

# Mayor/Council Candidate Handbook

*Candidate Qualifications & Filing  
Procedures for the General Election  
November 3, 2020*

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OREGON  
**Lebanon**  
THE CITY THAT FRIENDLINESS BUILT

# City Of Lebanon 2020 General Election Candidate Qualifications & Filing Procedures

## **DISCLAIMER**

*The City of Lebanon reserves the right to change and/or add to the contents of this Handbook as updated information becomes available from the State of Oregon Elections Division.*

*It is the responsibility of the candidate to confirm deadlines with the City 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 local election process and should not be viewed as a legal directive.*



City Recorder's Office  
925 S. Main Street  
Lebanon, Oregon 97355

TEL: 541.258.4905  
kscheafer@ci.lebanon.or.us  
www.ci.lebanon.or.us

March 10, 2020

**TO: All Prospective Mayoral or City Councilor Candidates**

Congratulations on your decision to run for Lebanon City Council. This handbook will provide you with the information needed to file for Nonpartisan City Office in the next General Election – November 3, 2020.

During the General Election, City of Lebanon voters will elect four (4) City Officials whose terms expire December 31, 2020 (Office of the Mayor and three Councilor positions).

Material and forms provided in this handbook were compiled from the Oregon Secretary of State's Office, the Lebanon City Charter, and the Lebanon Municipal Code:

- ❖ 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).
- ❖ Addendum "D" – Guidelines for Campaign Signs
- ❖ Addendum "E" – Contains the following State of Oregon and City of Lebanon filing forms:
  - ✓ 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*

State elections forms, including 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,

Kim Scheafer  
City Recorder (Elections Official)

## I. City Officials with Terms Expiring December 31, 2020

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

Councilor Ward I (Oak Creek Precinct).....Currently held by: **Robert Furlow**

Councilor Ward II (Pioneer Precinct).....Currently held by: **Rebecca Grizzle**

Councilor Ward III (Santiam Precinct).....Currently held by: **Jason Bolen**

## II. Terms & Conditions

The Mayoral position is a two-year term, while Councilor positions are four-year terms. Those elected begin their term with the first meeting in January of 2021. There are no term limits. All positions are nonpartisan.

The Mayor receives a stipend of \$1,000/month and each Councilor receives \$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 (Councilor positions); 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, 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 click on: [City Charter](#)

## 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 matters 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://sos.oregon.gov/voting-elections/Pages/default.aspx>

## 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 Recorder) by **either** paying a fee, **or** by petition to obtain signatures. Refer to Page C-1 in this handbook for instructions on completing your forms.

- 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 Recorder:

**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 Recorder 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 Recorder (Elections Official)

Upon completion of the required forms (using either filing method) mentioned in Section V., please contact the City Recorder'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 Recorder at the time of the scheduled appointment.

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

## VII. Filing Deadline

The candidate filing timeline is **from July 13, 2020 through 5 p.m. July 31, 2020** for the November 3, 2020 General Election.

**Schedule an Appointment with the City Recorder at (541)258-4905 or kscheafer@ci.lebanon.or.us**

## 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](mailto: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 AND no later than the deadline for filing a nominating petition, declaration of candidacy, or certificate of nomination.*

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 electronically by April 15 of every year of service. 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 County will publish a local Voters' Pamphlet. Regardless, the City will provide candidate information on the City's website and Facebook page.

Candidates must file a Candidate Statement Form, candidate photo (not more than 4 years old), and any endorsements **by August 31, 2020** with the City Recorder for inclusion on the City's website at [www.ci.lebanon.or.us](http://www.ci.lebanon.or.us).

## XI. Election Offices

City of Lebanon	Linn County Elections	State of Oregon
Kim Scheafer, City Recorder (Elections Official) 541.258.4264 925 Main Street Lebanon OR 97355 Email: <a href="mailto:kscheafer@ci.lebanon.or.us">kscheafer@ci.lebanon.or.us</a>	Steve Druckenmiller, Co. Clerk 541.967.3831 300 SW 4 <sup>th</sup> Avenue, Rm #205 Albany OR 97321 Email: <a href="mailto:sdruckenmiller@co.linn.or.us">sdruckenmiller@co.linn.or.us</a>	Elections Division Toll Free: 1.866.673.8683 255 Capitol Street, NE #501 Salem OR 97310-1306 Email: <a href="mailto:elections.sos@state.or.us">elections.sos@state.or.us</a>



# Addendum "A"

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

*Includes Lebanon City Charter and Lebanon  
Municipal Code Chapters 2.04 (City Council  
Meetings), 2.12 (Officers and Employees) and 2.13  
Candidate Nominations for Elective Office*

CITY CHARTER  
City of Lebanon, Oregon

PREAMBLE

We, the people of the City of Lebanon, Linn County, State of Oregon, in order to avail ourselves of self-determination in municipal affairs to the fullest extent now or hereafter possible under the Constitutions and laws of the United States of America and the State of Oregon, through this Charter confer upon the City of Lebanon the following powers, subject it to the following restrictions, prescribe for it the following procedures and governmental structure, and repeal all previous Charter provisions of the City of Lebanon. Be it enacted by the people of the City of Lebanon, Linn County, State of Oregon:

**CHAPTER I - NAME AND BOUNDARIES**

**Section 1. Title of Enactment.** This enactment may be referred to as the City of Lebanon Charter of 2004.

**Section 2. Name of City.** The Municipality of Lebanon, Linn County, State of Oregon, shall continue to be a municipal corporation with the name City of Lebanon.

**Section 3. Boundaries.** The City shall include all territory encompassed by its boundaries as they now exist or hereafter are modified by voters, by the Council, or by any other agency with legal power to modify them. The Recorder shall keep at City Hall at least two certified copies of this Charter in each of which he/she shall maintain an accurate, up-to-date map designating the boundaries of the city.

**CHAPTER II - POWERS**

**Section 4. Powers of the City.** The City shall have all powers which the Constitutions, statutes, and common law of the United States of America and of the State of Oregon expressly or impliedly grant or allow municipalities as fully as though this Charter specifically enumerated each of those powers.

**Section 5. Construction of Charter.** In this Charter no mention of a particular power shall be construed to be exclusive or to restrict the scope of the powers which the City would have if the particular power were not mentioned. The Charter shall be liberally construed to the end that the City may have all powers necessary or convenient for the conduct of its municipal affairs, including all powers that cities may assume pursuant to state laws and to the municipal home rule provisions of the Constitution of the State of Oregon. As used herein, the singular shall include the plural and the plural the singular, the masculine and neuter shall each include the masculine and feminine and neuter, as the content requires.

**CHAPTER III - FORM OF GOVERNMENT**

**Section 6. Where Powers Vested.** Except as this Charter provides otherwise, all powers of the City shall be vested in the Council.

