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PERMANENT ADMINISTRATIVE ORDER

ELECT 4-2024

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SECRETARY OF STATE
ELECTIONS DIVISION

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& LEGISLATIVE COUNSEL

FILING CAPTION: Amends the manuals on initiatives and referendums, referrals, recalls and circulator training.

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AMEND: 165-014-0005

RULE TITLE: Designating the State and Local Initiative, Referendum, Referral and Recall Manuals and Forms

NOTICE FILED DATE: 11/06/2023

RULE SUMMARY: The changes to this rule and the associated manuals and forms implement Senate Bill 166 (2023). Senate Bill 166 (2023) changes the filing officer for certain judicial candidates from the Secretary of State to county elections officials. Additional amendments to this rule and the associated manuals and forms were made throughout the manuals to update filing deadlines and provide clarity for the various procedures and requirements laid out in the State Initiative and Referendum, Recall, County, City, and District Initiative and Referendum, County, City, and District Referral and Circulator Training Manuals including procedures related to petitions. Changes time the Elections Division may take to conduct signature verification on sponsorship petitions when two or more petitions are filed for verification within 10 business days of one another. Changes the time local elections officials may take to conduct signature verification for local initiatives and referendum petitions to 30 days.

RULE TEXT:

- (1) The Secretary of State designates the State Initiative and Referendum Manual revised 01/2024 and associated forms as the procedures and forms to be used for the state initiative and referendum process.
- (2) The Secretary of State designates the Recall Manual revised 01/2024 and associated forms as the procedures and forms to be used for the recall process.
- (3) The Secretary of State designates the County, City, and District Initiative and Referendum Manual revised 01/2024 and associated forms as the procedures, except where state law permits the procedure to be otherwise under local charter or ordinance, and forms to be used for the local initiative and referendum process.
- (4) The Secretary of State designates the County, City, and District Referral Manual revised 01/2024 and associated forms as the procedures, except where state law permits the procedure to be otherwise under local charter or ordinance, and forms to be used for the local referral process.
- (5) The Secretary of State designates the Circulator Training Manual revised 01/2024 and associated forms as the curriculum, procedures and forms, to be used to register as required under ORS 250.048, by a person who will be paid to gather signatures on a state initiative, referendum or recall petition.

(6) For purposes of subsection (5) of this rule, initiative is meant to include each phase of the petition's signature gathering effort including the sponsorship phase, the primary signature gathering effort and any supplemental signature gathering efforts.


STATUTORY/OTHER AUTHORITY: ORS 246.150, 249.009, ORS 250.015, 250.029, 250.031, 250.045, 250.048, 250.052, 250.067, 250.105, 250.165, 254.108, 255.135, 260.262, 260.200, 250.205, 250.215, 250.265, 250.315, 260.118, SB 1527 (2022), SB166 (2023)

STATUTES/OTHER IMPLEMENTED: ORS 250.015, 250.045, 250.048, 250.052, 250.067, 250.085, 250.105, 250.165, 250.168, 250.175, 255.135, 255.140, 255.145, 255.155, 255.165, 255.175, 255.215, 250.185, 250.195, 250.205, 250.265, 250.270, 250.275, 250.285, 250.296, 250.305, 250.315, 250.325, SB 27 (2021), HB 3291 (2021), SB 1527 (2022), SB166 (2023)

State Initiative and Referendum Manual

Published by

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Secretary of State


Elections Division Rev. 01/2024

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Using This Manual

This manual explains the requirements and procedures to qualify a statewide initiative or referendum petition for the 2024 General Election ballot.

 Failure to follow the instructions completely may invalidate the petition.

Chief petitioners may use the requirements and procedures explained in this manual, subject to change, to begin the petition process for later general elections. To ensure uniformity within a petition cycle and to avoid voter confusion, the Elections Division will only approve one petition cycle for circulation during a two-year period. The Elections Division will not give approval to circulate for the 2026 cycle until after July 5, 2024, the deadline to file signatures for the 2024 General Election.

Icons

In this manual the following icons highlight information:



alert icon

indicates alert; warning; attention needed



deadline icon

indicates a deadline



example icon

indicates a detailed example of a concept, process or form



form icon

indicates a reference to a form



info icon

indicates other information



petition sheet icon

indicates a reference to a signature sheet



search icon

indicates information found elsewhere


Help

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

Elections Division
255 Capitol St NE, Suite 126
Salem, OR 97310

 503 986 1518
fax 503 373 7414

 elections.sos@sos.oregon.gov
 www.oregonvotes.gov

 1 866 673 8683
se habla español

tty 1 800 735 2900
for the hearing impaired

Getting Started

In 1902, voters overwhelmingly approved a ballot measure that created Oregon's initiative and referendum process. The initiative and referendum processes are methods of direct democracy that allow people to propose laws or amendments to the Oregon Constitution or to adopt or reject a bill passed by the legislature.


If chief petitioners gather and file the required number of signatures, the initiative or referendum is placed on the ballot for voters to adopt or reject at the next regularly scheduled general election, which is held in November of every even numbered year.

Designating Chief Petitioners

An initiative or referendum may have up to three chief petitioners who are the individuals responsible for the preparation and organization of the petition.

In Oregon, any person, acting individually or on behalf of an organization, may be a chief petitioner. Chief petitioners are responsible for:

- Filing the prospective petition;
- designating whether petition circulators will be paid or unpaid;
- establishing a petition committee prior to approval to circulate;
- educating and monitoring circulators;
- collecting signatures; and
- submitting signatures.


 Once cover and signature sheets have been approved to circulate an individual chief petitioner cannot be removed or changed. Chief petitioners that die after the petition is approved to circulate will be removed from the petition. Before cover and signature sheets are approved to circulate chief petitioners may be added or removed from the petition, as long as one original chief petitioner remains throughout the entire process. If all original chief petitioners resign, the petition is void and must be re-filed.

Accounts

ORS 260.262 and OAR 165-014-0100


Chief petitioners who pay any person money or other valuable consideration to obtain signatures on an initiative or referendum must electronically file detailed copies of accounts not later than the last business day of each month after any month in which circulators were paid to collect signatures. Account submissions must include:

- A completed form SEL 320 must be filed with each account submission.
- contracts between chief petitioners and any person paid for obtaining signatures;
- employment manuals or training materials;
- payroll records for each person paid for obtaining signatures on the petition;
- records of each payment made to any subcontractor obtaining signatures on the petition; and
- copies of signature sheets circulated by paid signature gatherers not filed for verification.

 If chief petitioners are unable to produce required accounts, or refuse to supply them, by the last business day of the following month chief petitioners are prohibited from obtaining more signatures on the petition until accounts are produced.


SEL 320 details the nature of the accounts. Accounts may be filed by chief petitioners or authorized agents.

 See [OAR 165-014-0100](#) for account requirements; or

 Contact the Elections Division at 503 986 1518 for further details.

Campaign Finance Reporting


Oregon campaign finance law may require chief petitioners to set up a campaign account, file a Statement of Organization designating a treasurer and file contribution and expenditure transactions with the Elections Division.

 The Elections Division will not approve cover and signature sheets for circulation until a committee has been set up. A separate petition committee must be established and transactions filed for each initiative or referendum.

For further details on campaign finance reporting requirements, review:


 The [Campaign Finance Manual](#) and the [ORESTAR User's Manuals](#) available at www.oregonvotes.gov.

Submitting Forms and Documents

 Chief petitioners or authorized agents must mail (includes delivery service), or personally deliver signature sheets to the Elections Division.






Except for petition signature sheets and physical examples of cover and signature sheet templates, completed and signed forms or documents may be:




- scanned and emailed to Elections Division at irrlistnotifier@sos.oregon.gov;
- faxed to 503 373 7414; or
- mailed or personally delivered to 255 Capitol St NE, Ste 126, Salem, OR 97310.


 The Elections Division will distribute all notifications and other correspondence by email unless otherwise notified by chief petitioners.

Filing Requirements

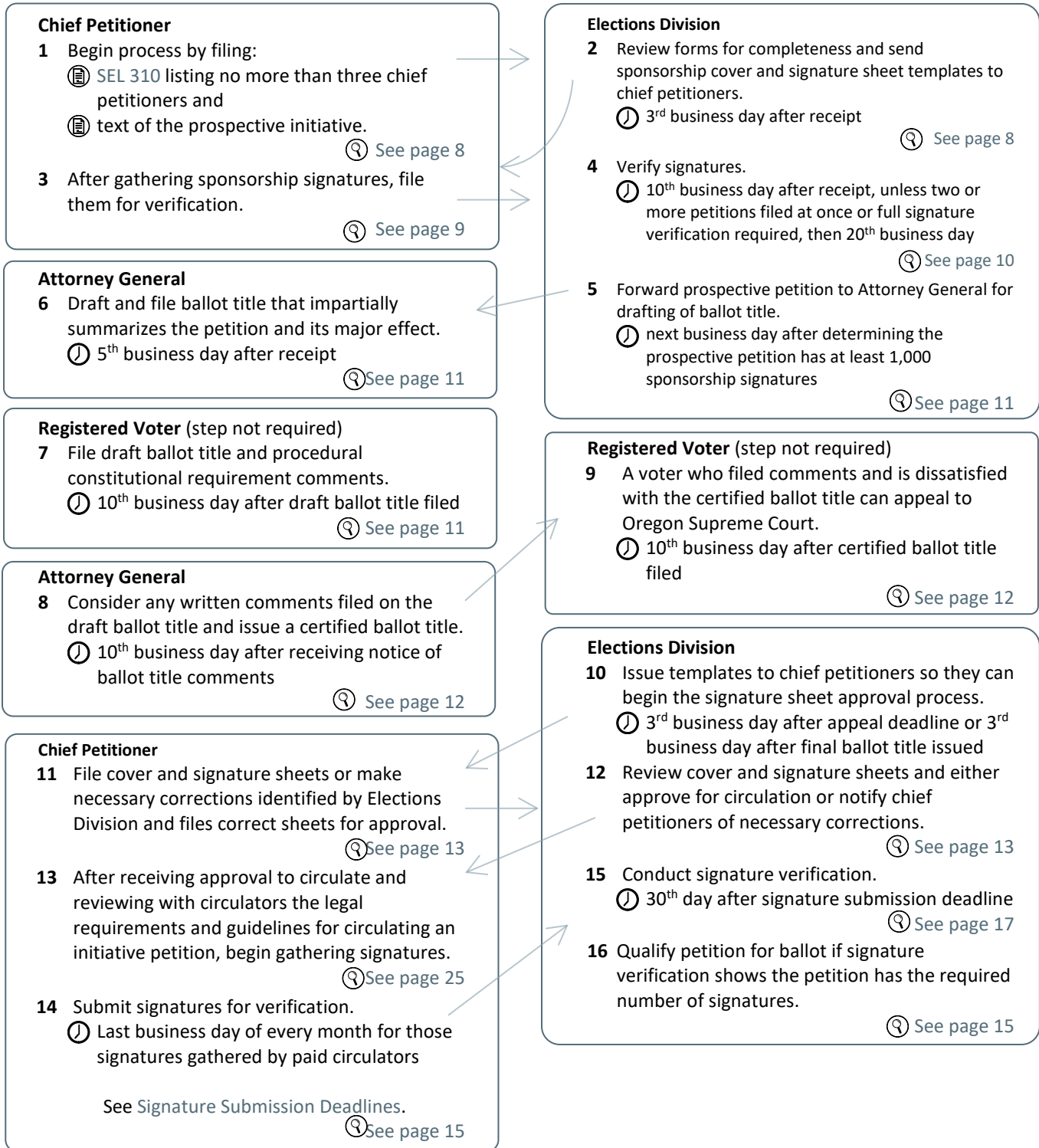
Oregon Constitution, Article IV, Section 1

Initiative Petitions	2024	2026
Required Signatures Constitutional (8%)	156,231	156,231
Required Signatures Statutory (6%)	117,173	117,173
 First Day to File Prospective Petition	Anytime	Anytime
 First Day of Petition Cycle Circulation	July 11, 2022	July 8, 2024
 Early Signature Submission Deadline	May 24, 2024	May 22, 2026
 Signature Submission Deadline	July 5, 2024	July 2, 2026
 Signature Verification Deadline	August 4, 2024	August 2, 2026

Referendum Petitions	2024	2026
Required Signatures (4%)	78,116	78,116
 First Day to File Prospective Petition	After bill becomes act	After bill becomes act
 Signature Submission Deadline	90 days after legislature adjourns sine die	90 days after legislature adjourns sine die
 Signature Verification Deadline	30th day after signature submission deadline	30th day after signature submission deadline

 The required number of signatures is a percentage of votes cast for governor at the 2022 General Election. The calculation includes votes cast for each candidate whose name was printed on the ballot. Write-in votes are included in the calculation however over and under votes are not.

Initiative Process Timeline



i To calculate deadlines, day one is the day after a complete and correct document is filed or the day after a document is due. If a statutory deadline falls on a Saturday, Sunday or holiday, the deadline becomes the following business day as provided for in ORS 246.021. However, constitutional deadlines that fall on a Saturday, Sunday or holiday become the previous business day.

Initiative Process

An initiative petition is a method of direct democracy that allows any person to propose new laws, change existing laws, or amend the Oregon Constitution.

Filing a Prospective Petition

Oregon Constitution, Article IV, §1 and ORS 250.045

Before gathering the 1,000 sponsorship signatures necessary to begin the ballot title drafting process, chief petitioners must file a prospective petition with the Elections Division.

Chief Petitioners

- 1 Chief petitioners may write the text of the proposed law or constitutional amendment themselves, but they are encouraged to seek legal help.



Under [ORS 173.140](#), Legislative Counsel will help chief petitioners in drafting text of an initiative petition when:

- 50 or more electors request their help in writing and
- The Legislative Counsel Committee determines there is a reasonable probability that the initiative will be submitted to voters.



Contact [Legislative Counsel](#) for more information at 503 986 1243.

- 2 Chief petitioners must designate no more than three people as chief petitioners and determine circulator pay status.



Form [SEL 310 Prospective Petition – State Initiative or Referendum](#) must be completed and signed by all chief petitioners and designate circulator pay status. Incomplete forms will be rejected.



If any information provided on form [SEL 310](#) changes, including circulator pay status, all chief petitioners must complete and sign an amended form [SEL 310](#). The form must be filed within 10 calendar days of the change.

- 3 Chief petitioners must file text of initiative petition and form [SEL 310](#) with Elections Division.

- 4 Chief petitioners must set up a campaign account and file a Statement of Organization designating a treasurer with the Elections Division.



See [Campaign Finance Reporting](#) on page 5.

- 5 Chief petitioners may also authorize individuals to act on their behalf in most matters about the petition process by completing and filing:



Form [SEL 307 Agent Authorization](#).

Sponsorship Templates

After receiving the prospective initiative petition, the **Elections Division**:

- ✓ date and time stamps the prospective petition;
- ✓ reviews the forms for completeness and correctness;
- ✓ if complete and correct, assigns the petition an identification number; and
- ✓ supplies official cover and signature sheet templates.



Gathering Sponsorship Signatures

ORS 250.045

Chief Petitioners

- 1 Chief petitioners use the official templates provided by the Elections Division to prepare cover and signature sheets for circulation.
- 2 Chief petitioners review with circulators the legal requirements and guidelines for circulating initiative petitions.
- 3 Chief petitioners monitor circulator activities to ensure compliance.
- 4 Chief petitioners may obtain more than the required number of signatures to ensure the petition has enough valid signatures.
- 5 If the full and correct text of the prospective initiative petition is not incorporated onto the official template, then chief petitioners must ensure that a full and correct copy of the text of the prospective initiative petition is attached to signature sheets while gathering signatures. Text can be attached by staple, paperclip, tape, clipboard, or other method.



See *Cover and Signature Sheets* on page 26.



See *Petition Guidelines and Requirements* on page 25.

Submitting Sponsorship Signatures

ORS 250.045 and OAR 165-014-0030

Sponsorship signatures must be mailed (includes delivery service) or personally delivered to the Elections Division by chief petitioners or authorized agents. Only one chief petitioner or authorized agent must be physically present if signatures are personally delivered.



Signature sheets individually mailed or delivered directly to the Elections Division by someone other than a chief petitioner or an authorized agent will not be accepted.

Chief Petitioners or Authorized Agents

- 1 Chief petitioners or authorized agents ensure each signature sheet certification is signed and dated by the circulator.
- 2 Chief petitioners or authorized agents number each signature sheet sequentially in the space provided.
- 3 Chief petitioners or authorized agents file signature sheets having at least 100% of required number of signatures to the Elections Division for verification personally, by authorized agent, or through the US Postal Service, a parcel service, or any other delivery method.
- 4 Chief petitioners or authorized agents supply the number of signatures filed for verification by completing and filing:



Form SEL 339 Petition Submission – Initiative, Referendum, Recall, Political Party Formation.



Verifying Sponsorship Signatures

OAR 165-014-0030

The Elections Division will begin verifying signatures if the petition signature sheets accepted for verification have the total number of unverified signatures equal to or greater than the required number of signatures.

The Elections Division processes signature sheets filed for verification in accordance with the Statistical Sampling Procedures for State Petitions adopted under administrative rule by:

- ✓ comparing the filed cover and signature sheets to the official templates;



Petition sheets that do not comply with the legal requirements will be rejected.

- ✓ verifying sheets are numbered sequentially;



If prior to data entry the Elections Division determines that the petition has more than 100 signature sheets which are not numbered or are not sequentially numbered, chief petitioners will be promptly notified and allowed to correct the sequential numbering. The renumbering of petition sheets will only occur at the Elections Division and in full view of Elections Division team members, and observers, if asked. Should chief petitioners not correct the sequential numbering, the Elections Division will hire temporary staff to renumber the sheets on behalf of chief petitioners and will later invoice chief petitioners for the entire cost of the temporary staff.

- ✓ determining if the circulator's certification is sufficient; and
- ✓ verifying original signatures using voter registration records.



If two or more petitions are filed for verification within 10 business days of one another or if all signatures are required to be verified, the Elections Division will determine the result on the 20th business day after receiving signatures.

If only one petition is filed, the Elections Division will determine result on the 10th business day.

For a second submission requiring 250 or fewer signatures the Elections Division will determine the result on the 5th business day after receiving signatures.

If it is determined the petition has at least 1,000 sponsorship signatures the Elections Division:

- ✓ sends the text to the Attorney General for drafting of the ballot title and
- ✓ seeks public input on whether the text of the proposed law or constitutional amendment complies with the procedural constitutional requirements for proposed initiative petitions.

If the petition does not have at least 1,000 sponsorship signatures, chief petitioners may make one more submission of signatures to reach the initial threshold of 1,000 signatures. If chief petitioners do not file at least 1,000 valid sponsorship signatures, the petition is void, and the chief petitioners may file a new initiative.



Draft Ballot Title


ORS 250.035, 250.065 and 250.067

A ballot title is a concise and impartial statement summarizing the initiative and its major effect. It is printed on the reverse of all signature sheets used for circulation and on the ballot.

Requirements

After receiving the text of the initiative, the Attorney General prepares a draft ballot title and files it with the Elections Division. A ballot title includes:


- a caption that does not exceed 15 words describing the subject of the petition;
- a statement that does not exceed 25 words describing the result if the petition is passed;
- a statement that does not exceed 25 words describing the result if the petition is rejected; and
- a summary that does not exceed 125 words describing the major effect of the petition.

 The Legislative Assembly may choose to enact legislation by either adopting a ballot title or supplying an alternative process for preparing a ballot title.

The Elections Division distributes notice to chief petitioners, the Legislative Assembly, and the interested party subscription service that the draft ballot title has been received and supplies the deadline for submitting written comments.

Comments

Any registered voter may file written comments on the legal sufficiency of the draft ballot title. After the deadline to file comments, the Elections Division will send any comments received timely to the Attorney General for consideration when certifying the ballot title.

 Comments must be received in their entirety prior to 5:00:00 pm on the filing deadline to be considered timely.

Procedural Constitutional Review

Oregon Constitution, Article IV, §1, Article XVII and OAR 165-014-0028

Requirements

The Secretary of State will review a proposed initiative measure to determine if it complies with the procedural requirements required by the Oregon Constitution for initiative petitions:

- must have a single subject or closely related subject;
- must include the full text; and
- must be legislative rather than administrative in nature.

For Initiative Petitions Relating to Constitutional Amendments Only:

- multiple subjects that are not closely related must be voted on separately and
- the initiative must amend, rather than revise, the constitution.

Comments

Any person may comment on whether the prospective initiative petition complies with all procedural requirements in the Oregon Constitution. The Elections Division will send any comments received timely to the

Secretary of State for consideration when determining if constitutional compliance is sufficient. After the deadline to file comments has passed and before the certified ballot title deadline, the Secretary of State:

- ✓ reviews the text of the prospective initiative petition;
- ✓ considers any procedural constitutional requirement comments;
- ✓ may receive advice from the Attorney General; and
- ✓ determines whether the prospective initiative petition complies with the requirements in the Oregon Constitution.



The Secretary of State does not review the prospective petition for substantive constitutional or legal sufficiency.

Appeal

ORS 183.484 or ORS 246.910

Any person may file an appeal, with Marion County Circuit Court, of the Secretary's determination as to whether the prospective initiative petition complies with the procedural requirements of the Oregon Constitution.



Any appeal must be filed no later than the 60th day following the Secretary's determination.

Certified Ballot Title

ORS 250.067

After considering comments filed on the draft ballot title, the Attorney General issues a certified ballot title and files it with the Elections Division.

The Elections Division distributes notice to chief petitioners, the Legislative Assembly, and the interested party subscription service that the certified ballot title has been received and supplies the deadline to challenge the ballot title in the Oregon Supreme Court.



If the certified ballot title has a clerical error, the Attorney General may correct the error no later than the 10th business day after the ballot title is certified. The deadline to file a petition to review the corrected ballot title is no later than the 7th business day after the ballot title is corrected.

Ballot Title Appeal

ORS 250.085

A registered voter who filed timely written comments on the draft ballot title and is dissatisfied with the certified ballot title issued by the Attorney General, may petition the Oregon Supreme Court to review the ballot title. The petition must name the Attorney General as the respondent.



For correct procedures on filing an Oregon Supreme Court challenge, refer to the Oregon Rules of Appellate Procedure, Rule 12.30.



Contact the Oregon Supreme Court for more information at 503 986 5555.

A registered voter who files a petition to review the certified ballot title must provide notice to the Elections Division by completing and filing form SEL 324 no later than the 10th business day after the certified ballot title is filed with the Elections Division



Form SEL 324 Notice of Ballot Title Challenge – State Initiative, Referendum, Referral.



If this notice to the Elections Division is not timely filed, the petition to the Supreme Court may be dismissed.




Supreme Court Review

After a petition to review the ballot title is filed, the Supreme Court conducts the review and decides whether the certified ballot title complies with the statutory requirements or does not comply with the statutory requirements. If the court decides that the certified ballot title does not comply with the statutory requirements, the Supreme Court may:

- ✓ modify the ballot title
- or
- ✓ refer it to the Attorney General for modification

Any party to the ballot title review proceeding may file an objection to the modified ballot title. If no objection is filed by the deadline, the court certifies the modified ballot title to the Elections Division. When an objection is filed timely the Supreme Court reviews the modified ballot title to determine if it complies with statutory requirements.

 This process is repeated until a ballot title is finalized by the Supreme Court and an appellate judgment is received by the Elections Division.

Approval to Circulate

ORS 250.045 and 250.052


After receiving the final ballot title, the Elections Division supplies chief petitioners official templates that must be used to prepare cover and signature sheets for circulation.

 See [Official Template Requirements](#) on page 25.

To begin the cover and signature sheet approval process:

Chief Petitioners

1 Chief petitioners may add, remove, or change chief petitioners ensuring that one original chief petitioner remains, if necessary.

 To add, remove, or change chief petitioners, an amended form [SEL 310](#) must be filed prior to final approval to circulate.


2 Chief petitioners or authorized agents may request modifications of official templates, if necessary.

3 Chief petitioners or authorized agents use the official templates to prepare cover and signature sheets exactly as intended to circulate.

4 Chief petitioners ensure a campaign account has been set up and a Statement of Organization filed.

 See [Campaign Finance Reporting](#) on page 5.

5 Chief petitioners or authorized agents file an exact physical example of cover and signature sheets to the Elections Division to request approval to circulate.

 Cover and signature sheets may only be filed for approval by chief petitioners or authorized agents.

After receiving signature sheets from chief petitioners or authorized agents, the Elections Division:

- ✓ verifies chief petitioners have set up a petition committee and filed a Statement of Organization;
- ✓ reviews cover and signature sheets for compliance with petition requirements; and

 See [Petition Guidelines and Requirements](#) on page 25.

If cover and signature sheets do not comply

- ✓ supplies written notification of all required corrections; or

If cover and signature sheets do comply

- ✓ supplies written approval to circulate the petition that includes the number of required signatures and the last day to file signatures for verification.



See Filing Requirements on page 6.




The Elections Division will not approve cover and signature sheets for circulation until a committee has been set up. A separate petition committee must be established and transactions filed for each initiative or referendum.



