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Using This Manual

This manual explains the procedures and requirements for individuals interested in filing for public office.

The filing officer for state candidates is the Elections Division of the Secretary of State’s Office and in this manual is referred to as the Elections Division.

The filing officer for county candidates is the county elections official. The filing officer for city candidates is the city elections official. The filing officer for district candidates is the county elections official of the county where the administrative office of the district is located. See the County, City and District Candidates Manual if filing for an office in one of these jurisdictions.

Icons

The following icons used in this manual are to emphasize information:

- **alert icon**: indicates alert; warning; attention needed
- **info icon**: indicates additional information
- **deadline icon**: indicates a deadline
- **petition sheet icon**: indicates a reference to a signature sheet
- **form icon**: indicates a reference to a form
- **search icon**: indicates information located elsewhere

ORESTAR
secure web-based electronic reporting system

Assistance

If you have any questions about the material covered in this manual or need further assistance, please contact:

<table>
<thead>
<tr>
<th>Elections Division</th>
<th><a href="mailto:elections.sos@state.or.us">elections.sos@state.or.us</a></th>
<th><a href="http://www.oregonvotes.gov">www.oregonvotes.gov</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>255 Capitol St NE Suite 501</td>
<td>1 866 673 VOTE/673 8683</td>
<td>se habla español</td>
</tr>
<tr>
<td>Salem OR 97310</td>
<td>1 800 735 2900</td>
<td>tty 1 800 735 2900</td>
</tr>
<tr>
<td>503 986 1518</td>
<td>1 866 673 VOTE/673 8683</td>
<td>for the hearing impaired</td>
</tr>
<tr>
<td>fax 503 373 7414</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Getting Started

ORESTAR

ORESTAR is the Secretary of State’s secure web-based electronic reporting system for candidate filing, voters’ pamphlet filing, and all campaign finance reporting.
Types of Public Office

There are two types of public offices in Oregon, partisan and nonpartisan. Any person, who is registered to vote and meets the requirements of the office, can run for a partisan or nonpartisan office.

Partisan Offices

A partisan office is an office for which a candidate runs under the name of any political party.

Office may include:
- US President, US Senator, US Representative, Governor, Secretary of State, State Treasurer, Attorney General, State Senator and State Representative

Nonpartisan Offices

A nonpartisan office is an office for which a candidate does not run under the name of the political party.

Offices may include:
- Commissioner of the Bureau of Labor and Industries (Labor Commissioner), Judge (Supreme Court, Court of Appeals, Tax Court, Circuit Court, and a County Judge who exercises judicial functions), and District Attorney

Qualifications for Public Office

Qualifications for various public offices differ. Before filing for public office, a candidate should review the constitutional and statutory requirements for the office sought.

The qualifications for most offices are provided on page 8 and page 20.

Filing Methods for Public Office

Candidates who must file for public office in the primary election:
- Candidates who are members of a major party
- Candidates who are filing for nonpartisan offices

Candidates may file for public office for the primary election through ORESTAR by:

1. Completing and submitting the candidate filing, online and paying the required filing fee, if any
   - See the ORESTAR User’s Manual: Candidacy Filing for instructions on filing electronically.
   
   or

2. Completing the Form SEL 101 - Candidate Filing-Major Political Party or Nonpartisan and paying the required filing fee, if any
   
   or

3. Completing the SEL 101 form and submitting a nominating petition containing the required number of valid signatures

   A prospective petition may be filed at any time. However, candidates need to allow enough time for signature collection and for signature verification to be conducted by the county elections official prior to the filing deadline. See the Filing Requirements for filing fees and deadline to submit completed forms.

Forms are available online at www.oregonvotes.gov.
In most cases, candidates nominated at the primary election automatically move forward to the general election ballot except in those offices that can be elected at the primary election.

Candidates who must file for public office in the general election:

For candidates nominated by a Minor Party
→ the minor party submits a completed notarized Form SEL 110 Candidate Filing - Minor Party

For nonaffiliated, candidates who are not a member of any political party
→ filing as an Individual Elector and submitting an Form SEL 114 Candidate Filing - Individual Electors
   or by
→ holding an Assembly of Electors and submitting an Form SEL 115 Candidate Filing - Assembly of Electors

Both Individual Electors and the Assembly of Electors processes are outlined in this manual on pages 12-17.

Submitting Forms and Documents

Any signature sheet required to be filed must be hand-delivered or mailed to the Elections Division.

With the exception of petition signature sheets, completed and signed forms or documents may be:
→ scanned and emailed to Elections Division at elections.sos@state.or.us
→ faxed to 503 373 7414
→ mailed or hand-delivered to 255 Capitol St NE Ste 501, Salem OR 97310

The Elections Division will send most correspondence via email unless specifically required to be sent via the US Postal Service.

Multiple Nominations to Public Office

In Oregon, candidates can be nominated by multiple political parties. Those candidates nominated by more than one party or by other nominating processes may select up to three parties or designations to be printed with their name on the general election ballot. Candidates may also choose the order in which the party or designations are listed. When selecting political parties or other designations the following rules apply:

<table>
<thead>
<tr>
<th>Member of political party</th>
<th>Candidate is nominated by</th>
<th>Information and default order listed on ballot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Party of which candidate is member</td>
<td>Party of which candidate is member followed by no more than 2 additional parties in alphabetical order</td>
<td></td>
</tr>
<tr>
<td>Party of which the candidate is not a member</td>
<td>Not more than 3 political parties listed in alphabetical order</td>
<td></td>
</tr>
<tr>
<td>Individual or Assembly of Electors</td>
<td>Nonaffiliated designation followed by not more than 3 political parties listed in alphabetical order</td>
<td></td>
</tr>
<tr>
<td>Any political party</td>
<td>Not more than 3 political parties listed in alphabetical order</td>
<td></td>
</tr>
</tbody>
</table>

Candidates may choose a different order in which parties or designations are listed, except if the candidate is nominated by a political party of which they are a member that party will be listed first or if the candidate is nominated by individual or an assembly of electors, the designation nonaffiliated will be listed first.
**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 not later than **three business days** of first receiving a contribution or making an expenditure unless the candidate is:

→ A candidate for federal office

  - Federal candidates may be required to report campaign finance activity with the Federal Elections Commission.
  
  or

→ A candidate who:

  ✓ serves as the candidate’s 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 and voters’ pamphlet filing fee. If at any time during a calendar year the candidate exceeds $750 in either contributions or expenditures, the candidate must establish a campaign account and file a Statement of Organization within **three business days** of exceeding the $750 threshold.

A candidate that chooses not to file a candidate committee because they meet the exception is not permitted to file a Certificate of Limited Contributions and Expenditures.

Candidates that do not meet the criteria above must file for a candidate committee through ORESTAR or by filing the following paper forms:

- **Form SEL 220 Statement of Organization for a Candidate Committee**
- **Form SEL 223 Campaign Account Information**

Campaign Finance law also requires the filing of transactions electronically.

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

For further details on campaign finance reporting requirements, candidates should review:


**Partisan Office**

**All Candidates for Partisan Office**

Procedures for filing for a partisan office are explained in the following sections. It is very important to review the procedures thoroughly and follow the instructions completely.

⚠️ Failure to follow the instructions contained in this manual may invalidate the nomination.
There are four ways an individual can be nominated to appear on the general or special election ballot:

- by a major political party at the primary election
- by a recognized minor political party at a nominating convention held in accordance with state law or party by-laws
- by filing a completed individual electors petition containing the required number of valid signatures
  or
- by convening an assembly of electors and filing the assembly minutes containing the required number of valid signatures

Major party candidates in a primary election will need to complete their candidacy filing in ORESTAR or by submitting a paper form. They must also either pay the filing fee or submit signatures in lieu of paying the filing fee. Minor party or nonaffiliated candidates in the general election must file paper forms.