**Section 7. Council.** The Council shall be composed of a Mayor elected from the City at large, and six Councilors nominated and elected by precinct.

**Section 8. Members of the City Council.** The Mayor and Councilors in office at the time this Charter is adopted shall continue in office, each until the end of his/her term of office as fixed by the Charter of the City in effect at the

time this Charter is adopted. At each biennial general election after this Charter takes effect, three Councilors shall be elected, each for a term of four years.

**Section 9. Mayor.** At each biennial general election, a Mayor shall be elected for a term of two years.

**Section 10. Other Officers.** Additional officers of the City shall be a City Recorder, a City Attorney, a City Administrator, and in the discretion of the Council, a Municipal Judge and whatever other officers the Council deems necessary. The Municipal Judge, the City Attorney, and the City Administrator shall be appointed by the Council and be responsible to it and the other additional officers shall be appointed by the City Administrator and be responsible to him/her. The Council, as needs dictate, may appoint one or more pro tem Municipal Judges to serve such term as the Council provides.

**Section 11. Salaries.** The compensation for the services of each City officer and employee classification shall fall within the salary range fixed by the Council for that particular position.

**Section 12. Qualifications of Elected Officers.** No person shall be eligible for an elective office of the City unless at the time of that person's election or appointment that person is a qualified elector within the meaning of the Constitution of the State of Oregon; has resided in the City continuously during the six months immediately preceding the election or appointment. No person who is an employee of the City of Lebanon, nor is a spouse or immediate family member of a city staff member or seated elected officer, shall be eligible to serve as a member of the City Council. The Council shall be final judge of the qualifications and election of its own members subject, however, to review by a Court of competent jurisdiction.

#### CHAPTER IV - COUNCIL

**Section 13. Meetings.** The Council shall hold a regular meeting at least once each month in the City at a time and at a place which it designates. It shall adopt rules for the government of its members and proceedings. The Mayor upon his/her own motion may, or at the request of three Councilors, shall call a special meeting of the Council by giving notice thereof as required by state law.

**Section 14. Quorum.** A majority of members of the Council shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in a manner provided by ordinance. Any elected officers present shall be counted for purposes of establishing a quorum.

**Section 15. Journal.** The Council shall cause a journal of its proceedings to be kept. Upon the request of any member, the ayes and nays upon any question before it shall be taken by name and a record of the vote entered in the journal.

**Section 16. Proceedings to be Public.** No action by the Council shall have legal effect unless the motion for the action and the vote by which it is disposed of takes place at proceedings open to the public.

**Section 17. Mayor's Functions at Council Meetings.** The Mayor shall be chairperson of the Council and preside over its deliberations. He/she shall have a vote on all questions or issues resulting in a tie vote of those members present and voting. He/she shall have authority to preserve order, enforce the rules of the Council, and determine the order of business under the rules of the Council and shall co-sign all orders on the treasury with the City Recorder.

**Section 18. President of the Council.** At its first meeting after this Charter takes effect, and thereafter at its first meeting of each odd-numbered year, the Council shall elect a president from its membership. In the Mayor's absence from a Council meeting, the president shall preside. Whenever the Mayor is unable to perform the functions of his/her office, the president shall act as Mayor, shall have all the powers of the Mayor, including the authority to co-sign all orders on the treasury with the City Recorder.

Whenever the Council shall find a need to authorize a member of the Council to act as Mayor in the absence of the Mayor and the president of the Council, it may by motion authorize another member to act as Mayor.

**Section 19. Vote Required.** Except as this Charter otherwise provides, the concurrence of a majority of the members of the Council present and voting at a Council meeting shall be necessary to decide any question before the Council.

## CHAPTER V - POWERS AND DUTIES OF OFFICERS

**Section 20. Mayor.** The Mayor shall appoint those committee members provided by City ordinance or the rules of the Council. He/she shall sign all approved records of the proceedings of the Council. He/she shall have no veto power and shall sign all ordinances passed by the Council. After the Council approves a bond of a City officer or a bond for a license, contract, or proposal, the Mayor shall endorse the bond.

**Section 21. City Administrator.** The following provisions shall apply to the office of the City Administrator:

(a) **Qualifications.** The City Administrator shall be the administrative head of the government of the City. He/she shall be chosen by the Council without regard to political considerations and solely with reference to his/her executive and administrative qualifications. He/she need not be a resident of the City or of the State at the time of his/her appointment but within six months thereafter, unless said requirement is modified by the City Council, shall become and during his/her tenure remain a resident of the city.

Before taking office, he/she shall give a bond in such amount and with such surety as may be approved by the Council. The premiums on such bond shall be paid by the City.

(b) **Term.** The City Administrator shall be appointed at will for such time as the Council in its sole discretion shall deem appropriate and may be removed by an affirmative vote of not less than four members of the Council.

(c) **Powers and Duties.** The powers and duties of the City Administrator shall be as follows:

(1) He/she shall devote his/her entire time to the discharge of official duties, attend all meetings of the Council unless excused therefrom by the Council or the Mayor, keep the Council advised at all times of the affairs and needs of the City, and make reports annually, or more frequently if requested by the Council, of all the affairs and departments of the City.

(2) He/she shall see that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits, and privileges granted by the City are observed.

(3) He/she shall appoint or remove all other appointive officers and employees of the City, except the Municipal Judge and the City Attorney, and shall have general supervision and control over them and their work, with power to transfer employees from one department to another or to eliminate appointive offices or positions except that prior to the appointment or removal of a department head, or a significant revision of the City's organizational structure or staffing, the Administrator shall review the matter with the Council. He/she shall supervise the departments to the end of obtaining the

utmost efficiency in each of them. He/she shall have no control, however, over the Council or over the judicial activities of the Municipal Judge.

- (4) He/she shall supervise City contracts and purchases.
  - (5) He/she or his/her designee shall be the City Budget Officer and shall be responsible for preparing and submitting to the budget committee the annual budget estimates and such reports as that body requests.
  - (6) He/she shall supervise the operation of all public utilities owned and operated by the City and shall have general supervision over all City property.
  - (7) In the absence of the City Recorder, the City Administrator shall have the power to co-sign all orders on the treasury with the Mayor, the acting Mayor or other authorized representative of the Council.
- (d) Seats at Council Meetings. The City Administrator and such other officers as the Council designates shall be entitled to sit with the Council, but shall have no vote on questions before it. The City Administrator may take part in all Council discussions.
- (e) City Administrator Pro Tem. In case of the Administrator's absence from the City, temporary disability to act as City Administrator, discharge by the Council, or resignation, the Council shall appoint a City Administrator Pro Tem who shall possess the powers and duties of the City Administrator. No City Administrator Pro Tem may appoint or remove a City officer or employee, except with the approval of five members of the Council.
- (f) Ineligible Persons. No person related to the City Administrator or his/her spouse by consanguinity or affinity within the third degree, nor the spouse, shall hold any appointive office or employment with the City.

