County, City, and District Candidate Manual

Published by

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Adopted by

Oregon Administrative Rule No. 165-010-0005

Secretary of State

Elections Division Rev. 02/2020

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Using This Manual

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

Assistance

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

Elections Division
255 Capitol St NE Suite 501
Salem OR 97310

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

503 986 1518
fax 503 373 7414

1 866 673 8683
se habla español

tty 1 800 735 2900
for the hearing impaired

Other Assistance

For city candidate assistance contact your city administrator or city recorder (auditor). For county and district candidate assistance, contact your county:

Baker County
1995 Third St, Ste 150
Baker City, OR 97814-3365
541-523-8207/TTY 800-735-2900
skirby@bakercounty.org

Benton County
120 NW Fourth St, Rm 13
Corvallis, OR 97330
541-766-6756/TTY 541-766-6080
elections@co.benton.or.us

Clackamas County
1710 Red Soils Ct, Ste 100
Oregon City, OR 97045
503-655-8510/TTY 503-655-1685
elections@co.clackamas.or.us

Clatsop County
820 Exchange St, Ste 220
Astoria, OR 97103
503-325-8511
clerk@co.clatsop.or.us

Columbia County
Courthouse 230 Strand St
St Helens, OR 97051-2040
503-397-3796
betty.huser@co.columbia.or.us

Coos County
Courthouse 250 N Baxter St
Coquille, OR 97423-1875
541-396-7610
coosclerk@co.coos.or.us

Crook County
Courthouse 300 NE Third St, Rm 23
Prineville, OR 97754-1919
541-447-6553
cc_clerk@co.crook.or.us

Curry County
94235 Moore St, Ste 212
Gold Beach, OR 97444
541-247-3297 or 877-739-4218
clerk@co.curry.or.us

Deschutes County
PO Box 6005
Bend, OR 97708-6005
541-388-6547
elections@deschutes.org

Douglas County
PO Box 10
Roseburg, OR 97470-0004
541-440-4252
elections@co.douglas.or.us

Gilliam County
PO Box 427
Condon, OR 97823-0427
541-384-2311
ellenwagenaar@co.gilliam.or.us

Grant County
201 S Humbolt, Ste 290
Canyon City, OR 97820
541-575-1675
percyb@grantcounty-or.gov

Harney County
450 N Buena Vista Ave, Ste 14
Burns, OR 97720
541-573-6641
derrin.robinson@co.harney.or.us

Hood River County
601 State St
Hood River, OR 97031-1871
541-386-1442
elections@co.hood-river.or.us

Jackson County
1101 W Main St, Ste 201
Medford, OR 97501-2369
541-774-6148
elections@jacksoncounty.org

Jefferson County
Courthouse 66 SE D St, Ste C
Madras, OR 97741
541-475-4451
kate.zemke@co.jefferson.or.us

Josephine County
PO Box 69
Grants Pass, OR 97528-0203
541-474-5243
clerk@co.josephine.or.us

Klamath County
305 Main St
Klamath Falls, OR 97601
541-883-5134
elections@klamathcounty.org

Lake County
513 Center St
Lakeview, OR 97630-1539
541-947-6006
sgeaney@co.lake.or.us

Lane County
275 W 10th Ave
Eugene, OR 97401-3008
541-682-4234
elections@co.lane.or.us

Lincoln County
225 W Olive St Rm 201
Newport, OR 97365
541-265-4131
countyclerk@co.lincoln.or.us

Linn County
PO Box 100
Albany, OR 97321
541-967-3831
sdruckenmiller@co.linn.or.us

Malheur County
251 B St W, Ste 4
Vale, OR 97918
541-473-5151/TTY 541-473-5157
countyclerk@malheurco.org

Marion County
PO Box 14500
Salem, OR 97309
503-588-5041 or 800-655-5388
TTY 503-588-5610
elections@co.marion.or.us

Morrow County
PO Box 338
Heppner, OR 97836-0338
541-676-5604
bchilders@co.morrow.or.us

