$100
United States Representative	\$100	MSD Councilor	\$25
Statewide Offices	\$100	County Office	\$50
State senator or Representative	\$25	City Office	Set by charter or ordinance
Circuit Court Judge	\$50	Justice of the Peace	n/a

Prospective Petition

Petition circulators will be paid Yes No

Office Information			
Filing for Office of:			
District, Position or County:			
Party Affiliation:	<input type="checkbox"/> Democratic Party	<input type="checkbox"/> Republican Party	<input type="checkbox"/> Nonpartisan
Incumbent Judge:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Nondisclosure on file

Occupation (present employment) If no relevant experience, None or NA must be entered.

--

Occupational Background (previous employment) If no relevant experience, None or NA must be entered.

--

Educational Background (schools attended) If no relevant experience, None or NA must be entered.

Complete name of School (no acronyms)	Last Grade completed	Diploma/Degree/Certificate	Course of Study

Educational Background (other) Attach a separate sheet if necessary.

--

Prior Governmental Experience (elected or appointed) If no relevant experience, None or NA must be entered.

--

Campaign Finance Information (not applicable to candidates for federal office)

Candidate Committee

Yes, I have a candidate committee.

No, I do not expect to spend more than \$750 or receive more than \$750 during each calendar year. I understand I must still keep records of all campaign transactions and if total contributions or total expenditures exceed \$750 during a calendar year, I must follow the requirements detailed in the Campaign Finance Manual.

No, but will be filing a Statement of Organization for Candidate Committee (SEL 220).

By signing this document, I hereby state that:

- I will accept the nomination for the office indicated above
- I will qualify for said office if elected
- all information provided by me on this form is true to the best of my knowledge **and**
- no circulators will be compensated based on the number of signatures obtained by the circulator on a prospective petition

For Major Political Party Candidates

- if not nominated, I will not accept the nomination or endorsement of any political party other than the one named
- I have been a member of said political party, subject to the exceptions stated in ORS 249.046, for at least 180 days before the deadline for filing a nominating petition or declaration of candidacy (ORS 249.031)



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 or not more than one precinct committee person at the same election. Unless the person has withdrawn from the first filing, **all** filings are invalid.(ORS 249.013 and ORS 249.170)

Candidate's Signature _____ Date Signed _____

For Office Use Only Initials _____ Batch Sheet/CC Approval Code/Receipt Number _____

Candidate Signature Sheet | Nonpartisan

Petition ID _____

Signatures for this petition are being gathered by PAID Circulators VOLUNTEER Circulators

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

i Signatures must be verified by the appropriate county elections official before the petition can be filed with the filing officer. Candidates should allow ample time for the verification process to be completed before 5pm on the filing deadline day.

County _____

Candidate Information	
Name	Office
Election	District or Position Number

To the Secretary of State of Oregon/County Elections Official/City Recorder, We the undersigned voters, request the candidate's name be placed on the ballot at the election listed above for nomination to the office indicated.

i Signers must initial any changes 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
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Circulator Certification This certification **must** be completed by the circulator and additional signatures **should not** be collected on this sheet once the certification has been signed and dated!

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 voter qualified to sign the petition (ORS 249.061). I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

Circulator Signature	Date Signed mm/dd/yy	Sheet Number
		Sheet will be numbered by group submitting the petition.

Printed Name of Circulator	Circulator's Address street, city, zip code
----------------------------	---

Statement of Organization for a Candidate Committee

SEL 220

rev 01/14

Statement of Organization Information

A candidate may have only one Candidate Committee

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

Amending Information on this Form: Any change in the information on this form must be filed **within 10 days** of the change. To notify the Elections Division of a change in information, submit this form, completed in its entirety, and mark the "Amendment" box. A newly appointed treasurer must be a signer on the campaign account, therefore an amended SEL 223 must also be filed.

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.

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)

Street | City | State | Zip

Campaign Phone | Extension

Candidate Information

Name of Candidate

Mr. | First | MI | Last | Suffix | Title
 Ms.

Candidate Address (no PO Box)

Street Address | City | State | Zip

Mailing Address for Candidate Correspondence

Street Address or PO Box | City | State | Zip

Candidate Occupational Information

Self-Employed | Occupation (if Self Employed indicate the nature of your business)
 Not Employed

Employer's Name | City | State

Contact Information – Email Address is required

Work Phone | Home Phone | Fax | Email Address

Treasurer Information

Name of Treasurer

Mr. | First | MI | Last
 Ms.

Mailing Address for Treasurer Correspondence

Street Address or PO Box | City | State | Zip

Contact Information – Email Address is required

Work Phone | Home Phone | Fax | Email Address

Director(s) Information: If the committee has more than one director, attach a list of additional directors and include all the information required. The candidate should not be designated as a committee director. A committee director is not required.