**Section 22. Municipal Judge.** If the Common Council of the City of Lebanon decides to maintain a Municipal Court and Municipal Judge, the Judge shall hold within the City a Court known as the Municipal Court of the City of Lebanon, Linn County, State of Oregon. The Court shall be open for the transaction of judicial business at times specified by the Council. All areas within the City shall be within the territorial jurisdiction of the Court. The Municipal Judge shall exercise jurisdiction of all crimes and offenses defined and made punishable by ordinances of the City and the law actions brought to recover or enforce forfeitures or penalties defined or authorized by ordinances of the City. The Judge shall have authority to issue process for the arrest of any person accused of an offense against any ordinance of the City, to commit any such person to jail or admit that person to bail pending trial, to issue subpoenas, to compel witnesses to appear and testify in Court on the trial of any cause before the Judge, to compel obedience to such subpoenas, to issue any process necessary to carry into effect the judgments of the Court, and to punish witnesses and others for Contempt of Court. When not governed by ordinances or this Charter, all proceedings in the Municipal Court for the violation of a City ordinance shall be governed by the applicable general laws of the State of Oregon governing Justices of the Peace and Justice Courts.

All judicial jurisdiction, authority, power, functions and duties of the Municipal Court of the City of Lebanon and the Judge thereof, with respect to all or any violations of the Charter or ordinances of the City may be performed by the regular and pro tempore Judge of a state court as and when the Common Council of the City of Lebanon may from time to time decide.

### **Section 23. - City Recorder.**

The City Recorder shall serve ex officio as Clerk of the Council, attend all its meetings unless excused therefrom by the Council, and keep an accurate record of its proceedings in a book provided for that purpose. He/she shall co-sign all orders on the treasury with the Mayor.

## **CHAPTER VI - ELECTIONS**

**Section 24. Regular Elections.** Regular City elections shall be held at the same times and places as biennial general State of Oregon elections, and shall be conducted in accordance with applicable State of Oregon election laws.

**Section 25. Special Elections.** Special elections shall be held as provided by the Council and shall be conducted in accordance with applicable State of Oregon election laws.

**Section 26. Regulation of Elections.** The general laws of the State of Oregon shall apply to the conduct of all City elections, recounts of the returns therefrom, and contest thereof, except in those cases where the Council has the power to provide otherwise either through this Charter or by ordinance, and has so exercised this power either in the Charter or by ordinance.

**Section 27. Canvass of Returns/Certification of Results.** In all elections, the State of Oregon laws governing the canvassing, filing and certification of returns shall apply. The results of each election including a statement of the total number of votes cast, the votes cast for each person and for and against each proposition, the name of each person elected to office, the office to which he/she has been elected, and a reference to each measure enacted or approved shall be recorded in the journal of the proceedings of the Council not later than 45 days after all regular or special election.

**Section 28. Tie Votes.** In the event of a tie vote for candidates for an elective office, the successful candidate shall be determined by a public drawing of lots.

**Section 29. Commencement of Terms of Office.** The term of office of a person elected at a regular City election shall commence at the first City Council meeting after the first of the calendar year immediately following the election. Until such time as the Mayor-elect or Councilor-elect is sworn into office, the incumbent Mayor or Councilor shall continue in office.

**Section 30. Oath of Office.** Before entering upon the duties of his/her office, each officer shall take an oath or shall affirm that he/she will support the Constitutions and laws of the United States of America and of the State of Oregon and will faithfully perform the duties of his/her office.

**Section 31. Nominations.** Any person qualified, as provided in Section 12, hereof, may be nominated for an elective City position. The nominating procedure shall be in accordance with applicable State of Oregon election laws and, except for Mayor, shall be by precinct of residency as hereinafter set forth and said precincts, which will be three in number, are defined and designated in area as follows:

Pioneer Precinct (Ward #2), which will include all of that area within the City limits which lies more or less northerly of Oak Street to the northernmost boundary of the city limits, except for that portion that lies southerly of Sherman Street and east of Main Street. The Santiam Precinct (Ward #3), which will include all of that area within the City

limits, which lies more or less easterly of Main Street and southerly of Sherman Street to the southern and easternmost boundaries of the City limits. Oak Creek Precinct (Ward #1), which will include all of that area within the City limits, which lies more or less southerly of Oak Street and more or less westerly of Main Street to the southerly and westerly boundaries of the city limits. The City Council may, by ordinance, adjust the boundaries of these precincts to provide a reasonable equity of population.

Voters, duly registered and residing within the City limits of Lebanon, shall be allowed to vote at large for Mayor. Those voters shall be allowed to vote by precinct of residence for those nominated to represent that precinct.

**Section 32. Election of Nominees.** The mayoral candidate with the most votes shall win the position of mayor. The candidate in each precinct with the most votes shall win a position on the City Council. In the event that there are no candidates from a precinct, the vacancy shall be filled upon the seating of the members elected in a regular or special election and in accordance with Section 34.

## CHAPTER VII - VACANCIES IN OFFICE

**Section 33. What Creates a Vacancy.** An office shall be deemed vacant upon the incumbent's death, adjudicated incompetence, conviction of a felony, other offense punishable by loss of liberty pertaining to his/her office, or unlawful destruction of public records, resignation, recall from office, the lack of a qualified candidate during a regular election, or ceasing to possess the qualifications for the office. The office of Mayor or Councilman shall be deemed vacant upon his/her absence from the City for more than 60 days without the consent of the Council, and upon a declaration by the Council of the vacancy.

**Section 34. Filling of Vacancies.** Vacancies in elective offices in the City shall be filled through appointment by a majority of the incumbent members of the Council. The Council shall first attempt to fill the vacancy with a qualified elector from the precinct having the vacancy. If the vacancy remains after 60 days, the Council shall fill the position with a qualified elector from the City at large. The appointed member shall then serve the balance of the term of the position being filled. During the temporary disability of any officer, as determined in the sole discretion of the City Council, or during his/her temporary absence from the City for any cause, his/her office may be filled pro tem in the manner provided for filling vacancies in the office permanently.

## CHAPTER VIII - ORDINANCES

**Section 35. Enacting Clause.** The enacting clause of all ordinances hereafter enacted shall be "The City of Lebanon ordains as follows:"

**Section 36. Mode of Enactment.**

- (1) An ordinance of the Council shall, before being put upon, its final passage, be read fully and distinctly in open Council meeting and shall receive the affirmative votes of a majority of all Council members present.
- (2) The reading may be by title only (a) if no Council member present at the meeting requests to have the ordinance read in full or (b) if a copy of the ordinance is provided for each Council member and copies are provided for public inspection.

- (3) Upon the enactment of an ordinance the City Recorder shall sign it with the date of its passage and his/her name and title of office, and the Mayor shall sign it with the date of his/her signature, name and the title of office.