Multnomah County
1040 SE Morrison St
Portland, OR 97214-2495
503-988-3720
elections@multco.us

Polk County
850 Main St, Rm 201
Dallas, OR 97338-3179
503-623-9217
clerk.elections@co.polk.or.us

Sherman County
PO Box 365
Moro, OR 97039-0365
541-565-3606
countyclerk@shermancounty.net

Tillamook County
201 Laurel Ave
Tillamook, OR 97141
503-842-3402
clerk@co.tillamook.or.us

Umatilla County
216 Southeast 4th St, Ste 18
Pendleton, OR 97801
541-278-6254
elections@umatillacounty.net

Union County
1001 Fourth St, Ste D
La Grande, OR 97850
541-963-1006
clerk@union-county.org

Wallowa County
101 S River St, Ste 100
Enterprise, OR 97828-1335
541-426-4543, ext 158
slathrop@co.wallowa.or.us

Wasco County
511 Washington St, Rm 201
The Dalles, OR 97058
541-506-2530/TTY 541-506-2530
countyclerk@co.wasco.or.us

Washington County
2925 NE Aloclek Dr, Ste 170
Hillsboro, OR 97124
503-846-5800/TTY 800-735-2900
elections@co.washington.or.us

Wheeler County
PO Box 327
Fossil, OR 97830-0327
541-763-2400
ahankins@co.wheeler.or.us

Yamhill County
414 NE Evans St
McMinnville, OR 97128
503-434-7518
elections@co.yamhill.or.us

Getting Started

Types of Public Office

There are two types of public office in Oregon, partisan and nonpartisan.

Partisan Offices

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. These include:

- → County Commissioner (unless county home rule charter or ordinance specifies otherwise) and
- → Precinct Committeeperson.

Nonpartisan Offices

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

Offices may include:

County Commissioner (unless county home rule charter or ordinance specifies otherwise), County Clerk, Sheriff, County Assessor, County Auditor, County Treasurer, County Tax Collector, County Surveyor, Justice of the Peace, Mayor, City Councilor, Municipal Judge, Board Member, Director of a District, All Special District offices, any elected office of a metropolitan service district under ORS chapter 268, and any office designated nonpartisan by a home rule charter or ordinance.

For local offices not listed, please contact the local elections official to determine whether the office is partisan or nonpartisan.

Filing Methods for Public Office

Generally, candidates may file for public office by:

- → submitting a completed candidate filing form and paying the required filing fee, if any;

or

- → submitting a nominating petition containing the required number of valid signatures.

A prospective petition may be filed at any time. However, candidates need to allow enough time for signature collection and signature verification to be completed by county elections officials prior to the filing deadline.

See the Filing Requirements on pages 9, 11, 20, 22 and 24 for filing fees and deadline to submit completed forms.

Candidate filing forms can be submitted by:

- → mail;
- → fax;

or

- → as a scanned attachment to an email.

Multiple Nominations to Public Offices

In Oregon, **candidates running for partisan office** may be nominated by multiple political parties. Candidates nominated by more than one party or by other nominating processes may select up to three parties or designations to be printed with their name on the general election ballot. A candidate may designate the order in which the parties or designations will be listed. However, if a candidate for partisan office is nominated by the political party of which they are a member, that party will be listed first, followed by no more than two additional parties. In addition, if a **nonaffiliated candidate** is nominated by individual electors or an assembly of electors, the designation of nonaffiliated will be listed first, followed by no more than two additional parties. When selecting political parties or other designations the following rules apply:

	Candidate is nominated by:	Information and default order listed on ballot:
Member of political party	Party of which the candidate is a member	The party of which the candidate is a member is listed first. It is followed by no more than two additional parties listed in alphabetical order, unless the candidate specifies a different order.
	Party of which the candidate is not a member	Not more than three political parties will be listed in alphabetical order, unless the candidate specifies a different order.
Not affiliated with any political party	Individual or Assembly of Electors	The nonaffiliated designation will be listed first. It will be followed by not more than two political parties listed in alphabetical order, unless the candidate specifies a different order.
	Any political party	Not more than three political parties will be listed in alphabetical order, unless the candidate specifies a different order.