See Filing Requirements for Partisan Office on page 8 for filing fees and the deadline to submit completed forms.

Candidates for US President have additional filing requirements. See page 17 for filing instructions.

- A person may only file for one lucrative office at an election. All filings are invalid unless the person has withdrawn from any previous filing. ORS 249.013
- A major political party candidate who failed to receive their party’s nomination at the primary election may not be the candidate of any other political party or become a nonaffiliated candidate for the same office at the general election. ORS 249.048
Qualifications for Partisan Office

All Candidates must be an Elector.

<table>
<thead>
<tr>
<th>Office</th>
<th>Age</th>
<th>Residency</th>
<th>Term of Office</th>
<th>Special Requirements</th>
<th>Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>35</td>
<td>Natural born citizen and resident within US for 14 years prior to election US Const, Art II, §1</td>
<td>4 years</td>
<td>May serve two consecutive terms US Const. Amend XXIII</td>
<td>Succession order: l. Vice President 2.Speaker of the House US Const., Art II, §1</td>
</tr>
<tr>
<td>US Senator</td>
<td>30</td>
<td>US citizen for 9 years prior to election and inhabitant of state at time of election US Const., Art I, §3</td>
<td>6 years</td>
<td>Special election held US Const., Art I ORS 188.120</td>
<td>Special election held US Const., Art I ORS 188.120</td>
</tr>
<tr>
<td>US Representative</td>
<td>25</td>
<td>US citizen for 7 years prior to election and inhabitant of state at time of election US Const., Art I, §2</td>
<td>2 years</td>
<td>Special election held US Const., Art I ORS 188.120</td>
<td>Special election held US Const., Art I ORS 188.120</td>
</tr>
<tr>
<td>Governor</td>
<td>30</td>
<td>US citizen and resident of state for 3 years prior to election OR Const., Art V, §2</td>
<td>4 years</td>
<td>Term limited to 8 years in any period of 12 years OR Const., Art V, §7</td>
<td>Succession order: 1. Secretary of State 2. State Treasurer 3. President of the Senate 4. Speaker of the House OR Const., Art. V §8a</td>
</tr>
<tr>
<td>Secretary of State</td>
<td>18</td>
<td>Resident of state ORS 249.020</td>
<td>4 years</td>
<td>Term limited to 8 years in any period of 12 years OR Const., Art VI, §1</td>
<td>Governor appoints qualified person until successor is elected at the next general election OR Const., Art. V §16</td>
</tr>
<tr>
<td>State Treasurer</td>
<td>18</td>
<td>Resident of state ORS 249.020</td>
<td>4 years</td>
<td>Term limited to 8 years in any period of 12 years OR Const., Art VI, §1</td>
<td>Governor appoints qualified person until successor is elected at the next general election OR Const., Art. V §16</td>
</tr>
<tr>
<td>Attorney General</td>
<td>18</td>
<td>Resident of state ORS 249.020</td>
<td>4 years</td>
<td>Governor appoints qualified person until successor is elected at the next general election OR Const., Art. V §16 ORS 180.040</td>
<td></td>
</tr>
<tr>
<td>State Senator</td>
<td>21</td>
<td>Inhabitant of district 1 year prior to election OR Const., Art IV, §8</td>
<td>4 years</td>
<td>County governing body appoints qualified person from party nominees ORS 171.051</td>
<td>County governing body appoints qualified person from party nominees ORS 171.051</td>
</tr>
<tr>
<td>State Representative</td>
<td>21</td>
<td>Inhabitant of district 1 year prior to election OR Const., Art IV, §8</td>
<td>2 years</td>
<td>County governing body appoints qualified person from party nominees ORS 171.051</td>
<td>County governing body appoints qualified person from party nominees ORS 171.051</td>
</tr>
</tbody>
</table>

Forms are available online at www.oregonvotes.gov.
### Filing Requirements for Partisan Office

<table>
<thead>
<tr>
<th>Office</th>
<th>Major Party Fee or Required Signatures</th>
<th>Minor Party</th>
<th>Individual Electors</th>
<th>Assembly of Electors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Day to File</strong></td>
<td>September 10, 2015</td>
<td>June 1, 2016</td>
<td>June 1, 2016</td>
<td>June 1, 2016</td>
</tr>
<tr>
<td><strong>Last Day to File</strong></td>
<td>March 8, 2016</td>
<td>August 30, 2016</td>
<td>August 30, 2016</td>
<td>August 30, 2016</td>
</tr>
<tr>
<td><strong>Last Day to Withdraw</strong></td>
<td>March 11, 2016</td>
<td>September 2, 2016</td>
<td>September 2, 2016</td>
<td>September 2, 2016</td>
</tr>
<tr>
<td><strong>President</strong></td>
<td>The Secretary of State determines the candidates to be placed on the primary election ballot or 5,000 signatures by members of the candidate’s party 1,000 signatures must be obtained from each of the five congressional districts and be from 5% of the precincts in one-fourth of the counties in the congressional district</td>
<td>Nominating convention held in accordance with state law or party by–laws</td>
<td>17,893 signatures</td>
<td>1,000 signatures obtained at a nominating convention held in one place at one time during a 12 hour period of time</td>
</tr>
<tr>
<td><strong>US Senator, Governor, Secretary of State, State Treasurer or Attorney General</strong></td>
<td>$150 US Senator $100 all others or The lesser of either 1,000 signatures or 2% of the number of votes cast for president by members of the candidate’s party Signatures must be obtained from at least seven counties and be comprised of electors from 5% of the precincts in each of those counties</td>
<td>Nominating convention held in accordance with state law or party by–laws</td>
<td>17,893 signatures</td>
<td>1,000 signatures obtained at a nominating convention held in one place at one time during a 12 hour period of time</td>
</tr>
<tr>
<td><strong>US Representative</strong></td>
<td>$100 or The lesser of either 1,000 signatures or 2% of the number of votes cast in the district for president by members of the candidate’s party Signatures must be obtained from 5% of the precincts in one-fourth of the counties in the congressional district</td>
<td>Nominating convention held in accordance with state law or party by–laws</td>
<td>Number of signatures equal to 1% of the number of votes cast in the district for president</td>
<td>500 signatures obtained at a nominating convention held in one place at one time during a 12 hour period of time</td>
</tr>
<tr>
<td><strong>State Senator or Representative</strong></td>
<td>$25 or The lesser of either 500 signatures or 2% of the number of votes cast in the district for president by members of the candidate’s party If the district in within one county, signatures must be obtained from 10% of the precincts If the district is in more than one county, signatures must be obtained from at least two counties and be comprised of electors from 6% of the precincts in each of those counties</td>
<td>Nominating convention held in accordance with state law or party by–laws</td>
<td>Number of signatures equal to 1% of the number of votes cast in the district for president</td>
<td>250 signatures obtained at a nominating convention held in one place at one time during a 12 hour period of time</td>
</tr>
</tbody>
</table>
Partisan Office
Major Political Party Candidates

Most major political party candidates may file for partisan office by submitting a declaration of candidacy and paying the filing fee or by submitting a completed nominating petition containing the required number of signatures.