Gathering Signatures

ORS 250.045

Chief Petitioners


- 1 Chief petitioners review with circulators the legal requirements and guidelines for circulating initiative petitions.
 See Petition Guidelines and Requirements on page 25.
- 2 Chief petitioners monitor circulator activities to ensure compliance.
- 3 Chief petitioners may obtain more than the required number of signatures to ensure the petition has enough valid signatures.

Submitting Signatures

ORS 250.105

For each signature submission:

Chief Petitioners or Authorized Agents

- 1 Chief petitioners or authorized agents must ensure each signature sheet certification is signed and dated by the circulator. This does not apply to e-sheets.
- 2 Chief petitioners or authorized agents must sort signature sheets by circulator. This does not apply to e-sheets.
- 3 Chief petitioners or authorized agents are encouraged to separate signature sheets into stacks of 200.
- 4 Chief petitioners or authorized agents number each signature sheet sequentially in the space provided, continuing sequentially until the SEL 339 is filed, marked completed, and signed by all chief petitioners.
- 5 Chief petitioners or authorized agents must supply the number of signatures submitted by completing and filing.
 Form SEL 339 Petition Submission – Initiative, Referendum, Recall, Political Party Formation.

Monthly Submission – Required if paying circulators

After receiving final approval to circulate, chief petitioners that are paying circulators to gather signatures must file with the Elections Division not later than the last business day of every month all signatures gathered during the previous calendar month by all individuals paid to circulate.

Chief petitioners or authorized agents may mail (includes delivery service) or personally deliver a monthly submission of signatures to the Elections Division. Only one chief petitioner or authorized agent must be physically present if signatures are personally delivered.



Signature sheets individually mailed or delivered directly to the Elections Division by someone other than a chief petitioner or an authorized agent will not be accepted.

In addition, **chief petitioners must file all accounts related to the signatures being filed.**



See [OAR 165-014-0100](#) for account requirements.




Chief petitioners do not have to make monthly submissions of signatures or of detailed accounts before filing the initial 1,000 sponsorship signatures.

All accounts for sponsorship signatures must be filed no later than the first regular account submission for the primary signature gathering effort.



Monthly Submission Deadlines

2024 Election Cycle		2026 Election Cycle		
January 31, 2024	July 31, 2024	January 31, 2025	July 31, 2025	January 30, 2026
February 29, 2024	August 30, 2024	February 28, 2025	August 29, 2025	February 27, 2026
March 29, 2024	September 30, 2024	March 31, 2025	September 30, 2025	March 31, 2026
April 30, 2024	October 31, 2024	April 30, 2025	October 31, 2025	April 30, 2026
May 31, 2024	November 27, 2024	May 30, 2025	November 28, 2025	May 29, 2026
June 28, 2024	December 31, 2024	June 30, 2025	December 31, 2025	June 30, 2026

 Signatures gathered by paid circulators that are not filed timely will not be accepted for verification.


Other Submission


Chief petitioners or authorized agents for a petition that is required to make a monthly submission may include with the submission, any signatures gathered by volunteer circulators. Chief petitioners or authorized agents for a petition that is not using any paid circulators may file signatures gathered by volunteer circulators as monthly submissions or when the petition is complete.

Completed Petition Submission

The Elections Division will not accept a petition as complete to begin verification unless chief petitioners affirm they have filed at least 100% of the required number of signatures and that they believe the petition is complete. To complete a petition:

- Chief petitioners or authorized agents file enough signatures that, when combined with the number of signatures filed for sponsorship submissions and any monthly or volunteer submissions, the total number of signatures will be at least 100% of the required number of signatures. It is strongly recommended that chief petitioners submit more than 100% of the required number of signatures.
- Chief petitioners affirm the petition is complete by signing:

 Form SEL 339 Petition Submission – Initiative, Referendum, Recall, Political Party Formation marked completed and signed by all chief petitioners.

 Chief petitioners or authorized agents must mail (includes delivery service) or personally deliver the SEL 339 and the signatures necessary to complete the petition. Only one chief petitioner or authorized agent must be physically present if signatures are personally delivered. A petition filed by mail will only be accepted if a signed copy of the SEL 339 is included in each box.


Verifying Signatures


ORS 250.105 and OAR 165-014-0030

The Elections Division will only verify signatures, other than sponsorship submissions, once chief petitioners affirm the petition is complete and if the petition signature sheets accepted for verification, combined with prior verified signatures from sponsorship submissions, have a number of verified and unverified signatures equal to or greater than the required number of signatures.

The Elections Division processes signature sheets filed for verification using the Statistical Sampling Procedures for State Petitions adopted under administrative rule by:


- ✓ comparing the submitted cover and signature sheets to the physical examples of official templates which were approved by the Elections Division;

 The Elections Division will reject unapproved petition sheets and those that do not comply with legal requirements.

- ✓ verifying sheets are numbered sequentially;
-  If, prior to data, entry the Elections Division determines that the petition has more than 100 signature sheets which are not numbered or are not sequentially numbered, chief petitioners will be promptly notified and allowed to correct the sequential numbering. The renumbering of petition sheets will only occur at the Elections Division and in full view of Elections Division team members and observers, if requested. Should chief petitioners not correct the sequential numbering, the Elections Division will hire temporary staff to renumber the sheets on behalf of chief petitioners and will later invoice chief petitioners for the entire cost of the temporary staff.
- ✓ determining if the circulator's certification is sufficient; and
- ✓ verifying original signatures using voter registration records.

After signature verification is complete, the Elections Division provides to chief petitioners:

- ✓ results of signature verification;
- ✓ final number of signatures determined to be valid; and
- For petitions not qualified to the ballot**
- ✓ information on how to file additional signatures for verification if the filing deadline has not passed; or

 If the filing deadline has passed and chief petitioners did not submit enough valid signatures, the petition is void.

For petitions qualified to the ballot

- ✓ information on measure number assignment.

Assigning Measure Numbers

ORS 250.115

The Elections Division assigns each measure a unique number that will not be repeated:

- ✓ after all petitions have been verified, typically late July or early August of even numbered years and
- ✓ in the sequence the completed initiative petitions were filed with the Elections Division for signature verification.


Withdrawing an Initiative

ORS 250.029

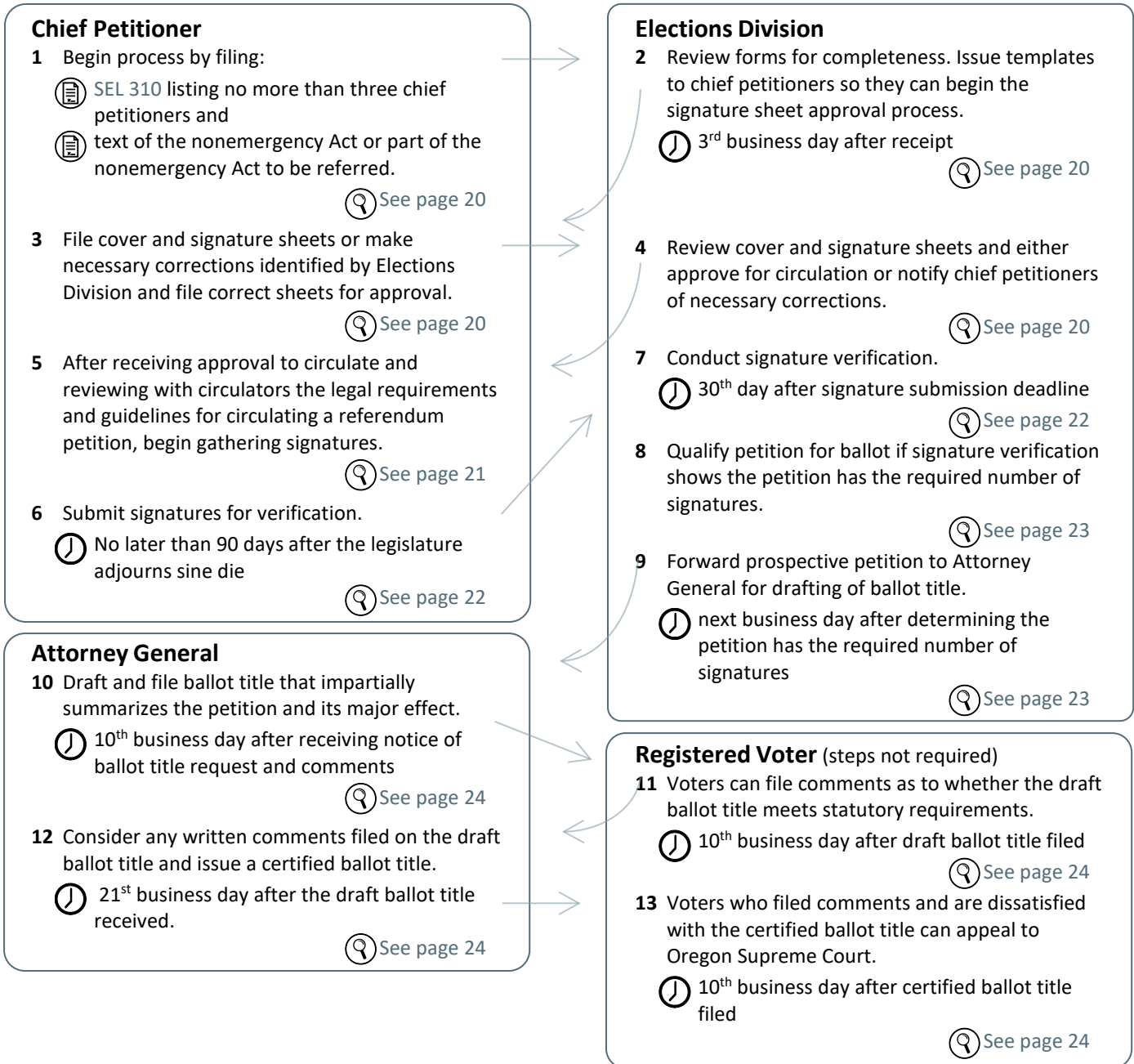
To withdraw an initiative petition, chief petitioners must complete, sign, and file:

-  Form SEL 375 Withdrawal – Petition

The petition can only be withdrawn if chief petitioners have not filed the total number of signatures required for verification and filed the SEL 339 affirming completeness.

-  Once withdrawn, the petition cannot be re-activated. Chief petitioners may re-file the initiative and begin the process again.

Referendum Process Timeline



i Additional information for the timelines applicable to referendum petitions:

- A referendum may only be filed once a bill has been passed by both houses of the legislature and has either been signed by the Governor or the deadline for the Governor to veto has passed.
- During session, the timeline for the Governor to veto a bill is five weekdays (days other than Saturday or Sunday). After the legislature adjourns, the Governor has 30 weekdays to sign, veto, or allow the bill to go into law without their signature. Any bill submitted to the Governor for their signature within five weekdays of the legislature adjourning also falls into this 30-week-day window.
- Qualified referendums are voted on at the next regularly scheduled general election, unless otherwise ordered by the Legislative Assembly. The Legislative Assembly may also provide for a process that supersedes the steps outlined above.
- The bill on which a referendum petition is filed does not go into effect until it is determined the chief petitioners did not submit enough valid signatures or an election is held.

Referendum Process






A referendum petition allows voters to adopt or reject any nonemergency Act or part of a nonemergency Act passed by the legislature that becomes law through approval or nonaction of the Governor.

Filing a Prospective Petition

Oregon Constitution, Article IV, §1 and ORS 250.045

After the nonemergency act becomes law through the approval or nonaction of the governor, chief petitioners may file a referendum petition on all or part of the act. Before gathering the signatures necessary to place a referendum on the ballot, chief petitioners must file a prospective petition with the Elections Division.

Chief Petitioners

- 1 Chief petitioners designate no more than three people as chief petitioners and determine circulator pay status.
 -  Form [SEL 310 Prospective Petition – State Initiative or Referendum](#) must be completed and signed by all chief petitioners and designate circulator pay status. Incomplete forms will be rejected.
 -  If any information provided on form [SEL 310](#) changes, including circulator pay status, all chief petitioners must complete and sign an amended form [SEL 310](#). The form must be filed within 10 calendar days of the change.
- 2 Chief petitioners file text of the nonemergency Act or part of the nonemergency Act to be referred and form [SEL 310](#) with Elections Division.
 -  A referendum petition may be filed on the entire nonemergency Act or part of the nonemergency Act. References to the Act in this manual include a part of the Act, if that is what is referred.
- 3 Chief petitioners set up a campaign account and file a Statement of Organization designating a treasurer with the Elections Division
 -  See [Campaign Finance Reporting](#) on page 5.
- 4 Chief petitioners may also authorize individuals to act on their behalf in most matters about the petition process by completing and filing:
 -  Form [SEL 307 Agent Authorization](#).

Official Templates

After receiving the prospective referendum petition the Elections Division:

- ✓ date and time stamps the prospective petition;
- ✓ reviews the forms for completeness and correctness;
- ✓ if complete and correct, assigns the petition an identification number; and
- ✓ supplies official cover and signature sheet templates.

Approval to Circulate

ORS 250.045 and 250.052

Chief petitioners must use the official templates to prepare cover and signature sheets for circulation. To begin the cover and signature sheet approval process:

Chief Petitioners

- 1 Chief petitioners may add, remove, or change chief petitioners ensuring that one original chief petitioner remains, if necessary.



To add, remove, or change chief petitioners, an amended form SEL 310 must be filed prior to final approval to circulate.

- 2 Chief petitioners or authorized agents request modifications of official templates, if necessary;
- 3 Chief petitioners or authorized agents use the official templates to prepare cover and signature sheets exactly as intended to circulate.



See [Official Template Requirements](#) on page 25.

- 4 Chief petitioners ensure a campaign account has been set up and a Statement of Organization filed.



See [Campaign Finance Reporting](#) on page 5.

- 5 Chief petitioners or authorized agents file an exact physical example of cover and signature sheets to the Elections Division to request approval to circulate.



Cover and signature sheets may only be filed for approval by a chief petitioner or authorized agent.

After receiving signature sheets from chief petitioners or authorized agents, the Elections Division:

- ✓ verifies chief petitioners have set up a petition committee and filed a Statement of Organization;
- ✓ reviews cover and signature sheets for compliance with petition requirements; and

If cover and signature sheets do not comply

- ✓ supplies written notification of all required corrections; or

If cover and signature sheets do comply

- ✓ supplies written approval to circulate the petition that includes the number of required signatures and the last day to file signatures for verification.



See [Filing Requirements](#) on page 6.



The Elections Division will not approve cover and signature sheets for circulation until a committee has been set up. A separate petition committee must be established and transactions filed for each initiative or referendum.

Gathering Signatures

ORS 250.045

Chief Petitioners

- 1 Chief petitioners review with circulators the legal requirements and guidelines for circulating referendum petitions.



See [Petition Guidelines and Requirements](#) on page 25.


- 2 Chief petitioners monitor circulator activities to ensure compliance.
- 3 Chief petitioners may obtain more than the required number of signatures to ensure the petition has enough valid signatures.



Submitting Signatures

ORS 250.105


Chief petitioners or authorized agents must mail (includes delivery service) or personally deliver the signatures to the Elections Division for verification. Only one chief petitioner or authorized agent must be physically present if signatures are personally delivered.


 Signature sheets individually mailed or delivered directly to the Elections Division by someone other than a chief petitioner or an authorized agent will not be accepted.

The Elections Division will not accept a petition for verification unless chief petitioners affirm they have filed at least 100% of the required number of signatures and they believe the petition is complete. To complete a petition:

Chief Petitioners or Authorized Agents

- 1 Chief petitioners or authorized agents ensure each signature sheet certification is signed and dated by the circulator. This does not apply to e-sheets.
- 2 Chief petitioners or authorized agents sort signature sheets by circulator. This does not apply to e-sheets.
- 3 Chief petitioners or authorized agents are encouraged to separate signature sheets into stacks of 200.
- 4 Chief petitioners or authorized agents number each signature sheet sequentially in the space provided.
- 5 Chief petitioners or authorized agents file signature sheets containing at least 100% of required number of signatures.
- 6 Chief petitioners affirm the petition is complete by filing:

 Form SEL 339 *Petition Submission – Initiative, Referendum, Recall, Political Party Formation* marked completed and signed by all chief petitioners.

 A petition filed by mail will only be accepted if a signed copy of the SEL 339 is included in each box.


Verifying Signatures

ORS 250.105 and OAR 165-014-0030


The Elections Division will only verify signatures once chief petitioners affirm the petition is complete and if the petition signature sheets accepted for verification have a total number of unverified signatures equal to or greater than the required number of signatures.

The Elections Division processes signature sheets filed for verification in accordance with the *Statistical Sampling Procedures for State Petitions* adopted under administrative rule by:

- ✓ comparing the filed cover and signature sheets to the physical examples of official templates which were approved by the Elections Division;

 The Elections Division will reject unapproved petition sheets and those that do not comply with legal requirements.

- ✓ verifying sheets are numbered sequentially;


 If prior to data entry the Elections Division determines that the petition has more than 100 signature sheets which are not numbered or are not sequentially numbered, chief petitioners will be promptly notified and allowed to correct the sequential numbering. The renumbering of petition sheets will only occur at the Elections Division and in full view of Elections Division team members. Should chief petitioners not correct the sequential numbering, the Elections Division will hire temporary staff to renumber the sheets on behalf of chief petitioners and will later invoice chief petitioners for the entire cost of the temporary staff.

- ✓ determining if the circulator's certification is sufficient; and
- ✓ verifying original signatures using voter registration records.

After signature verification has been completed, the **Elections Division provides** to chief petitioners:

- ✓ results of signature verification;
- ✓ final number of signatures determined to be valid; and

For petitions not qualified to the ballot

- ✓ information on how to file additional signatures for verification if the filing deadline has not passed; or
-  If the filing deadline has passed and chief petitioners did not submit enough valid signatures, the petition is void.

For petitions qualified to the ballot

- ✓ sends a copy of the text of prospective petition to the Attorney General for drafting of the ballot title; and
- ✓ information on measure number assignment.

Assigning Measure Numbers

ORS 250.115

The Elections Division assigns each measure a unique number that will not be repeated:

- ✓ after all petitions have been verified; and
- ✓ in the sequence completed petitions were filed with the Elections Division for signature verification.

Draft Ballot Title


ORS 250.035, 250.065, and 250.067

A ballot title is a concise and impartial statement summarizing the referendum and its major effect that is printed on the ballot.

Requirements

After receiving the text of an Act to be referred the Attorney General prepares a draft ballot title and files it with the Elections Division. A ballot title includes:


- a caption that does not exceed 15 words describing the subject of the petition;
- a statement that does not exceed 25 words describing the result if the petition is passed;
- a statement that does not exceed 25 words describing the result if the petition is rejected; and
- a summary that does not exceed 125 words describing the major effect of the petition.

-  The Legislative Assembly may choose to enact legislation either adopting a ballot title or supplying an alternative process for preparing a ballot title.

The Elections Division distributes notice to chief petitioners, the Legislative Assembly, and the interested party subscription service that the draft ballot title has been received and supplies the deadline for submitting written comments.

Comments

Any registered voter may file written comments on the legal sufficiency of the draft ballot title. After the deadline to file comments, the Elections Division will forward any comments received to the Attorney General for consideration when certifying the ballot title.


 Comments must be received in their entirety prior to 5:00:00 pm on the filing deadline to be considered timely.

Certified Ballot Title

ORS 250.067

After considering comments filed on the draft ballot title, the Attorney General issues a certified ballot title and files it with the Elections Division.


The Elections Division distributes notice to chief petitioners, the Legislative Assembly, and the interested party subscription service that the certified ballot title has been received and supplies the deadline to challenge the ballot title in the Oregon Supreme Court.

 If the certified ballot title has a clerical error, the Attorney General may correct the error no later than the 10th business day after the ballot title is certified. The deadline to file a petition to review the corrected ballot title is no later than the 7th business day after the ballot title is corrected.

Ballot Title Appeal

ORS 250.085


A registered voter who filed timely written comments on the draft ballot title and is dissatisfied with the certified ballot title issued by the Attorney General, may petition the Oregon Supreme Court to review the ballot title. The petition must name the Attorney General as the respondent.

 For correct procedures on filing an Oregon Supreme Court challenge, refer to the Oregon Rules of Appellate Procedure, Rule 12.30.

 Contact the [Oregon Supreme Court](#) for more information at 503 986 5555.

A registered voter who files a petition to review the certified ballot title must provide notice to the Elections Division by completing and filing:

 Form SEL 324 Notice of Ballot Title Challenge – State Initiative, Referendum, Referral


 If this notice to the Elections Division is not timely filed, the petition to the Supreme Court may be dismissed.

Supreme Court Review

After a petition to review the ballot title is filed, the Supreme Court conducts the review and determines whether the certified ballot title complies with the statutory requirements or does not comply with the statutory requirements. If the court determines that the certified ballot title does not comply with the statutory requirements, the Supreme Court may:

- ✓ modify the ballot title
- or
- ✓ refer it to the Attorney General for modification.

Any party to the ballot title review proceeding may file an objection to the modified ballot title. If no objection is filed by the deadline, the court certifies the modified ballot title to the Elections Division. When an objection is filed timely the Supreme Court reviews the modified ballot title to determine if it complies with statutory requirements.


-  This process is repeated until a ballot title is finalized by the Supreme Court and an appellate judgment is received by the Elections Division.

Withdrawing a Referendum

To withdraw a referendum petition, chief petitioners must complete, sign, and file:

-  Form SEL 375 Withdrawal – Petition.

The petition can only be withdrawn if chief petitioners have not filed the total number of signatures required for verification and filed the SEL 339 affirming completeness.

-  Once withdrawn, the petition cannot be re-activated. Chief petitioners may re-file the referendum petition if the filing deadline has not passed.

Petition Guidelines and Requirements


The guidelines and requirements for producing and circulating initiative and referendum cover and signature sheets are explained in the following sections.

Official Template Requirements

ORS 250.045 and 250.052

Chief petitioners must use official templates to collect signatures. Official templates include:


- a cover sheet which has chief petitioner's names, residential city and state as well as, for an initiative, this includes the final ballot title, and for a referendum, the final measure summary from the last engrossed version of the bill;
- a signature sheet with one to twenty lines, which requires the circulator to complete the certification; and
- an e-sheet, which has space for one voter to sign and does not require a circulator certification be completed;

-  Circulators are prohibited from using the e-sheet to gather signatures on any petition.

Requested Modifications

The Elections Division must make all modifications to official templates. To request modifications to the official templates, chief petitioners or authorized agent complete and file:

-  Form SEL 323 Template Modification – Initiative and Referendum.

-  Chief Petitioners may request modification of the official templates at any time.

The Elections Division will review all requests made and supply modified templates if necessary. Multiple versions of official templates may be approved for circulation simultaneously. Allowable modifications include:

- text, margin, and line spacing adjustments;
- name, mailing address, email address, and website;
- union bug, recycle button, soy ink button, or equivalent;
- other than 10, but no more than 20, signature lines; and
- sequential numbering for internal tracking purposes.

Logos, slogans, advertisements, party affiliation, etc. or any symbol or language that may be construed as advocacy will not be allowed on the official templates.

Required Modifications

If at any time while gathering sponsorship signatures or after receiving final approval to circulate, the residential city and state of a chief petitioner changes or the circulator pay status changes:

- 1 chief petitioners complete and file an amended form [SEL 310](#) within 10 calendar days of the change;
- 2 the Elections Division will supply revised templates to chief petitioners; and
- 3 chief petitioners must file updated cover and signature sheets prepared using the revised templates for approval.



If circulator pay status changes, once new cover and signature sheets are approved to circulate, chief petitioners will have 30 days to remove the previous version from circulation.

Cover and Signature Sheets

ORS 250.045 and 250.052



Production

Chief petitioners must produce the text, e-sheet, cover sheet, and signature sheet in the following manner:

Text	E-Sheet	Cover and Signature Sheet
<ul style="list-style-type: none"> ✓ printed in at least 10-point type 	<ul style="list-style-type: none"> ✓ printed on at least 20-pound, uncoated white paper or equivalent ✓ when filed for verification be on standard 8½" x 11" size paper or equivalent ⓘ The size, weight and color paper requirements outlined above do not apply to any e-sheet, if from the face of the e-sheet the Elections Division can determine that the signer printed the e-sheet and had the opportunity prior to signing to review the required information. 	<ul style="list-style-type: none"> ✓ cover and signature sheets are copied or printed back-to-back on a single sheet of paper ✓ when filed for verification be on standard 8½" x 11" size paper or equivalent ✓ printed on at least 20-pound, uncoated paper or equivalent ⓘ Upon request from the Elections Division, chief petitioners may have to provide a printer's certification that the paper they are using meets these standards. ✓ only colored paper stock may be used for petition sheets gathered by paid circulators

Distribution

To facilitate circulation of approved forms chief petitioners may but are not limited to:

Distribution Method	E-Sheet Requirements	Cover and Signature Sheet Requirements
<ul style="list-style-type: none"> ✓ Petitioners may use paid or volunteer circulators to solicit signatures. 	<ul style="list-style-type: none"> → Circulators may not use e-sheets to gather signatures. 	<ul style="list-style-type: none"> → Each circulator must have a complete copy of the text available for signers to review unless printed on the cover sheet.
<ul style="list-style-type: none"> ✓ Petitioners may mail to a subscription list or other interested parties 	<ul style="list-style-type: none"> → A voter needs to request a printed copy to be mailed. A complete copy of the text must be mailed with each e-sheet. 	<ul style="list-style-type: none"> → A complete copy of the text must be mailed with each cover and signature sheet
<ul style="list-style-type: none"> ✓ Petitioners may publish on a website. 	<ul style="list-style-type: none"> → A complete copy of the text and instructions for signers to print e-sheet on at least 20-pound, 8½" x 11" uncoated white paper, or equivalent, must be published with the e-sheet. 	<ul style="list-style-type: none"> → A complete copy of the text and instructions for signers to print the cover and signature sheet back-to-back on at least 20-pound, 8½" x 11" uncoated white paper, or equivalent, must be published with the cover and signature sheet.
<ul style="list-style-type: none"> ✓ Petitioners may email to a subscription list or other interested parties for voter to print individually at home. 	<ul style="list-style-type: none"> → A complete copy of the text and instructions for signers to print e-sheet on at least 20-pound, 8½" x 11" uncoated white paper, or equivalent, must be included in the email. 	<ul style="list-style-type: none"> → A complete copy of the text and instructions for signers to print the cover and signature sheet back-to-back on at least 20-pound, 8½" x 11" uncoated white paper, or equivalent, must be included in the email.
<ul style="list-style-type: none"> ✓ Petitioners may insert into a publication for distribution. 	<ul style="list-style-type: none"> → Not applicable to e-sheet. 	<ul style="list-style-type: none"> → A complete copy of the text must be inserted with the cover and signature sheet.