**Section 37. When Ordinances Take Effect; Review of Ordinances.** An ordinance enacted by the Council shall take effect on the thirtieth day after its enactment. When the Council deems it advisable, however, an ordinance may provide a later time for it to take effect, and in case of an emergency, it may take effect immediately.

## CHAPTER IX - PUBLIC IMPROVEMENTS

**Section 38. Condemnation.** Any necessity of taking property for the City by condemnation shall be determined by the Council and declared by a resolution or ordinance of the Council describing the property and stating the uses to which it shall be devoted.

**Section 39. Improvements.** The procedure for alterations, vacations, or abandonments or making a public improvement shall be governed by general ordinance or, to the extent not so governed, by the applicable general laws of the State of Oregon.

Improvements needed at once due to an emergency shall be approved by a majority of a quorum of the Council.

**Section 40. Special Assessments.** The procedure for levying, collecting, and enforcing the payment of special assessments for public improvements or other services to be charged against real property shall be governed by general ordinance.

**Section 41. Bids for Public Improvements.** Contracts for public improvements in an amount greater than \$75,000, or such other amount recommended in the Oregon Attorney General's contracting guidelines, shall be let to the lowest responsible bidder for the contract and shall be done in accordance with plans and specifications approved by the Council, provided, however, that the Council shall have the right to reject any and all bids.

## CHAPTER X - MISCELLANEOUS PROVISIONS

**Section 42. Torts.** The City's tort liability shall be limited as provided by the laws of the State of Oregon.

**Section 43. Effect of Charter.** All City of Lebanon ordinances, resolutions, rules, regulations, motions, rates, and fees in force and in effect at the time this City of Lebanon Charter of 2004 becomes effective shall thereafter remain in full force and effect until amended or repealed.

No contract right, privilege, license, obligation or liability, whether vested or contingent, shall be lost, discharged or impaired by the enactment of this City of Lebanon Charter of 2004.

All rights and property, both real and personal, including but not limited to all parks, public grounds and buildings now vested in or belonging to the City of Lebanon shall continue to be the right and property of the City of Lebanon.

Any person holding an appointed or elected office or position of the City of Lebanon which is consistent with the provisions of this amended Charter shall continue in such office or position after the enactment of this amended Charter until the end of the term for which they shall have been elected or appointed, and until their successor shall have been elected or appointed and qualified subject to all applicable laws and regulations relating thereto.

All sections of any previous Charter or parts thereof pertaining to the issuance and sale of bonds and any sale of whose bonds remain outstanding or unissued shall remain in full force and effect after the enactment of this Charter.

**Section 44. Repeal.** Except as otherwise provided in this Charter all of the provisions of all previous charters of the City of Lebanon are hereby repealed.

**Section 45. Amendment.** This charter may be amended, or a new charter enacted by majority vote of the legal voters of the city. Said propositions may be proposed and submitted to voters by council resolution or by initiative of the people. Any amendments so enacted by the people will be effective 30 days upon certification of the election, unless an emergency clause is made part of the amendment.

**Section 46. Severability.** If any provision of this Charter or the application thereof, to any person or circumstances, is held invalid, the remainder of this Charter, and the application of all provisions thereof to any other persons or circumstances, shall not be affected thereby, and to this end the provisions of this Charter are declared to be severable.

**Section 47. Time of Effect of Charter.** This Charter shall take effect January 1, 2004.



## Chapter 2.04 - CITY COUNCIL MEETINGS

### Sections:

#### 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 manager, 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. [2931](#) § 1, 2019; Ord. 2386 § 1, 2005; Ord. 2305 § 1 (part), 2002; Ord. 1713 § 2(1) (part), 1978)

#### 2.04.040 - Agenda—Additions/Deletions.

The city manager 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 manager.

(Ord. [2931](#) § 2, 2019; 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 six p.m. on the second Wednesday and at noon on the fourth Wednesday, if needed, 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. It is the responsibility of each city councilor to notify the city clerk's office orally or in an email if unable to attend a regular or special meeting as far in advance as possible to assure a quorum. Unexcused absences will become part of the record by the city clerk as roll call is taken.
- C. Upon notice from four or more members of the city council that they are unable to attend a regular or special meeting, the city clerk will immediately notify the mayor and city manager of lack of a quorum. The mayor or city manager 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. 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. [2931](#) § 3, 2019; 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 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. [2931](#) § 4, 2019; 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 2.13 - CANDIDATE NOMINATIONS FOR ELECTIVE OFFICE**

#### **2.13.010 - Nomination to elective office—Petition form.**

The form of petition for nomination to elective office in the city shall be submitted on forms provided by the secretary of state. The city recorder shall approve completed forms prior to the candidate obtaining elector signatures. The petition must be signed by at least twenty-five electors residing in the proper ward. Once candidates have obtained the required number of signatures, they shall submit the signature sheets to Linn County elections for verification. When the required number of verified signatures have been obtained, all pages comprising a petition for nomination shall be filed with the city recorder as one instrument in the manner prescribed by the secretary of state.

(Ord. No. [2939](#), § 1, 12-11-2019) (Ord. 2307 § 1 (part), 2002; Ord. 1790 § 1, 1980)

#### **2.13.020 - Nomination to elective office—Fee in lieu of petition**

Any person seeking nomination to an elective office in the city may, in lieu of obtaining the twenty-five signatures, submit a filing fee of twenty-five dollars and forms provided by the secretary of state with the city recorder in the manner prescribed by the secretary of state.

The city recorder shall receive completed candidate paperwork on or after the 2<sup>nd</sup> Monday in July through July 31 during the hours of eight a.m. to five p.m. If July 31 falls on a weekend, the filing deadline shall be the next business day at five p.m.

(Ord. No. [2939](#), § 1, 12-11-2019) (Ord. 2307 § 1 (part), 2002; Ord. 1790 § 2, 1980)

#### **2.13.030 - Nomination to elective office—Charter provisions govern.**

In all other respects than those provided for in Sections 2.13.010 and 2.13.020, the nomination process for elective office shall be governed by the Lebanon Charter.

(Ord. No. [2939](#), § 1, 12-11-2019) (Ord. 2307 § 1 (part), 2002; Ord. 1790 § 3, 1980)





# Addendum "B"

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## *Candidacy Wards/Precincts*

*Includes Ward Map and Boundary Descriptions*

## 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 7<sup>th</sup> 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 5<sup>th</sup> Street; thence heading southerly along the centerline of South 5<sup>th</sup> Street to the south City Limits, excluding those areas not in the City limits.