Major political party candidates must have been registered to vote as a member of that political party by September 10, 2015. Exceptions are allowed if the candidate’s registration is inactive or the candidate will turn 18 between September 10, 2015 and March 8, 2016. ORS 249.046

Filing by Fee

ORS 249.056

This option is only available for candidates who file in a primary or special election. Candidates may file their candidacy:

- online through ORESTAR
- See the ORESTAR User’s Manual: Candidate Filing
- or
- by completing the SEL 101 Candidate Filing – Major Political Party or Nonpartisan form

Filing by Nominating Petition

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

All signatures must be of active registered voters within the district. To file by completed nominating petition, candidates complete the following steps.

1 Prospective Petition

For a primary or a special election

To begin the signature sheet approval process candidates must:

- file their candidacy by submitting the SEL 101 and marking prospective petition at the bottom of the form
- Once their candidacy filing is processed by the Elections Division, the candidates will be provided a signature sheet template to use when gathering signatures.

2 Approval to Circulate

After receiving the filing, the Elections Division reviews for required information and if complete, will provide written approval to circulate the prospective nominating petition that includes:

- petition number
- number of signatures required
- filing deadline

and
- signature sheet template

Forms are available online at www.oregonvotes.gov.
Candidates will be provided a signature sheet template by the Elections Division to use when gathering signatures.

3 Gathering Petition Signatures

Once the petition has been approved to circulate, but before collecting any signatures, the candidate must review with circulators the legal requirements and guidelines for circulating a candidate-nominating petition. See Guidelines for Circulation on page 29.

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

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

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

4 Signature Verification

The candidate submits the signature sheets to the appropriate county elections official for verification. Signature sheets should be submitted at least two weeks prior to the filing deadline to allow sufficient time to complete the verification process.

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

- coordinate with the county elections official when the signature sheets will be submitted
- ensure each signature sheet certification is signed and dated by the circulator
- sort the signature sheets by county, if required
- number each signature sheet sequentially within each county in the space provided

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

5 Completing a Petition

To complete the petition process, a candidate must file with the Elections Division:

- Form SEL 338 - Petition Submission – Candidates, Voters’ Pamphlet
- the signature sheets that contain the required number of verified valid signatures

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

After reviewing the sheets, the Elections Division tabulates the number of valid signatures contained on the accepted signature sheets and notifies the candidate.

If the Elections Division determines the petition does not contain the required number of valid signatures and the filing deadline has not passed, the candidate may submit additional signatures.
Partisan Office

Minor Political Party Candidates

ORS 249.705

Minor political parties may nominate candidates for any partisan office in a general or special election, including federal and state offices, as long as the party has been established within the electoral district and maintains the necessary requirements. Only a statewide minor political party may nominate candidates for the offices of US President, US Senator, Governor, Secretary of State, State Treasurer or Attorney General.

Contact the Elections Division for a list of recognized minor political parties and the districts in which they are established or go to www.oregonvotes.gov and click on Political Parties under the Voting in Oregon button.

A minor political party nominates candidates, including for the office of US President, by convening nominating conventions that comply with state law or party by-laws. Candidates that are nominated by a recognized minor political party complete and file with the Elections Division the following:

Form SEL 110 Candidate Filing – Minor Political Party with the Candidate Nomination Certificate executed by a party officer and notarized

Partisan Office

Nonaffiliated Candidates

Candidates who are not members of any political party may file for partisan office in a general or special election by submitting a completed individual elector nominating petition containing the required number of valid signatures, or by holding an assembly of electors and filing the assembly minutes that contain the required number of valid signatures.

The name of a candidate nominated to the ballot through either the individual elector or assembly of electors’ process will appear on the ballot with the designation of nonaffiliated.

To qualify for nomination by individual electors or to conduct an assembly of electors a candidate cannot be registered to vote as a member of any political party as of March 3, 2016.

Individual Electors

ORS 249.740

A nomination by individual electors involves obtaining the required number of valid signatures from registered voters within the state.

This process can begin prior to the first day to file candidacy for the general election.

1 Prospective Petition

Prior to obtaining any signatures candidates must file the following to begin the signature sheet approval process:

Form SEL 114 Candidate Filing – Individual Electors marked Prospective Petition and designating circulator pay status

See Signature Sheet Requirements on page 28.

Forms are available online at www.oregonvotes.gov.
Candidates filing by individual electors will be provided a signature sheet template by the Elections Division to use when gathering signatures.

2 Approval to Circulate

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

→ petition number
→ number of signatures required
→ filing deadline

and

→ signature sheet template

Candidates filing as an Individual Elector will be provided signature sheet templates by the Elections Division to use when gathering signatures.

3 Gathering Petition Signatures

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

See Guidelines for Circulation on page 29.

After reviewing the legal requirements and guidelines for circulating the nominating petition, a candidate may begin gathering signatures.

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

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

4 Signature Verification

The candidate submits the signature sheets to the appropriate county elections official for verification. Signature sheets should be submitted at least two weeks prior to the filing deadline to allow sufficient time to complete the verification process.

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

✓ coordinate with the county elections official when the signature sheets will be submitted
✓ ensure each signature sheet certification is signed and dated by the circulator
✓ sort the signature sheets by county, if required

and

✓ number each signature sheet sequentially within each county in the space provided

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

5 Completing a Petition

To complete the petition process a candidate must file with the Elections Division:

Form SEL 338 Petition Submission – Candidate, Voters’ Pamphlet

and

Forms are available online at www.oregonvotes.gov.
→ the verified signature sheets that contain the required number of valid signatures

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

After reviewing the sheets, the Elections Division tabulates the number of valid signatures contained on the accepted signature sheets and notifies the candidate.

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

### Assembly of Electors

**ORS 249.735**

An assembly of electors is a nominating convention of registered voters gathered in one place at one time within a 12 hour period to nominate nonaffiliated candidates to partisan office. The assembly is conducted by a presiding officer and nominations are recorded by the assembly secretary in the minutes. The minutes also include the signatures of the assembly participants.

The date, time and place of the assembly must be scheduled in coordination with the Elections Division to enable them to attend and supervise the nominating convention.

This process can begin prior to the first day to file candidacy for the general election but can only be held between June 1, 2016 and August 30, 2016.

1 **Prospective Petition**

To begin the assembly process the candidate or presiding officer files:

- **Form SEL 115 Candidate Filing – Assembly of Electors signed only by the candidate**

2 **Approval to Schedule Assembly**

After receiving form SEL 115, the Elections Division reviews for required information and if complete provides written approval to organize and schedule the assembly of electors.

3 **Determining Assembly Logistics**

The candidate or presiding officer must coordinate with the Elections Division to:

→ determine a mutually convenient time to conduct the assembly

→ review assembly requirements

4 **Publish Notice of Assembly**

Once scheduled, a notice of assembly of electors must be published at least once in a minimum of three newspapers of general circulation in the electoral district in which the assembly seeks to nominate candidates. The notice must contain all of the following:

→ time and place of the assembly

→ office or offices for which nominations will be made

→ the names and addresses of at least 25 active registered voters who want the assembly held and who are eligible to participate

Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).
5 File Notice
To receive final approval to convene the assembly the candidate or presiding officer files with the Elections Division:

- a copy of the published notice

The notice must be published and filed with the Elections Division no later than the 10th day before the nominating convention. ORS 249.735(3)

If the published notice is not filed timely with the Elections Division or does not meet the requirements, the assembly of electors will be cancelled. In coordination with the Elections Division, the candidate or presiding officer may reschedule the assembly.

6 Approval to Convene Assembly
Once the candidate or presiding officer files the required information, the Elections Division will review for completeness. If complete, the Elections Division will provide written approval to conduct the assembly of electors that will include:

- petition number
- number of signatures required
- filing deadline

and

- signature sheet template

Candidates filing by assembly of electors will be provided a signature sheet template to use when gathering signatures.