ⓘ To determine if petition sheets may be distributed by a method not listed, contact the Elections Division.

Guidelines for Circulation

ORS 250.045, 260.555 and 260.558

A circulator is an individual who asks voters to sign a petition and signs the petition as a circulator. They are also called petition circulator, signature gatherer, and signature collector. While some are volunteers and others paid professionals, every circulator must follow the requirements and guidelines for circulating petitions.

To ensure compliance with legal requirements and guidelines chief petitioners must educate circulators and monitor their activities.

Circulator Requirements

Each circulator must:	What this means:
→ Personally witness each signature collected.	✓ Watch the person sign the petition; ⓘ It is not sufficient to merely be present in the same room or vicinity.
→ Complete the circulator certification after witnessing all signatures collected on a sheet.	✓ Sign the certification using a legal signature. ⓘ A legal signature is defined as a signature having obvious and predominantly matching characteristics to signatures on file from a paid circulator’s registration, signatures in the Oregon voter registration file, or the signature on an official government document. ⓘ Initials, signature stamps, illegible or printed script are not sufficient unless verified by exemplar.
→ Supply the date when the certification was signed.	✓ The date must be in month, day, year order if written in all numbers.
→ Allow any person to read the text of an initiative or referendum petition.	✓ A complete copy of text must be available for signers of an initiative or referendum to review if not printed on cover sheet.
→ If being paid to gather signatures, a circulator must register with the Elections Division.	✓ Registration must be completed and a circulator badge issued before a circulator is paid to gather any signatures. ⓘ See the Circulator Training Manual

! A circulator’s failure to follow 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 knowingly:

→ circulate a petition containing a false signature;
→ attempt to obtain the signature of a person who is not qualified to sign the petition; ⓘ Only active registered voters may sign a petition.
→ make false statements to any person who signs the petition or requests information about it;
→ offer money or anything of value to another person to sign or not sign the petition;
→ sell or offer to sell signature sheets; and
→ write, alter, correct, clarify, or obscure any information about the signers unless the signer initials after the changes are made. ⓘ A circulator may help a disabled signer who requests help in completing their printed name, address and date signed. In such a case, no initials are required.

! Violations of the circulator requirements may result in conviction of a felony with a fine of up to \$125,000 and/or a prison sentence of up to 5 years. *ORS 260.715, 260.993*


Signer Requirements

Each petition signer must:	What this means
→ Supply an original signature and should be encouraged to also supply their printed name, date signed, and address;	✓ Petition signers must sign the petition using a signature contained in their voter registration record.
→ Be an active registered voter at the time of signing the petition in the electoral district where the petition is being circulated; and	✓ Information in the voter registration record must be up to date so they would be able to vote on the petition.
→ Personally print a copy of an e-sheet or request a separate person print a copy.	✓ Petition signers may not sign an e-sheet unless they printed it themselves or requested someone else print it for them.

Signature Date

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


- ✓ was an active registered voter between the petition's approval to circulate date and the circulator's certification date or
- ✓ originally registered to vote on or after the date the petition's approval to circulate date 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 an ambiguous date such as a date of birth or a date that has not yet occurred at the time of verification instead of the date they signed the petition.

Signer Prohibitions

It is against the law for signers to knowingly:


- sign another person's name under any circumstances;
- sign a petition more than one time; or
- 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, then the signature will be rejected unless a completed registration card is received by a designated voter registration agency or elections filing officer before 5:00 pm the day the petition is signed or 11:59:00 pm if completed electronically online at 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 by supplying the date when the certification was signed. A legal signature is defined as a signature having obvious and predominantly matching characteristics to signatures on file from a paid circulator's registration, signatures in the Oregon voter registration file, or the signature on an official government document.

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

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

Prior to submission to the Elections Division the circulator may correct the following defects:

Circulator Signature Defects

If the circulator has:	Then the circulator should:
→ signed using only initials; i Unless verified by exemplar.	✓ re-sign and re-date certification with legal signature;
→ signed using a signature stamp; i Unless a signature stamp has been approved under ORS 246.025.	✓ re-sign and re-date certification with legal signature;
→ signed using an illegible signature; i Unless verified by exemplar.	✓ re-sign and re-date certification with legal signature;
→ photocopied or carbon copied the certification; or	✓ sign and re-date certification with legal signature; or
→ signed in a manner that the signature, printed name, and address are all illegible;	✓ re-sign and re-date certification with legal signature.

Certification Date Defects

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

The following defects in the circulator certification cannot be corrected. Any signature sheet submitted that has one of these defects will be rejected:

Incurable Defects

→ the original signature of a circulator has been crossed out, and a different circulator’s signature is inserted; i Does not apply if 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; or i Does not apply if the only signers and the circulators are the same people
→ white-out or other correction fluid or adhesive tape appears on the signature line.

ex Illustrated examples of circulator signature and date defects are available in the [Circulator Training Manual](#).



List of Forms

SEL 307

Agent Authorization

SEL 310

Prospective Petition – State Initiative or Referendum

SEL 319

Template Approval

SEL 323

Template Modification

SEL 324

Notice of Ballot Title Challenge

SEL 339

Petition Submission


SEL 375

Withdrawal – Petition

Recall Manual

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Using This Manual

This manual explains the requirements and procedures for filing a recall petition. 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 recall petition.

The filing officer for a state recall petition 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 a county recall petition is the County Elections Official, for a city recall petition the City Elections Official, and for a district recall petition the County Elections Official of the county where the administrative office of the district is located. In this manual the County or City Elections Official is referred to as the local elections official.

Icons

The following icons are used in this manual 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

Submitting Forms and Documents

Where the state Elections Division is the filing officer

With the exception of an example of cover and signature sheets and petition signature sheets, completed and signed forms or documents may be:

- scanned and emailed to Elections Division at elections.sos@sos.oregon.gov; or
- faxed to 503 373 7414; or
- mailed or personally delivered to 255 Capitol St NE, Ste 126, Salem, OR 97310.



The Elections Division will distribute all notifications and other correspondence by email unless otherwise notified by the chief petitioner.

Where the local elections official is the filing officer

With the exception of an example of cover and signature sheets and petition signature sheets, completed and signed forms or documents may be:

- Scanned and emailed to the local elections official; or
- Faxed to the local elections official; or
- Mailed or personally delivered to the local elections official.

Submitting petition signature sheets to the filing officer

Signature sheets may only be accepted for verification if submitted by the chief petitioner or an authorized agent. In all instances petition signature sheets must be mailed or personally delivered to the Elections Division or local elections official.

Deadlines

- ① Documents must be received by the filing officer no later than 5:00:00 pm on the specified deadline day.
- ① Signatures are due no later than 5:00:00 pm 90 days after a prospective petition is filed with the elections official.
- ① If the recall petition contains the required number of valid signatures, the public officer may submit a resignation or SEL 352 no later than the 5th day after the petition qualifies to the ballot.
- ① The election must be held no later than the 35th day after the last day for the public officer to resign.

Help

For help, please contact:

Elections Division

255 Capitol St NE, Suite 126

Salem, OR 97310

☎ 503 986 1518

fax 503 373 7414

✉ elections.sos@sos.oregon.gov

📍 www.oregonvotes.gov

☎ 1 866 673 8683

se habla español

tty 1 800 735 2900

for the hearing impaired

Getting Started

The Oregon Constitution allows any non-federal public office holder, whether appointed or elected, to be recalled from office before the term has expired. A prospective recall petition may be filed only after the public office holder has actually served at least six months of their current term of office, except for an elected State Senator or State Representative. For an elected or appointed State Senator or Representative, a prospective recall petition may be filed at any time after the 5th day from the beginning of the first legislative session after the most recent election of a legislator for that seat. If a petition is submitted containing the required number of signatures and the office holder does not resign, an election will be held for voters to decide whether the person should be recalled from office.

Public offices that are subject to recall

State Public Offices:

→ Governor, Secretary of State, State Treasurer, Attorney General, State Senator, State Representative, Commissioner of the Bureau of Labor and Industries (Labor Commissioner), Judge (Supreme Court, Court of Appeals, Tax Court, Circuit Court), and District Attorney are subject to recall. The State Elections Division is the filing officer for the Recall Petition for these offices.

Local Public Offices:

→ County Commissioner, County Judge who exercises judicial functions, Justice of the Peace, County Clerk, County Assessor, County Treasurer, Sheriff, elected city positions, and elected special district positions are subject to recall.

- For county positions, the filing officer is the County Elections official.
- For city positions, the filing officer is the City Elections official.
- For special district positions, the filing officer is the County Elections official of the county where the administrative office of the district is located.

① The United States Constitution does not provide for the recall of the President or Vice President of the United States, or United States Senator or Representative in Congress.

Chief Petitioners



The chief petitioner of a recall petition must be a registered voter in the district where the public officer was elected or appointed.

A recall has one chief petitioner who is the individual responsible for the preparation and organization of the petition. Chief petitioner responsibilities include:

- signing and filing a statement providing the reasons for demanding the recall;
- designating whether petition circulators will be paid or unpaid;
- establishing a petition committee prior to approval to circulate;
- educating and monitoring circulators;
- collecting signatures; and
- submitting signatures.

If the chief petitioner resigns or passes away, the recall petition is void.

Campaign Finance Reporting

Oregon campaign finance law requires the chief petitioner to appoint a treasurer to file a Statement of Organization not later than **three business days** after first receiving a contribution or making an expenditure after filing a prospective petition with the appropriate filing officer.



A separate petition committee including the dedicated bank account must be established for each recall.

To form a petition committee the chief petitioner files electronically through ORESTAR or by completing and submitting following paper forms:



Form SEL 222 Statement of Organization for Petition Committee;

and, if eligible,



Form PC 7 Certificate of Limited Contributions and Expenditures.



The elections official will not approve cover and signature sheets for circulation until a petition committee has been established.



The Secretary of State developed ORESTAR, a secure web-based electronic reporting system, which committees must use to file campaign finance transactions.



After filing a prospective recall petition the chief petitioner must disclose campaign finance transactions within seven days of their occurrence.

For further detail on campaign finance reporting requirements:



See the [Campaign Finance Manual](#) and the [ORESTAR User's Manuals](#) available at www.oregonvotes.gov.

False Information on a Prospective Recall Petition

If you believe a violation of [ORS 260.715](#) has occurred and you have evidence to support your allegation, you may file a formal investigation request with the Elections Division. You may also consider pursuing private remedies outlined in [ORS 260.532](#). However, [ORS 260.532](#) is not within the scope of Elections Division authority and the Division will not provide guidance to persons availing themselves of remedies under the statute.



Forms are available online at www.oregonvotes.gov.

Recall Petition Process

Chief Petitioner

1 begins process by filing with appropriate elections official:

- 📄 SEL 350 stating in 200 words or less the reasons for recall and providing their address

For State Senator or State Representative

- 🕒 any time after the 5th day of the first legislative session of their current term

For all other elected or appointed public officers

- 🕒 any time after the office holder has served 6 months of their current term

🔗 See page 7

2 establishes a petition committee by filing with the Elections Division:

- 📄 SEL 222 Statement of Organization for Petition Committee
- 📄 Form PC 7 Certificate of Limited Contributions and Expenditures (if eligible)

🔗 See page 5

4 submits cover and signature sheets for approval:

For state recall petitions

- 📄 cover and signature sheet templates copied back to back with a completed SEL 322 and/or SEL 318, Template Modification and Approval forms.

For local recall petitions

- 📄 SEL 351 Signature Sheet Local Recall Petition copied on the reverse side of the SEL 353 Cover Sheet Local Recall Petition and/or

- 📄 SEL 349 E-Sheet Local Recall Petition

Cover and signature sheets need to be submitted with a completed SEL 318 Approval Form

🔗 See page 8-9

6 after receiving approval to circulate and reviewing with circulators the legal requirements and guidelines for circulating a recall petition, begins gathering signatures

🔗 See page 10

7 submits signatures for verification

- 🕒 no later than 90th day after prospective petition filed

🔗 See page 10

Public Officer

10 submits one of the following:

→ written resignation

or

- 📄 SEL 352 Statement of Justification

- 🕒 the resignation or SEL 352 must be filed no later than the 5th day after the petition qualifies to the ballot

🔗 See page 12

Elections Official

3 reviews forms for required information:

- date and time stamps the prospective petition
- if complete and correct, assigns the petition an identification number

and

For state recall petitions ONLY

- issues templates to the chief petitioner so they may begin the signature sheet approval process

- 🕒 3 business days

🔗 See page 8

5 reviews cover and signature sheets and provides written approval to circulate if:

- a petition committee has been established with the Elections Division

- 📄 Local elections officials may verify that a committee has been established by conducting a public search available at www.oregonvotes.gov or by contacting the Elections Division

and

- the cover and signature sheet submitted for approval meet petition sheet requirements

🔗 See page 8

8 conducts signature verification

- 🕒 30th day after submission or 120 days after prospective recall petition filed, whichever is sooner

🔗 See page 10

9 notifies the chief petitioner and public officer of the results of signature verification

- if an insufficient number of signatures are submitted and the deadline to submit signatures has passed, proceeds no further

- if sufficient signatures are submitted, informs the public officer they may submit their resignation or a statement of justification

🔗 See page 11

11 conducts election

- 🕒 if the public officer does not resign within five days, the election must be held no later than the 35th day after the last day for the public officer to resign


🔗 See page 12-13

📄 To calculate deadlines, day one is the day after elections official considers a document complete and correct. If a statutory deadline, such as the deadline for the public officer to submit a statement of justification, falls on a Saturday, Sunday or holiday, the deadline becomes the following business day as provided for in [ORS 246.021](#). However, constitutional deadlines, such as the deadline for the public officer to resign, that fall on a Saturday, Sunday or holiday, becomes the previous business day.

The Recall

Oregon Constitution ART II, Sec 18 and ORS 249.865 to 249.877

The procedures for filing a recall petition are explained in the following sections. It is very important to review the procedures thoroughly and follow the instructions completely.


-  Please note that any notification an elections official is required to send in writing may also be sent to the affected individuals by email.

Filing a Prospective Petition

Before gathering signatures to place a recall on the ballot, the chief petitioner must file a prospective petition with the appropriate elections official. The form may be submitted in person, by mail, by fax, or as an attachment by email.

Chief Petitioner

A prospective recall petition consists of:

-  Form [SEL 350 Prospective Petition – Recall](#), which must be completed and signed by the chief petitioner designating circulator pay status and stating in 200 words or less the reasons for demanding the recall.



The factual information provided in the chief petitioner's statement must be true. A remedy for providing false information is to file an action in circuit court under [ORS 260.532](#).



Supplying false information may result in a felony conviction with a fine of up to \$125,000 and/or a prison sentence of up to 5 years. [ORS 260.715, 260.993](#)



Paid circulators for a state recall petition must register with the Elections Division. The Chief Petitioner and any circulators must review the [Circulator's Manual](#) prior to circulating.



If any information provided on form [SEL 350](#) changes, including circulator pay status but not including the reason for demanding a recall, an amended form [SEL 350](#) must be filed within 10 calendar days of the change. If there is a change to the reason for demanding a recall the petition must be withdrawn and refiled.

Simultaneous to filing the prospective petition the chief petitioner is also encouraged to:

- 1 Establish a campaign account and file a Statement of Organization designating a treasurer with the Elections Division. This must be done before the prospective petition can be approved to circulate.



See the [Campaign Finance Manual](#) and the [ORESTAR User's Manuals](#) available at www.oregonvotes.gov.

- 2 Authorize individuals to act on their behalf in most matters regarding the petition process by completing and filing



Form [SEL 307 Agent Authorization](#)

and

For local recall petitions ONLY

- 3 Begin the signature sheet approval process.



See the [Approval to Circulate](#) process on page 8.

Elections Official

After receiving the prospective recall petition the elections official:

- ✓ reviews the forms for required information;
- ✓ date and time stamps the prospective petition if the form is complete;
- ✓ assigns the petition an identification number;
- ✓ scans and emails a date stamped copy of the SEL 350 to elected official against whom the recall is filed and orestar-support.sos@sos.oregon.gov and

For state recall petitions ONLY

- ✓ provides the chief petitioner with official cover and signature sheet templates. The Elections Division has three days to provide the documents.

Approval to Circulate

Cover and signature sheets for a prospective recall petition must be approved in writing by the elections official before the chief petitioner may begin circulating the petition.



Cover and signature sheets may only be submitted for approval by a chief petitioner or authorized agent.

For State Recall Petitions

To begin the cover and signature sheet approval process the chief petitioner must do the following:

- 1 Request modifications of official templates, if necessary (if no modifications are needed, skip to #2).



Official templates include:

- a cover sheet which contains chief petitioner's name, city and state of residence as well as, the reasons for demanding recall in 200 words or less;
- ten line signature sheet, which requires the circulator to complete the certification; and
- an e-sheet, which has space for one voter to sign and does not require a circulator certification be completed.

Requested Modifications

Any modifications to official templates must be made by the Elections Division. To request modifications to the official templates, the chief petitioner or authorized agent completes and submits:



Form SEL 322 Template Modification – Recall.



The chief petitioner may request modification of the official templates at any time.

The **Elections Division will review all requests made** and provide modified templates if necessary. Multiple versions of official templates may be approved for circulation simultaneously. Allowable modifications include:


- margin and line spacing adjustments;
- name, mailing address, email address, and website;
- union bug, recycle button, soy ink button, or equivalent;
- no more than 20 signature lines; and
- sequential numbering for internal tracking purposes.



Logos, slogans, advertisements, party affiliation, etc. or any symbol or language that may be construed as advocacy will not be permitted on the official templates.



Forms are available online at www.oregonvotes.gov.





- 2 Use the official templates to prepare cover and signature sheets exactly as intended to circulate.
 -  See [Petition Guidelines and Requirements](#) on page 13.
- 3 Ensure a campaign account has been established and a Statement of Organization filed.
- 4 Submit a completed [SEL 318 Template Approval – Recall](#) form detailing signature sheet specifications and physically printed example of cover and signature sheets to the Elections Division for approval to circulate.

For local recall petitions

Any signature sheet that will be used for circulation must be approved by the local elections official before circulating. The chief petitioner may choose if they are going to collect signatures using the [SEL 349 E-sheet](#) and/or the [SEL 351 Signature Sheet with SEL 353 Cover Sheet](#) printed back to back.

Cover and signature sheet documents must be typed; handwritten submissions will not be accepted.

To begin the cover and signature sheet approval process the chief petitioner must do the following:


- 1 Complete form
 -  [SEL 349 E-Sheet – Local Petition](#), which has space for one voter to sign and does not require circulator certification. The reason for demanding the recall must be inserted in the statement section **and/or**
 -  [SEL 351 Signature Sheet – Local Recall Petition](#)
 -  [SEL 353 Cover Sheet – Local Recall Petition](#)
- 2 Print the completed [SEL 351 Signature Sheet – Local Recall Petition](#) and the [SEL 353 Cover sheet – Local Recall Petition](#) back-to-back.
- 3 Prepare all forms exactly as intended to circulate.
 -  See [Petition Guidelines and Requirements](#) on page 13.
- 4 Ensures a campaign account has been established and a Statement of Organization filed with the Elections Division.
- 5 Submit physically printed example of cover and signature sheets to the local elections official for approval to circulate with a completed [SEL 318 Template Approval – Recall](#) form detailing signature sheet specifications.


Elections Official

After receiving cover and signature sheets from the chief petitioner or their authorized agent, the elections official:


- ✓ verifies the chief petitioner has filed a [Statement of Organization for Petition Committee](#) with the Elections Division or by searching for the committee at www.oregonvotes.gov;
- ✓ reviews cover and signature sheets for compliance with petition requirements; **and**
 - If cover and signature sheets do not comply**
 - ✓ provides written notification of all required corrections; **or**
 - If cover and signature sheets do comply**
- ✓ provides written approval to circulate the petition that includes the number of required signatures and the last day to submit signatures for verification.

Required number of signatures for Recall

-  The required number of valid signatures is 15% of the votes cast for governor in the public officer's district during the last gubernatorial election at which a candidate for Governor was elected to a full term. Votes cast includes miscellaneous write-in votes, but not over votes or under votes.


 Signatures are due no later than 5:00:00 pm 90 days after a prospective petition is filed with the elections official.

→ The 90th day is calculated from the date stamp on the SEL 350 form if required information is complete and correct.

 Once the petition has been approved to circulate, no changes can be made to the Statement; all other changes must be submitted within 10 days of when the change was made.

Gathering Petition Signatures


The chief petitioner:

- 1 reviews with circulators the legal requirements and guidelines for circulating recall petitions;
 -  See *Guidelines for Circulation* on page 15.
- 2 monitors circulator activities to ensure compliance; and
- 3 obtains more than the required number of signatures to ensure the petition contains a sufficient number of valid signatures.

Submitting Signatures and Completing a Petition


Only the chief petitioner or an authorized agent may submit signature sheets for verification. Signature sheets will not be accepted from circulators, circulator companies, or any other entity unless the chief petitioner or an authorized agent is personally present at the time the signatures are submitted to the elections official to begin the verification process.

The chief petitioner or an authorized agent may also submit signatures through the US Postal Service or a parcel service.

 Signature sheets individually mailed or personally delivered directly to the office by someone other than the chief petitioner or an authorized agent will not be accepted.

To complete the filing process the chief petitioner or an authorized agent must:

- 1 ensure each signature sheet certification is signed and dated by the circulator;
- 2 number each signature sheet sequentially in the space provided;
- 3 submit signature sheets containing at least 100% of required number of signatures to the appropriate elections official for verification either personally or through the mail;
- 4 provide the number of signatures submitted for verification; and
- 5 affirm the petition is complete. To affirm the petition is complete the chief petitioner must sign

 Form SEL 339 *Petition Submission*.

Form SEL 339 should be marked completed and also include the number of signatures submitted for verification. **Only the chief petitioner can affirm the petition is complete.**

Signature Verification

Signature verification will only be conducted if the elections official determines the petition signature sheets accepted for verification contain a number of unverified signatures equal to or greater than the required number of signatures.

The elections official processes signature sheets submitted for verification in accordance with Statistical Sampling Procedures for State and Other Than State Petitions adopted under administrative rule by:

- ✓ comparing the submitted cover and signature sheets to the official templates;



Unapproved petition sheets and those that do not comply with legal requirements will be rejected.

- ✓ verifying sheets are numbered sequentially;



If prior to data entry the Elections Division determines that a state recall petition has more than 100 signature sheets which are not numbered or are not sequentially numbered, or for a local recall petition, if the local elections official determines that there are more than 50 signature sheets which are not numbered or are not sequentially numbered, the chief petitioner will be promptly notified and allowed to correct the sequential numbering. The renumbering of petition sheets will only occur at the elections official's office and in full view of election team members. Should the chief petitioner not correct the sequential numbering, the elections official will hire temporary staff to renumber the sheets on behalf of the chief petitioner and will subsequently invoice the chief petitioner for the entire cost of the temporary staff.

- ✓ determining if the circulator's certification is sufficient;
- ✓ calculating the number of signatures that are eligible for verification after review;

and

- ✓ verifying original signatures using voter registration records

or

For city and district recall petitions ONLY

- ✓ coordinating with the county elections official for the verification of original signatures.

For a statewide office the statistical process described in [OAR 165-014-0030](#) will be used to determine if the petition contains the required number of signatures.

Recalls for all other offices that require more than 4,500 signatures, the statistical sampling process described in [OAR 165-014-0110](#) will be used to determine if the petition contains the required number of signatures, otherwise all signatures will be verified



See [OAR 165-014-0030](#) and [OAR 165-014-0110](#) online at www.oregonvotes.gov.



If the petition does not contain the required number of valid signatures and the filing deadline has not passed, the chief petitioner may submit additional signatures along with an [SEL 339](#).