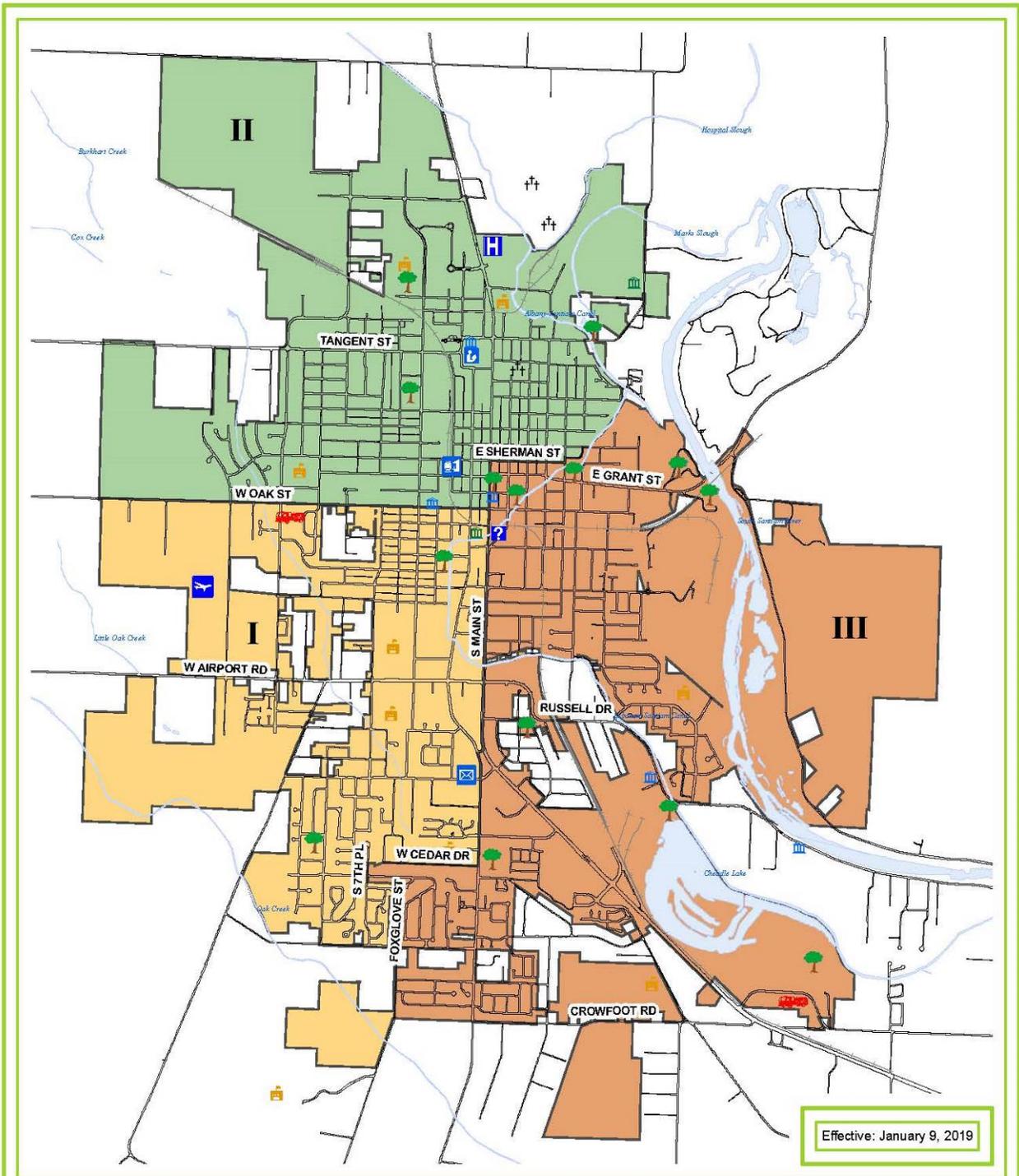
### **Ward II – *The City Limits area north of West Oak Street with a southeast boundary described as follows:***

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 7<sup>th</sup> 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 5<sup>th</sup> Street; thence, heading southerly along the centerline of South 5<sup>th</sup> 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**



**Ward I  
Oak Creek**  
Robert Furlow  
Wayne Rieskamp

Mayor Paul Aziz

**Ward II  
Pioneer**  
Rebecca Grizzle  
Karin Stauder

**Ward III  
Santiam**  
Jason Bolen, President  
Michelle Steinhebel





# Addendum "C"

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## *State of Oregon Guidelines for Completing Candidates Filing Forms*

*This addendum includes pages from the Secretary of State's 2020 Candidates Manual for Completing Forms and the "Quick Guide" on Campaign Finance Reporting in Oregon*

# City Candidates

City candidates may file with the city elections office by paying a filing fee or by a petition containing signatures.

The city elections official will verify qualification for a candidate prior to their name being placed on the ballot. If the candidate does not qualify for the position, the filing will be rejected and any fees will be refunded.

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

## Guidelines for Completing Candidate Filing Forms ORS 249.031

**All forms must be complete before submitting them to the Elections Official (Filing Officer). Failure to provide information for each of the required fields may result in rejection of the candidate filing forms.**



Providing false statements on filing forms is a violation of Oregon Election Law and the candidate may be convicted of a Class C Felony. ORS 260.715(1) and 260.993

### Original or Amendment

Indicate if the filing is an Original filing or an Amendment that is changing information prior to the filing deadline.

### Filing Officer

Indicate who the filing office is for the position

- **Secretary of State:** Any Federal, Statewide, State Senate, State Representative, Judicial (including County Judges with judicial duties) and District Attorney positions;
- **County Elections Official:** Any county or district position; or
- **City Recorder (Clerk):** Any city office that is elected by the citizens of a city.

### Candidate Information

Complete the following information:

- ✓ **Name of Candidate:** This should be the candidate's full name (first, middle initial and last). If filing online through ORESTAR, this field is automatically populated from the user profile and cannot be modified. Prefix (Mr. or Ms.), suffix (Jr., Sr., III, etc.) and title (MD, CPA, etc.) fields can be added if desired.
- ✓ **How name should appear on ballot:** Include how the candidate wishes his/her name to appear on the ballot. If a nickname is used in connection with the candidate's full name, the nickname should be in parentheses. Titles and designations (e.g., Dr., CPA) should not be included as they cannot appear on the ballot.
- ✓ **Candidate Residence Address:** Write the residential address of the candidate, including the county.
- ✓ **Mailing Address for Candidate Correspondence:** Include the address where the candidate wishes to receive correspondence from the Elections Division. To use the residence address as the mailing address for candidate correspondence, click in the checkbox.

- ✓ **Contact Information:** Enter valid phone number where the candidate can be reached during normal business hours, fax, email address and website, if applicable. **At least one phone number and an email address are required.**

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. Not every occupational, educational or prior governmental experience is required to be provided. If the candidate has no relevant experience, “none” or other equivalent must be entered.