7 Obtain Affidavit for Proof of Publication
An affidavit for proof of the published notice is obtained from the newspaper. The affidavit must be attached to a copy of the notice and signed by one of the following:

- the newspaper’s owner
- editor
- publisher
- manager
- advertising manager
- principal clerk of owner/editor/manager
  or
- printer or printer’s foreman

The affidavit is not submitted until the candidate or presiding officer files the completed petition with the Elections Division.

8 Convening the Assembly of Electors
The presiding officer is advised to have more than the required number of participants attend to ensure the minutes contain a sufficient number of valid signatures and upon convening the assembly, they must explain:

- the nominating convention is held in one day in one location and is completed within twelve hours or the process must begin again
→ assembly participants must be active registered voters within the electoral districts from which the assembly is nominating candidates
→ candidates may only be nominated for offices published in the notice
→ the candidate receiving the highest number of votes will be the nominee of the assembly for that office
→ only assembly participants may sign approved signature sheets

and
→ Once the required number of registered voters are present they must remain in the assembly location until candidates have been nominated, signature sheets signed and the convention adjourned.

9 *Vacancy in Nomination*

If a vacancy in nomination occurs, it may be filled in either of the following ways:

→ The presiding officer may reconvene the assembly following the same rules as the original assembly. The assembly is considered the same assembly if the presiding officer and secretary are the same as during the original assembly.

or
→ A committee designated by the original assembly selects a nominee to fill the vacancy. The committee is appointed by vote during the original assembly and is comprised of at least two persons as indicated on form SEL 116. The committee only has the authority to select a nominee to fill the vacancy if the petition has the required number of signatures.

In either situation, a certificate of nomination designating the nominee filling the vacancy must be completed and filed with the Elections Division.

The vacancy must be filled no later than the 70th day before the general election, August 30, 2016.

10 *Adjourning the Assembly of Electors*

After the assembly has completed the nomination process and selected the committee to fill vacancies, if any, the assembly is adjourned. The Elections Division collects all completed signature sheets and stamps each sheet under the last signature line signed to ensure no additional signatures are added. The signature sheets will be returned to the presiding officer.

11 *Signature Verification*

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

Before submitting the signature sheets for verification, the presiding officer must:

→ coordinate with the county elections official when the signature sheets will be submitted
→ ensure each signature sheet certification is signed and dated by the circulator
→ sort the signature sheets by county, if required

and
→ number each signature sheet sequentially within each county in the space provided

The county elections official verifies the original signatures against the voters’ registration record and returns the certified signature sheets to the presiding officer of the assembly.

Forms are available online at www.oregonvotes.gov.
12 Completing a Petition

To complete the petition process the candidate or presiding officer must submit to the Elections Division:

- **Form SEL 115 Candidate Filing – Assembly of Electors** with the Certificate of Nomination executed by the presiding officer and secretary of the assembly and notarized

  The Certificate of Nomination may be executed and notarized on a copy of the SEL 115 originally submitted. If executed and notarized on a new SEL 115 all sections of the form must be completed.

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

- proof of published notice affidavit

13 Signature Tally

The Elections Division reviews each signature sheet to ensure:

- sheets are numbered sequentially in the space provided
- that the circulator’s certification is sufficient
- that no additional signatures were added after adjournment.

After reviewing the sheets, the Elections Division tabulates the number of valid signatures contained on the accepted signature sheets and notifies the candidate and presiding officer of the final tally.

President

Under the provisions of the US Constitution, voters do not directly vote for presidential candidates. Instead, voters who participate in the presidential election choose the members of the Electoral College, which is the body of electors who meet to select the next President and Vice President.

The Electoral College convenes the Monday after the second Wednesday in December after a presidential election, December 19, 2016.

A voter who casts a vote for a presidential candidate is not voting directly for the candidate. Rather voters are voting for the slate of electors who have pledged to support the candidate whose name is printed on the ballot. Candidates for President and Vice President are nominated in the following methods.

Major Political Party Candidates

**ORS 249.078**

Major political parties select their nominees for the office of President and Vice President from candidates nominated by state caucuses or at primary elections. In Oregon, major political parties select their candidates at the primary election.

Unlike most candidates appearing on the primary election ballot, candidates for the office of President and Vice President do not submit a declaration of candidacy or pay a filing fee. Instead, under Oregon election law, candidates can file by prospective petition or are placed on the primary election ballot if the Secretary of State determines the candidate’s candidacy is generally advocated for or recognized in the national news media.
To appear on the primary election ballot, candidates selected by the Secretary of State or filing by prospective petition must:

- complete the SEL 101 Candidate Filing – Major Political Party or Nonpartisan form

Candidates not selected by the Secretary of State may still appear on the primary election ballot by filing a completed nominating petition containing the required number of valid signatures. The candidate must collect 1,000 signatures from active members of the major political party in which the candidate is representing in each of the five congressional districts. The signatures must be from 5% of the precincts in one-fourth of the counties in the congressional district, for a total of 5,000 signatures. This process can begin at any time prior to the primary election candidate filing deadline of March 8, 2016. However, to guarantee the Elections Division has time to verify signatures it is recommended that signatures be submitted two weeks before the filing deadline.

See Filing by Nominating Petition on page 10 for instruction on submitting a completed nominating petition.

**Minor Political Party Candidates**

*ORS 249.705*

A minor political party nominates candidates for the office of President, by convening nominating conventions that comply with state law or party by-laws. Candidates that are nominated by a recognized minor political party complete and file:

- Form SEL 110 Candidate Filing – Minor Political Party

**Nonaffiliated Candidates**

*ORS 249.720, 249.740*

Nonaffiliated candidates for the office of President and Vice President may be nominated to appear on the general election ballot by using either the Individual Elector or Assembly of Electors process. Prior to obtaining any signatures on an individual elector nominating petition or conducting an assembly of electors, each candidate for the office of Elector of President and Vice President or presiding officer of the assembly must file the following to begin the signature sheet approval process:

- This process can begin prior to the first day to file candidacy for the general election.

**Individual Electors**

- Form SEL 114 Candidate Filing – Individual Electors marked Prospective Petition and designating circulator pay status

  The required number of signatures for the Individual Elector process is 17,893.

  or

**Assembly of Electors**

- Form SEL 115 Candidate Filing – Assembly of Electors completed and signed only by the candidate

  An Assembly of Elector requires 1,000 signatures. The assembly can be held any time between June 1, 2016, and August 30, 2016. However, it should be held to allow for sufficient time for the signature verification process to be completed before the filing deadline.

Candidate filing forms must be completed, signed and submitted for all candidates. Candidates include President, Vice President and seven Electors of President and Vice President.

See Individual Electors process on page 12 or Assembly of Electors process on page 14 for the remaining steps in filing for office using these methods.
Nonpartisan Office

Candidates for Nonpartisan Office

The Elections Division is the filing officer for all nonpartisan offices statewide, Circuit Court, District Attorney and County Judges who exercise judicial functions. The procedures for filing for nonpartisan office are explained in the following sections. It is very important to review the procedures thoroughly and follow the instructions completely.

⚠️ Failure to follow the instructions contained in this manual may invalidate the nomination.

Candidates for nonpartisan office in the primary election may file their candidacy:

- online through ORESTAR
  - See the ORESTAR User’s Manual: Candidate Filing

  or

- by completing the Form SEL 101 Candidate Filing – Major Political Party or Nonpartisan

See Filing Requirements for Nonpartisan Office on page 21 for the filing fee and candidacy filing deadline.