The elections official provides in writing to both the chief petitioner and the public officer:

- ✓ results of signature verification;
- ✓ final number of signatures determined to be valid; **and**
- ✓ information on how to submit additional signatures if the filing deadline has not passed



Recall petitions which do not contain enough valid signatures after the filing deadline has passed are void.

For petitions qualified to the ballot

- ✓ the deadline for the public officer to resign or submit a Statement of Justification.




Forms are available online at www.oregonvotes.gov.

Public Officer Resignation or Justification


Oregon Constitution ART II, Sec 18, ORS 249.877 and 254.546


If the recall petition contains the required number of valid signatures, the public officer may submit in person, by mail, by fax, or as an attachment by email either:

→ a written resignation to the elections official


 The resignation is accepted and takes effect on the day it is offered.
or

→ Statement of Justification filed on


 Form [SEL 352 Statement of Justification](#) explaining, in 200 words or less, the public officer's course in office.

 The factual information provided in the public officer's statement must be true.

 Supplying false information may result in conviction of a felony with a fine of up to \$125,000 and/or a prison sentence of up to 5 years. [ORS 260.715, 260.993](#)

 If the public officer does not resign, the elections official schedules the recall election. A recall election will be scheduled even if the public officer fails to submit an [SEL 352](#) by the required deadline.

The public officer continues to perform the duties of the office until the result of the election is officially declared by the elections official, which must be no later than 27 days after the election is held, 35 days after the election, if the filing officer is the Secretary of State. The county clerk shall prepare an abstract of the votes and deliver it to the elections official authorized to order the recall election not later than the 27th day after the election.


 See the [Recall Petition Process](#) outlined on page 6 for the deadline to submit resignation or [SEL 352](#).

Recall Election

Oregon Constitution ART II, Sec 18 and ORS 254.175

If the public officer does not resign within five days after the petition qualifies to the ballot, the election must be held no later than the 35th day after the last day for the public officer to resign. The elections official completes the recall process by coordinating with the county elections official to schedule and conduct the election. Each recall ballot will include all of the following:


- ✓ the chief petitioner's reasons for demanding the recall exactly as submitted by the chief petitioner on form [SEL 350](#);
- ✓ an exact reprint of the public officer's statement of justification from form [SEL 352](#), if submitted;
- ✓ the question – Do you vote to recall _____ from the office of _____?

 With the elected official's name printed in the first blank space and the public office held by the elected official printed in the second blank space;


and

- ✓ area to record yes or no vote.

The elections official will provide a copy of the results to the public officer.

 Forms are available online at www.oregonvotes.gov.

If the recall election is successful the position becomes vacant and is filled in accordance with state statute or local charter or ordinance.

-  Successful recall election removes an elected official from the full term to which they were elected. Recalled candidate may not file for the remaining of their term but may refile for a brand-new term when it's on the ballot next.

If the recall election is unsuccessful, the public official remains in office and any additional recall petitions that are filed against the same person during the same term must be accompanied by a deposit that is equal to the cost to conduct the first recall election.


Withdrawing a Recall Petition

To withdraw a recall petition the chief petitioner must complete, sign, and file:

-  Form SEL 375 Withdrawal – Petition.

The recall petition can only be withdrawn

- ✓ if the chief petitioner wants to **change the statement of demand for recall**
- or
- ✓ if the chief petitioner **has not submitted the total number of signatures required for verification.**

 Once withdrawn the recall petition cannot be re-activated. The chief petitioner may re-file the recall petition and begin the process again.

Petition Guidelines and Requirements





The requirements and guidelines for producing and circulating recall cover and signature sheets are explained in the following sections.

Cover and Signature Sheets

ORS 249.865 and 250.052

Each signature sheet must be an exact replica of official templates provided to the chief petitioner of a state recall.

Official cover and signature sheet forms for local recall petitions include:

-  Form SEL 349 E-Sheet – Local Petition;
-  The e-sheet must be personally printed by the signer or the signer must request a separate person print a copy for them.
-  Form SEL 351 Signature Sheet – Local Recall Petition; **and**
-  Form SEL 353 Cover Sheet – Local Recall Petition.

Any signature sheets must be approved by the local elections official before circulating. The chief petitioner may choose if they are going to collect signatures using the SEL 349 E-sheet and/or the SEL 351 Signature Sheet with SEL 353 Cover Sheet printed back to back. **Chief petitioner must use official cover and signature sheet forms to collect signatures.**

Recall cover and signature sheets must meet the following formatting requirements:

- when submitted for verification, be on standard 8½” x 11” size paper, or equivalent; and
- at least 20 pound uncoated paper, or equivalent.

i The size, weight and color paper requirements outlined here do not apply to any e-sheet, if from the face of the e-sheet the elections official can determine that the signer printed the e-sheet and had the opportunity to review the required information prior to signing.

For state recall petitions

- colored paper stock must be used for petition sheets gathered by paid circulators;

For local recall petitions

- printed on white or colored paper stock.

i Local recall petitions are not subject to the requirement that signature sheets circulated by paid signature gatherers be printed on colored paper stock.

Required Modifications

! Any proposed variation to the approved signature sheets must be submitted and approved in writing by the elections official before circulating. Signatures collected on unapproved signature sheets will be rejected.

If at any time after receiving approval to circulate, the address of the chief petitioner changes, or if the circulator pay status changes, the chief petitioner must submit an amended form SEL 350 within 10 calendar days of the change. Updated cover and signature sheets that reflect the change must also be submitted for approval. The chief petitioner of a state recall must use the revised templates provided by the Elections Division to produce updated cover and signature sheets.

The chief petitioner of a local recall must update form SEL 349 and/or form SEL 351 with a copy of SEL 353 printed back to back.

! Once new cover and signature sheets are approved to circulate, the chief petitioner will have 30 days to remove the previous version from circulation.

Distribution

To facilitate circulation of approved forms, the chief petitioner may but is not limited to:

Distribution Method	Additional Requirements
<ul style="list-style-type: none"> ✓ Utilize paid circulators and volunteers to solicit signatures. 	<ul style="list-style-type: none"> → Circulators may not use e-sheets to gather signatures.
<ul style="list-style-type: none"> ✓ Publish on a website. 	<ul style="list-style-type: none"> → Instructions for printing the e-sheet or cover and signature sheets must be published with the signature sheet; print e-sheet on at least 20 pound, 8½” x 11” uncoated white paper, or equivalent; print the cover and signature sheet back to back on at least 20 pound, 8½” x 11” uncoated white paper, or equivalent.
<ul style="list-style-type: none"> ✓ Email to a subscription list or other interested parties for voter to print individually at home. 	<ul style="list-style-type: none"> → Instructions for printing the e-sheet or cover and signature sheets must be included with the email; print e-sheet on at least 20 pound, 8½” x 11” uncoated white paper, or equivalent; print the cover and signature sheet back to back on at least 20 pound, 8½” x 11” uncoated white paper, or equivalent.

☎ To determine if petition sheets may be distributed by a method not listed, contact the Elections Division.

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

Guidelines for Circulation

ORS 250.045, 260.555 and 260.558

A circulator is an individual who asks voters to sign a petition and signs a petition as a circulator. They are also called petition circulator, signature gatherer, and signature collector. While some are volunteers and others paid professionals, every circulator must follow the requirements and guidelines for circulating petitions.

To ensure compliance with legal requirements and guidelines the chief petitioner must educate circulators and monitor their activities.



Circulator Requirements


Each circulator must:	What this means:
→ Personally witness each signature collected.	<ul style="list-style-type: none"> ✓ Watch the person sign the petition. ⓘ It is not sufficient to merely be present in the same room or vicinity.
→ Complete the circulator certification after witnessing all signatures collected on a sheet.	<ul style="list-style-type: none"> ✓ Sign the certification using a legal signature. ⓘ A legal signature is defined as a signature possessing obvious and predominantly matching characteristics to signatures on file from a paid circulator’s registration, signatures in the Oregon voter registration file, or the signature on an official government document. ⓘ Initials, signature stamps, illegible or printed script are not sufficient unless verified by exemplar.
→ Provide the date when the certification was signed.	<ul style="list-style-type: none"> ✓ The date must be provided in month, day, year order if written in all numbers.
→ If being paid to gather signatures on a state recall petition, a circulator must register with the Elections Division.	<ul style="list-style-type: none"> ✓ Registration must be completed and a circulator badge issued before a circulator is paid to gather any signatures. 🔍 See the Circulator Training Manual available at www.oregonvotes.gov.
<ul style="list-style-type: none"> ⓘ Paid circulators include any person who is gathering signatures while being paid, even if they are being paid to do other things as well. If they are on the job while gathering signatures, even if that job is unrelated to signature gathering, they are considered a paid circulator. 	

! 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 knowingly:

- circulate a petition containing a false signature;
- attempt to obtain the signature of a person who is not qualified to sign the petition;
 -  Only active registered voters may sign a petition.
- make false statements to any person who signs the petition or requests information about it;
- offer money or anything of value to another person to sign or not sign the petition;
- sell or offer to sell signature sheets; and
- write, alter, correct, clarify, or obscure any information about the signers unless the signer initials after the changes are made.
 -  A circulator may assist a disabled signer who requests assistance in completing their printed name, address and date signed. In such a case, no initials are required.


 Violations of the circulator requirements may result in conviction of a felony with a fine of up to \$125,000 and/or a prison sentence of up to 5 years. [ORS 260.715, 260.993](#)

Signer Requirements

Each petition signer must:	What this means
→ Provide an original signature but is encouraged to also provide their printed name, date signed and address;	✓ Petition signers must sign the petition using a signature contained in their voter registration record.
→ Be an active registered voter at the time of signing the petition in the electoral district where the petition is being circulated; and	✓ Information in the voter registration record must be up to date so they would be able to vote on the petition.
→ Personally print a copy of an e-sheet or a separate person print a copy.	✓ Petition signers may not sign an e-sheet unless they printed it themselves or requested someone else print it for them.

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 or
 - ✓ originally registered to vote on or after the date the petition was approved to circulate and was an active registered voter between their original registration date and the circulator’s certification date.
-  This standard also applies to any signer that provides an ambiguous date such as a date of birth, or a date that has not yet occurred at the time of verification, instead of the date they signed the petition.

Signer Prohibitions

It is against the law for signers to knowingly:

- sign another person’s name under any circumstances;
- sign a petition more than one time; or
- 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, then the signature will be rejected unless a completed registration card is received by a designated voter registration agency or elections filing officer before 5 pm the day the petition is signed or 11:59 pm if completed electronically online at 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 by providing the date when the certification was signed. A legal signature is defined as a signature possessing obvious and predominantly matching characteristics to signatures on file from a paid circulator’s registration, signatures in the Oregon voter registration file, or the signature on an official government document.



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

If the circulator certification is not completed or determined to be insufficient the signature sheet will be rejected. Prior to submission to the Elections Division the circulator may correct the following defects.

Circulator Signature Defects

If the circulator has:	Then the circulator should:
→ signed using only initials;  Unless verified by exemplar.	✓ re-sign and re-date certification with legal signature;
→ signed using a signature stamp;  Unless a signature stamp has been approved under ORS 246.025.	✓ re-sign and re-date certification with legal signature;
→ signed using an illegible signature;  Unless verified by exemplar.	✓ re-sign and re-date certification with legal signature;
→ photocopied or carbon copied the certification; or	✓ sign and re-date certification with legal signature; or
→ signed in a manner that the signature, printed name, and address are all illegible;	✓ re-sign and re-date certification with legal signature.



Forms are available online at www.oregonvotes.gov.

Certification Date Defects

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

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

Incurable Defects

→ the original signature of a circulator has been crossed out, and a different circulator's signature is inserted; <i>i</i> Does not apply if 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; or <i>i</i> Does not apply if the only signers and the circulators are the same people.
→ white-out or other correction fluid or adhesive tape appears on the signature line.

ex Illustrated examples of circulator signature and date defects are available in the [Circulator Training Manual](#) located at www.oregonvotes.gov.



List of Forms

SEL 222

Statement of Organization for Petition Committee

SEL 307

Agent Authorization

SEL 318

Template Approval

SEL 322

Template Modification

SEL 339

Petition Submission

SEL 349

Electronic Signature Sheet – Local Recall Petition

SEL 350

Prospective Petition – Recall

SEL 351

Signature Sheet – Local Recall Petition

SEL 352

Statement of Justification

SEL 353

Cover Sheet – Local Recall Petition

SEL 375

Withdrawal – Petition


PC 7

Certificate of Limited Contributions and Expenditures

County, City, and District Initiative and Referendum Manual

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Using This Manual

This manual is intended to provide an overview of the county, city, and district initiative and referendum processes. Some processes outlined in this manual may be superseded by local ordinance or charter. ORS 250.041, ORS 250.005 to 250.038 apply to county and city measures regardless of anything to the contrary in the local charter or ordinance.

 Failure to follow the instructions completely may invalidate the petition.

This manual does not provide guidelines for:

→ district formations under ORS Chapter 198;



Contact the Special Districts Association of Oregon 800 285-5461.

→ city incorporations under ORS Chapter 221; or



Contact the county elections official.

→ county, city, or district governing body referrals.



See the **County, City, and District Referral Manual** available at www.oregonvotes.gov.

Icons

In this manual the following icons highlight information:



alert icon

indicates alert; warning; attention needed



info icon

indicates other information



deadline icon

indicates a deadline



petition committee icon

indicates a petition committee



example icon

indicates a detailed example of a concept, process or form



petition sheet icon

indicates a reference to a signature sheet



form icon

indicates a reference to a form




search icon

indicates information found elsewhere

Help

If you have questions about the material covered in this manual or need further help, please contact your local elections official or:


Elections Division
255 Capitol St NE, Suite 126
Salem, OR 97310

 **503 986 1518**

fax 503 373 7414

 **elections.sos@sos.oregon.gov**

 **www.oregonvotes.gov**

 **1 866 673 8683**

se habla español

tty 1 800 735 2900


for the hearing impaired

Getting Started

The initiative and referendum processes are methods of direct democracy that allow people to propose or amend local laws and charters or to adopt or reject an ordinance or other legislative enactment passed by a local governing body.

If chief petitioners gather and file the required number of signatures, the initiative or referendum is placed on the ballot for voters to adopt or reject.

This manual is intended to provide and describe an overview of county, city and district initiative and referendum processes. Except for the ballot title requirements and other mandatory state laws, some of the processes discussed for counties and cities may be superseded by local charters or ordinances. Check with your local elections official for applicable charter or ordinance provisions.

 Some special districts do not allow for initiative or referendum process. Check with your district to see if citizens of the district have the ability to enact legislation and exercise the power of initiative or referendum for that district.


Designating Chief Petitioners

An initiative or referendum may have up to three chief petitioners who are the individuals responsible for the preparation and organization of the petition.

In Oregon, any person, acting individually or on behalf of an organization, may be a chief petitioner.


Chief petitioners are responsible for:

- Filing the prospective petition;
- designating whether petition circulators will be paid or unpaid;
- establishing a petition committee prior to approval to circulate;
- educating and monitoring circulators;
- collecting signatures; and
- submitting signatures.

 Once cover and signature sheets have been approved to circulate an individual chief petitioner cannot be removed or changed. Chief petitioners that die after the petition is approved to circulate will be removed from the petition. Before cover and signature sheets are approved to circulate chief petitioners may be added or removed from the petition as long as one original chief petitioner remains throughout the entire process. If all original chief petitioners resign, the petition is void and must be re-filed.

Campaign Finance Reporting

Oregon campaign finance law may require chief petitioners to set up a campaign account, file a Statement of Organization designating a treasurer and file contribution and expenditure transactions with the State Elections Division.

 The local elections official will not approve cover and signature sheets for circulation until a committee has been set up. A separate petition committee must be established and transactions filed for each initiative or referendum.


For further details on campaign finance reporting requirements, review:

 The [Campaign Finance Manual](#) and the [ORESTAR User's Manuals](#) available at www.oregonvotes.gov.

Submitting Forms and Documents


With the exception of petition signature sheets and physical examples of cover and signature sheet forms, completed and signed forms or documents may be:

→ scanned and emailed;

 The local elections official may notify affected individuals by email.






→ faxed; or


→ mailed or personally delivered.

 Signatures sheets must be mailed or personally delivered to the local elections official by a chief petitioner or an authorized agent.

Filing Requirements

The following information may be superseded by local charter or ordinance:

	Initiative Petitions	Referendum Petitions
 First Day to File Prospective Petition For all petition types	Any time	Any time after nonemergency ordinance or other legislative enactment adopted
County File with County Elections Official		
Required Signatures	*8% for charter amendment or adoption, all others *6%	*4%
 Signatures Due	2 years after final approval to circulate	90 days after nonemergency ordinance or other legislative enactment adopted
City File with City Elections Official		
Required Signatures	15% of voters registered in the city the day prospective petition filed	10% of voters registered in the city the day prospective petition filed
 Signatures Due	2 years after final approval to circulate	30 days after nonemergency ordinance or other legislative enactment adopted
District File with County Elections Official of the county where the administrative office of the district is located		
Required Signatures	*15%	*10%
 Signatures Due	2 years after final approval to circulate	30 days after nonemergency ordinance or other legislative enactment adopted
For the Port of Portland, a metropolitan service district organized under ORS chapter 268, a school district with more than 40,000 pupils, or a mass transit district in a metropolitan statistical area with a population exceeding 400,000		
Required Signatures	*6%	*4%
 Signatures Due	2 years after final approval to circulate	90 days after nonemergency ordinance or other legislative enactment adopted

 *The required number of signatures is a percentage of votes cast for governor in the relevant county, city, or district at the most recent election where a governor was elected to a full term. The calculation includes votes cast for each candidate whose name was printed on the ballot. Write-in votes are included however over and undervotes are not.

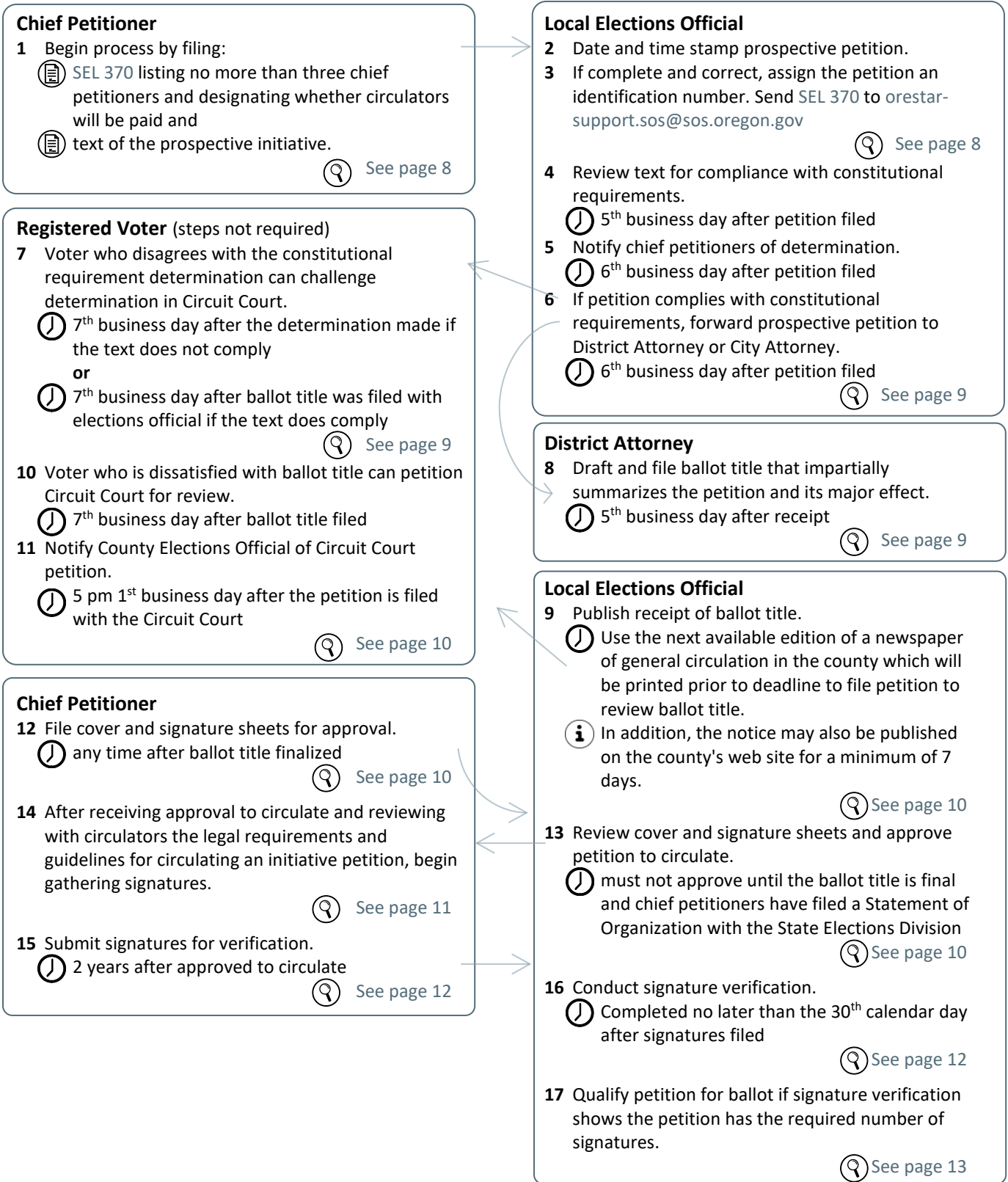
Initiative and Referendum Calendars

2024 🕒 Last day:	March 12	May 21	August 27	November 5
County Initiative or Referendum → for chief petitioners <i>to file signatures for verification</i> and qualify for this election	Does not apply	February 21	Does not apply	August 7
City Initiative → for the City Elections Official <i>to file qualified initiative</i> with governing body i Both signature verification, which can take up to 30 days, and a meeting of the city governing body must occur by this date.	Does not apply	February 21	Does not apply	August 7
City Referendum → for chief petitioners <i>to file signatures for verification</i> and qualify for this election	Does not apply	February 21	Does not apply	August 7
District Initiative or Referendum District does not hold regular elections → for the County Elections Official <i>to complete signature verification and place qualified measure on the ballot</i> i Signature verification, which can take up to 30 days, must be complete by this date.	Does not apply	March 20	Does not apply	September 4
District Initiative or Referendum District holds regular elections → for the District Elections Authority <i>to file Notice of Measure Election</i> with County Elections Official i Signature verification, which can take up to 30 days, must be complete by this date.	Does not apply	March 20	Does not apply	September 4

2025 🕒 Last day:	March 11	May 20	August 26	November 4
County Initiative or Referendum → for chief petitioners <i>to file signatures for verification</i> and qualify for this election	Does not apply	February 19	Does not apply	August 6
City Initiative → for the City Elections Official <i>to file qualified initiative</i> with governing body	Does not apply	February 19	Does not apply	August 6
City Referendum → for chief petitioners <i>to file signatures for verification</i> and qualify for this election	Does not apply	February 19	Does not apply	August 6
District Initiative or Referendum District does not hold regular elections → for the County Elections Official <i>to complete signature verification and place qualified measure on the ballot</i>	Does not apply	March 20	Does not apply	September 4
District Initiative or Referendum District holds regular elections → for the District Elections Authority <i>to file Notice of Measure Election</i> with County Elections Official	Does not apply	March 20	Does not apply	September 4

! Statute does not specify a deadline for chief petitioners of **city initiatives, district initiatives, or referendums** to file signatures for verification. Coordinate signature submission with the filing officer to allow sufficient time for the 30-day signature verification process to be completed and, for city initiatives, submission to the city governing body prior to the deadlines outlined above.

Initiative Process Timeline



i To calculate deadlines, day one is the day after a complete and correct document is filed or the day after a document is due. If a statutory deadline falls on a Saturday, Sunday or holiday, the deadline becomes the following business day as provided for in ORS 246.021. However, constitutional deadlines that fall on a Saturday, Sunday or holiday become the previous business day.

Initiative Process

Except for state statutes relating to ballot title format under [ORS 250.041](#) and the statement of measures filed under [ORS 254.095](#), [254.103](#), and [255.085](#), local charter or ordinance requirements may supersede some of the processes discussed in this manual.



Contact the local elections official for any applicable charter and ordinance requirements.



The deadlines for the procedures explained in the following sections are contained in the [Initiative Process Timeline](#) on page 8.

Filing a Prospective Petition

Oregon Constitution, Article IV, §1, Article VI, §10, ORS 250.165, 250.265, and 255.135

Before gathering the signatures necessary to place an initiative on the ballot, chief petitioners must file a prospective petition with the local elections official.

Chief Petitioners

- 1 Chief petitioners write the text of the proposed charter or ordinance, or the amendment to an existing charter or ordinance themselves but are encouraged to seek legal help.
- 2 Chief petitioners designate no more than three people as chief petitioners and determine circulator pay status.



Form [SEL 370 Prospective Petition – Local Initiative or Referendum](#) must be completed and signed by all chief petitioners who must also designate circulator pay status. Incomplete forms will be rejected.



If any information provided on form [SEL 370](#) changes, including circulator pay status, all chief petitioners must complete and sign an amended form [SEL 370](#). The form must be filed within 10 calendar days of the change.