## Occupation and Occupational Background

- ✓ **Occupation (present employment – paid or unpaid):** The current full or part-time employment or other line of work, business, craft, or professional information (not required to indicate whether paid or not paid). If not employed, enter “Not Employed,” “None” or other equivalent.
- ✓ **Occupational Background (previous employment – paid or unpaid):** Previous full or part-time employment or other line of work, business, craft or professional information (not required to indicate whether paid or not paid).

## Educational Background

- ✓ **Educational Background (schools attended):** The schools attended by the candidate, including the last grade level completed, whether a diploma, degree or certificate was received, and the course of study. It is not required that every educational experience be listed, but what is listed must be accurate. Provide the complete name of the school, no acronyms.
- ✓ **Educational Background (other):** Other educational experiences of the candidate.

*A degree indicates a college, university or professional school has awarded a title upon the person for completion of a program of study. For this purpose, honorary degrees or degrees from "degree mills" should not be included under this requirement.*

## Prior Governmental Experience

- ✓ **Prior Governmental Experience (elected or appointed):** The current or previous governmental experience, which refers to a person’s involvement in governmental activities, such as appointed boards and commissions, elected boards, other elected or appointed public offices or organizations that are recognized by a governmental body. Full or part-time, paid or unpaid or volunteer experience may be included (not required to indicate whether paid or not paid). If the candidate has no prior governmental experience, enter “None” or other equivalent.

## Candidate Signature and Date Signed

The form must have a physical signature and the date the candidate signed the form if filing by paper.

## Additional Information Required

The following instructions are for fields on specific forms that are unique to that form.

## SEL 101 Candidate Filing – Major Political Party or Nonpartisan Filing Method

Complete the following information.

- **Fee:** If paying a fee, check this box.
- **Prospective Petition:** If collecting signatures in lieu of paying the filing fee, check this box.

→ **Some circulators may be paid:** When collecting signatures, if circulators may be paid to gather the sufficient number of signatures, mark “Yes.” If circulators are volunteering their time to help collect signatures, mark “No.”

## Office Information

Complete the following information.

- **Filing for Office of:** Indicate the office the candidate is filing for.
- **District, Position or County:** Indicate the district, position or county of the office the candidate is filing for.
- **Party Affiliation:** Select the candidate’s party affiliation. If entering your candidacy online, “Nonpartisan” will automatically populate if the office indicated is nonpartisan.
- **Incumbent Judge:** If filing for a state judge position, indicate if the candidate is the incumbent judge by selecting “Yes” or “No.”

# SEL 150 Candidate Filing - Withdrawal

## Withdrawal from Candidacy or Nomination for Office Information

- **Office of:** Indicate the office you originally filed for.
- **District, Position or County:** Indicate the applicable district, position number or county of the office for which you filed for.
- Check the box to indicate if you were a Candidate for Nomination, or if you were running for office by political party.

### Withdrawal Reason

- In the box, indicate why you are withdrawing your candidacy.

## Campaign Finance Reporting

Oregon campaign finance law requires each candidate to establish a campaign account and file a Statement of Organization designating a candidate committee within **three business days** of first receiving a contribution or making an expenditure unless the candidate is:

- A candidate for precinct committee person;
- Or**
- A candidate who:
  - ✓ serves as their own treasurer,
  - ✓ does not have an existing candidate committee; and
  - ✓ does not expect to receive or spend more than \$750 during a calendar year.

 The \$750 includes personal funds spent for any campaign-related costs, such as the candidate filing fee; however, state voters' pamphlet filing fees **are not included** when calculating contribution or expenditure totals.

 If at any time during a calendar year a candidate exceeds \$750 in either contributions or expenditures, the candidate must establish a campaign account and file a candidate committee not later than **three business days** after exceeding the \$750 threshold and either file a Certificate of Limited Contributions and Expenditure (if eligible) or file all transactions not later than **seven calendar days** after the threshold has been exceeded.

Candidates that do not meet the exemption criteria above must file a committee through ORESTAR or by completing and submitting the following paper forms:

- Form [SEL 220, Statement of Organization for a Candidate Committee](#) **and, if eligible**
- Form [PC7, Certificate of Limited Contributions and Expenditures](#)



Committees must use ORESTAR to file campaign finance transactions, unless the committee is eligible to file a Certificate of Limited Contributions and Expenditures.

For further detail on campaign finance reporting requirements, candidates should review: The Campaign Finance Manual and the ORESTAR User's Manuals available at [www.oregonvotes.gov](http://www.oregonvotes.gov).

# Campaign Finance Reporting in Oregon – Candidate "Quick Guide"

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** available at [www.oregonvotes.gov](http://www.oregonvotes.gov). The Campaign Finance Manual explains what information is disclosed when reporting campaign finance transactions. The ORESTAR User's Manual: Statement of Organization and ORESTAR User's Manual: Transaction Filing explains how to file a statement of organization and campaign finance transactions electronically using ORESTAR.

## Who Must File a Candidate Committee?

### If you

- 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 in-kind contributions and personal funds)

### Then

- ✓ Relax. No action is necessary because under Oregon Election Law you are not required to establish a candidate committee if you meet all the criteria. **However, you must keep track of all contributions and expenditures because if you exceed the \$750 threshold you must establish a committee and open a dedicated bank account not later than three business days after exceeding the threshold. NOTE: Any fee paid for filing a candidate's statement for inclusion in the state voters 'pamphlet is not included for the purpose of calculating the \$750 threshold. Additionally, you must either file a Certificate of Limited Contributions and Expenditures (PC 7) or all transactions that have occurred in the calendar year. See information below to determine if you are eligible to file a Certificate.**
- 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
  - ✓ 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)
  - ✓ 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
- Expect to spend or receive more than \$3,500
  - ✓ 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)
  - ✓ File campaign finance transactions using ORESTAR

**What starts the whole process?** The decision to run for a public office (even if the office is not known), accepting contributions and making expenditures, whether from personal funds, campaign funds, or another person's funds to support your candidacy.

**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 if you are not exempt under the \$750 threshold law.

### 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.

## Candidate "Quick Guide" (continued...)

### **Must I have a dedicated campaign account?**

Oregon law requires you to establish a dedicated campaign account if you are required to file a Statement of Organization. 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.

**How do I file?** 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 public use.

### **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 using ORESTAR. 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.

**When do I report contributions 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 42<sup>nd</sup> 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 Campaign Finance Manual. Information on how to electronically file transactions is detailed in the ORESTAR User's Manual: Transaction Filing.

### **Are my campaign finance transactions public record?**

Yes, after the transactions are filed in ORESTAR they are immediately available to the public by accessing the Public Search link for ORESTAR.

**Are there campaign contribution and expenditure limits?** No, Oregon does not have contribution and expenditure limits.

**How do I discontinue my committee?** In order to discontinue your committee, you must: Achieve a zero balance and file a Statement to Organization discontinuing the committee.