If a vacancy in office occurs after the filing deadline for the primary election but before the filing deadline for the general election, candidates will file:

- Form SEL 101 Candidate Filing – Major Political Party or Nonpartisan

  and

  → pay by fee or completed nominating petition containing the required number of valid signatures

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

Nomination and Election

ORS 249.088, 249.091

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

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

→ an office that must be elected at the general election

The office will only appear on the primary election ballot if three or more candidates file for that office.

If one of the candidates receives a majority of the votes cast, that candidate will be the nominee and will appear on the general election ballot.

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

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

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

Forms are available online at www.oregonvotes.gov.
# Qualifications for Nonpartisan Candidates

All Candidates must be an Elector.

<table>
<thead>
<tr>
<th>Office</th>
<th>Age</th>
<th>Residency</th>
<th>Term of Office</th>
<th>Special Requirements</th>
<th>Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner of the Bureau of Labor and Industries</td>
<td>18</td>
<td>Citizen of Oregon and resident of state 5 years prior to election ORS 651.030</td>
<td>4 years</td>
<td>ORS 651.030</td>
<td>Governor appoints qualified person to serve until successor is elected</td>
</tr>
<tr>
<td>Supreme Court Judge</td>
<td>Not older than 75</td>
<td>Resident of state 3 years prior to election or appointment ORS 2.020</td>
<td>6 years (must retire at end of calendar year in which judge attains age of 75) OR Const., Art VII §1 and 1a</td>
<td>Must be admitted to practice law in the Oregon Supreme Court at time of election or appointment ORS 2.020</td>
<td>Governor appoints qualified person to serve until successor is elected</td>
</tr>
<tr>
<td>Appeals Court Judge</td>
<td>Not older than 75</td>
<td>Elector of county of residence ORS 2.540</td>
<td>6 years (must retire at end of calendar year in which judge attains age of 75) OR Const., Art VII §1 and 1a</td>
<td>Must be admitted to practice law in the state ORS 2.540</td>
<td>Governor appoints qualified person to serve until successor is elected</td>
</tr>
<tr>
<td>Tax Court Judge</td>
<td>Not older than 75</td>
<td>Resident of state ORS 305.455</td>
<td>6 years (must retire at end of calendar year in which judge attains age of 75) OR Const., Art VII §1 and 1a</td>
<td>Must be admitted to practice law in the Oregon Supreme Court and been engaged in active practice for 3 years prior to election or appointment ORS 305.455</td>
<td>Governor appoints qualified person to serve until successor is elected</td>
</tr>
<tr>
<td>Circuit Court Judge</td>
<td>Not older than 75</td>
<td>Resident of state 3 years prior to filing for candidacy or appointment; residence or principal office in judicial district, as provided in ORS 3.041, for one year prior to election</td>
<td>6 years (must retire at end of calendar year in which judge attains age of 75) OR Const., Art VII §1 and 1a</td>
<td>Must be a member of the Oregon State Bar at time of election or appointment ORS 3.041 &amp; 3.050</td>
<td>Governor appoints qualified person to serve until successor is elected</td>
</tr>
<tr>
<td>District Attorney</td>
<td>18</td>
<td>Resident of state</td>
<td>4 years</td>
<td>ORS 8.610</td>
<td>Governor appoints qualified person to serve until successor is elected</td>
</tr>
<tr>
<td>County Judge Who Exercises Judicial Functions</td>
<td>Not older than 75</td>
<td>Resident of county one year prior to election ORS 204.016</td>
<td>6 years (must retire at end of calendar year in which judge attains age of 75) OR Const., Art VII §1 and 1a</td>
<td>Must be admitted to practice law in the Oregon Supreme Court at time of election or appointment ORS 8.630</td>
<td>Governor appoints qualified person to serve until successor is elected</td>
</tr>
</tbody>
</table>

An incumbent circuit court judge may use the location where they preside to satisfy the principal office requirement.
Filing Requirements for Nonpartisan Office

<table>
<thead>
<tr>
<th>Office</th>
<th>First Day to File</th>
<th>Last Day to File</th>
<th>Last Day to Withdraw</th>
<th>Office Fee</th>
<th>Required Signatures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Commissioner</td>
<td>September 10, 2015</td>
<td>March 08, 2016</td>
<td>March 11, 2016</td>
<td>$100</td>
<td>The lesser of either 1,000 signatures or 1% of the number of votes cast in the district for governor</td>
</tr>
<tr>
<td>Supreme Court Judge, Appeals Court Judge</td>
<td></td>
<td></td>
<td></td>
<td>or</td>
<td>Signs must be obtained from at least seven counties and comprise of electors from 5% of the precincts in each of those counties</td>
</tr>
<tr>
<td>or Tax Court Judge</td>
<td></td>
<td></td>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Circuit Court Judge, District Attorney or</td>
<td></td>
<td></td>
<td></td>
<td>$50</td>
<td>The lesser of either 500 signatures or 1% of the number of votes cast in the district for governor</td>
</tr>
<tr>
<td>County Judge Who Exercises Judicial Functions</td>
<td></td>
<td></td>
<td></td>
<td>or</td>
<td>If the district is in more than one county, signatures must be obtained from at least 6% of the precincts in each county</td>
</tr>
</tbody>
</table>

Nonpartisan Office

Filing at the Primary Election

Filing by Fee

ORS 249.056

Candidates for nonpartisan office in the primary election:

File their candidacy through ORESTAR

See the ORESTAR User’s Manual: Candidate Filing for instructions on filing electronically

or

Form SEL 101 Candidate Filing – Major Political Party or Nonpartisan form and paying the required filing fee or completed nominating petition containing the required number of valid signatures

In cases where a vacancy in office occurs after the filing deadline for the primary election but before the filing deadline for the general election, candidates will file the SEL 101 form no sooner than June 1, 2016 but no later than August 30, 2016.

Filing by Nominating Petition

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

All signatures must be of active registered voters within the district.

1 Prospective Petition

To begin the signature sheet approval process candidates must:

File form SEL 101 indicating prospective petition on the form and designating circulator pay status.

Forms are available online at www.oregonvotes.gov.
2 Approval to Circulate

After receiving the filing, the Elections Division reviews for required information and if complete will provide written approval to circulate the prospective nominating petition that includes:

→ petition number
→ number of signatures required
→ filing deadline
and
→ signature sheet template for you to use to circulate for signatures

Candidates will be provided a signature sheet template by the Elections Division to use when gathering signature.

3 Gathering Petition Signatures

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

See Guidelines for Circulation on page 29.

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

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

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

4 Signature Verification

The candidate submits the signature sheets to the appropriate county elections official for verification. Signature sheets should be submitted at least two weeks prior to the filing deadline to allow sufficient time to complete the verification process

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

✓ coordinate with the county elections official when the signature sheets will be submitted
✓ ensure each signature sheet certification is signed and dated by the circulator
✓ sort the signature sheets by county, if required
and
✓ number each signature sheet sequentially within each county in the space provided

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

5 Completing a Petition

To complete the petition process a candidate must file with the Elections Division:

Form SEL 338 - Petition Submission – Candidate, Voters’ Pamphlet
and
→ the signature sheets that contain the required number of valid signatures

Forms are available online at www.oregonvotes.gov.
The Elections Division reviews each signature sheet to ensure sheets are sorted by county if required, numbered sequentially within each county in the space provided, and that the circulator’s certification is sufficient.

After reviewing the sheets, the Elections Division tabulates the number of valid signatures contained on the accepted signature sheets and notifies the candidate.

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

Nonpartisan Office
Filing at the General Election

Only in the case of a vacancy after the filing deadline for the primary election and prior to the filing deadline for the general election will nonpartisan positions be open for filing in a general election.