- 3 Chief petitioners file text of initiative petition and form [SEL 370](#) with local elections official.
- 4 Chief petitioners must set up a campaign account and file a Statement of Organization designating a treasurer with the Elections Division.



See [Campaign Finance Reporting](#) on page 4.

- 5 Chief petitioners may also authorize individuals to act on their behalf in most matters about the petition process by completing and filing:



Form [SEL 307 Agent Authorization](#).

Local Elections Official

After receiving the prospective initiative petition the **local elections official**:

- ✓ date and time stamps the prospective petition;
- ✓ reviews the forms for completeness and correctness;
- ✓ if complete and correct, assigns the petition an identification number;
- ✓ scans and emails a date stamped copy of the [SEL 370](#) to orestar-support.sos@sos.oregon.gov; **and**
- ✓ reviews the text for compliance with procedural constitutional requirements.




Procedural Constitutional Review

Oregon Constitution, Article IV, §1, Article VI, §10 and ORS 250.168, 250.270, and 255.140

The Oregon Constitution established the following requirements for local initiative petitions:

- must have a single subject or closely related subject;
- must include the full text; and
- must be legislative rather than administrative in nature.

 The local elections official does not review the prospective petition for substantive constitutional or legal sufficiency.

After reviewing the text to determine whether the prospective initiative petition complies with constitutional requirements, the **local elections official**:

If text does not comply

- ✓ notifies chief petitioners of determination by certified mail, return receipt requested; or

If text does comply

- ✓ notifies chief petitioners of determination in writing and sends a copy of the text to the district attorney or city attorney for preparation of a ballot title.

Appeal

Any registered voter may appeal the local elections official's constitutional requirement determination by filing a petition with the Circuit Court for review.

 See the [Initiative Petition Process](#) outlined on [page 7](#) for the deadline to complete the procedural constitutional review and to challenge the ruling.

Ballot Title


ORS 250.035, 250.175, 250.195, 250.275, 250.296, 255.145, 255.155, and 255.215

A ballot title is a concise and impartial statement summarizing the initiative and its major effect that is printed on the reverse of all signature sheets used for circulation and on the ballot.

Format


After receiving the text of the prospective petition, the **district attorney or city attorney drafts and files a ballot title** with the local elections official. A ballot title includes:

- a caption that does not exceed 10 words describing the subject of the petition;
- a question that does not exceed 20 words plainly phrasing the main purpose of the petition so that an affirmative response to the question corresponds to a yes vote on the ballot; and
- a summary that does not exceed 175 words concisely and impartially summarizing the petition and describing its major effect.

 If the ballot title has a clerical error the district attorney or city attorney may correct the error no later than the 10th business day after the ballot title is certified.

Notice


The **local elections official publishes** notice that the ballot title or corrected ballot title has been received in the next available edition of a newspaper of general circulation in the county, city, or district and supplies a copy of the ballot title to chief petitioners. It is advisable for the local elections official to also publish notice on the county, city, or district website for a minimum of seven days. Notice includes all of the following:

- ✓ a statement that the ballot title or corrected ballot title has been received and that any voter may file a petition for review of the ballot title;
- ✓ the deadline for filing the petition and notifying the local elections official;
 -  The deadline to file a petition to review the corrected ballot title is no later than the 10th business day after the ballot title is corrected.
- ✓ the ballot title supplied by the District Attorney or City Attorney or information on how to obtain a copy; and
- ✓ a statement that the prospective initiative petition complies with constitutional requirements.

Ballot Title Appeal

Any registered voter may petition the Circuit Court to review the ballot title issued by the District Attorney or City Attorney. In the petition, the **registered voter must**:

- ✓ name the District Attorney or City Attorney as the respondent; and
- ✓ state the reasons the title is insufficient, not concise, or unfair.

 **A registered voter who files a petition** to review the ballot title must notify the local elections official in writing that a petition for review has been filed. If this notice to the local elections official is not timely filed, the petition to the Circuit Court may be dismissed.



Circuit Court

Any review of the ballot title by the circuit court shall be the first and final review. When appropriate, the court will review the ballot title and certify a title that meets the requirements of [ORS 250.035](#).

Approval to Circulate

The local elections official will not approve cover and signature sheets for circulation until the ballot title is final, the challenge process complete and chief petitioners have filed a Statement of Organization with the State Elections Division. To begin the cover and signature sheet approval process:

Chief Petitioners

- 1 Chief petitioners may add, remove, or change chief petitioners but must ensure that one original chief petitioner remains, if necessary.
 -  To add, remove, or change chief petitioners, an amended [SEL 370](#), completed and signed by all current chief petitioners, must be filed with the local elections official.
- 2 Chief petitioners ensure a campaign account has been set up and a Statement of Organization filed.
 -  See [Campaign Finance Reporting](#) on page 4.

- 3** Chief petitioners or authorized agents use the official cover and signature sheet forms to create signature sheets exactly as intended to circulate.

Form SEL 348 E-Sheet – Local Petition;
Form SEL 369 Local Petition Cover Sheet; and
Form SEL 371 Signature Sheet – Local Petition



See Petition Guidelines and Requirements on page 23

- 4** Chief petitioners or authorized agents file an original, physical copy of the text and an exact example of cover and signature sheets to the local elections official for approval to circulate.



Cover and signature sheets may only be filed for approval by a chief petitioner or authorized agents.

! The local elections official does not return any cover and signature sheet filed for approval. Chief petitioners are encouraged to keep an original copy of any cover and signature sheets filed to the local elections official to ensure that, once approved to circulate, an original copy is available to produce correct copies for circulation.

After receiving the text and cover and signature sheets from chief petitioners or authorized agents, the **local elections official**:

- ✓ verifies chief petitioners have set up a petition committee and filed a Statement of Organization by contacting the Elections Division or using ORESTAR available at www.oregonvotes.gov;
- ✓ reviews the text filed for approval, ensuring it reads exactly the same and is formatted substantially similar as the text filed with the prospective petition;
- ✓ reviews cover and signature sheets for compliance with petition requirements; and



See Petition Guidelines and Requirements on page 23.

If cover and signature sheets do not comply

- ✓ supplies written notification of all required corrections; or

If cover and signature sheets do comply

- ✓ supplies written approval to circulate the petition that includes the number of required signatures and the last day to file signatures for verification.



See Filing Requirements on page 5.

Gathering Petition Signatures

ORS 250.165, 250.265 and 255.135

Chief Petitioners

- 1** Chief petitioners review with circulators the legal requirements and guidelines for circulating initiative petitions.



See Petition Guidelines and Requirements on page 23.

- 2** Chief petitioners monitor circulator activities to ensure compliance.


- 3** Chief petitioners may and are encouraged to obtain more than the required number of signatures to ensure the petition has enough valid signatures.



Submitting Signatures

ORS 250.215, 250.315, and 255.175

Chief petitioners or authorized agents must mail or personally deliver signature sheets to the local elections official for verification. Only one chief petitioner or authorized agent must be physically present if signatures are personally delivered.

 Signature sheets individually mailed or personally delivered directly to the local elections official by someone other than a chief petitioner or an authorized agent will not be accepted.

Chief Petitioners or Authorized Agents

- 1 Chief petitioners or authorized agents ensure each signature sheet certification is signed and dated by the circulator. This does not apply to e-sheets.
- 2 Chief petitioners or authorized agents number each signature sheet sequentially in the space provided.
- 3 Chief petitioners or authorized agents submit signature sheets containing at least 100% of the required number of signatures.
- 4 Chief petitioners affirm the petition is complete and supply the number of signatures filed for verification by filing:



Form SEL 339 Petition Submission – Initiative, Referendum, Recall, Political Party Formation. All current chief petitioners must sign the same SEL 339.



A petition filed by mail will only be accepted if a signed copy of the SEL 339 is included in each box.

Verifying Signatures

ORS 250.215, 250.315, 255.175, and OAR 165-014-0110

The **local elections official will only begin the signature verification process** if the petition signature sheets accepted for verification have a number of unverified signatures equal to or greater than the required number of signatures.

The local elections official will determine the results of signature verification no later than 30 calendar days after the required number of signatures were filed for verification.

The **local elections official processes signature sheets** filed for verification using the [Statistical Sampling Procedures for Other than State Initiative or Referendum Petitions](#) adopted under administrative rule. This includes:

- ✓ comparing the filed cover and signature sheets to approved versions;



The local elections official will reject unapproved petition sheets and those that do not comply with legal requirements.

- ✓ verifying sheets are numbered sequentially;



If the local elections official determines that the petition has more than 50 signature sheets which are not numbered or are not sequentially numbered, chief petitioners will be promptly notified and allowed to correct the sequential numbering. The renumbering of petition sheets will only occur in the place designated by the local elections official and in full view of the local elections official or staff. Should chief petitioners not correct the sequential numbering, the local elections official may invoice chief petitioners for the cost of any staff time necessary to renumber the sheets.

- ✓ determining if the circulator's certification is sufficient;



- ✓ verifying original signatures using voter registration records; and

For city initiative petitions only

- ✓ coordinating with the county elections official for verification of original signatures.



The county elections official will supply the final number of valid signatures in writing to the city elections official.

If the petition requires more than 4,500 signatures, the statistical sampling process described in [OAR 165-014-0110](#) will be used to determine if the petition has the required number of signatures.

After signature verification is complete, the **local elections official provides** to chief petitioners:

- ✓ results of signature verification;
- ✓ final number of signatures determined to be valid; and

For petitions not qualified to the ballot

- ✓ information on how to file additional signatures for verification, if the filing deadline has not passed; or



If the filing deadline has passed and chief petitioners did not submit enough valid signatures, the petition is void.

For petitions qualified to the ballot

- ✓ information on measure number assignment or the next steps in the process.

Certification of County Measure

ORS 250.221 and 254.103

If the initiative has the required number of signatures, the **county elections official** assigns the measure:

- ✓ the next sequential measure number and
- ✓ to the appropriate election.



The election will be held on the next available May or November election date that is no sooner than 90 days after the petition was filed for signature verification and determined to contain at least 100% of the required number of signatures.



See the [Election Calendars](#) on page 6 for the dates of regularly scheduled elections and applicable deadlines.

Certification of City Measure





ORS 250.325 and 254.095

If the initiative has the required number of signatures, the **city elections official files the initiated measure with the city governing body** at its next meeting which occurs after the petition has qualified to the ballot.




Review of Initiated Measure by City Governing Body

Not later than 30 days after the initiated measure is filed with it, the **city governing body must review the measure**. It may adopt the initiative, reject it, or take no action, further described below.

City governing body action	Local elections official action
→ The city adopts the initiative.  The mayor does not have the authority to veto an initiated measure.	✓ The official takes no action, as the initiative will go into effect without an election being held.
→ The city rejects the initiative unless state law or city charter or ordinance requires a vote on the initiative.	✓ The official submits the measure to city voters at the next available May or November election date that is no sooner than 90 days after the initiated measure was filed with the city governing body. ✓ The official files measure with the County Elections Official on:  Form SEL 802 Notice of Measure Election – City.
→ The city rejects the initiative and refers a competing measure that is prepared no later than 30 days after the initiated measure was filed with the governing body.  The mayor does not have the authority to veto a competing measure.	✓ The official submits the competing measure to city voters at the same May or November election as the initiated measure. ✓ The official files measure with the County Elections Official on:  Form SEL 802 Notice of Measure Election – City.

 The **county elections official reviews** form [SEL 802 Notice of Measure Election – City](#) for completeness and assigns the measure the next sequential measure number.

 See the [Election Calendars on page 6](#) for the dates of regularly scheduled elections and applicable deadlines.


Certification of District Measure


ORS 255.085 and 255.185

District Holds Regular District Elections

If the initiative has the required number of signatures, the **district elections authority**:


✓ prepares an order calling for an election; and

 The election will be held no sooner than the next May or November election date for which the filing deadline can be met and no later than the first regular district election following the 40th day after the date of the order.

 See the [Election Calendars on page 6](#) for the dates of regularly scheduled elections and applicable deadlines.

✓ files with the county elections official the order and a completed:


 Form SEL 803 Notice of Measure Election – District.


 The **county elections official reviews** form [SEL 803 Notice of Measure Election – District](#) for completeness and assigns the measure the next sequential measure number.

District Does Not Hold Regular District Elections

If the initiative has the required number of signatures the **county elections official** assigns the measure:

- ✓ the next sequential measure number; and
- ✓ to the appropriate election.

 The election will be held on the next available May or November election date for which the filing deadline can be met.

 See the [Election Calendars](#) on page 6 for the dates of regularly scheduled elections and applicable deadlines.

Measure Numbers

- Measure numbers are assigned within each type of measure based on the sequence the petitions were filed with the county for signature verification.
- Measure numbers are preceded by a unique county prefix number.
- Measure numbers will not be repeated.


Withdrawing an Initiative

ORS 250.029

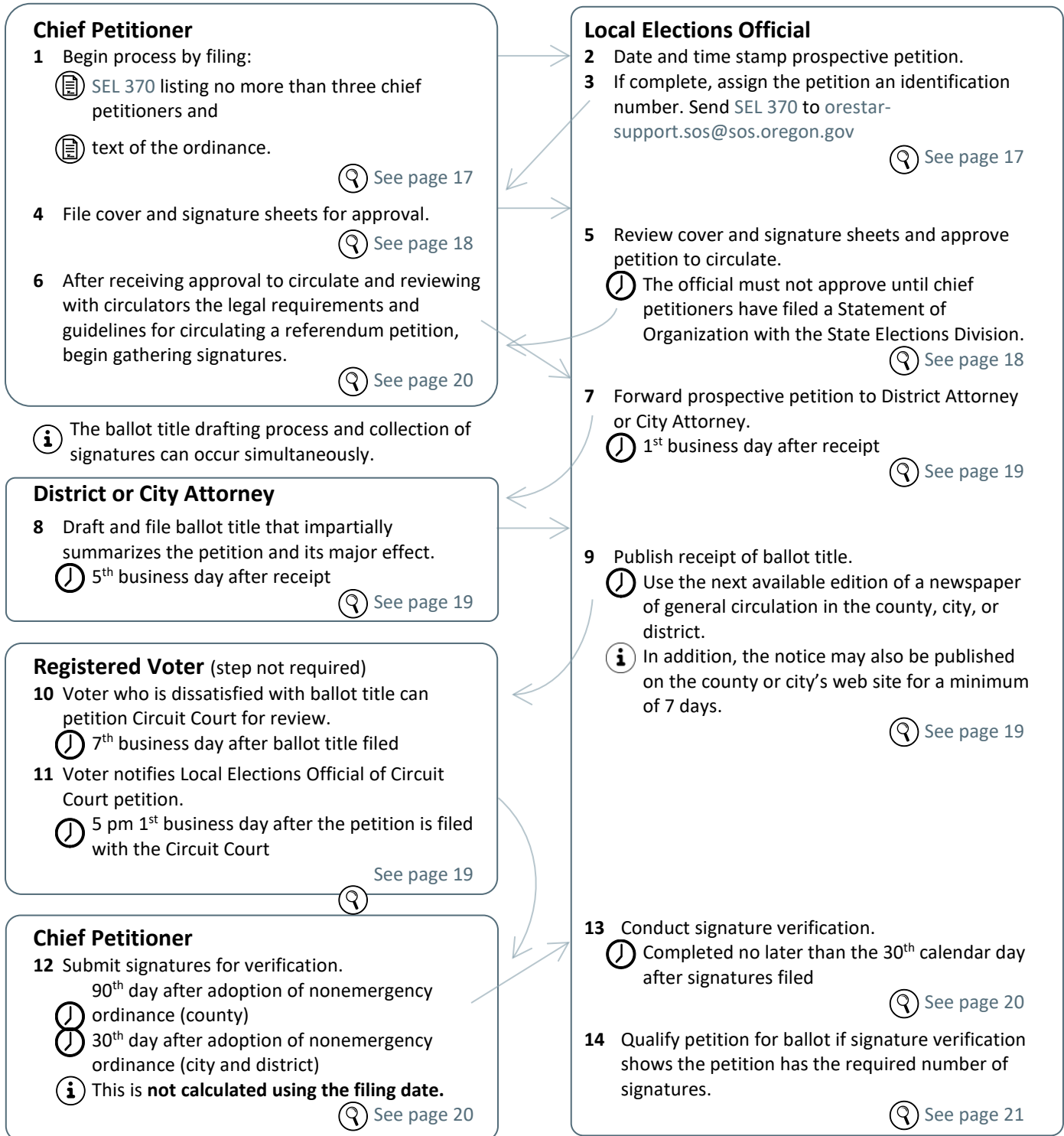
To withdraw an initiative petition, **all current chief petitioners must complete, sign, and file:**

 Form SEL 375 Withdrawal – Petition.

The petition can only be withdrawn if chief petitioners have not filed the total number of signatures required for verification and filed the SEL 339 affirming completeness.

 Once withdrawn, the petition cannot be re-activated. Chief petitioners may re-file the initiative and begin the process again.

Referendum Process Timeline



To calculate deadlines, day one is the day after a complete and correct document is filed or the day after a document is due. If a statutory deadline falls on a Saturday, Sunday, or holiday, the deadline becomes the following business day as provided for in ORS 246.021. However, constitutional deadlines that fall on a Saturday, Sunday, or holiday, becomes the previous business day.

Referendum Process

Except for state statutes relating to ballot title format under [ORS 250.041](#) and the statement of measures filed under [ORS 254.095](#), [254.103](#), and [255.085](#), local charter or ordinance requirements may supersede some of the processes discussed in this manual.



Contact the local elections official for any applicable charter and ordinance requirements.



The deadlines for the procedures explained in the following sections are contained in the [Referendum Process Timeline](#) on page 17.

Filing a Prospective Petition

Oregon Constitution, Article IV, §1, Article VI, §10, ORS 250.165, 250.265, and 255.135

Before gathering the signatures necessary to place a referendum on the ballot, chief petitioners must file a prospective petition with the local elections official.

Chief Petitioners

- 1 Chief petitioners designate no more than three people as chief petitioners and determine circulator pay status.
 - Form [SEL 370 Prospective Petition – Local Initiative or Referendum](#) must be completed and signed by all chief petitioners and designate circulator pay status. Incomplete forms will be rejected.
 - If any information provided on form [SEL 370](#) changes, including circulator pay status, all chief petitioners must complete and sign an amended form [SEL 370](#). The form must be filed within 10 calendar days of the change.
- 2 Chief petitioners file text of the nonemergency ordinance or other legislative enactment to be referred and form [SEL 370](#) with local elections official.
 - A referendum petition may be filed on an entire ordinance or just specific sections. Chief petitioners submit as text only those sections of the nonemergency ordinance to be referred. References to the ordinance in this manual include a part of the ordinance, if that is what is referred.
- 3 Chief petitioners set up a campaign account and file a Statement of Organization designating a treasurer with the Elections Division.
 - See [Campaign Finance Reporting](#) on page 4.
- 4 Chief petitioners may also authorize individuals to act on their behalf in most matters about the petition process by completing and filing:
 - Form [SEL 307 Agent Authorization](#).

Local Elections Official

After receiving the prospective referendum petition **the local elections official:**

- ✓ date and time stamps the prospective petition;
- ✓ reviews the forms for required information;
- ✓ if complete and correct, assigns the petition an identification number;
- ✓ scans and emails a date stamped copy of the [SEL 370](#) to the Elections Division at orestar-support.sos@sos.oregon.gov; and
- ✓ forwards a copy of the text to the district attorney or city attorney for preparation of the ballot title.

Approval to Circulate

Because of the shortened time period to gather signatures on a referendum petition, chief petitioners are not required to wait for the final ballot title to begin the cover and signature sheet approval process. Often, the ballot title drafting process and collection of signatures occurs simultaneously. The local elections official will not approve cover and signature sheets for circulation until the chief petitioners have filed a Statement of Organization with the State Elections Division. To begin the cover and signature sheet approval process:

Chief Petitioners

- 1 Chief petitioners add, remove, or change chief petitioners ensuring that one original chief petitioner remains, if applicable.



To add, remove or change chief petitioners an amended form SEL 370 completed and signed by all current chief petitioners must be filed with the local elections official.

- 2 Chief petitioners ensure a campaign account has been set up and a Statement of Organization filed.



See Campaign Finance Reporting on page 4.

- 3 Chief petitioners or authorized agents use the official cover and signature sheet forms to create signature sheets exactly as intended to circulate:

Form SEL 348 E-Sheet – Local Petition;
Form SEL 369 Local Petition Cover Sheet; and
Form SEL 371 Signature Sheet – Local Petition



See Petition Guidelines and Requirements on page 23.

- 4 Chief petitioners or authorized agents file an original, physical copy of the text, and an exact example of cover and signature sheets, to the local elections official for approval to circulate.



Cover and signature sheets may only be filed for approval by a chief petitioner or authorized agent.



The local elections official does not return any cover and signature sheet filed for approval. Chief petitioners are encouraged to keep an original copy of any cover and signature sheet filed to the local elections official to ensure that once approved to circulate an original copy is available to produce correct copies for circulation.

After receiving the text and cover and signature sheets from chief petitioners or authorized agents, the **local elections official**:

- ✓ verifies chief petitioners have set up a petition committee and filed a Statement of Organization by contacting the Elections Division or using ORESTAR available at www.oregonvotes.gov;
- ✓ reviews the text filed for approval ensuring it reads exactly the same and is formatted substantially similar as the text filed with the prospective petition;
- ✓ reviews cover and signature sheets for compliance with petition requirements; and



See Petition Guidelines and Requirements on page 23.

If cover and signature sheets do not comply

- ✓ supplies written notification of all required corrections; or

If cover and signature sheets do comply

- ✓ supplies written approval to circulate the petition that includes the number of required signatures and the last day to file signatures for verification.



See Filing Requirements on page 5.



Forms are available online at www.oregonvotes.gov.

Ballot Title


ORS 250.035, 250.175, 250.195, 250.275, 250.296, 255.145, 255.155, and 255.215

A ballot title is a concise and impartial statement summarizing the referendum and its major effect that is printed on the ballot.

Format


After receiving the text of the prospective petition, **the district attorney or city attorney drafts and files a ballot title** with the local elections official. A ballot title includes:

- a caption that does not exceed 10 words identifying the subject of the petition;
- a question that does not exceed 20 words plainly phrasing the main purpose of the petition so that an affirmative response to the question corresponds to a yes vote on the ballot; and
- a summary that does not exceed 175 words concisely and impartially summarizing the petition and describing its major effect.

 If the ballot title has a clerical error, the district attorney or city attorney may correct the error no later than the 10th business day after the ballot title is certified.

Notice


The **local elections official publishes** notice in the next available edition of a newspaper of general circulation in the county, city, or district that the ballot title or corrected ballot title has been received and supplies a copy of the ballot title to chief petitioners. It is advisable for notice to also be published on the county, city, or district website for a minimum of seven days. Notice includes all of the following:

- ✓ a statement the ballot title or corrected ballot title has been received and that any voter may file a petition for review of the ballot title;
- ✓ the deadline for filing the petition and notifying the local elections official; and
-  The deadline to file a petition to review the ballot title is no later than the 7th business day after the ballot title is filed with the elections officer.
- ✓ the ballot title supplied by the District Attorney or City Attorney or information on how to obtain a copy.

Ballot Title Appeal

Any registered voter may petition the Circuit Court to review the ballot title issued by the District Attorney or City Attorney. In the petition, the **registered voter must**:

- ✓ name the District Attorney or City Attorney as the respondent; and
- ✓ state the reasons the title is insufficient, not concise or unfair.

 **A registered voter who files a petition** to review the ballot title is required to notify the local elections official in writing that a petition for review has been filed. If this notice to the local elections official is not timely filed, the petition to the Circuit Court may be dismissed.


Circuit Court

Any review of the ballot title by the circuit court shall be the first and final review. When appropriate the court will review the ballot title and certify a title that meets the requirements of [ORS 250.035](#).

Gathering Petition Signatures

ORS 250.165, 250.265, and 255.135


Chief Petitioners

- 1 Chief petitioners review with circulators the legal requirements and guidelines for circulating referendum petitions.
 -  See [Petition Guidelines and Requirements](#) on page 23.
- 2 Chief petitioners monitor circulator activities to ensure compliance.
- 3 Chief petitioners may and are encouraged to obtain more than the required number of signatures to ensure the petition has enough valid signatures.

Submitting Signatures

ORS 250.215, 250.315, and 255.175


Chief petitioners or authorized agents must mail or personally deliver signature sheets to the local elections official for verification. Only one chief petitioner or authorized agent must be physically present if signatures are personally delivered.

 Signature sheets individually mailed or delivered directly to the local elections official by someone other than a chief petitioner or an authorized agent will not be accepted.

Chief Petitioners or Authorized Agents

- 1 Chief petitioners or authorized agents ensure each signature sheet certification is signed and dated by the circulator. This does not apply to e-sheets.
- 2 Chief petitioners or authorized agents number each signature sheet sequentially in the space provided.
- 3 Chief petitioners or authorized agents file signature sheets containing at least 100% of the required number of signatures.
- 4 Chief petitioners affirm the petition is complete and provide the number of signatures filed for verification by filing:

 Form [SEL 339 Petition Submission – Initiative, Referendum, Recall, Political Party Formation](#) that has been marked completed. All current chief petitioners must sign the same SEL 339.