Name of Director

<input type="checkbox"/> Mr.	First	MI	Last
<input type="checkbox"/> Ms.			

Mailing Address for Director

Street Address or PO Box	City	State	Zip
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Director Occupational Information

Work Phone	<input type="checkbox"/> Self-Employed <input type="checkbox"/> Not Employed	Occupation (if Self Employed indicate the nature of your business)
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Name of Employer	City	State
------------------	------	-------

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

Alternate Transaction Filer Information

Name of Alternate Transaction Filer

<input type="checkbox"/> Mr.	First	MI	Last
<input type="checkbox"/> Ms.			

Mailing Address and Contact Information for Alternate Transaction Filer Correspondence – Email Address is required

Street Address or PO Box	City	State	Zip
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Work Phone	Email Address
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Correspondence Recipient Information (someone other than the candidate or treasurer)

Name of Correspondence Recipient

<input type="checkbox"/> Mr.	First	MI	Last
<input type="checkbox"/> Ms.			

Mailing Address and Contact Information for Correspondence Recipient - Email Address is required

Street Address or PO Box	City	State	Zip
--------------------------	------	-------	-----

Work Phone	Email Address
------------	---------------

Office Information for Candidate

Name of Office Sought	District, Position, County or City	Position Number
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Candidate Election Activity – fill in year

<input type="checkbox"/> Primary 20	<input type="checkbox"/> General 20	<input type="checkbox"/> Other Election Date
-------------------------------------	-------------------------------------	--

Party Affiliation: Choose one if filing for a partisan office

<input type="checkbox"/> Constitution	<input type="checkbox"/> Democratic	<input type="checkbox"/> Independent	<input type="checkbox"/> Libertarian	<input type="checkbox"/> Pacific Green
<input type="checkbox"/> Progressive	<input type="checkbox"/> Republican	<input type="checkbox"/> Working Families	<input type="checkbox"/> Nonaffiliated	<input type="checkbox"/> Other

Other Election Activity

<input type="checkbox"/> Supports or opposes multiple candidates and measures (if this is marked there is no requirement to name the candidates or measures).

<input type="checkbox"/> Supports specific measures or recall	Measure Number(s)
---	-------------------

	Candidate(s) being recalled:
--	------------------------------

<input type="checkbox"/> Opposes specific measures or recall	Measure Number(s)
--	-------------------

	Candidate(s) being recalled:
--	------------------------------

SEL 223

Attached is a Campaign account Information Form (SEL 223)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

Candidate Attestation

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

Candidate's Signature	Date Signed
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Treasurer's Attestation if different than Candidate

By signing this document, I attest that the information on the form is true and correct.

Treasurer's Signature	Date Signed
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For Office Use Only Initials _____ Committee Number _____ Date SEL 223 Received _____

Campaign Account Information

SEL 223

rev 01/14
ORS 260.039, 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 Elections Division 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.

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

This filing is an: Original Amendment

Committee Information	
Name of Account (must be identical to the name of committee, if changing the committee name, please include the former name)	
Name of Oregon Financial Institution	
Name of Account Holder	
Names of Persons Who Have Signature Authority	
First	Last
First	Last
First	Last

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

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

Candidate Signature _____ Date Signed _____

Treasurer Signature _____ Date Signed _____

For Office Use Only Initials _____

Committee Number _____

Certificate of Limited Contributions and Expenditures

PC 7
rev 1/14
ORS 260.112

Committee Information		
Name of Committee		Committee ID Number
Treasurer's Name if different than candidate		
First	Last	
Mailing Address as it appears on the Statement of Organization		
Street or PO Box		
City	State	Zip Code
Committee Type		
<input type="checkbox"/> Candidate	<input type="checkbox"/> Political Action Committee <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Measure <input type="checkbox"/> Recall <input type="checkbox"/> Caucus <input type="checkbox"/> Political Party	<input type="checkbox"/> Petition Committee <input type="checkbox"/> Initiative <input type="checkbox"/> Recall <input type="checkbox"/> Referendum
Year	Balance on January 1	

Notes
<p>→ If a committee does not expect to receive a total of more than \$3,500 or spend a total of more than \$3,500 in a calendar year, a Certificate of Limited Contributions and Expenditures may be filed. A certificate must be filed no later than seven calendar days after receiving the first contribution or making the first expenditure in a calendar year.</p> <p>→ A committee must continuously maintain detailed records of all contributions received and expenditures made even if it files a certificate. If at any time during the calendar year the total contributions or total expenditures exceed \$3,500 the committee must file all transactions electronically using ORESTAR. All transactions occurring in the calendar year must be filed no later than seven calendar days after exceeding the \$3,500 threshold. Refer to the Campaign Finance Manual for further information.</p>