Running for Multiple Offices

Candidates can file for more than one position as long as the offices are:

→ not on the same district board;

→ not a city office on the same ballot;

→ not for more than one precinct committeeperson office; and

→ not a lucrative office;

An office is considered lucrative if a salary or other compensation beyond expenses is attached to it; it is created by statute or the constitution; its holder exercises part of the sovereign power of government; it is a matter of public concern; and the position is not temporary or intermittent.

Campaign Finance Reporting

Oregon campaign finance law requires each candidate to establish a campaign account and file a Statement of Organization designating a candidate committee not later than **three business days** of first receiving a contribution or making an expenditure. This requirement does not apply if the candidate is:

→ A candidate for precinct committeeperson; **or**

→ A candidate who:

- ✓ serves as their own treasurer;
- ✓ does not have an existing candidate committee;

  and

- ✓ does not expect to receive or spend more than $750 during a calendar year.

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

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

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

SEL 220 Statement of Organization for a Candidate Committee

and, if eligible

PC 7 Certificate of Limited Contributions and Expenditures.

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

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

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

Qualifications for Public Office

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

See the qualifications for most offices provided in each applicable section of this manual.

However, qualifications for city or district office are governed by city charter or ordinance or district by-laws and are not provided. Contact the local elections official for more information.

2020 Local Elections Calendar

Last day for	March 10	Primary Election May 19	September 15	General Election November 3
County Elections Official to Publish				
→ notice of district board election (ORS 255.075)	November 30	January 30	June 6	July 16
! Regular district elections are generally held in May of odd numbered years. Districts should contact the county elections official of the county in which the district's administrative office is located for election information.				
County, City or District Candidates to file with Local Elections Official				
→ a declaration of candidacy and required filing fee **or** → a verified nominating petition containing 100% of the required number of signatures	January 9	March 10	July 16	August 25
→ a statement for inclusion in county voters' pamphlet	January 13	March 12	July 20	August 27
→ a statement for inclusion in county voters' pamphlet if the candidate files candidacy with governing body other than county clerk	January 13	March 23	July 20	September 8

District Candidates: The enabling statutes, or principle act, of a district specifies how board members are elected. Most districts, as defined in ORS 255.012, elect board members at the regular district election which is held in May of odd numbered years or at the Primary or General Election. As provided for in ORS 255.235(2)(a), the March and September deadlines included above are only applicable if the election is a district's first election to elect board member and are not included in the daily calendar.

2021 Local Elections Calendar

Last day for	March 9	May 18	September 21	November 2
County Elections Official to Publish				
→ notice of district board election (ORS 255.075)	November 28	February 6	June 8	July 27
! Regular district elections are generally held in May of odd numbered years. Districts should contact the county elections official of the county in which the district's administrative office is located for election information.				
Candidates to file with County Elections Official				
→ verified signatures or $10 filing fee (ORS 255.235)	January 7	March 18	July 22	September 2
→ statement for inclusion in county voters' pamphlet	January 11	March 22	July 26	September 7

County and City Candidates: Deadlines applicable to county and city office are not included on this calendar. Candidates for those offices, unless otherwise provided for by charter or ordinance, are elected at the primary or general election. If a county or city charter provides for candidates to be elected at an election other than the primary or general election but does not specify a deadline or adopts the statutory filing deadline, ORS 249.722 applies.

District Candidates: The enabling statutes, or principle act, of a district specifies how board members are elected. Most districts, as defined in ORS 255.012, elect board members at the regular district election which is held in May of odd numbered years or at the Primary or General Election. The March, September and November deadlines included above, are only applicable if the election is a district's first election to elect board member (ORS 255.235(2)(a)). They are not included in the daily calendar.

Precinct Committeeperson Candidates

ORS 248.015-248.029, 249.031, and 249.037

Qualifications for Precinct Committeeperson

All Candidates must be Electors.