 A petition filed by mail will only be accepted if a signed copy of the [SEL 339](#) is included in each package.

Verifying Signatures

ORS 250.215, 250.315, 255.175, and OAR 165-014-0110

The **local elections official will only begin the signature verification process** if the petition signature sheets accepted for verification have a number of unverified signatures equal to or greater than the required number of signatures.

The local elections official will determine the results of signature verification no later than 30 calendar days after the required number of signatures were filed for verification.

The **local elections official processes signature sheets** filed for verification in accordance with the [Statistical Sampling Procedures for Other than State Initiative and Referendum Petitions](#) adopted under administrative rule. This includes:

- ✓ comparing the filed cover and signature sheets to the official forms;



The local elections official will reject unapproved petition sheets and those that do not comply with legal requirements.

- ✓ verifying sheets are numbered sequentially;



If the local elections official determines that the petition has more than 50 signature sheets which are not numbered or are not sequentially numbered, chief petitioners will be promptly notified and allowed to correct the sequential numbering. The renumbering of petition sheets will only occur in the place designated by the local elections official and in full view of the local elections official or staff. Should chief petitioners not correct the sequential numbering, the local elections official may invoice chief petitioners for the cost of any staff time necessary to renumber the sheets.

- ✓ determining if the circulator's certification is sufficient;
- ✓ verifying original signatures using voter registration records; and

For city referendum petitions only

- ✓ coordinating with the county elections official for the verification of original signatures.



The county elections official will supply the final number of valid signatures in writing.

If the petition requires more than 4,500 signatures, the statistical sampling process described in [OAR 165-014-0110](#) will be used to determine if the petition has the required number of signatures.

After signature verification has been completed the **local elections official provides** to chief petitioners:

- ✓ results of signature verification;
- ✓ final number of signatures determined to be valid; and

For petitions not qualified to the ballot

- ✓ information on how to file additional signatures for verification if the filing deadline has not passed; or



If the filing deadline has passed and chief petitioners failed to submit enough valid signatures, the petition is void.

For petitions qualified to the ballot

- ✓ information on measure number assignment or the next steps in the process.

Certification of County Measure

ORS 250.221 and 254.103

If the referendum has the required number of signatures the **county elections official** assigns the measure:

- ✓ the next sequential measure number; and
- ✓ to the appropriate election.



The election will be held on the next available May or November election date that is no sooner than 90 days after the petition was filed for signature verification and determined to contain at least 100% of the required number of signatures.



See the [Election Calendars](#) on page 6 for the dates of regularly scheduled elections and applicable deadlines.



Certification of City Measure

ORS 250.325 and 254.095

If the referendum has the required number of signatures the **city elections official**:

- ✓ notifies the County Elections Official if an election is required to be held and files:



Form SEL 802 Notice of Measure Election – City.



The **county elections official reviews** form SEL 802 Notice of Measure Election – City for completeness and assigns the measure the next sequential measure number.



The election will be held on the next available May or November election date that is no sooner than 90 days after the measure was filed for signature verification and for which enough signatures have been verified.



See the [Election Calendars on page 6](#) for the dates of regularly scheduled elections and applicable deadlines.

Certification of District Measure

ORS 255.085 and 255.185

District Holds Regular District Elections

If the referendum has the required number of signatures the **district elections authority**:

- ✓ prepares an order calling for an election and



The election will be held no sooner than the next May or November election date for which the filing deadline can be met and no later than the first regular district election following the 40th day after the date of the order.



See the [Election Calendars on page 6](#) for the dates of regularly scheduled elections and applicable deadlines.

- ✓ files with the county elections official the order and a completed:



Form SEL 803 Notice of Measure Election – District.



The **county elections official reviews** form SEL 803 Notice of Measure Election – District for completeness and assigns the measure the next sequential measure number.

District Does Not Hold Regular District Elections

If the referendum has the required number of signatures the **county elections official** assigns the measure:

- ✓ the next sequential measure number and
- ✓ to the appropriate election.



The election will be held on the next available May or November election date for which the filing deadline can be met.



See the [Election Calendars on page 6](#) for the dates of regularly scheduled elections and applicable deadlines.



Measure Numbers

- Measure numbers are assigned within each type of measure based on the sequence the petitions were filed with the county for signature verification.
- Measure numbers are preceded by a unique county prefix number.
- Measure numbers will not be repeated.


Withdrawing a Referendum

ORS 250.029

To withdraw a referendum petition, **chief petitioners must complete, sign, and file:**


-  Form SEL 375 Withdrawal – Petition

The petition can only be withdrawn if chief petitioners have not filed the total number of signatures required for verification and filed the SEL 339 - Petition Submission affirming completeness.

-  Once withdrawn the petition cannot be re-activated. If the filing deadline has not passed chief petitioners may re-file the referendum and begin the process again.

Petition Guidelines and Requirements

The guidelines and requirements for producing and circulating initiative and referendum cover and signature sheets are explained in the following sections.





-  For assistance on completing official cover and signature sheet forms contact the Elections Division at irrlistnotifier.sos@sos.oregon.gov or 503 986 1518.

Cover and Signature Sheets

ORS 250.165, 250.265, and 255.135



Chief petitioners must use official cover and signature sheet forms to collect signatures. Approval to circulate must be granted before any signatures may be collected.


Official cover and signature sheet forms include:

-  Form SEL 348 E-Sheet – Local Petition;
 -  The e-sheet does not require a circulator personally witness a voter signing which allows a voter to sign a petition from the privacy of their home at a time of their choosing.
-  Form SEL 369 Local Petition Cover Sheet; and
-  Form SEL 371 Signature Sheet – Local Petition.

Completion


Chief petitioners must complete the following information for each form filed for approval to circulate:

E-Sheet	Cover Sheet	Signature Sheet
<ul style="list-style-type: none"> ✓ petition identification number ✓ petition type ✓ circulator pay status, for the entirety of the petition not for an individual sheet <p>For an Initiative</p> <ul style="list-style-type: none"> ✓ final ballot title, including caption, question, and summary <p>For a Referendum</p> <ul style="list-style-type: none"> ✓ title of the measure as enacted by the local governing body or, if there is no title, the title supplied by chief petitioners  If chief petitioners supply the title, the number of ordinance or resolution being referred and the date adopted by the local governing body must be included. ✓ names and residential city and state of chief petitioners 	<ul style="list-style-type: none"> ✓ petition type ✓ jurisdiction type ✓ name of the county, city, or district where the petition is being proposed <p>For an Initiative</p> <ul style="list-style-type: none"> ✓ final ballot title, including caption, question, and summary <p>For a Referendum</p> <ul style="list-style-type: none"> ✓ title of the measure as enacted by the local governing body or, if there is no title, the title supplied by chief petitioners  If chief petitioners supply the title, the number of ordinance or resolution being referred and the date adopted by the local governing body must be included. ✓ text of the initiative or referendum if space allows ✓ names and residential city and state of chief petitioners 	<ul style="list-style-type: none"> ✓ petition identification number ✓ petition type ✓ circulator pay status, for the entirety of the petition not for an individual sheet ✓ name of the county, city, or district where the petition is being proposed <p>For an Initiative</p> <ul style="list-style-type: none"> ✓ caption of the final ballot title <p>For a Referendum</p> <ul style="list-style-type: none"> ✓ number of the ordinance or resolution being referred and date adopted by the local governing body

 Chief petitioners or authorized agents complete the petition sheet number prior to submitting the petition for verification.

Production


Chief petitioners must produce the text, e-sheet, cover sheet, and signature sheet in the following manner:

Text	E-Sheet	Cover and Signature Sheet
<ul style="list-style-type: none"> ✓ printed in at least 10-point type 	<ul style="list-style-type: none"> ✓ printed on at least 20-pound , uncoated white paper or equivalent ✓ when filed for verification be on standard 8½" x 11" size paper or equivalent  The size, weight and color paper requirements outlined above do not apply to any e-sheet, if from the face of the e-sheet the local elections official can determine that the signer printed the e-sheet and had the opportunity prior to signing to review the required information. 	<ul style="list-style-type: none"> ✓ cover and signature sheets are copied or printed back-to-back on a single sheet of paper ✓ when filed for verification be on standard 8½" x 11" size paper or equivalent ✓ printed on at least 20-pound , uncoated paper or equivalent

Distribution

To facilitate circulation of approved forms chief petitioners may but are not limited to:



Distribution Method	E-Sheet Requirements	Cover and Signature Sheet Requirements
<ul style="list-style-type: none"> ✓ Petitioners may use paid or volunteer circulators to solicit signatures. 	<ul style="list-style-type: none"> → Circulators may not use e-sheets to gather signatures. 	<ul style="list-style-type: none"> → Each circulator must have a complete copy of the text available for signers to review unless printed on the cover sheet.
<ul style="list-style-type: none"> ✓ Petitioners may mail to a subscription list or other interested parties. 	<ul style="list-style-type: none"> → A voter needs to request a printed copy to be mailed. A complete copy of the text must be mailed with each e-sheet. 	<ul style="list-style-type: none"> → A complete copy of the text must be mailed with each cover and signature sheet.
<ul style="list-style-type: none"> ✓ Petitioners may publish on a website. 	<ul style="list-style-type: none"> → A complete copy of the text and instructions for signers to print e-sheet on at least 20 pound, 8½" x 11" uncoated white paper, or equivalent, must be published with the e-sheet. 	<ul style="list-style-type: none"> → A complete copy of the text and instructions for signers to print the cover and signature sheet back-back on at least 20-pound, 8½" x 11" uncoated white paper, or equivalent, must be published with the cover and signature sheet.
<ul style="list-style-type: none"> ✓ Petitioners may email to a subscription list or other interested parties for voter to print individually at home. 	<ul style="list-style-type: none"> → A complete copy of the text and instructions for signers to print e-sheet on at least 20 pound, 8½" x 11" uncoated white paper, or equivalent, must be included in the email. 	<ul style="list-style-type: none"> → A complete copy of the text and instructions for signers to print the cover and signature sheet back-to-back on at least 20-pound, 8½" x 11" uncoated white paper, or equivalent, must be included in the email.
<ul style="list-style-type: none"> ✓ Petitioners may insert into a publication for distribution. 	<ul style="list-style-type: none"> → Not applicable to e-sheet. 	<ul style="list-style-type: none"> → A complete copy of the text must be inserted with the cover and signature sheet.

 To determine if petition sheets may be distributed by a method not listed, contact the local elections official.

Cover and Signature Sheet Modifications

Multiple versions of cover and signature sheets may be approved for circulation simultaneously. Any proposed variation to the approved signature sheets must be resubmitted and approved in writing by the elections official before circulating. Signatures collected on unapproved signature sheets will be rejected.

Signature sheets are void if the:

- petition is withdrawn;
 - signature submission deadline has passed; or
 - residential city and state of a chief petitioner changes or circulator pay status changes.
-  Chief petitioners must submit updated cover and signature sheets for approval to continue circulating.
 -  Once new cover and signature sheets are approved to circulate, chief petitioners will have 30 days to remove the previous version from circulation.





Guidelines for Circulation


ORS 250.045, 260.555, and 260.558

A circulator is an individual who asks voters to sign a petition and signs the petition as a circulator. They are also called petition circulator, signature gatherer, and signature collector. While some are volunteers and others paid professionals, every circulator must follow the requirements and guidelines for circulating petitions.

To ensure compliance with legal requirements and guidelines chief petitioners must educate circulators and monitor their activities.

Circulator Requirements

Each circulator must:	What this means:
→ Personally witness each signature collected.	<ul style="list-style-type: none"> ✓ Watch the person sign the petition.  It is not sufficient to merely be present in the same room or vicinity.
→ Complete the circulator certification after witnessing all signatures collected on a sheet.	<ul style="list-style-type: none"> ✓ Sign the certification using a legal signature.  A legal signature is defined as a signature having obvious and predominantly matching characteristics to signatures on file from a paid circulator’s registration, signatures in the Oregon voter registration file, or the signature on an official government document.  Initials, signature stamps, illegible or printed script are not sufficient unless verified by exemplar.
→ Supply the date when the certification was signed.	<ul style="list-style-type: none"> ✓ The date must be in month, day, year order if written in all numbers.
→ Allow any person to read the text of an initiative or referendum petition.	<ul style="list-style-type: none"> ✓ A complete copy of text must be available for signers of an initiative or referendum if not printed on cover sheet.
→ If being paid to gather signatures, review the Secretary of State’s Circulator Training Manual.	<ul style="list-style-type: none"> ✓ Must be completed before being paid to gather any signatures.  See the Circulator Training Manual

 A circulator’s failure to follow 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 knowingly:

- circulate a petition containing a false signature;

- attempt to obtain the signature of a person who is not qualified to sign the petition;
(i) Only active registered voters may sign a petition.

- make false statements to any person who signs the petition or requests information about it;

- offer money or anything of value to another person to sign or not sign the petition;

- sell or offer to sell signature sheets; and

- write, alter, correct, clarify, or obscure any information about the signers unless the signer initials after the changes are made.
(i) A circulator may help a disabled signer who requests help in completing their printed name, address and date signed. In such a case, no initials are required.

! Violations of the circulator requirements may result in conviction of a felony with a fine of up to \$125,000 and/or a prison sentence of up to 5 years. [ORS 260.715, 260.993](#)

Signer Requirements

Each petition signer must:	What this means:
→ Supply an original signature and should be encouraged to also supply their printed name, date signed and address;	✓ Petition signers must sign the petition using a signature contained in their voter registration record.
→ Be an active registered voter at the time of signing the petition in the electoral district where the petition is being circulated; and	✓ Information in the voter registration record must be up to date so they would be able to vote on the petition.
→ Personally print a copy of an e-sheet or a separate person print a copy.	✓ Petition signers may not sign an e-sheet unless they printed it themselves or requested someone else print it for them.

Signature Date

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

- ✓ was an active registered voter between the petition’s approval to circulate and the circulator’s certification date; or

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

- (i) This standard also applies to any signer that supplies an ambiguous date such as date of birth or a date that has not yet occurred at the time of verification, instead of the date they signed the petition.

Signer Prohibitions

It is against the law for signers to knowingly:

- sign another person’s name under any circumstances;
- sign a petition more than one time; or
- 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, then the signature will be rejected unless a completed registration card is received by a designated voter registration agency or elections filing officer before 5:00:00 pm the day the petition is signed or 11:59:00 pm if completed electronically online at 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 by supplying the date when the certification was signed. A legal signature is defined as a signature having obvious and predominantly matching characteristics to signatures in the Oregon voter registration file, or the signature on an official government document.



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

If the circulator certification is not completed or it is determined to be insufficient the signature sheet will be rejected. Prior to submission to the local elections official the circulator may correct the following defects:

Circulator Signature Defects

If the circulator has:	Then the circulator should:
→ signed using only initials;  Unless verified by exemplar.	✓ re-sign and re-date certification with legal signature;
→ signed using a signature stamp;  Unless a signature stamp has been approved under ORS 246.025.	✓ re-sign and re-date certification with legal signature;
→ signed using an illegible signature;  Unless verified by exemplar.	✓ re-sign and re-date certification with legal signature;
→ photocopied or carbon copied the certification; or	✓ re-sign and re-date certification with legal signature; or
→ signed in a manner that the signature, printed name, and address are all illegible.	✓ re-sign and re-date certification with legal signature.

Certification Date Defects

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

The following defects in the circulator certification cannot be corrected and any signature sheet filed that has 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;
 Does not apply if 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; or
 Does not apply if the only signers and the circulators are the same people

- whiteout or other correction fluid or adhesive tape appears on the signature line

ex Illustrated examples of circulator signature and date defects are available in the [Circulator Training Manual](#) available at www.oregonvotes.gov.



List of Forms

SEL 307

Agent Authorization

SEL 339

Petition Submission

SEL 348

Electronic Signature Sheet – Local Petition

SEL 369

Local Petition Cover Sheet

SEL 370

Prospective Petition – Local Initiative or Referendum

SEL 371

Signature Sheet – Local Petition


SEL 375

Withdrawal – Petition

County, City, and District Referral Manual

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Using This Manual

This manual contains the procedures related to Oregon election law for a county, city, or district referral. It is very important to review the procedures thoroughly and follow the instructions completely.

 Failure to follow the instructions contained in this manual may result in the removal of the referral from the ballot.

Icons

In this manual the following icons highlight information:



alert icon

indicates alert; warning; attention needed



info icon

indicates other information



deadline icon

indicates a deadline



search icon

indicates information found elsewhere



form icon

indicates a reference to a form

Help


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

Elections Division
255 Capitol St NE Suite 126
Salem OR 97310

 **503 986 1518**
fax 503 373 7414

 **elections.sos@sos.oregon.gov**

 **www.oregonvotes.gov**

 **1 866 673 8683**
se habla español

tty 1 800 735 2900
for the hearing impaired

Getting Started

A referral is a method a county, city, or district governing body may use to place a local law on the ballot for voters of the jurisdiction to decide. Oregon election law does not govern the specific steps a governing body must take to refer a measure and call an election. Governing bodies should seek legal counsel advice to determine the correct process.

Governing bodies must complete all the following steps before filing the referral with the county elections official for placement on the ballot. Governing bodies with questions about referral steps not governed by Oregon election law and outlined in this manual, are encouraged to seek legal counsel advice.

- 1 writing of ballot title;
- 2 publication of notice of receipt of ballot title;
- 3 completion of ballot title challenge period and if challenged completion of the ballot title review by circuit court; and
- 4 if necessary, writing of explanatory statement **only** if the county is producing a voters' pamphlet.



An explanatory statement is an impartial, simple and understandable statement explaining the measure and its effect.







See OAR 165-022-0040 available at www.oregonvotes.gov.







Forms are available online at www.oregonvotes.gov.

2024 Local Elections Calendar

 District Measures	March 12	May 21	August 27	November 5
Last Day for County Elections Official to Publish → notice of district measure election	See ORS 255.085			
Last Day for County, City, or District Governing Body to File with Local Elections Official → ballot title for publication of notice or → referral text so a ballot title can be written	December 22, 2023	March 1	June 7	August 16
Last Day for Local Governing Body to File with County Elections Official → Form SEL 801 Notice of Measure Election - County  Form may only be filed upon completion of the ballot title challenge process.	January 11	March 21	June 27	September 5
→ Form SEL 802 Notice of Measure Election - City  Form may only be filed upon completion of the ballot title challenge process.	January 11	March 21	June 27	September 5
→ Form SEL 803 Notice of Measure Election – District  Form may not be filed until after the deadline for the immediately preceding election has passed and only upon completion of the ballot title challenge process.	January 11	March 21	June 27	September 5
Last Day to File with County Elections Official → arguments for inclusion in county voters' pamphlet	January 16	March 25	July 1	September 9

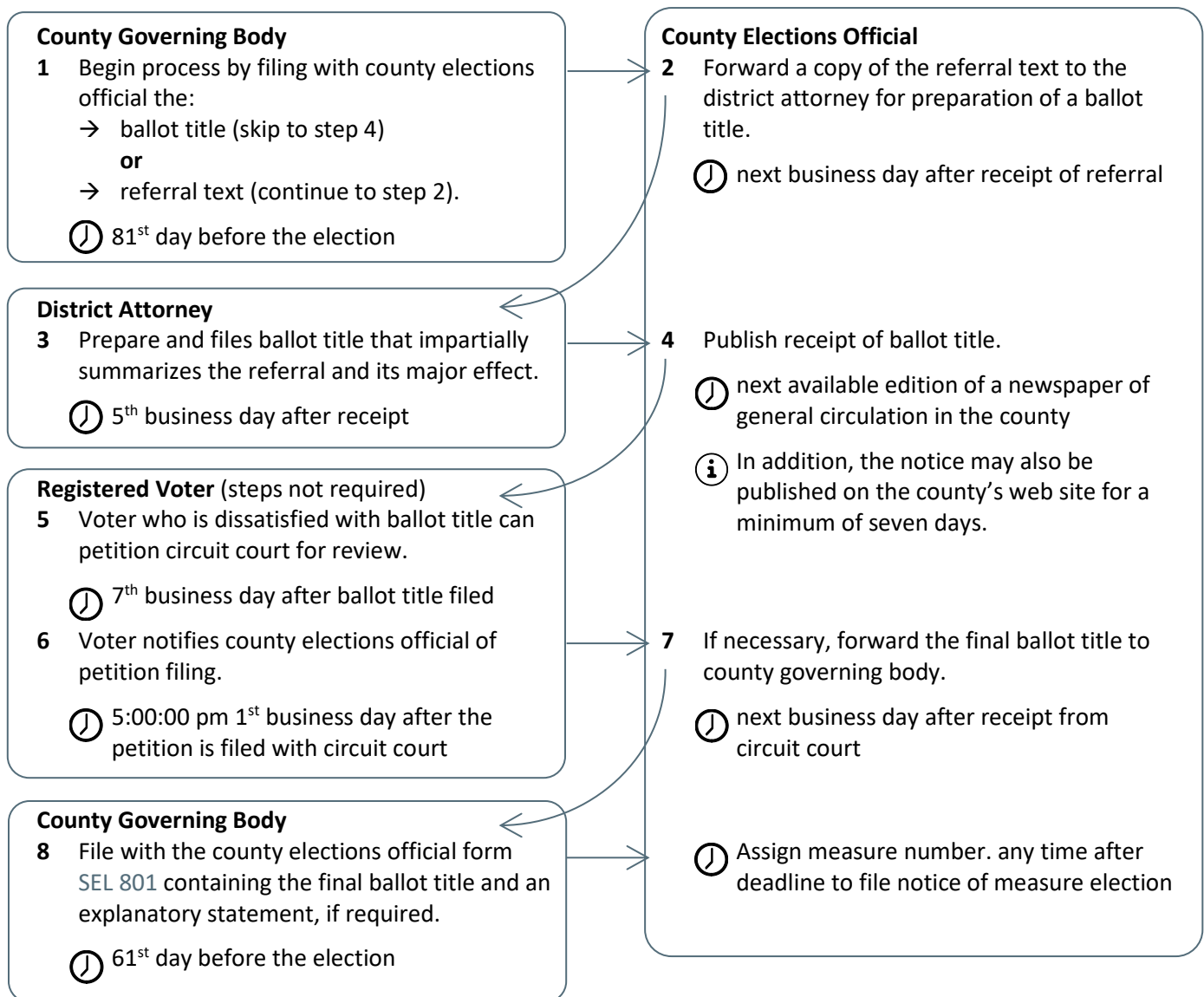
2025 Local Elections Calendar

 District Measures	March 11	May 20	August 26	November 4
Last Day for County Elections Official to Publish → notice of district measure election	See ORS 255.085			
Last Day for County or City Governing Body to File with Local Elections Official → ballot title for publication of notice or → referral text so a ballot title can be written	December 20, 2024	February 28	June 6	August 15
Last Day for Local Governing Body to File with County Elections Official → Form SEL 801 Notice of Measure Election - County  Form may only be filed upon completion of the ballot title challenge process.	January 9	March 20	June 26	September 4
→ Form SEL 802 Notice of Measure Election - City  Form may only be filed upon completion of the ballot title challenge process.	January 9	March 20	June 26	September 4
→ Form SEL 803 Notice of Measure Election – District  Form may not be filed until after the deadline for the immediately preceding election has passed and only upon completion of the ballot title challenge process.	January 9	March 20	June 26	September 4
Last Day to File with County Elections Official → arguments for inclusion in county voters' pamphlet	January 13	March 24	June 30	September 8

Notice of Local Option Tax Measure or General Obligation Bond

County elections officials must file with the Secretary of State a copy of the Notice of Measure Election for each local option tax measure or general obligation bond measure placed on the ballot by a municipal corporation.

County Referral Steps



County Referral Process



Local charter or ordinance requirements do not supersede ORS 250.035 relating to ballot title format or the statement of measures filed under ORS 254.103.

Once a county governing body refers a measure for the voters to decide, a ballot title must be written. All ballot titles must comply with the requirements in ORS 250.035.

Ballot Title Process

ORS 250.035, 250.175, 250.185, and 250.195

A ballot title is a concise and impartial statement prepared by the county governing body or the District Attorney that will be printed on the ballot summarizing the referral and its major effect. Any voter may challenge the ballot title in circuit court and the referral may only appear on the ballot once this process is complete.

1 Preparation

For any referral, the county governing body may:

→ prepare and file a ballot title with the county elections official

or

→ file referral text with the county elections official.



Form SEL 805 Request for Ballot Title – Preparation or Publication of Notice may be used to file:

→ the text of the referral so a ballot title can be written

or

→ the ballot title written by the governing body or district attorney for publication of notice.

The county elections official will forward a copy of the referral text to the District Attorney for preparation of a ballot title. After receiving the referral, the District Attorney writes and files a ballot title with the county elections official.

2 Format

Each ballot title must contain all of the following elements:

→ a caption that does not exceed 10 words describing the subject of the referral;

→ a question that does not exceed 20 words plainly phrasing the main purpose of the referral so that an affirmative response to the question corresponds to a yes vote on the referral; and

→ a summary that does not exceed 175 words describing the major effect of the referral.