**Where do I get copies of forms and instructional manuals?** All publications and forms are available online at [www.oregonvotes.gov](http://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](mailto:elections.sos@state.or.us)
- call us at 503 986 1518 or at 866 ORE VOTE
- visit our website at [www.oregonvotes.gov](http://www.oregonvotes.gov)



# Addendum "D"

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## *Campaign Sign Guidelines*

*Rules and Regulations on Temporary Political "Campaign" Signs*

# City Of Lebanon

## Guidelines for Posting Temporary Political Sign

- **Is there a fee or permit required to place a political sign?**

No, permits are not required for the temporary placement of signs on private property. Location, number, size, height and timeline restrictions still apply (LMC 16.18.030.A.1).

- **Where may I place my signs?**

On private property, in any zoning district, ***with the permission of the property owner***. Signs cannot be placed in public rights-of-way or the clear vision area adjacent to driveways and intersections (see diagram on back).

- **When may I place my signs?**

Current code does not address a timeline for political signs.

- **Is there a limit to the number of political signs I may display?**

Current code does not address a limit to the number of political signs.

- **How large may my sign be?**

Maximum area is 3 square feet; maximum height is 3 feet and cannot be illuminated.

- **What can happen if I don't display my signs in a legal manner?**

Violation of the sign ordinance may result in enforcement procedures against the candidate or the property owner.

- **Why is the City concerned with the placement of temporary signs?**

As a public safety agency, we provide protection for pedestrians and safety for vehicles by keeping sidewalks, traffic control devices, and the line of sign areas near driveways and intersections free of obstructions.



# LOCATION, LOCATION, LOCATION....

## Campaign Sign Placement

### The Right Way

#### SIGNS MUST BE ON PRIVATE PROPERTY ONLY

All signs on private property must still comply with City requirements.

### The Wrong Way

#### NO SIGNS IN OR ON RIGHTS-OF-WAY:

- |               |                         |
|---------------|-------------------------|
| Medians       | Hazardous Locations     |
| Intersections | Planter Strips          |
| Sidewalks     | Utility Poles & Boxes   |
| Street Signs  | Public Property         |
| Roadways      | Utility Easements       |
| Hydrants      | Traffic Control Devices |
| Trees         | Bridges & Overpasses    |
| Fences        |                         |

YES

NO



Private Property

Utilities



Planter Strip



Sidewalk

Roadway

Rights-of-Way



# Addendum "E"

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## *State of Oregon Filing Forms*

*SEL 101 Candidate Filing – Major Political Party or Nonpartisan*  
*SEL 121 Candidate Signature Sheet – Nonpartisan*  
*SEL 220 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 01/20  
ORS 249.031

Filing Dates		Candidate Filing	Candidate Withdrawal
<b>Primary Election</b> <b>May 19, 2020</b>	First Day to File Last Day to File	September 12, 2019 March 10, 2020	March 13, 2020
<b>General Election</b> <b>November 3, 2020</b>	First Day to File Last Day to File	June 3, 2020 August 25, 2020	August 28, 2020

<b>Filing Information</b>	
This filing is an	<input type="checkbox"/> Original <input type="checkbox"/> Amendment

<b>Office Information</b>			
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 (for judicial candidates only):	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Nondisclosure on file

<b>Filing Method</b>			
<input type="checkbox"/> Fee			
<b>Office</b>	<b>Filing Fee</b>	<b>Office</b>	<b>Filing Fee</b>
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
<input type="checkbox"/> Prospective Petition, in lieu of filing fee	Some circulators may be paid		<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Candidate Information</b>				
<b>Name of Candidate</b>				
First	MI	Last	Suffix	Title
How you would like your name to appear on the ballot				
Candidate Residence / Route Address				
Street Address	City	State	Zip	County
Candidate Mailing Address and Contact Information Only one phone number and an email is required.				
Street Address or PO Box	City	State	Zip	
Work Phone	Home Phone	Cell Phone	Fax	
Email Address	Web Site, if applicable			

<b>Race and Ethnicity</b> Optional

**Occupation (present employment)** If not employed, enter "Not Employed".

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

**Educational Background (schools attended)**

Complete name of School	Last Grade completed	Diploma/Degree/Certificate	Course of Study
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**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.

A candidate must file a Statement of Organization not later than three business days of first receiving a contribution or making an expenditure and no later than the deadline for filing a nominating petition, declaration of candidacy, or certificate of nomination, whichever occurs first, unless they meet the criteria for an exemption. To meet the criteria, the candidate must serve as their own treasurer, not have an existing candidate committee, and not expect to spend or receive more than \$750 during the entire calendar year (including in-kind contributions and personal funds).

If you have an existing candidate committee you must amend the statement of organization not later than 10 days after a change in information. This includes changes to the election you are active in and the office you are running for.

See the Campaign Finance Manual for the procedural and legal requirements of establishing and maintaining a candidate committee.

**Candidate Attestation**

*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). Does not apply to candidates filing for the office of US President.

 **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 Signature**

\_\_\_\_\_  
**Date**

# Candidate Signature Sheet | Nonpartisan

Petition ID \_\_\_\_\_

SOME Circulators  No Circulators for this petition are being paid.

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

 Signatures must be verified by the appropriate county elections official before the petition can be filed with the filing officer.

County \_\_\_\_\_

Candidate Information	
Name	Office
Election	District or Position Number (include city if applicable)

To the Elections Official/Filing Officer, 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.

 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

Completed by  
Candidate

\_\_\_\_\_  
Printed Name of Circulator

\_\_\_\_\_  
Circulator's Address street, city, zip code

# Statement of Organization for a Candidate Committee

**SEL 220**

rev 3/2020  
ORS 260.039

**Original:** Must be filed **not later than 3 business days** of first receiving a contribution or making an expenditure.

**Amendment:** Any change in the information on this form must be filed **not later than 10 calendar days** of the change.

**Discontinuation:** To close committee if there are no outstanding debts/obligations, a zero cash balance, and the bank account is closed.

This filing is an:  Original  Amendment  Discontinuation

## Committee Information

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

Street Address (No PO Box and must be in Oregon) | City | State | Zip

Campaign Phone | Extension

## Candidate Information

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

Candidate Address (No PO Box) | City | State | Zip

Mailing Address (Street Address or PO Box) | City | State | Zip

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

Employer's Name | City | State

Work Phone | Home Phone | Fax | Email Address

## Treasurer Information

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

Street Address or PO Box | City | State | Zip

Work Phone | Home Phone | Fax | Email Address

## Election Information

Primary 20\_\_\_\_  General 20\_\_\_\_  Other Election Date: \_\_\_\_\_

Office Sought by Candidate | District, Position, County or City | Position Number

## Party Affiliation

Choose one if filing for a partisan office

Constitution  Democratic  Independent  Libertarian  Pacific Green  
 Progressive  Republican  Working Families  Nonaffiliated

**Director Information (Optional)** A person other than the candidate. For more than one director or if two or more directors are directors of another committee, attach a list and include all required information including the name and address of the other committee.