Candidate Withdrawal

ORS 249.170, 249.180, 249.830,

To withdraw from candidacy or nomination, candidates must provide and attest to the reason for withdrawal. A candidate must complete and file with the Elections Division.

Primary Election

The candidate will need to log into ORESTAR and process the withdrawal of their candidacy.

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

or

File Form SEL 150 Candidate Filing - Withdrawal

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

General Election

Form SEL 150 Candidate Filing - Withdrawal

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

If a complete SEL 150 is not filed with the Elections Division by the deadline, the candidate’s name will remain on the ballot.

If a candidate filed by fee a refund will be processed upon approval of the withdrawal submission.

Deadline to Withdraw

<table>
<thead>
<tr>
<th>Primary Election</th>
<th>General Election</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 11, 2016</td>
<td>September 2, 2016</td>
</tr>
</tbody>
</table>

Forms are available online at www.oregonvotes.gov.
Write-In Candidates
ORS 254.548

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

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


If any individual is nominated or elected by write-in votes the procedures for accepting the nomination or office, by the deadline dates are explained below:

Notification
The Elections Division notifies the candidate by sending:

Form SEL 141 Candidate Filing – Write-In

Acceptance of Nomination or Office
To accept the nomination or office, the candidate completes, signs and returns form SEL 141 to the Elections Division by the acceptance deadline date.

Certificate of Nomination or Election
Upon receipt of the completed and signed SEL 141, the Elections Division prepares and delivers a certificate of nomination or election to the candidate and if applicable, issues a proclamation of election.

<table>
<thead>
<tr>
<th>Deadline to Complete Write-In Process</th>
<th>Primary Election</th>
<th>General Election</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification:</td>
<td>June 13, 2016</td>
<td>December 5, 2016</td>
</tr>
<tr>
<td>Acceptance:</td>
<td>June 21, 2016</td>
<td>December 13, 2016</td>
</tr>
<tr>
<td>Certificate:</td>
<td>June 26, 2016</td>
<td>December 18, 2016</td>
</tr>
</tbody>
</table>

Forms are available online at www.oregonvotes.gov.
Vacancies

General Information

A vacancy can occur at any time during a term of office, even before the person takes the oath of office or shortly before the term ends. Reasons for vacancies vary depending on the specific office, but include death, resignation, expulsion, disqualification or recall.

→ when a vacancy occurs in any statewide office except Governor, the Governor will appoint someone to fill the vacancy. OR Constitution V§16

→ provides that a member of the Legislative Assembly must file their resignation in writing with the Secretary of State. ORS 171.023 and 236.320

→ provides that resignations for public office shall be in writing and filed with the following filing officers (does not apply to the office of Governor) ORS 236.320:
  ✓ Secretary of State, State Treasurer and all officers elected by legislature, to the Governor.
  ✓ Officers who hold their offices by election, to the officer authorized by law to order a special election to fill the resulting vacancy.
  ✓ By all other officers holding their offices by appointment, to the body, board or officer that appointed them.

See the appropriate office for additional information.

Partisan Offices

Vacancy of a US Senator or US Representative:
ORS 188.120

If a vacancy in election or office of US Senator or US Representative occurs before the 61st day before the general election, the Governor shall call a special election to fill that vacancy.

If a vacancy in election or office of US Senator occurs after the 62nd day but on or before the general election, and if the term of that office will not be on the ballot at that election, the Governor shall call a special election to fill the vacancy as soon as possible after the general election.

If a special election to fill the vacancy is called before the 80th day after the vacancy occurs, each major political party shall select its nominee and certify the name of the nominee to the Secretary of State. The Secretary of State shall place the name of the nominee on the ballot.

If a special election is called after the 79th day after the vacancy occurs, the Secretary of State will conduct a special primary election. Major party candidate must file their declaration of candidacy not later than the 10th day following the issuance of the writ of election.

When necessary, the Elections Division will provide an administrative rule setting the date of the election(s) and the applicable filing deadlines.
Vacancy in Governor

**OR Constitution V § 8a**

In event of a vacancy in the office of Governor before the 61st day before the first general election held in the term of office, the Secretary of State will discharge the duties of the office as prescribed by law. If the Secretary of State is unable, then the State Treasurer; followed by the President of the Senate; then the Speaker of the House of Representatives, until the disability be removed, or a Governor is elected at the next general election. The Governor elected to fill the vacancy shall hold the office until the next general election.

A vacancy in the office of Governor that occurs after the 61st day before the first general election held in the term of office, the Secretary of State will discharge the duties of the office as prescribed by law. If the Secretary of State is unable, then the State Treasurer; followed by the President of the Senate; then the Speaker of the House of Representatives, until the disability be removed, or a Governor is elected for a full term at the next general election.

An example of a vacancy in the office of Governor: In November 2014, the governor is elected to a four-year term of office. Under usual circumstances, the next time the governor’s office would be on the ballot is 2018. In the event of the governor vacating the office before September 8, 2016, the 61st day before the next general election, November 8, 2016, the office will be on the 2016 general election ballot. The person elected to the office in the 2016 general election will serve the remaining two-year term. If the office becomes vacant after September 8, 2016, the office will be on May 21, 2018, primary election and elected on the November 6, 2018, general election ballot. The person elected will serve a four-year term.

Vacancy in the office of Secretary of State, State Treasurer, Attorney General

The Governor will fill vacancies in the office of Secretary of State, State Treasurer and Attorney General.

→ Vacancies in each of these offices that occur before the 61st day before the first general election held in that term of office, are filled at that general election for the remainder of the term.

Vacancy in the office of State Senate or State Representative

**ORS 171.051-171.068**

**State Senate**

When a vacancy occurs in a legislative office the vacancy shall be filled by appointment if:

→ The vacancy occurs during any legislative session.

→ The vacancy occurs in the office of State Senate before the 61st day before the first general election where the office would not appear on the ballot. The office will appear on that general election ballot and the term of office will be two years.

→ The vacancy occurs in the office of State Senate any time after the 62nd day before the first general election and before the 61st day of the second general election where the office would normally appear on the ballot. The term of office will be four years.

or

→ A special session of the legislature will convene before a successor can be elected as qualified.

The party of the public official vacating the office will nominate no less than three but no more than five people and the county court or county commissioners of the vacated district will fill the vacancy.
State Candidate Manual

State Representative
When a vacancy occurs in a legislative office the vacancy shall be filled by appointment if:
→ The vacancy occurs during any legislative session
→ The vacancy occurs in the office of State Representative before the 61st day before the general election or
→ A special session of the legislature will convene before a successor can be elected and qualified

The timeline for filling the vacancy begins upon the effective date of the resignation or the date the vacancy occurs. If the effective date of the resignation is in the future, the public officer is allowed three business days to rescind; otherwise, the resignation is effective the same day at 5pm.

The vacancy will be filled by the same party of the person who vacated the office, ORS 236.100.

The party will nominate no less than three but no more than five people and the appointment will be filled by the county court or county commissioners of the vacated district. However, the appointing authority (county court or board of county commissioners within the legislative districts) may choose to begin the process to fill the vacancy prior to the effective date of the resignation if they notify the Secretary of State as required under ORS 236.325(3).

Vacancies are filled within 30 days after the effective date of the resignation or date the vacancy occurs.

Nonpartisan Offices
ORS 249.088 and 249.091
When the office is not affiliated with a major political party, the Governor shall fill the vacancy.

Commissioner of the Bureau of Labor and Industries.
The Governor will fill a vacancy in the office of Commissioner of the Bureau of Labor and Industries that occurs after the 61st day before the first general election held in that term of office. The appointee will complete the remainder of the term.