Additional ballot title requirements apply to referrals requesting a general obligation bond, a local option tax, or a permanent rate limit.




For further information you may contact the Elections Division, your bond counsel, or the Oregon Department of Revenue, Property Tax Division 800 356 4222.



3 Notice

After receiving a ballot title from the county governing body or the District Attorney the county elections official publishes notice in the next available edition of a newspaper of general circulation that any voter may challenge the ballot title. It is advisable to also publish the notice on the county website for a minimum of seven days. The notice must include all of the following:


- a statement that a ballot title has been received and that any voter may file a petition for review of the ballot title;
- the deadline for filing a petition for review of the ballot title with the circuit court; and
- the ballot title provided by the county governing body or District Attorney or information on how to obtain a copy.

 Notice must be published prior to the deadline to file a petition to review the ballot title.

4 Ballot Title Appeal


Any registered voter who is dissatisfied with the ballot title may petition the circuit court to review the ballot title. If a registered voter files a petition to review a ballot title with the circuit court, the voter must:

- name the county governing body or District Attorney as respondent, depending who prepared the ballot title;
- state the reasons why the ballot title is insufficient, not concise or unfair; and
- notify the county elections official in writing that a petition has been filed. No later than 5:00:00 pm the first business day after the petition is filed with the circuit court.

 If the notification of the county elections official is not timely filed, the petition to the circuit court may be dismissed.

5 Circuit Court Review

When a petition is filed, the circuit court conducts its review and renders its decision certifying a ballot title meeting the requirements of [ORS 250.035](#). The review of the ballot title by the circuit court shall be the first and final review.


 If the Circuit Court certifies a different ballot title, the county elections official forwards the final ballot title to the county official authorized to submit notice of measure election for preparation of form [SEL 801](#).


Explanatory Statement

ORS 251.067, 251.285, 251.345, and OAR 165-022-0040

An explanatory statement is an impartial, simple, and understandable statement explaining the measure. The county governing body must prepare and file an explanatory statement of no more than 500 words for a referral **only** if:

- the county is producing a voters' pamphlet
- or
- the referral will appear in the state voters' pamphlet.

 Counties are encouraged to adopt and comply with an ordinance that provides a judicial review procedure for an explanatory statement which is contested. If a county measure is to appear in the state voters' pamphlet, a judicial review procedure is required.


-  See the *State Voters' Pamphlet Manual* available at www.oregonvotes.gov for additional requirements for referrals appearing in the state voters' pamphlet.

Certification of Referral to Ballot


ORS 254.103

The county governing body must certify that the challenge process is complete and file the final ballot title on:

-  Form SEL 801 Notice of Measure Election – County.


 If the county is producing a voters' pamphlet, the county elections official will reject any SEL 801 that is not accompanied by an explanatory statement.


After receiving a county referral, the county elections official assigns a measure number. County elections official then provides Notice of Measure Election to the Elections Division.

-  Ballot measure numbers will not be repeated. If the measure is later removed from the ballot, the measure number will not be re-used.

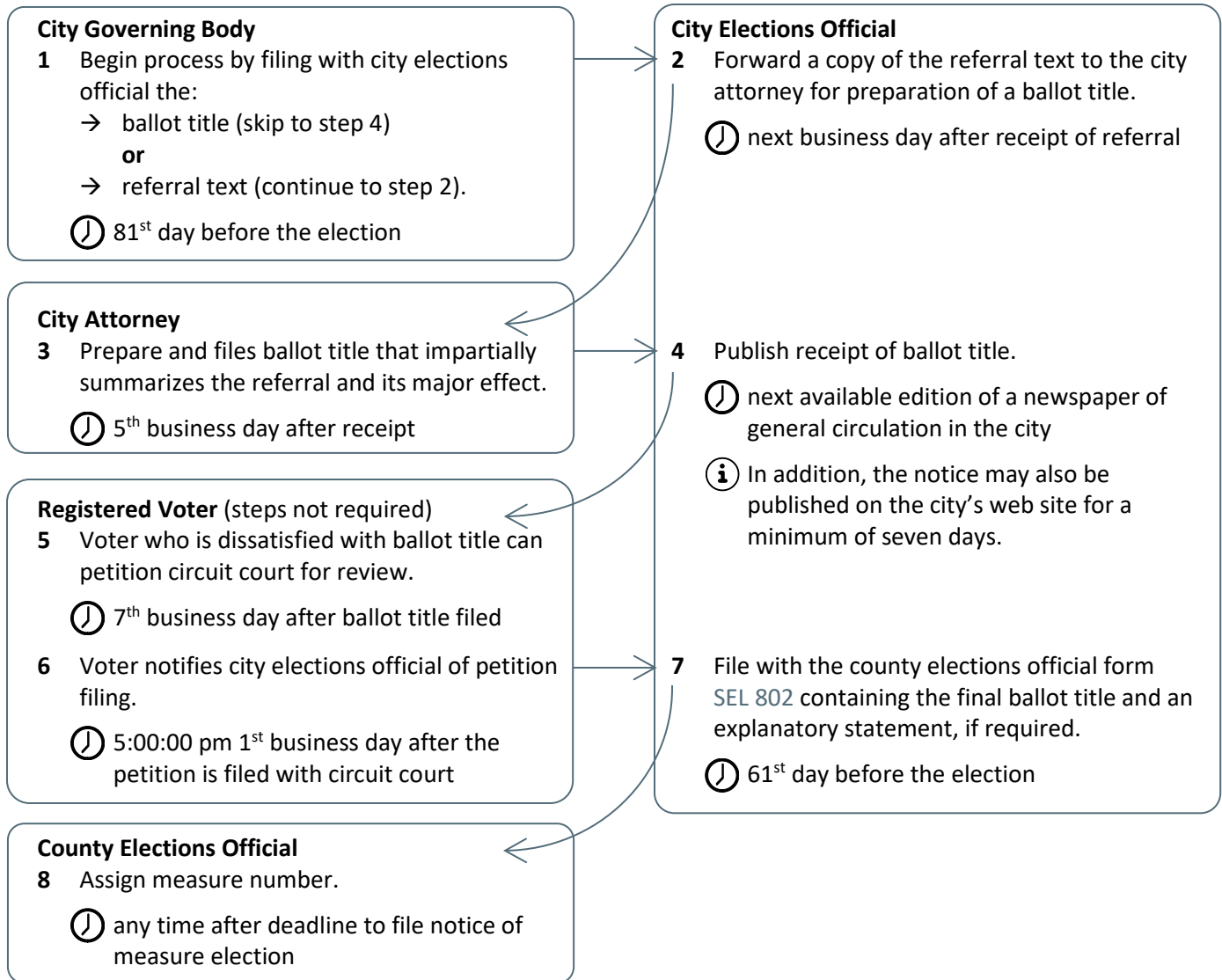
Withdrawal of Referral

To withdraw a referral, a county governing body must complete and file with the county elections official:

-  Form SEL 804 Withdrawal - Notice of Measure Election.

 The SEL 804 must be submitted no later than the 61st day before the election.

City Referral Steps



Competing Measure

If a qualified initiative is filed by the city elections official at a city governing body meeting that occurs on the 90th day before the election and the governing body refers a competing measure, the ballot title process including the challenge period must be completed no later than the 61st day before the election.

City Referral Process



Local charter or ordinance requirements do not supersede ORS 250.035 relating to ballot title format or the statement of measures filed under ORS 254.095.

Once a city governing body refers a measure for the voters to decide, a ballot title must be written. All ballot titles must comply with the requirements in ORS 250.035.

Ballot Title Process

ORS 250.035, 250.275, 250.285, and 250.296

A ballot title is a concise and impartial statement prepared by the city governing body or the city attorney that will be printed on the ballot summarizing the referral and its major effect. Any voter may challenge the ballot title in circuit court and the referral may only appear on the ballot once this process is complete.

1 Preparation

For any referral, the city governing body may:

→ prepare and file a ballot title with the city elections official

or

→ file referral text with the city elections official.



Form SEL 805 Request for Ballot Title – Preparation or Publication of Notice may be used to file:

→ the text of the referral so a ballot title can be written

or

→ the ballot title written by the governing body or city attorney for publication of notice.

The city elections official will forward a copy of the referral text to the city attorney for preparation of a ballot title. After receiving the referral, the city attorney writes and files a ballot title with the city elections official.

2 Format

Each ballot title must contain all of the following elements:

→ a caption that does not exceed 10 words describing the subject of the referral;

→ a question that does not exceed 20 words plainly phrasing the main purpose of the referral so that an affirmative response to the question corresponds to a yes vote on the referral; and

→ a summary that does not exceed 175 words describing the major effect of the referral.



Additional ballot title requirements apply to referrals requesting a general obligation bond, a local option tax, or a permanent rate limit.



For further information you may contact the Elections Division, your bond counsel, or the Oregon Department of Revenue, Property Tax Division 800 356 4222.



3 Notice

After receiving a ballot title from the city governing body or the city attorney, the city elections official publishes notice in the next available edition of a newspaper of general circulation that any voter may challenge the ballot title. It is advisable to also publish the notice on the city website for a minimum of seven days. The notice must include all of the following:

- a statement that a ballot title has been received and that any voter may file a petition for review of the ballot title;
- the deadline for filing a petition for review of the ballot title with the circuit court; and
- the ballot title provided by the city governing body or city attorney or information on how to obtain a copy.



Notice must be published prior to the deadline to file a petition to review the ballot title.

4 Ballot Title Appeal

Any registered voter who is dissatisfied with the ballot title may petition the circuit court to review the ballot title. If a registered voter files a petition to review a ballot title with the circuit court, the voter must:

- name the city governing body or city attorney as respondent, depending who prepared the ballot title;
- state the reasons why the ballot title is insufficient, not concise or unfair; and
- notify the city elections official in writing that a petition has been filed.



If the notification of the city elections official is not timely filed, the petition to the circuit court may be dismissed.

5 Circuit Court Review

When a petition is filed, the circuit court conducts its review and renders its decision certifying a ballot title meeting the requirements of [ORS 250.035](#). The review of the ballot title by the circuit court shall be the first and final review.



If the Circuit Court certifies a different ballot title, the city elections official forwards the final ballot title to the city official authorized to submit notice of measure election for preparation of form [SEL 802](#).

Explanatory Statement

ORS 251.067, 251.285, 251.345, and OAR 165-022-0040

An explanatory statement is an impartial, simple and understandable statement, of no more than 500 words, that explains the measure.

If the county is producing a voters' pamphlet, the city governing body must prepare and file an explanatory statement.



Cities are encouraged to adopt and comply with an ordinance that provides a judicial review procedure for an explanatory statement which is contested.



See the State Voters' Pamphlet Manual available at www.oregonvotes.gov for additional requirements for referrals appearing in the state voters' pamphlet.

Certification of Referral to Ballot

ORS 254.095

The city governing body must certify that the challenge process is complete and file the final ballot title on:



Form SEL 802 Notice of Measure Election – City.



If the county is producing a voters' pamphlet, the county elections official will reject any SEL 802 that is not accompanied by an explanatory statement.

After receiving a city referral, the county elections official assigns a measure number. County elections official then provides Notice of Measure Election to the Elections Division.



Ballot measure numbers will not be repeated. If the measure is later removed from the ballot, the measure number will not be re-used.

Withdrawal of Referral

To withdraw a referral, the city governing body must complete and file with the county elections official:



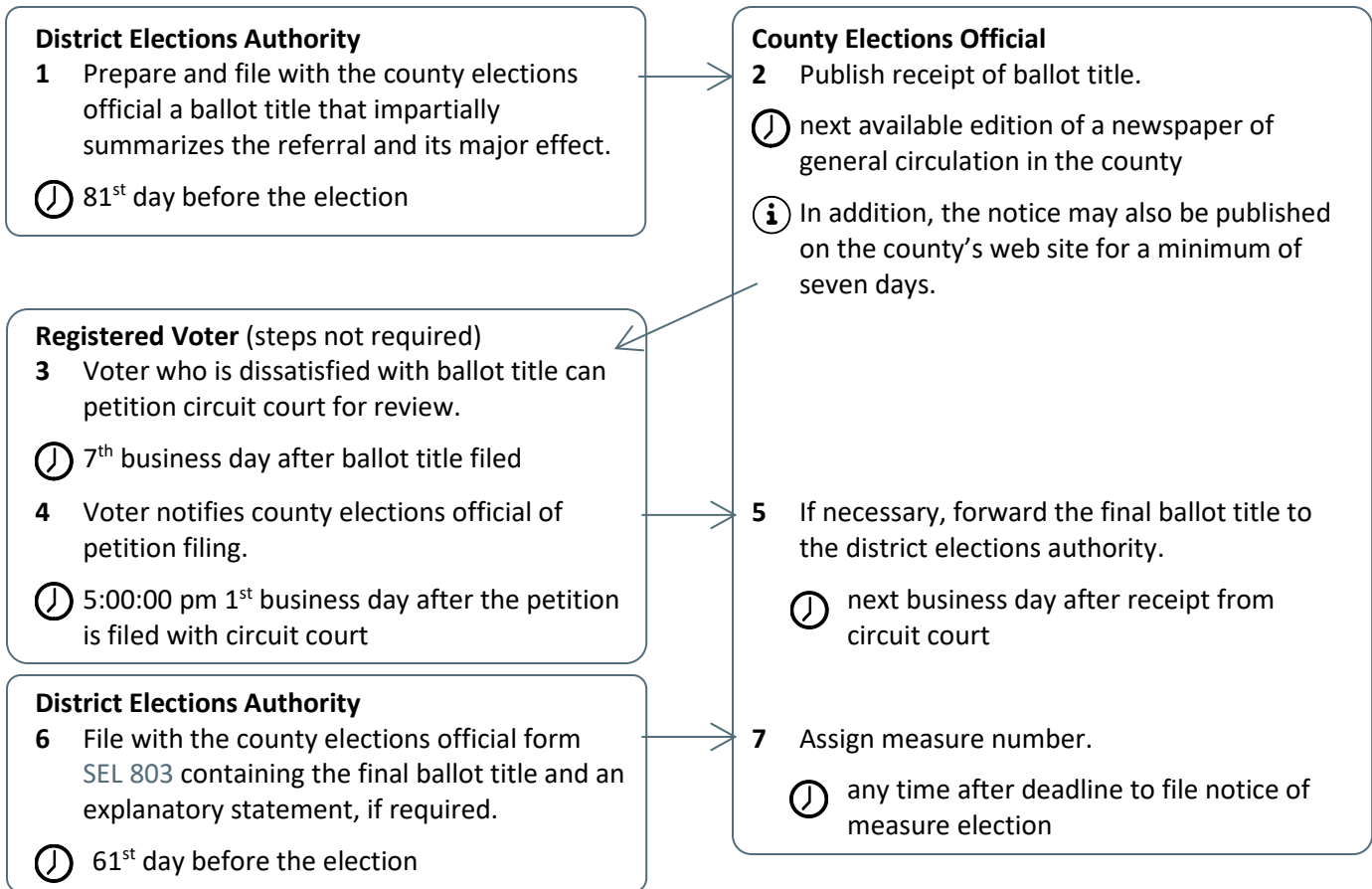
Form SEL 804 Withdrawal - Notice of Measure Election.



The SEL 804 must be submitted no later than the 61st day before the election.



District Referral Steps



District Referral Process

i Districts do not have authority to place advisory questions on the ballot, and a district’s legislative authority extends only as far as allowed by state statute. Districts should refer to their principal act or contact their legal counsel.

Once a district elections authority refers a measure for the voters to decide, a ballot title must be written. All ballot titles must comply with the requirements in [ORS 250.035](#).

Ballot Title

ORS 250.035, 255.085 and 255.145

A ballot title is a concise and impartial statement that will be printed on the ballot summarizing the measure and its major effect. Any voter may challenge the ballot title in circuit court, and the referral may only appear on the ballot once this process is complete.

1 Preparation

The ballot title is prepared by the district elections authority with the assistance of the District Attorney of the county where the administrative office of the district is located or an attorney employed by the district.

2 Format

Each ballot title must contain all of the following elements:

- a caption that does not exceed 10 words describing the subject of the referral;
- a question that does not exceed 20 words plainly phrasing the main purpose of the referral so that an affirmative response to the question corresponds to a yes vote on the referral; and
- a summary that does not exceed 175 words describing the major effect of the referral.



Additional ballot title requirements apply to referrals requesting a general obligation bond, a local option tax, or a permanent rate limit.



For further information you may contact the Elections Division, your bond counsel, or the Oregon Department of Revenue, Property Tax Division 800 356 4222.

3 Notice

The district elections authority must file the ballot title with the county elections official for publication of notice. It is advisable to also publish the notice on the district website for a minimum of seven days. The ballot title may be filed using:



Form SEL 805 Request for Ballot Title – Preparation or Publication of Notice

The county elections official publishes in the next available edition of a newspaper of general circulation or mails to each voter in the district a notice that a ballot title has been received. It is advisable to also publish the notice on the county website for a minimum of seven days. The notice must include all of the following:

- date of the election;
- a statement that a ballot title has been received and that any voter may file a petition for review of the ballot title;
- the deadline for filing a petition for review of the ballot title with the circuit court;
- the ballot title written or information on how to obtain a copy; and
- other information as applicable from the SEL 803 filed by the district elections authority.



Notice must be published prior to the deadline to file a petition to review the ballot title.

4 Ballot Title Appeal

Any registered voter who is dissatisfied with the ballot title may petition the circuit court to review the ballot title. If a registered voter files a petition to review a ballot title with the circuit court, the voter must:

- name the district elections authority as respondent;
- state the reasons why the ballot title is insufficient, not concise, or unfair; and
- notify the county elections official in writing that a petition has been filed.




If the notification of the county elections official is not timely filed, the petition to the circuit court may be dismissed.



5 Circuit Court Review

When a petition is filed, the circuit court conducts its review and renders its decision certifying a ballot title meeting the requirements of [ORS 250.035](#). The review of the ballot title by the circuit court shall be the first and final review.

-  If the Circuit Court certifies a different ballot title, the county elections official forwards the final ballot title to the district elections authority for preparation of form [SEL 803](#) and must publish an amended notice of election in the next available edition of a newspaper of general circulation in the district.

Explanatory Statement

ORS 251.067, 251.285, 251.345, and OAR 165-022-0040

An explanatory statement is an impartial, simple, and understandable statement explaining the measure. The district elections authority must prepare and file an explanatory statement of no more than 500 words for a referral **only if**:


→ the county is producing a voters' pamphlet


or

→ the referral is a metropolitan service district measure and will appear in the State Voters' Pamphlet.

or

→ the referral is a community service district measure relating to bonds and will appear in the State Voters' Pamphlet.


-  Districts are encouraged to adopt and comply with an ordinance that provides a judicial review procedure for an explanatory statement which is contested. If a district measure is to appear in the State Voters' Pamphlet, a judicial review procedure is required.

-  See the [State Voters' Pamphlet Manual](#) available at www.oregonvotes.gov for additional requirements for referrals appearing in the state voters' pamphlet.


Certification of Referral to Ballot


ORS 255.085

The district elections authority must certify that the challenge process is complete and file the final ballot title on:

-  Form [SEL 803 Notice of Measure Election – District](#).

After receiving a district referral, the county elections official assigns a measure number. Official then provides Notice of Measure Election to the Elections Division.

-  Ballot measure numbers will not be repeated. If the measure is later removed from the ballot, the measure number will not be re-used.

-  If the county is producing a voters' pamphlet, the county elections official will reject any [SEL 803](#) that is not accompanied by an explanatory statement.

Withdrawal of Referral

To withdraw a referral, the district elections authority must complete and file with the county elections official:



Form SEL 804 Withdrawal - Notice of Measure Election.



The SEL 804 must be submitted no later than the 61st day before the election.



List of Forms

SEL 801

Notice of Measure Election – County

SEL 802

Notice of Measure Election – City

SEL 803

Notice of Measure Election – District

SEL 804

Withdrawal – Notice of Measure Election


SEL 805

Ballot Title Request – Preparation or Publication of Notice

Circulator Training Manual

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Using This Manual

This manual explains the guidelines and legal requirements for circulating petitions, describes the procedures necessary for registering as a paid circulator or as a representative of a signature gathering organization or entity and comprises the Secretary of State's Circulator Training Program.

Icons

In this manual the following icons highlight information:



alert icon

indicates alert; warning; attention needed



form icon

indicates a reference to a form



deadline icon

indicates a deadline



info icon

indicates other information



example icon

indicates a detailed example of a concept, process or form



search icon

indicates information found elsewhere


Help

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

Elections Division
255 Capitol St NE, Suite 126
Salem, OR 97310

 **503 986 1518**
fax 503 373 7414

 elections.sos@sos.oregon.gov
 www.oregonvotes.gov

 **1 866 673 8683**
se habla español

tty 1 800 735 2900
for the hearing impaired



Local charters or ordinances may supersede some of the requirements and guidelines relating to the circulation of county, city, and district petitions.



Contact the local elections official for any applicable charter and ordinance requirements.

Getting Started

A circulator is a person who represents a petition and asks voters to sign. They are also called a petition circulator, signature gatherer and signature collector. While some are volunteers and others paid professionals, every circulator must follow these requirements and guidelines for circulating petitions.



A circulator who is paid to gather signatures on a **state** initiative, referendum, or recall petition must register with the Elections Division. To register, the circulator must thoroughly review the Circulator Training Program and attest, subject to Class C felony penalties, they read and understood the Program.

Designated representatives of a signature gathering organization or entity that pays circulators to gather signatures on a **state** initiative, referendum, or recall petition must also thoroughly review and understand the Circulator Training Program.




Forms are available online at www.oregonvotes.gov.

Chief Petitioners

For each petition type outlined below there is at least one individual who is responsible for its preparation and organization. For recall, initiative, and referendum petitions, those individuals are called chief petitioners. Individual elector and political party formation petitions have chief sponsors, and an assembly of electors has a presiding officer. These individuals are responsible for:


- filing the prospective petition;
- designating whether petition circulators will be paid or unpaid;
- establishing a petition committee prior to approval to circulate;
- educating and monitoring circulators;
- collecting signatures; and
- submitting signatures.

 For many of the processes explained in the following sections, chief petitioners may have an authorized agent act on their behalf. In this manual the chief petitioners and the authorized agent(s) are collectively referred to as chief petitioners.

Types of Petitions

A petition is a method of gaining ballot access by collecting signatures to demonstrate support for a candidate, voters' pamphlet statement, or political party; to oppose an elected official; to propose laws or amendments to a local charter or the Oregon Constitution; or to adopt or reject a bill passed by a local governing body or the legislature. Petitions containing the required number of signatures may also be used in lieu of paying required filing fees. This manual contains a brief overview of the following petition types:

- Candidate Nominating;
- Voters' Pamphlet;
- Political Party Formation;
- Recall;
- Initiative; and
- Referendum.

 Instruction manuals which detail regulations and explain the procedures necessary to file a specific petition type are available at www.oregonvotes.gov.

 In the following sections, some signature thresholds are based on the number of votes cast for governor in 2022 which was the last election for which a Governor was elected for a four-year term.

Candidate Nominating

There are two types of public office in Oregon, partisan and nonpartisan, and candidates for each have different ways of gaining ballot access. A partisan office is an office for which a candidate may be nominated by a major or minor political party or as a nonaffiliated candidate. A nonpartisan office is an office for which a candidate does not run under the name of any political party.

Petition requirements for partisan and nonpartisan office are listed below.

Petition Requirements

Other distribution requirements may apply. Signatures are verified by the appropriate elections official.

For more detailed information see the [State Candidate Manual](#).

Partisan Office	Major Party	Minor Party	Nonaffiliated Individual Electors	Nonaffiliated Assembly of Electors
First Day to File	September 14, 2023	June 5, 2024	June 5, 2024	June 5, 2024
Last Day to File	March 12, 2024	August 27, 2024	August 27, 2024	August 27, 2024
Last Day to Withdraw	March 15, 2024	August 30, 2024	August 30, 2024	August 30, 2024
→ President	6,000	Nominated by party rule	23,744	1,000
→ US Senator, Governor, Secretary of State, State Treasurer, or Attorney General	1,000 Same political party At least 100 from each congressional district	Nominated by party rule	23,744	1,000
→ US Representative	1,000 Same political party	Nominated by party rule	4,749	500
→ State Senator	500 Same political party	Nominated by party rule	791	250
→ State Representative	438 for Democratic Party 317 for Republican Party	Nominated by party rule	396	250
→ County Commissioner	Lesser of 500 signatures or 2% of votes cast in the county for president	Nominated by party rule	1% of votes cast in the county for president	250

Nonpartisan Office	Primary	General
First Day to File	September 14, 2023	June 5, 2024
Last Day to File	March 12, 2024	August 27, 2024
Last Day to Withdraw	March 15, 2024	August 30, 2024
→ Labor Commissioner, Supreme Court Judge, Appeals Court Judge, or Tax Court Judge	Lesser of 1,000 signatures or 1% of votes cast for governor The signatures must include those of at least 100 voters registered in each of Oregon’s congressional districts	
→ Circuit Court Judge, District Attorney, or County Judge	Lesser of 500 signatures or 1% of votes cast in the district for governor	
→ Assessor, Auditor, Clerk, Sheriff, or Treasurer	Lesser of 500 signatures or 1% of votes cast in the county for governor	
→ City Office	Lesser of 500 signatures or 1% of votes cast in the city for governor	
→ District Office	Lesser of 25 signatures or 10% of total number of active registered voters in the district Most districts elect board members at the regular district election which is held in May of odd numbered years. The first day to file for the May 20, 2025, Regular District Elections is February 8, 2025. The last day to file or withdraw is March 20, 2025.	