Office	Age	Residency	Term of Office	Special Requirements	Vacancies
Precinct Committee-person	18	A candidate may be elected to represent the precinct in which they reside, an adjoining precinct in the same county or a precinct that is in the same county and the same state representative district as the precinct the candidate reside in ORS 248.015.	A precinct committee-person holds office from the 24th day after the primary to the 24th day after the next primary.	To be placed on the ballot, a candidate must be a member of the major political party by September 12, 2019. A write-in candidate must be a member of the major political party for 180 days prior to the Primary election. Any votes received for a write-in candidate will only be counted if an SEL 105D Write-In Candidate Declaration or SEL 105N Write-In Candidate Nomination is filed no later than May 19, 2020, 8 m. Any candidate must receive at least 3 votes to be elected to the office.	Vacancies are filled according to ORS 248.026.

Filing Requirements for Precinct Committeeperson

Office	Filing Fee	First day to file	Last day to file	Last day to Withdraw
Precinct Committeeperson	None	September 30, 2019	March 10, 2020	March 13, 2020
Write-In Declaration	None	September 30, 2019	May 19, 2020, 8 pm	Not applicable
Write-In Nomination	None	September 30, 2019	May 19, 2020, 8 pm	Not applicable

Filing Method for Precinct Committeeperson Candidate

A precinct committeeperson candidate must choose one of two methods of election and file the required form with the **county elections** official. They may also be nominated by another person, if the person resides in the same precinct, adjacent precinct or house district as the candidate.

See the instructions for completing the required portions of the Candidate Filing form on page 31.

Candidate Filing

A precinct committeeperson candidate who wants their name to appear on the ballot must file:

Form SEL 105 Candidate Filing – Precinct Committeeperson

A person may not hold office as a committeeperson in more than one precinct. A person may only file for one precinct committeeperson at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013

Write-In Candidate Declaration

A precinct committeeperson candidate who wants to be elected by write-in votes must file:

Form SEL 105D Write-In Declaration – Precinct Committeeperson

Filing Form SEL 105D withdraws any precinct committeeperson candidate declaration previously filed for the same election. County elections officials will only count the write-in votes received by candidates who file Form 105D no later than 8 pm, May 19, 2020.

Write-In Nomination

An elector who wants to nominate another electro as a write-in precinct committeeperson must file:

Form SEL 105N Write-In Nomination – Precinct Committeeperson

County Candidates

General Information

ORS 249.056

Candidates may file with the county elections office by paying a fee or by petition to obtain signatures.

See the instructions for completing the required portions of the Candidate Filing form on page 31.

A prospective petition may be filed at any time. However, candidates need to allow enough time for signature collection and signature verification to be conducted by county elections officials prior to the filing deadline.

County charter requirements for county offices may differ. For information regarding specific candidate filing requirements for county office, contact the county elections official.

A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013

Partisan Office – County

ORS 249.031

Qualifications

All Candidates must be an Elector.

Office	Age	Residency	Term of Office	Special Requirements	Vacancies
County Commissioner	18	Resident of county one year prior to election ORS 204.016	4 years ORS 204.010	This is a partisan office unless a county home rule charter or ordinance deems it nonpartisan. Contact the local elections official for further information.	County governing body appoints qualified person until successor is elected ORS 236.215

Filing Requirements

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

Office	Major Party Fee or Required Signatures	Minor Party	Individual Electors	Assembly of Electors
First Day to File	September 12, 2019	June 3, 2020	June 3, 2020	June 3, 2020
Last Day to File	March 10, 2020	August 25, 2020	August 25, 2020	August 25, 2020
Last Day to Withdraw	March 13, 2020	August 28, 2020	August 28, 2020	August 28, 2020
County Commissioner Contact the local elections official for applicable charter or ordinance provisions that may supersede this information.	$50 **or** The lesser of either 500 signatures or 2% of the number of votes cast in the county for US President by members of the candidate's party	Nominating convention held in accordance with party bylaws and state law	Number of signatures equal to 1% of the number of votes cast in the county for US President	250 signatures obtained at a nominating convention held in one place at one time during a 12 hour period of time

Major Party Candidates – County

A candidate who files for a major political party office must have been registered to vote as a member of that political party by September 12, 2019. Exceptions are allowed if the candidate's registration is inactive or the canddiate will turn 18 between September 12, 2019 and March 10, 2020 ORS 249.046.