If the vacancy occurs on or before the 70th day before the primary election and on or before the 62nd day before the general election a candidate may file for the office by:
→ An assembly of electors or individual electors who may select a nominee and submit certificates of nomination.
→ May file by declaration of candidacy.

Judicial
OR Constitution V§16 and VII§1
When a vacancy occurs in office of judge of any court, the Governor will fill the vacancy.

The appointee serves until the next election. The term of the office will be six years.

If the office was vacated on or before the 70th day before the primary election, all candidates for that office must file by the primary election candidate filing deadline, regardless of which election the office is won.

The following scenarios may apply:
If the office was regularly scheduled to be on the ballot at the next election, the office will appear on the primary election ballot.
If a candidate receives a majority of the votes cast, (50%+ 1), that person will be elected at the primary election for a new full term and the office will not appear on the general election ballot.

If no candidate receives a majority of the votes cast, the two candidates who received the most votes will appear on the general election ballot and the candidate with the most votes wins.

If the office was not regularly scheduled to be on the ballot:

→ The office will be placed on the primary election ballot if three or more candidates file for the position.
→ If one candidate receives a majority of the votes cast, (50%+ 1), only that candidate will appear on the general election ballot.
→ If no candidate receives a majority of the votes cast, the two candidates who received the most votes will appear on the general election ballot and the candidate with the most votes wins.
→ If no more than two candidates file, the office will be placed directly on the general election ballot.

**District Attorneys**

**ORS 8.640**

When a vacancy occurs in the office of district attorney, the Governor must appoint a person to fill the vacancy until the next election and qualification of a successor at the next general election. The term of office for the individual elected will be four years.

**Petition Guidelines and Requirements**

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

**Official Signature Sheets**

**ORS 249.031, 249.061, 249.064**

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

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

**Signature Sheet Requirements**

Each signature sheet must meet the following formatting requirements:

→ standard 8½ x 11 size paper
→ at least 20 pound uncoated paper

and

→ printed on white or colored paper stock to enable elections officials to readily verify signatures
Guidelines for Circulation
ORS 249.061

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

Circulator Requirements

<table>
<thead>
<tr>
<th>Each circulator must:</th>
<th>What this means:</th>
</tr>
</thead>
<tbody>
<tr>
<td>→ personally witness each signature collected</td>
<td>✔️ watch the person sign the petition</td>
</tr>
<tr>
<td></td>
<td>It is not sufficient to merely be present in the same room or vicinity.</td>
</tr>
<tr>
<td>→ complete the circulator certification after</td>
<td>✔️ use legal signature with a minimum of a first name initial and full last name</td>
</tr>
<tr>
<td>witnessing all signatures collected on a sheet</td>
<td>Initials, signature stamps, illegible or printed script are not sufficient</td>
</tr>
<tr>
<td></td>
<td>unless verified by exemplar.</td>
</tr>
<tr>
<td>→ provide the date when the certification was signed</td>
<td>✔️ date must be provided in month, day, year order if written in all numbers</td>
</tr>
</tbody>
</table>

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

Circulator Prohibitions

It is against the law for circulators to:

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

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

<table>
<thead>
<tr>
<th>All Petition Types</th>
<th>What this means:</th>
</tr>
</thead>
<tbody>
<tr>
<td>→ provide an original signature and should be encouraged to provide their printed name and date signed</td>
<td>✓ sign the petition using a signature contained in their voter registration record</td>
</tr>
<tr>
<td>These informational fields, while optional unless otherwise noted below, provide valuable assistance when verifying signatures.</td>
<td></td>
</tr>
<tr>
<td>→ be an active registered voter at the time of signing the petition in the candidate’s electoral district</td>
<td>✓ information in the voter's registration record is up to date and they would be able to vote for the candidate</td>
</tr>
<tr>
<td>→ sign a petition sheet that is designated for their county of residence</td>
<td>✓ sign a petition sheet designated for the county they are registered to vote in</td>
</tr>
<tr>
<td>→ provide a residence or mailing address</td>
<td>✓ should be encouraged to provide the address where they are registered to vote at</td>
</tr>
<tr>
<td>Major Party petition ONLY</td>
<td></td>
</tr>
<tr>
<td>→ at the time of signing the petition be a member of the same political party as the candidate</td>
<td>✓ information in the voter's registration record is up to date and they would be able to vote for the candidate at a primary election</td>
</tr>
</tbody>
</table>

### Signature Date

If no date is provided by the signer, the signature is only considered valid if the signer:

- ✓ was an active registered voter between the date the petition was approved to circulate and the circulator’s certification date
- ✓ originally registered to vote on or after the date the petition was approved to circulate and was an active registered voter between their original registration date and the circulator’s certification date

This standard also applies to any signer that provides a date of birth or a date that at the time of verification has not yet occurred instead of the date they signed the petition.

### Signer Prohibitions

It is against the law for signers to:

- → sign another person’s name under any circumstances
- → sign a petition more than one time
- → sign a petition when not qualified to sign it

Only active registered voters may sign a petition. If the signer is not registered to vote or an active voter the signature will be rejected unless a completed registration card is received by a designated voter registration agency or an elections filing officer before 5 pm the day the petition is signed or 11:59 pm if completed electronically online at [www.oregonvotes.gov](http://www.oregonvotes.gov).
Certification of Signature Sheets

OAR 165-014-0270

After all signatures on a signature sheet have been collected, circulators complete the certification by signing their legal signature and providing the date when the certification was signed.

If the circulator certification is not completed or determined to be insufficient the signature sheet will be rejected.

Prior to submission to elections officials the circulator may correct the following defects:

**Circulator Signature Defects**

<table>
<thead>
<tr>
<th>If the circulator has:</th>
<th>the circulator should:</th>
</tr>
</thead>
<tbody>
<tr>
<td>→ signed using only initials</td>
<td>✓ sign and re-date certification with legal signature</td>
</tr>
<tr>
<td>Unless verified by exemplar.</td>
<td></td>
</tr>
<tr>
<td>→ signed using a signature stamp</td>
<td>✓ re-sign and re-date certification with legal signature</td>
</tr>
<tr>
<td>Unless approved under ORS 246.025.</td>
<td></td>
</tr>
<tr>
<td>→ signed using an illegible signature</td>
<td>✓ re-sign and re-date certification with legal signature</td>
</tr>
<tr>
<td>Unless verified by exemplar.</td>
<td></td>
</tr>
<tr>
<td>→ signed using printed script instead of cursive</td>
<td>✓ re-sign and re-date certification with legal signature</td>
</tr>
<tr>
<td>Unless verified by exemplar.</td>
<td></td>
</tr>
<tr>
<td>→ photocopied or carbon copied the certification</td>
<td>✓ sign and re-date certification with legal signature</td>
</tr>
<tr>
<td>→ signed in a manner that the signature, printed name, and address are all illegible</td>
<td>✓ re-sign and re-date certification with legal signature</td>
</tr>
</tbody>
</table>