<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	First	MI	Last	Suffix	Title
Street Address or PO Box				City	State	Zip
<input type="checkbox"/> Self-Employed			Occupation (if Self-Employed, indicate the nature of the business)			
<input type="checkbox"/> Not Employed						
Work Phone			Employer's Name		City	State

**Alternate Transaction Filer Information (Optional)** A person other than the candidate or treasurer.

<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	First	MI	Last	Suffix	Title
Street Address or PO Box				City	State	Zip
Email				Work Phone		

**Correspondence Recipient Information (Optional)** A person other than the candidate or treasurer.

<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	First	MI	Last	Suffix	Title
Street Address or PO Box				City	State	Zip
Email				Work Phone		

**Other Election Activity** Complete only if the candidate will be active at an election in which their name won't already be printed on the ballot.

Supports or opposes multiple candidates and measures

Supports or opposes specific measure(s) or recall(s). Identify measures or recalls below, attach additional list if necessary:

**Measure Information**

Measure Number: \_\_\_\_\_  Support  Oppose  Primary 20\_\_\_\_  General 20\_\_\_\_  Other: \_\_\_\_\_

**Recall Information**

Name: \_\_\_\_\_ Office: \_\_\_\_\_  Support  Oppose

**Campaign Account Information** This information not a public record and shall be kept confidential by the Elections Division.

Name of Oregon Financial Institution \_\_\_\_\_

Name of Account (Must be identical to the name of the committee) \_\_\_\_\_

Name of Account Holder \_\_\_\_\_

**Name of Persons Who Have Signature Authority** Attach additional list if necessary.

First	MI	Last
First	MI	Last
First	MI	Last

**Candidate's Attestation and, if applicable, Treasurer's Attestation**

<p><i>By signing this document, I acknowledge that I am an Oregon elector, I am personally liable for any penalties imposed under ORS Chapter 260, and I attest that the information on this form is true and correct.</i></p>	<p><i>By signing this document, I acknowledge that I am an Oregon elector and I attest that the information on the form is true and correct.</i></p>
--	--

Candidate's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_ Treasurer's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

# Certificate of Limited Contributions and Expenditures

**PC 7**

rev 3/2020  
ORS 260.112

If a committee does not expect to receive or spend a total of more than \$3,500 in a calendar year, a Certificate of Limited Contributions and Expenditures may be filed not later than 7 calendar days after receiving the first contribution or making the first expenditure in a calendar year. A committee must maintain detailed records of all contributions and expenditures even if it files a certificate. If a committee exceeds \$3,500 in contributions or expenditures during the calendar year, all transactions must be filed on ORESTAR not later than 7 calendar days after exceeding

## Certificate Information

Year Filing Certificate:

Cash Balance as of January 1:

## Committee Information

Committee Name

Committee ID

## Candidate Information

First Name

Last Name

## Treasurer Information

First Name

Last Name

## Candidate's or Treasurer's Attestation

*I hereby certify that I expect neither the aggregate contributions nor the aggregate expenditures made by or on behalf of the committee listed above to exceed \$3,500 in the calendar year. 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, I must file all transactions occurring in the calendar year not later than seven calendar days after exceeding the \$3,500 threshold.*

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

*I acknowledge that if I am the candidate of a candidate committee, I am personally liable for any penalties imposed under ORS chapter 260.*

*I acknowledge that if I am the treasurer of a political action committee or a petition committee, I am personal liable for any penalties imposed under ORS Chapter 260. I understand that if I have an appointed civil penalty designee, I am not liable for penalties imposed under ORS 260.232.*

Candidate's or Treasurer's Signature

Date Signed

**For Office Use Only**

Initials \_\_\_\_\_

City of Lebanon 2020 General Election  
Acceptance of Candidacy Nomination  
(by petition or declaration)

I, \_\_\_\_\_, HEREBY ACCEPT THE NOMINATION  
(Print First, Middle Initial, and Last Name)

OF CANDIDACY FOR THE OFFICE OF LEBANON CITY MAYOR / COUNCILOR REPRESENTING  
CONSTITUENTS FROM WARD: \_\_\_\_\_ TO SERVE ONE OF THE TERMS INDICATED BELOW.  
(1, 2, 3 or All)

Check one of the following:

- OFFICE OF THE MAYOR (January 13, 2021 – December 31, 2022)  
 CITY COUNCILOR (January 13, 2021 – December 31, 2024)

---

***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 2020.

ATTESTED:

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Kim Scheafer, MMC, City Recorder  
(Elections Officer)

***Candidate must sign in the presence of the City Recorder***

# Candidate's Statement for City of Lebanon Electronic Voter's Pamphlet

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

Filing for the Office of:  Mayor or  
 City Councilor – Ward 1 , Ward 2 , or Ward 3

Candidate's Physical Address: \_\_\_\_\_

Candidate's Day Time Phone No. \_\_\_\_\_

Candidates Email Address: \_\_\_\_\_

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

---

Attach the Candidate's Statement containing the required information listed below:

- ✓ Occupation (whether paid or unpaid), or the word "None"
- ✓ Occupational background
- ✓ Educational Background
- ✓ Prior Governmental Experience, or the word "None"
- ✓ Candidate's reasons for seeking election.

---

I hereby certify that the information provided on this form and my candidate statement is true to the best of my knowledge and that the portrait provided, if any, is less than four (4) years old.

*Warning: Any person who knowingly supplies false information in the required portion of a voters' pamphlet statement is subject to possible legal actions per ORS 260.532.*

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Candidate's Signature

Instructions 

# CANDIDATE'S STATEMENT FILING INSTRUCTIONS for City of Lebanon's Electronic Voter's Pamphlet

## **Half 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.

## **Candidates Statement**

Each candidate statement must begin with the required information of Occupation, Occupational Background, Educational Background and Prior Governmental Experience, and the reason for running. **These informational headings must be part of the candidate's statement and are included in the maximum word count.**

Combined word count (required and optional information) *must not exceed* 325 words with photograph; or 400 words without photograph. Submitted statement must be emailed to the City Recorder [kscheafer@ci.lebanon.or.us](mailto:kscheafer@ci.lebanon.or.us) and include the information listed on the front of this form.

## **Photographs (optional):**

To be included in the pamphlet a *candidate's photograph must be:*

- Emailed to [kscheafer@ci.lebanon.or.us](mailto:kscheafer@ci.lebanon.or.us) in .png, .jpg, or .gif format;
- Less than four years old when filed; and
- Front-facing, showing *the face, neck, and shoulders only*

## **Filing Fee**

*Candidate's filing fee is waived for City of Lebanon electronic Voter's Pamphlet.*