A major political party candidate on the primary election ballot who is not nominated to the general election may not be the candidate of any other political party or become a nonaffiliated candidate for the same office at the general election. ORS 249.048

Filing Methods for a Major Party Candidate Other than Precinct Committeeperson

ORS 249.031

A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013

Filing by Fee

ORS 249.056

A candidate must file:

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

and

→ Pay the required filing fee, if any; See Filing Requirements on page 11.

File by Petition

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

The following information provides instruction on collecting and submitting sufficient valid signatures to place the candidate's name on the ballot.

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

Prospective Petition

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

Form SEL 101 Candidate Filing-Major Political Party or Nonpartisan marked "Prospective Petition"

and

Form SEL 102 Candidate Signature Sheet – Major Party.

See Signature Sheet Requirements on page 27.

Approval to Circulate

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

- → petition number;
- → number of signatures required; and
- → filing deadline.

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

Required Signatures

County partisan candidate must have the lesser of either:

- → 500 signatures;
  or
- → 2% of the number of votes cast in the electoral district for president by members of the candidate's party.

Complete Filing

To complete the filing process a candidate will:

1. ensure each signature sheet certification is signed and dated by the circulator;
2. submit the signature sheets with Form SEL 338 Petition Submission – Candidate, Voters' Pamphlet to the county elections official for verification allowing sufficient time for the verification process to be completed prior to the filing deadline.

Candidate Filing Timeline

The 2020 Primary Election filing period is from September 12, 2019 to 5pm on March 10, 2020.

Minor Party Candidates – County

Filing Methods for a Minor Party Candidate

Minor political parties may nominate candidates for any partisan office, including federal, state, and county offices, as long as the party has been established within the electoral district and maintains ballot access.

A minor political party nominates candidates by convening a nominating convention that complies with party bylaws and state law. Candidates that are nominated by a recognized minor political party complete and file with the appropriate elections official the following:

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

Nonaffiliated Candidates – County

To qualify for nomination by individual electors or to conduct an assembly of electors, a candidate cannot be registered to vote as a member of any political party as of February 27, 2020.

Filing Methods for a Nonaffiliated Candidate

Candidates who are not a member of any political party may file for a partisan or nonpartisan office on the general election ballot by completing one of two processes:

→ Individual Electors

A nomination by individual voters involves obtaining a required number of valid signatures from registered voters

or

→ Assembly of Electors

An Assembly of Electors involves a gathering of registered voters in one place at one time to nominate candidates to partisan office.

Individual Electors

ORS 249.740

To be nominated by individual electors the candidate must obtain a required number of valid signatures from active Oregon registered voters in the district.

Prospective Petition

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

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

and

SEL 122 Candidate Signature Sheet – Individual Electors with all fields completed.

See Signature Sheet Requirements on page 27.

Approval to Circulate

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

→ petition number;

→ number of signatures required; and

→ filing deadline.

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

Gathering Petition Signatures

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

See Guidelines for Circulation on page 28.

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

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

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

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

Completing a Petition

Allow sufficient time for the verification process to be completed prior to the filing deadline.

Before submitting signature sheets for verification, the candidate must:

- → ensure each signature sheet certification is signed and dated by the circulator; and
- → sort the signature sheets by county, if required;

Signature Verification

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

Form SEL 338 Petition Submission – Candidate, Voters' Pamphlet;

and

- → the signature sheets that contain at least 100% of the required number of signatures.

