



## NOTICE OF PROPOSED RULEMAKING INCLUDING STATEMENT OF NEED & FISCAL IMPACT

CHAPTER 165  
**SECRETARY OF STATE**  
**ELECTIONS DIVISION**

**FILED**

01/16/2026 10:54 AM  
ARCHIVES DIVISION  
SECRETARY OF STATE

**FILING CAPTION:** Outlines the process for the Secretary of State to translate county voters' pamphlet materials.

**LAST DAY AND TIME TO OFFER COMMENT TO AGENCY:** 02/25/2026 5:00 PM

*The Agency requests public comment on whether other options should be considered for achieving the rule's substantive goals while reducing negative economic impact of the rule on business.*

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**Filed By:**  
Coline Benson  
Rules Coordinator

### HEARING(S)

*Auxiliary aids for persons with disabilities are available upon advance request. Notify the contact listed above.*

**DATE:** 02/17/2026

**TIME:** 1:00 PM - 1:30 PM

**OFFICER:** Coline Benson

### REMOTE HEARING DETAILS

**MEETING URL:** [Click here to join the meeting](#)

**PHONE NUMBER:** 503-446-4951

**CONFERENCE ID:** 21065194037429

**SPECIAL INSTRUCTIONS:**

Passcode: Up7Ev7ef

### NEED FOR THE RULE(S)

An amendment to this rule is necessary because the current rule is unclear about the information the Secretary of State will translate. Without the amendments to this rule, the public and county election offices would not have clear information about the requirements for submitting materials for translation and availability of translated statements. The timelines amended by this rule also incorporate feedback from county election officials.

The changes in this rule will require fewer future amendments as statutes change. Amending the rule ensures compliance with the updated statutes, re-organizes the rule for clarity, incorporates statutory references, incorporates grammatical improvements, and ensures uniformity of translations.

### DOCUMENTS RELIED UPON, AND WHERE THEY ARE AVAILABLE

SB1014 (2025), available online from the Oregon Legislature at [oregonlegislature.gov](http://oregonlegislature.gov) or from the Elections Division.

### STATEMENT IDENTIFYING HOW ADOPTION OF RULE(S) WILL AFFECT RACIAL EQUITY IN THIS STATE

This rule promotes racial equity. ORS 251.167 and ORS 251.170 require the translation, posting, and notification of certain county voters' pamphlet materials. Translation of voters' pamphlets promotes racial equity by providing citizens in Oregon who have a limited ability to read, speak, write, or understand English with meaningful access to voter information and to fully exercise their voting rights.

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FISCAL AND ECONOMIC IMPACT:

The fiscal and economic impact of the proposed amendments to this rule is expected to be minimal.

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COST OF COMPLIANCE:

*(1) Identify any state agencies, units of local government, and members of the public likely to be economically affected by the rule(s). (2) Effect on Small Businesses: (a) Estimate the number and type of small businesses subject to the rule(s); (b) Describe the expected reporting, recordkeeping and administrative activities and cost required to comply with the rule(s); (c) Estimate the cost of professional services, equipment supplies, labor and increased administration required to comply with the rule(s).*

- 1) There may be a minimal economic impact for the Secretary of State, Elections Division to answer questions regarding compliance with this rule, or for other unanticipated reasons.
- 2) This rule does not regulate small businesses and is not expected to create any economic impact or cost of compliance for them.

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DESCRIBE HOW SMALL BUSINESSES WERE INVOLVED IN THE DEVELOPMENT OF THESE RULE(S):

Small businesses were not involved in the development of this rule because this rule does not regulate small businesses.

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WAS AN ADMINISTRATIVE RULE ADVISORY COMMITTEE CONSULTED? NO IF NOT, WHY NOT?

A Rules Advisory Committee was not involved in the development of this rule because the fiscal and economic impact and cost of compliance is expected to be minimal.

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AMEND: 165-024-0025

**RULE SUMMARY:** For elections in which a county mails county residents a voters' pamphlet, this rule outlines the timeline for counties to provide voters' pamphlet materials to the Secretary of State, and the process by which the Secretary of State will translate, post and notify voters of the availability of translated voters' pamphlet materials.

This administrative rule also outlines the county voters' pamphlet information the Secretary of State will translate under ORS 251.167, ORS 251.170, and ORS 251.315. The proposed amendments also include the addition of statutory references and removal of information which is already outlined in said statutes. The amended rule is also re-organized for clarity.

CHANGES TO RULE:

165-024-0025

Translation of ~~Selected~~ County Voters Pamphlet Materials

(1) This rule governs the required translation of ~~Selected~~ certain county ~~voters' P~~ pamphlet ~~M~~ materials by the Secretary of State for all ~~primary, general, and special elections.~~ ¶

~~(2) Elections in which the county mails county residents a voters' pamphlet.~~ ¶

~~(2) Pursuant to ORS 251.167, ORS 251.170, and ORS 251.315, the Secretary of State shall translate Selected Cs~~ certain county V voters' P pamphlet Materials information from English into the County List of Languages and ~~shall~~ most commonly spoken languages in the state and of the county other than English and posts the translations ~~publicly~~ on the Secretary of State's website. ¶