**Certification Date Defects**

<table>
<thead>
<tr>
<th>If the date is:</th>
<th>the circulator should:</th>
</tr>
</thead>
<tbody>
<tr>
<td>→ missing</td>
<td>✓ re-sign and date or date and initial correction</td>
</tr>
<tr>
<td>→ crossed out</td>
<td>✓ re-sign and re-date or re-date and initial correction</td>
</tr>
<tr>
<td>→ overwritten with a different date</td>
<td>✓ re-sign and re-date or re-date and initial correction</td>
</tr>
<tr>
<td>→ earlier than all petition signers</td>
<td>✓ re-sign and re-date or re-date and initial correction</td>
</tr>
<tr>
<td>Unless the circulator and the only signer are the same person.</td>
<td></td>
</tr>
<tr>
<td>→ earlier than some, but not all petition signers</td>
<td>✓ re-sign and re-date or re-date and initial correction</td>
</tr>
<tr>
<td>Only those signatures dated on or before the date of the certification will be accepted.</td>
<td></td>
</tr>
<tr>
<td>→ partial or ambiguous</td>
<td>✓ re-sign and re-date or re-date and initial correction</td>
</tr>
<tr>
<td>Date must be provided in month, day, year order if written in all numeric characters.</td>
<td></td>
</tr>
<tr>
<td>→ obscured in any way by white out or other correction fluid or adhesive tape</td>
<td>✓ re-sign and re-date or re-date and initial correction</td>
</tr>
</tbody>
</table>
The following defects in the circulator certification cannot be corrected and any signature sheet submitted that contains one of these defects will be rejected:

**Incurable Defects**

- The original signature of a circulator has been crossed out, and a different circulator’s signature is inserted. Unless the original signature is that of an individual whose signature appears on the same signature sheet as a signer.
- Two individuals sign and date as circulator. Unless the only signers and the circulators are the same people.
- White-out or other correction fluid or adhesive tape appears on the signature line.

Examples of circulator signature and date defects are available in the Circulator Training Manual located at www.oregonvotes.gov.

**Guidelines for Completing Candidate Filing Forms**

*ORS 249.031*

All forms must be complete before submitting them to the Elections Division.

- 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)*

Additional information may be required and will be discussed further this section under the specific section.

**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
- **City Recorder (Auditor)**: 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**: 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**: The residential address of the candidate, including the county.
→ **Mailing Address for Candidate Correspondence:** 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 work phone, home phone, cell phone, 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 NA 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” or “None”.

→ **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.

[Information]

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 and other elected or appointed public offices. 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”.

### 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

Paying by Declaration or Petition

Complete the following information.

→ Declaration: if paying a fee check this box.
→ Prospective Petition: if collecting signatures check this box.
→ Petition circulators will be paid: when collecting signatures, if circulators are being 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.

Campaign Finance Information

Candidate Committee

Indicate by checking the box if:

→ The candidate has a committee already established
→ The candidate does not intend to receive more than $750 or spend more than $750 toward the campaign in the next calendar year.

⚠️ This includes the spending of personal funds.
→ The candidate has not yet established a candidate committee but intends to within the next three days.

Under statute, once a candidate has received money or spent money toward their campaign they have three business days to set up a campaign finance committee. ORS 260.035.

SEL 110 Candidate Filing – Minor Political Party

Multiple Nomination Information

→ List other nominations to be printed on ballot: Up to three parties can nominate a candidate to be their candidate. If the candidate wishes to have more than one party listed behind their name on the general election ballot, those parties should be listed in this field.
→ **Order of other nominations**: If the candidate wishes to have the parties listed as outlined in this manual, select Default. If the candidate wants to mark the party order as they have listed above, mark Specified.

**Candidate Nomination Certificate**

Candidate filings by a minor party must be notarized prior to submission. The following fields must be completed.

→ **Name of Minor Political Party**: The name of the Minor Party nominating the candidate.

→ **Signature of the Officer of Minor Political Party**: the signature of one of the officers listed on the by-laws of the minor political party.

→ **Date Signed**: the date the officer of the political party signed the candidate filing form

→ **Printed Name of the Officer of Minor Political Party**: the clearly printed name of the officer that signed the candidate filing form.

The following fields are completed by a Judge or Notary Public.

→ **State of Oregon, County of**: name of the county in which the Judge or Notary Public is signing the candidate filing form.

→ **Signed before me on**: date the Judge or Notary Public witnessed the Minor Political Party officer sign the candidate filing form.

→ **By**: the name of the Judge or the Notary Public

→ **Judge or Notary Public-State of Oregon**: signature of the Judge or Notary Public

**SEL 114 Candidate Filing – Individual Electors**

→ **Name of Chief Sponsor**: The name of the candidate or other person interested in placing the candidate name on the ballot. This can be the candidate.

**SEL 115 Candidate Filing – Assembly of Electors**

**Assembly of Electors fields to complete.**

→ **Name of Person Submitting Certificate of Nomination**: The name of candidate or a person designated as the presiding officer.

→ **Address of Person Submitting Certificate of Nomination**: the address of the candidate or the presiding officer named in the above field.

→ **Signature of Presiding Officer**: The signature of the candidate or the signature of the presiding officer of the assembly.

→ **Printed Name of Presiding Officer**: the clearly printed name of the presiding officer.

→ **Signature of the Secretary**: the signature of the candidate or the secretary of the assembly.

→ **Printed Name of the Secretary**: the signature of the candidate or the signature of the secretary of the assembly.

Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).
The following fields are completed by a Judge or Notary Public.

- **State of Oregon, County of:** name of the county in which the Judge or Notary Public is signing the candidate filing form.
- **Signed before me on:** date the Judge or Notary Public witnessed the Minor Political Party officer sign the candidate filing form.
- **By:** the name of the Judge or the Notary Public.
- **Judge or Notary Public-State of Oregon:** signature of the Judge or Notary Public.

**SEL 141 Candidate Filing – Write-In**

**Office Information**

Complete the following information.

- **Filing for Office of:** indicate the office you are accepting.
- **District, Position or County:** If the office has a district number and/or a position number or the office covers an entire county, indicate that information in this field.

**Multiple Nomination Information**

- **List other nominations to be printed on ballot:** Up to three parties can nominate a candidate to be their candidate. If the candidate wishes to have more than one party listed behind their name on the general election ballot, those parties should be listed in this field.
- **Other nominations should be printed in what order?** If the candidate wishes to have the parties listed as outlined in this manual, select Default. If the candidate wants to mark the party order as they have listed above, mark Specified.

**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 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.
Other Forms

Additional forms that may be necessary to file.

**SEL 220 Statement of Organization for a Candidate Committee**

This form is used to establish the campaign finance committee for a candidate. “Candidate” includes any of the following:

- an individual whose name is printed on a ballot, for whom a declaration of candidacy, nominating petition, or certificate of nomination to public office has been filed, or whose name is expected to be or has been presented, with the individual’s consent, for nomination or election to public office;

- an individual who has solicited or received and accepted a contribution, made an expenditure, or given consent to an individual, organization, political party, or political committee to solicit or receive and accept a contribution or make an expenditure on the individual’s behalf to secure nomination or election to any public office at any time, whether or not the office for which the individual will seek nomination or election is known when the solicitation is made, the contribution is received and retained, or the expenditure is made, and whether or not the name of the individual is printed on a ballot;

  or

- a public office holder against whom a recall petition has been completed and filed.

**SEL 223 Campaign Account Information**

All committees must establish a dedicated campaign account. The information provided on the Form SEL 223 Campaign Account Information is exempt from public disclosure.

Please refer to the Campaign Finance Manual for further information about the SEL 220 and the SEL 223.

**SEL 338 Petition Submission**

Form submitted that provides the number of signatures submitted for verification by completing and filing candidacy by petition.
List of Forms

SEL 101
Candidate Filing – Major Political Party or Nonpartisan

SEL 110
Candidate Filing – Minor Political Party

SEL 114
Candidate Filing – Individual Electors

SEL 115
Candidate Filing – Assembly of Electors

SEL 141
Candidate Filing – Write-In

SEL 150
Candidate Filing - Withdrawal

SEL 220
Statement of Organization for a Candidate Committee

SEL 223
Campaign Account Information

SEL 338
Petition Submission

Forms are available online at www.oregonvotes.gov.