State Voters' Pamphlet

The State Voters' Pamphlet is a publication produced and distributed by the Elections Division. It contains information about candidates, measures, and political parties, as well as information about the election process. The State Voters' Pamphlet may also contain arguments supporting or opposing a measure on the ballot, statewide political party statements, or assembly of electors' statements.

To appear in the voters' pamphlet, statement and argument filers must either:

- ✓ pay the fee or
- ✓ submit a completed voters' pamphlet petition containing the required number of signatures.

Petition Filing Deadlines

	Primary	General
 First Day to File	September 14, 2023	June 5, 2024
 Last Day to File	February 29, 2024	August 13, 2024
 Last Day to Withdraw	March 14, 2024	August 27, 2024

Petition Signature Requirements

Partisan Office	Primary	General
→ President	500	500
→ US Senator, Governor, Secretary of State, State Treasurer, or Attorney General	500	500
→ US Representative	300	300
→ State Senator or State Representative	200	200
→ County Commissioner	200	200

Nonpartisan Office	Primary	General
→ Labor Commissioner, Supreme Court Judge, Appeals Court Judge, or Tax Court Judge	500	500
→ Circuit Court Judge, District Attorney, or County Judge	200	200
→ Assessor, Auditor, Clerk, Sheriff, or Treasurer	200	200
→ City Office	200	200
→ District Office	Does not apply	Does not apply

Measure Argument	Primary	General
→ State Measure	500	500
→ County Measure	No more than 1,000	No more than 1,000
→ City Measure	No more than 1,000	No more than 1,000
→ District Measure	No more than 1,000	No more than 1,000

Political Party Formation

Forming a political party enables a group of voters to nominate candidates for any partisan office, including federal, state, and county offices if the party was formed in the electoral district and has maintained ballot access.

A political party is formed by gathering and submitting a petition that contains the required number of active registered voter signatures.

Petition Requirements

	Required Signatures		🕒 Signatures Due
State	1.5% of votes cast for governor	29,294 Statewide	2 years after filing prospective petition
County	1.5% of votes cast in the county for governor	Calculated upon filing	2 years after filing prospective petition
City	1.5% of votes cast in the city for governor	Calculated upon filing	2 years after filing prospective petition
District	1.5% of votes cast in the district for governor	Calculated upon filing	2 years after filing prospective petition

Recall

The Oregon Constitution and state statutes allow for any non-federal public officeholder, whether appointed or elected, to be removed from office before the term has expired. If a petition is submitted containing the required number of signatures and the office holder does not resign, an election will be held for voters to decide whether the person should continue to hold the office.

Petition Requirements

	Required Signatures		🕒 First Day to File	🕒 Signatures Due
State				
→ Federal Office Holder	Does not apply		Does not apply	Does not apply
→ Elected or Appointed State Senator or State Representative	15% of votes cast for governor in the public officer’s district		any time after the 5 th day of first legislative session that occurs after being elected	90 days after filing prospective petition
→ Other appointed or elected public officeholder	15% of votes cast for governor → 292,933 for statewide office		any time after the office holder has served at least 6 months of the current term	90 days after filing prospective petition
County	15% of votes cast in the county for governor		any time after the office holder has served at least 6 months of the current term	90 days after filing prospective petition
→ Appointed or elected public officeholder	→ Calculated by local elections official			
City	15% of votes cast in the city for governor		any time after the office holder has served at least 6 months of the current term	90 days after filing prospective petition
→ Appointed or elected public officeholder	→ Calculated by local elections official			
District	15% of votes cast in the district for governor		any time after the office holder has served at least 6 months of the current term	90 days after filing prospective petition
→ Appointed or elected public officeholder	→ Calculated by local elections official			


Initiative

An initiative petition is a method of direct democracy that allows any person to:

- propose new laws;
- change existing laws;
- amend a local charter; or
- amend the Oregon Constitution.

If chief petitioners gather and submit the required number of signatures, the initiative is placed on the ballot for voters to adopt or reject. This process was adopted by voters in 1902 for state initiatives and was extended to the voters of counties, cities, and most districts over 50 years later.


Petition Requirements

	Required Signatures		 Signatures Due
State			
→ Constitutional	8% of votes cast for governor	156,231	4 months before general election
→ Statutory	6% of votes cast for governor	117,173	4 months before general election
County			
→ Charter adoption or amendment	8% of votes cast in the county for governor	Calculated upon filing	2 years after approval to circulate
→ All others	6% of votes cast in the county for governor	Calculated upon filing	2 years after approval to circulate
City	15% of votes cast in the city for governor	Calculated upon filing	2 years after approval to circulate
District	15% of votes cast in the district for governor	Calculated upon filing	2 years after approval to circulate

Referendum

Like an initiative petition, a referendum petition is a method of direct democracy that was adopted by voters in 1902 and further extended to local jurisdictions. However, where an initiative allows anyone to propose a new law for voters to adopt or reject, a referendum petition allows voters to adopt or reject a piece of legislation passed by a governing body. Legislation or ordinances with emergency clauses are not subject to referendums.

Petition Requirements





	Required Signatures		 Signatures Due
State	4% of votes cast for governor	78,116	90 days after legislature adjourns
County	4% of votes cast in the county for governor	Calculated upon filing	90 days after the ordinance or other legislative enactment adopted
City	10% of the total number of active registered voters in the city	Calculated upon filing	30 days after the ordinance or other legislative enactment adopted
District	10% of votes cast in the district for governor	Calculated upon filing	30 days after the ordinance or other legislative enactment adopted

Circulating a Petition

Candidate Nominating, State Voters' Pamphlet, Political Party Formation, Recall, Initiative, and Referendum
ORS 250.045, 260.555 and 260.558

The guidelines and legal requirements that circulators and signers must comply with are explained in the following sections. The candidate, chief sponsor, presiding officer, chief petitioner, or chief petitioner's agent will provide any instruction on how to ask individuals to sign a petition as well as any direction on where and when to gather signatures.

Circulator Requirements


Each circulator must:	What this means:
→ Personally witness each signature collected.	✓ Watch the person sign the petition.  It is not sufficient to merely be present in the same room or vicinity.
→ Complete the circulator certification after witnessing all signatures collected on a sheet.	✓ Sign the certification using a legal signature.  A legal signature is defined as a signature having obvious and predominantly matching characteristics to signatures on file from a paid circulator's registration, signatures in the Oregon voter registration file, or the signature on an official government document.  Initials, signature stamps, illegible or printed script are not sufficient unless verified by exemplar.
→ Supply the date when the certification was signed.	✓ The date must be in month, day, year order if written in all numbers.
Additional Requirements for Initiative, Referendum, and Recall Petitions	
→ Allow any person to read the text of an initiative or referendum petition.	✓ A complete copy of text must be available for signers to review if not printed on cover sheet.
→ If being paid to gather signatures, register with the Elections Division.	✓ Registration must be completed and a circulator badge issued before a circulator is paid to gather any signatures. This requirement only applies to state initiative, referendum, and recall petitions.  See Registering as a Paid Circulator on page 12.



A circulator's failure to follow 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 knowingly:

- circulate a petition containing a false signature;
- attempt to obtain the signature of a person who is not qualified to sign the petition;
 Only active registered voters may sign a petition.
- make false statements to any person who signs the petition or requests information about it;
- offer money or anything of value to another person to sign or not sign the petition;
- sell or offer to sell signature sheets; and
- write, alter, correct, clarify, or obscure any information about the signers unless the signer initials after the changes are made.



A circulator may help a disabled signer who requests help in completing their printed name, address, and date signed. In such a case, no initials are required.




Violations of the circulator requirements may result in conviction of a felony with a fine of up to \$125,000 and/or a prison sentence of up to 5 years. ORS 260.715, 260.993




Forms are available online at www.oregonvotes.gov.

Signer Requirements

Each petition signer must:	What this means:
<p>→ Supply an original signature and should be encouraged to also supply their printed name, date signed, and address;</p> <p> These informational fields, while optional unless otherwise noted below, supply valuable help when verifying signatures.</p>	<p>✓ Petition signers must sign the petition using a signature contained in their voter registration record.</p>
<p>→ Be an active registered voter at the time of signing the petition in the electoral district where the petition is being circulated; and</p>	<p>✓ Information in the voter's registration record must be up to date so they would be able to vote for the candidate, measure, political party, or recall contained in the petition</p> <p>Other requirements for candidate petitions</p> <p>✓ Petition signers must supply a residence or mailing address.</p> <p>For major party candidate petitions only</p> <p>✓ Petition signers must be a member of the same political party as the candidate.</p>
<p>→ Personally print a copy of an e-sheet or request a separate person print a copy.</p>	<p>✓ Petition signers may not sign an e-sheet unless they printed it themselves or requested someone else to print it for them.</p>

Signature Date

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

- ✓ was an active registered voter between the petition's approval to circulate date and the circulator's certification date or
 - ✓ originally registered to vote on or after the date the petition's approval to circulate date 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 has not yet occurred at the time of verification instead of the date they signed the petition.

Signer Prohibitions

It is against the law for signers to knowingly:

- sign another person's name under any circumstances;
- sign a petition more than one time; or
- 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, then the signature will be rejected unless a completed registration card is received by a designated voter registration agency or an elections filing officer before 5:00:00 pm the day the petition is signed or 11:59:00 pm if completed electronically online at 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 supplying the date when the certification was signed. A legal signature is defined as a signature having obvious and predominantly matching characteristics to signatures on file from a paid circulator's registration, signatures in the Oregon voter registration file, or the signature on an official government document.




 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


If the circulator has:	Then the circulator should:
→ signed using only initials;  Unless verified by exemplar.	✓ re-sign and re-date certification with legal signature;
→ signed using a signature stamp;  Unless approved under ORS 246.025.	✓ re-sign and re-date certification with legal signature;
→ signed using an illegible signature;  Unless verified by exemplar.	✓ re-sign and re-date certification with legal signature;
→ photocopied or carbon copied the certification; or	✓ sign and re-date certification with legal signature; or
→ signed in a manner that the signature, printed name, and address are all illegible;	✓ re-sign and re-date certification with legal signature.


Certification Date Defects


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

The following defects in the circulator certification cannot be corrected and any signature sheet submitted that has 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;
 -  Does not apply if 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; or
 -  Does not apply if the only signers and the circulators are the same people.

- whiteout or other correction fluid or adhesive tape appears on the signature line.
-  Examples of circulator signature and date defects are available in the [Appendix 1 Illustrated Examples](#) on page 18.

Registering as a Paid Circulator


ORS 250.048

Any person that will be paid to gather signatures on a **state** initiative, referendum, or recall petition **must** register with the Elections Division as a paid circulator. Paid circulators include any person who is gathering signatures while being paid, even if they are being paid to do other things as well. If they are on the job while gathering signatures, even if that job is unrelated to signature gathering, they are considered a paid circulator. Individuals who collect signatures while on the job who do not collect a salary or hourly wage are not considered paid circulators.

Qualifications


ORS 250.048(4) Circulators are not required to be residents of Oregon, registered voters, or old enough to vote. Under Oregon election law, any person, with one exception, can register as a paid circulator.

Exception

 A person does not qualify and is prohibited from applying to be a registered circulator if in the last 5 years from the date the registration is submitted to the Elections Division they have been:

- 1 convicted in any state for a criminal offense involving fraud, forgery, or identification theft;
 - or**
- 2 Fined for not complying with any of the petition requirements or circulator prohibitions listed below:
 - circulator registration requirements;
 - petition account laws;
 - circulating a petition containing a false signature;
 - attempting to obtain the signature of a person who is not qualified to sign the petition;
 - making false statements to any person who signs the petition or requests information about it;
 - offering money or anything of value to another person to sign or not sign the petition;
 - selling or offer to sell signature sheets;
 - making a false statement, oath or affidavit required under election law;
 - or**
 - paying by the signature.

Criminal Records Check

-  A criminal records check must be conducted on any person applying to be a registered circulator. The Elections Division has prescribed the Criminal History Report provided by the [Oregon State Police Open Records Section](#) as the means of satisfying this requirement. *ORS 250.048(6)(b)*

How to Register


To begin the registration process circulators and chief petitioners must complete the following steps and submit the required registration materials.

Circulator Responsibilities

1 Review Circulator Training Program

- ✓ Each circulator is required to thoroughly review the Secretary of State's Circulator Training Program contained in this manual and attest, subject to Class C felony penalties, they read and understood the Program.


2 Complete Circulator Registration Form

-  Form [SEL 308 Circulator Registration](#)
 - ✓ Provide legal name and any other names used – this includes common nicknames.
 - ✓ Include a street or route for residence address; a PO Box is not acceptable.
 - ✓ At least one valid phone number is required, while email is optional.
 - ✓ Include information on any convictions not disclosed in the Criminal History Report.
 - ✓ Provide date training completed.
 - ✓ Include a list of all petitions the circulator is being paid to circulate.
 - ✓ Include an example of signature and initials that will be used to sign or correct circulator certification.
 - ✓ Sign attesting to the truth and completeness of information provided.


Chief Petitioner Responsibilities

3 Coordinate Criminal Records Check

To facilitate registration a chief petitioner may coordinate a circulator's criminal records check. However, there is nothing that would prohibit a circulator from requesting their Criminal History Report from the Open Records Section of the Oregon State Police themselves.

-  A criminal records check is only required to be performed at the time the circulator first registers for the petition cycle.

4 Produce Digital Photograph


-  A digital photograph of the circulator must be less than four years old when submitted with the circulator's registration materials. It must be portrait style, front-facing, and show only the face, neck, and shoulders.

5 Acknowledge Liability

Chief petitioners are liable for violations of law or rule by the circulator, if known or if they should have known under the provisions of [ORS 260.561\(1\)\(b\)](#), and must acknowledge that liability by completing and signing

-  Form [SEL 309 Chief Petitioner Acknowledgement](#).


6 Submit Complete Registration

-  Chief petitioners that use a signature gathering organization or entity to gather signatures on a state initiative, referendum, or recall petition are encouraged to designate a representative of the signature gathering organization or entity as an authorized agent on form [SEL 307](#).

Once all previous steps have been completed, chief petitioners submit the circulator's complete registration to the Elections Division.

A complete circulator registration includes:


- ✓ form [SEL 308 Circulator Registration](#);
- ✓ form [SEL 309 Chief Petitioner Acknowledgment](#);
- ✓ digital photograph; and
- ✓ Criminal History Report provided by the Oregon State Police Open Records Section.

 Incomplete registrations will be rejected and returned to the filer.

Final Registration Steps


7 The Elections Division will issue the circulator a badge as proof of registration within 5 business days of receiving a complete registration. All badges will be sent by email to chief petitioners.

8 Before circulating, the badge must be printed in a legible format.



-  A circulator must carry their badge at all times while circulating and must produce it upon request from a representative of the Secretary of State, Attorney General, or Commissioner of the Bureau of Labor and Industries.

Updating Registration Information

Circulators are required to report to the Elections Division any change to the personal or contact information, conviction status, or the signature or initials exemplar provided on the registration form.


 If the circulator fails to report changes to the information provided their registration may be suspended.

To report the change a circulator must complete and submit:

-  Form [SEL 308, Circulator Registration](#)
-  within 10 days of the change.

Disclosing Additional Petitions

A circulator may be paid to gather signatures on more than one petition. Prior to gathering any signatures on petitions not previously reported, circulators and chief petitioners must complete and submit:

- 1 form [SEL 308 Circulator Registration](#), completed by the circulator, listing the new petition numbers and
 -  A circulator may include the phrase "on file" in the date training completed field.
- 2 form [SEL 309, Chief Petitioner Acknowledgment](#) completed and signed by the chief petitioners, acknowledging their liability for violations of law or rule the circulator makes.

If an amended SEL 308 signed by the circulator is legible, accurate, and contains at a minimum the circulator's legal name, the new petition numbers, and the signature and initial examples, the circulator is able to begin circulating the petitions listed on the amendment the day the SEL 308 and SEL 309 are received electronically by the Elections Division. This includes forms received after business hours and over the weekend. Upon receipt of an amended SEL 308 and SEL 309 the Elections Division will:

- ✓ review for completeness;
- ✓ record changes to the petitions the circulator may be paid to circulate; and
- ✓ provide confirmation to the chief petitioner that the amended registration is sufficient.



Any signatures gathered prior to the Elections Division receiving and reviewing an amended circulator registration that lists additional petitions for completeness may be rejected if the Elections Division determines the amended registration is insufficient.

Expiration of Registration

A circulator's registration is valid until:

- four months prior to the general election for sponsorship and initiative petitions;
 - the date signatures are filed for referendum and recall petitions;
- or
- it has been determined the circulator no longer qualifies.

Termination of Authorization

Once registered, a circulator will remain authorized to be paid to gather signatures on any petition listed on the original or an amended SEL 308, for which a valid Chief Petitioner Acknowledgment has been received, until one of the following occur:

- registration expires;
 - the petition is withdrawn or expires;
 - form SEL 305 Termination of Circulator Authorization, is completed, signed by chief petitioners or their authorized agent(s), and filed with the Elections Division rescinding authorization to circulate their petition;
 - form SEL 305 Termination of Circulator Authorization, is completed, signed by the circulator, and filed with the Elections Division providing a list of petitions no longer circulating;
- or
- notification from the Elections Division that the circulator's registration has been suspended or revoked.



To be paid to circulate a petition listed on an SEL 305 again, the circulator must re-list the petition on an amended SEL 308 and chief petitioners must execute a new SEL 309 after the date the termination was received by the Elections Division.

Circulator Rights

Under Oregon law the following apply:

Paid Circulator

→ A paid circulator may not accept money to circulate a petition based on the number of signatures obtained.



This restriction only applies to petitions for initiatives, referendums, and nominating candidates. A paid circulator is required to be paid no less than the Oregon minimum wage and is protected by all current Oregon employment laws.

→ A paid circulator may not accept money based on the number of signed voter registration cards collected.

→ A paid circulator should notify the **Elections Division** immediately if the employer asks them to accept payment based on the number of signatures obtained.



503 986 1518 or 1 866 673 8683



elections.sos@sos.oregon.gov

→ A paid circulator should contact the **Bureau of Labor and Industries** if they believe that they have not been paid correctly or have any questions about wage and hour laws, including details regarding minimum wage, overtime, rest breaks, meal periods, and, if the circulator is under the age of 18, other special laws.



971-245-3844



boli_help@boli.oregon.gov

Chief Petitioners

→ Chief Petitioners may not pay a circulator or give a bonus that is based on the number of petition signatures or signed voter registration cards collected.



This restriction only applies to petitions for initiatives, referendums, and nominating candidates.

→ If paying by the hour, Chief Petitioners must pay the circulator for the number of hours worked, regardless of how many signatures collected.

→ Chief Petitioners may terminate the circulator or make a new agreement to lower pay in the future if they believe the circulator is not performing well enough on the job.

→ Chief Petitioners may not take deductions from wages unless they are required by law or authorized by the circulator.

→ Chief Petitioners must provide with each paycheck the total hours worked in that pay period, rate of pay, and the amount and description of each deduction.

→ Chief Petitioners must provide a final paycheck no later than the end of the 1st business day after the circulator is terminated or if the circulator quits without providing at least 48 hours' notice, no later than five business days or on the next payday, whichever occurs first.




Forms are available online at www.oregonvotes.gov.

Signature Gathering Organization or Entity

ORS 250.048

Any organization or entity that pays circulators to gather signatures on a **state** initiative, referendum, or recall petition **must** register with the Elections Division. An organization or entity includes but is not limited to a corporation, limited liability company, business trust, estate, trust, labor organization, association, firm, partnership, joint stock company, club, or other combination of individuals that has collective capacity.

 Chief petitioners of a petition that has multiple chief petitioners must register as a signature gathering organization or entity if they intend to pay circulators directly.

How to Register

1 Select Individual(s) to Represent Organization or Entity

To begin the registration process, a signature gathering organization or entity selects one or more individuals, who represent the organization or entity, to complete the Circulator Training Program.

2 Review Circulator Training Program

Each representative of the signature gathering organization or entity is required to thoroughly review the Secretary of State's Circulator Training Program contained in this manual and attest, subject to Class felony penalties, they read and understood the Program.

3 Complete and Submit Registration Form

The signature gathering organization or entity provides their name and address to the Elections Division by submitting:

 Form SEL 304 Signature Gathering Organization or Entity Registration.


→ Those individuals selected to represent the signature gathering organization or entity are required to affirm on form SEL 304 that they have read and understood Oregon laws applicable to signature gathering and that the organization or entity operates in compliance with the law.

Updating Registration Information

Signature gathering organizations or entities are required to report to the Elections Division any change to the organization, entity, or representative information provided on the registration form.

To report the change a signature gathering organization or entity must complete and submit:

 Form SEL 304, Signature Gathering Organization or Entity Registration

 within 10 days of the change.

Appendix 1

Illustrated Examples

Circulator certification signature and date defects and how to correct them

signed with initials when initials are not their legal signature **missing original certification date**

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 250.045). I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

Circulator Signature CB G. Monty Burns **Date Signed** mm/dd/yy January 3rd, 2016

Printed Name of Circulator Monty Burns **Circulator's Address** street, city, zip code 3229 East Oak Drive Springfield Oregon 97477 **Sheet Number** Completed by Chief Petitioner

Annotations: Blue arrows point from the text "signed with initials when initials are not their legal signature" to the signature "CB G. Monty Burns" and from "missing original certification date" to the date "January 3rd, 2016". Another blue arrow points from "dated corrected signature" to the date "January 3rd, 2016". A third blue arrow points from "provided their legal signature" to the printed name "Monty Burns".

signed with signature stamp when not authorized under ORS 246.025 **crossed out wrong date**

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 250.045). I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

Circulator Signature Kent Brockman **Date Signed** mm/dd/yy ~~12/15~~ 01/04/16

Printed Name of Circulator Kent Brockman **Circulator's Address** street, city, zip code 5373 Sycamore Ave Springfield 97477 **Sheet Number** Completed by Chief Petitioner

Annotations: Red arrows point from the text "signed with signature stamp when not authorized under ORS 246.025" to the signature stamp "Kent Brockman" and from "crossed out wrong date" to the date "~~12/15~~ 01/04/16". Blue arrows point from "re-dated with correct date" to the date "01/04/16" and from "provided their legal signature" to the printed name "Kent Brockman".

Illegible signature, when not their legal signature **overwritten date**

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 250.045). I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

Circulator Signature Selma Bouvier **Date Signed** mm/dd/yy 1/4/16

Printed Name of Circulator S. Bouvier **Circulator's Address** street, city, zip code 1989 3rd St Springfield OR 97477 **Sheet Number** Completed by Chief Petitioner

Annotations: Red arrows point from the text "Illegible signature, when not their legal signature" to the signature "Selma Bouvier" and from "overwritten date" to the date "1/4/16". Blue arrows point from "initialed overwritten date" to the date "1/4/16" and from "re-signed with legal signature" to the printed name "S. Bouvier".

9 *Waylon Smithers* 12-31-15 *Waylon Smithers* 179 D St Springfield 97477
 10 *Barney Gumble* Jan 1 2016 *Barney Gumble* 210 D St " "

printed signature when not their legal signature

dated earlier than some petition signers but not all

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 250.045). I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

~~*Cecil Terwilliger*~~ *Cecil Terwilliger* 12/31/15 Jan. 3rd 2016
 Circulator Signature Date Signed mm/dd/yy Initial any change you make to the date signed.
Cecil Terwilliger 169 D St Springfield OR 9 7477
 Printed Name of Circulator Circulator's Address street, city, zip code

re-dated with current date

re-signed with legal signature

Sheet Number Completed by Chief Petitioner

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 250.045). I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

~~*Moe Szyslak*~~ *Moe Szyslak* 1/24/15 1/14/16 MS.
 Circulator Signature Date Signed mm/dd/yy Initial any change you make to the date signed.
Moe Szyslak 1239 Walnut St Springfield OR 97477
 Printed Name of Circulator Circulator's Address street, city, zip code

photocopied signature

dated with birth date

re-dated with current date and initialed

re-signed with legal signature

Sheet Number Completed by Chief Petitioner

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 250.045). I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

~~*Louann VanHouten*~~ *Louann VanHouten* 1/14/2016
 Circulator Signature Date Signed mm/dd/yy Initial any change you make to the date signed.
Louann VanHouten 652 8th Ave Springfield
 Printed Name of Circulator Circulator's Address street, city, zip code

Illegible signature as well as all optional information

Date obscured by correction tape

re-dated with current date

certified corrected date by re-signing with legal signature and clearly wrote optional information

Sheet Number Completed by Chief Petitioner



List of Forms

SEL 304

Signature Gathering Organization or Entity Registration

SEL 305

Termination of Circulator Authorization

SEL 308

Circulator Registration

SEL 309

Chief Petitioner Acknowledgment