The Candidate or Treasurer may sign and file a Certificate
<p>I, _____ hereby certify I expect neither the aggregate contributions received nor the aggregate expenditures made by or on behalf of my candidacy or committee for this calendar year to exceed \$3,500. I understand that this form must be filed no later than seven calendar days after receiving a contribution or making an expenditure in the calendar year. I also understand that if the committee exceeds \$3,500 in total contributions or total expenditures during the calendar year, detailed transaction information must be filed electronically using ORESTAR for the calendar year not later than seven calendar days after exceeding the \$3,500 threshold.</p>

Candidate Attestation		
<p><i>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.</i></p>		
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Candidate's Signature</td> <td style="width: 50%;">Date Signed</td> </tr> </table>	Candidate's Signature	Date Signed
Candidate's Signature	Date Signed	

Treasurer's Attestation if different than Candidate		
<p><i>By signing this document, I attest that the information on the form is true and correct and I acknowledge that if I am a treasurer for a political action or petition committee I am personally liable for any penalties imposed under Chapter 260.</i></p>		
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Treasurer's Signature</td> <td style="width: 50%;">Date Signed</td> </tr> </table>	Treasurer's Signature	Date Signed
Treasurer's Signature	Date Signed	

For Office Use Only Initials _____ Date Entered _____

City of Lebanon 2014 General Election
Acceptance of Candidacy Nomination
(by petition or declaration)

I, _____, HEREBY ACCEPT THE NOMINATION OF
(Print First, Middle Initial, and Last Name)

CANDIDACY FOR THE OFFICE OF LEBANON CITY MAYOR / COUNCILOR REPRESENTING
(Circle one)

CONSTITUENTS FROM WARD: _____ TO SERVE FOR ONE OF THE TERMS INDICATED.
(1, 2, 3 or All)

Check one of the following:

- OFFICE OF THE MAYOR (January 14, 2015 – December 31, 2016)
 CITY COUNCILOR (January 14, 2015 – December 31, 2018)

By accepting this nomination, I hereby claim that I reviewed the Filing of Acceptance of Candidacy Nomination Form with the City Elections Official, have read the Lebanon City Charter, and acknowledge that I possess the necessary qualifications as described in Chapter III, Section 12 and Chapter VI, Section 31 of the Lebanon City Charter.

Signed and dated this ____ day of July, 2014.

ATTESTED:

Candidate's Signature
Sign in the presence of the City Clerk

Linda Kaser, City Clerk (Elections Officer)

City of Lebanon General Election Candidate's Statement for City Voter's Pamphlet

Name of Candidate: _____
(As it should appear on ballot)

Filing for the Office of: Mayor or
 City Council (Ward 1 , Ward 2 , or Ward 3)

Candidate's Physical Address: _____

Candidate's Phone No. Home: _____ Work: _____

Candidates Fax No: _____ Email Address: _____

This information furnished by: _____
(Name of candidate or committee as it should appear in the Voters' Pamphlet.)

Attached is the statement for the candidate listed above, which includes the required candidate information:

- ✓ Occupation (whether paid or unpaid), or the word "None"
- ✓ Educational Background
- ✓ Prior Governmental Experience, or the word "None"
- ✓ Other Information (optional)
- ✓ If applicable, Statement(s) of Endorsement. (List the number of statements attached: _____)

By signing this document, I hereby attest that:

- All information provided by me on this form and in the attached statement, including my occupation, educational and occupational background and prior government experience, is true to the best of my knowledge.
- I am the author of this statement (ORS 251.065); and
- The portrait I have provided, if any, is less than four (4) years old.

Warning: Any person who supplies information in the required portion of a voters' pamphlet statement, knowing it to be false, is subject upon conviction to imprisonment for up to five years or to a fine of \$100,000 or both (ORS 260.715)

Signed and dated this _____ day of _____, 2014.

Candidate's Signature

INSTRUCTIONS

½ Page Layout:

The same amount of space per candidate for both the photograph and the statement will be provided. If photograph is not provided, the entire space may be used for the statement.

Photographs (optional):

Submit two (2) identical 3 x 2 black and white photographs of the candidate, less than 4 years old. May be submitted electronically to lkaser@ci.lebanon.or.us or on a DVD or Flash Drive submitted to Linda Kaser, City Clerk's Office, 40 N. 2nd Street, Lebanon, OR 97355.

Photographs must show only the face; or the face, neck, and shoulders of the candidate.

Candidates Statement

Combined word count (required and optional information) must not exceed 325 words with photograph; or 400 words without photograph. Submitted Statement must be in print or typewritten format and include the items listed on the front of this form.

Filing Fee

Candidate's Statement will not be accepted without the City Voter's Pamphlet fee of \$35.00