(3) The Secretary of State ~~shall~~ bears the cost of translating and posting the portions of the county voters' pamphlets described in this rule. ¶

~~(4) T and ORS 251.167, ORS 251.170, and ORS 251.315.~~

~~(4) For each county voters' pamphlet, the Secretary of State shall provide county elections officials with a plain language statement concerning translating that portions of county voters pamphlet materials, for inclusion in each County Voters Pamphlet. the pamphlet have been translated and specifying the website address where the translated material may be found.~~

~~(a) The statement shall be provided in English and in each of the County List of Languages.~~

~~(b) The statement shall notify the public that portions of languages other than English the County Voters' pamphlet have will been translated and shall identify where to find the translation.~~

~~(5) County elections officials shall do the following:~~

~~(a) Include into.~~

~~(b) The Secretary of State will provide the county elections official the plain language statement concerning translated statement for inclusion in the county voters' pamphlet-translations in the County Voters' Pamphlet; no later than the 62nd day before the election.~~

~~(Ac) The plain language statement shall appear in the County Voters' Pamphlet County elections officials shall include the translated statements on the page immediately following the county election official's letter to voters or other similar introductory statement;~~

~~(Bd) If a county voters' pamphlet does not include a county elections official's letter or other similar introductory statement, this information shall be prominently placed county election official will prominently place the translated statements as close as possible to the cover page of the pamphlet.~~

~~(b5) Include the plain language statement prominently on the county elections website, together with live hyperlinks directing the public to translated voters' pamphlet material.~~

~~(c) Provide county voters pamphlet material to the Secretary of State for translation on the timeline speci The Secretary of State will translate voters' pamphlet information outlined in ORS 251.170(2) into each language other than English the county voters' pamphlet will be translated into. In addition to the information required to be translated under ORS 251.170(2) and as provided in by this rule.~~

~~(6) Te county the Secretary of State shall caus will translate the following Selected County Voters Pamphlet Material to be translated:~~

~~(a) County pamphlet general information including:~~

~~(A) County elections official's letter to voters or other official communication by a county clerk, filing officer or other public elections officials;~~

~~(B) Elections office services;~~

~~(C) Key dates of the election;~~

~~(D) Requirements for a citizen to qualify as an elector; information into each language other than English the county voters' pamphlet will be translated into;~~

~~(Ea) Requirements sources for voter registration and how to update registration; s with disabilities.~~

~~(Fb) How to cast a ballot;~~

~~(G) The right of an elector to requ A statement of the dutiest a second ballot if the first is spoiled;~~

~~(H) The right of an elector to seek assistance in marking the ballot;~~

~~(I) The hours and locations of places to deposit official ballots; and nd responsibilities of a precinct committeeperson to be elected at the primary election.~~

~~(Jc) Any maps deemed necessary by the county;~~

~~(b6) Ballot measure information including:~~

~~(A) Ballot title;~~

~~(B) Explanatory statement; and~~

~~(C) Statements created by state, local and special government bodies.~~

~~(7) The Secretary of State adopts the following timelines and coordinates with county elections officials as needed to ensure timely and high-quality translations in county voters' pamphlets:~~

~~(a) T County elections officials shall provide county voters' pamphlet material to the Secretary of State for translation on the timelines as follows:~~

~~(a) For elections held in November and May, the county elections official shas will provide the Secretary of State with e the following:~~

~~(A) County pamphlet general information for translation outlined in ORS 251.170(2) and section 5 of this administrative rule no later than the 82nd day before the date of the election.~~

~~(bB) The county elections official shall provide minor changes to county pamphlet general information for translation no later than the 55th day before the date of the election. The final e Minor changes to previously submitted county voters' pamphlet general information, including grammatical corrections, deletions of text, and additions of drop box site addresses. Edits must clearly indicate which text was revised from the previously submitted version.~~

~~(c) The county elections official shall provide the Secretary of State with e Edits must be submitted no later than~~

the 55th day before the date of the election.¶

(C) County ballot measure information for translation and explanatory statements no later than the 55th day before the date of the election.¶

(db) The Secretary of State shall provide the county elections official the plain language statement for inclusion in For elections held in March and August, the county elections official will provide the Secretary of State with the county voters pamphlet, together with any other official information to assist voters concerning translated material, general information, county ballot measure information, and explanatory statements no later than the 545th day before the date of the election.¶

(eZ) The Secretary of State shall post translated county voters' pamphlet materials on the Secretary of State's website no later than the 275th day before the election.¶

(8) A county may translate any portion of the county voters' pamphlet or accept translations for publication that are not described in this rule for publication on the County's website or in the mailed voters' pamphlet. ¶

(a) The county shall bear the cost of making such additional translations, if applicable, and publishing them on the County's website or in the mailed county voters' pamphlet.¶

(b) Any translation conducted by the county shall be according to the criteria in OAR 165-024-0020. The county shall follow translations best practices criteria in OAR 165-024-0020 and use Secretary of State Translated Election Glossaries for any additional translations.

Statutory/Other Authority: HB3021, ORS 247.005, ORS 246.150, ORS 251.026, ORS 251.167, ORS 251.170, ORS 251.173, ORS 251.315 ORS 246.150, ORS 251.170

Statutes/Other Implemented: ORS 251.170, ORS 251.315