The elections official reviews each signature sheet to ensure that sheets are sorted by county if required and that the circulator's certification is sufficient. After reviewing the signature sheets the elections official tabulates the number of valid signatures contained on the accepted signature sheets.

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

Assembly of Electors

ORS 249.735

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

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

All signatures must be from active Oregon registered voters in the district.

Prospective Petition

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

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

Approval to Schedule Assembly

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

Determining Assembly Logistics

The candidate or presiding officer must coordinate with the elections official to:

- → determine a mutually convenient time to conduct the assembly;
- → review assembly requirements;
- → provide final signature sheets for approval;

  and

- → file copy of published notice.

Publish Notice of Assembly

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

The notice must contain all of the following:

- → time and place of the assembly;
- → office or offices for which nominations will be made;

  and

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

File Notice and Signature Sheets

To receive final approval to convene the assembly, the candidate or presiding officer files:

- → a copy of the published notice;

  and

Form SEL 116 Candidate Signature Sheet – Assembly of Electors with all fields completed and if applicable designating at least two individuals as committee members with the authority to fill vacancy in nominations.

See Signature Sheet Requirements on page 27.

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

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

Approval to Convene Assembly

Once the candidate or presiding officer files the required information, the elections official will review for completeness. If complete, the elections official will provide written approval to conduct the assembly of electors that will include:

- → petition number;
- → number of signatures required; and
- → filing deadline.

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

Obtain Affidavit for Proof of Publication

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

- → the newspaper's owner;
- → editor;
- → publisher;
- → manager;
- → advertising manager;
- → principal clerk of owner/editor/manager;

  or

- → printer or printer's foreperson.

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

Convening the Assembly of Electors

The presiding officer is advised to have more than the required number of participants attend to ensure the minutes contain a sufficient number of valid signatures. Upon convening the assembly, the presiding officer must explain:

- → the nominating convention is held in one day in one location and is completed within 12 hours or the process must begin again;
- → assembly participants must be active Oregon registered voters within the electoral districts from which the assembly is nominating candidates;
- → candidates may only be nominated for offices published in the notice;
- → the candidate receiving the highest number of votes will be the nominee of the assembly for that office;
- → only assembly participants may sign approved signature sheets;
- → all signers on a signature sheet must be registered voters in the same county;

  and

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

Vacancy in Nomination

If a vacancy in nomination occurs, it may be filled in either of two ways.

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

  or

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

In either situation a certificate of nomination designating the nominee filling the vacancy must be completed and filed with the elections official.

The vacancy must be filled no later than the 70th day before the general election, August 25, 2020.

Adjourning the Assembly of Electors

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

Signature Verification

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

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

- → ensure each signature sheet certification is signed and dated by the circulator and
- → sort the signature sheets by county, if required.

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

Completing a Petition

To complete the petition process the candidate or presiding officer must submit to the elections official:

Form SEL 115 Candidate Filing – Assembly of Electors with the Certificate of Nomination that has been executed by the presiding officer and secretary of the assembly and notarized;

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

- → verified signature sheets that contain the required number of valid signatures from active Oregon registered voters;

  and

- → proof of published notice affidavit.

Signature Tally

The elections official reviews each signature sheet to ensure that:

- → sheets are sorted by county, if required;
- → the circulator's certification is sufficient; and
- → no additional signatures were added after adjournment.

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

Nonpartisan Office – County

ORS 249.031

In a county nonpartisan race, a candidate does not run as a member of a political party. County nonpartisan offices include Justice of the Peace, County Clerk, County Assessor, County Treasurer, and Sheriff; it may also include County Commissioner. ORS 249.002. Check with the County Clerk for specific qualifications.

Qualifications

All Candidates must be US Citizens and Electors.

Office	Age	Residency	Term of Office	Special Requirements	Vacancies
Assessor	18	Resident of county one year prior to election ORS 204.016	4 years ORS 204.010	The candidate must be a registered appraiser or an appraiser trainee; have two years accounting experience or two years employment in an appraiser's office; and be certified to be eligible by the Dept. of Revenue. ORS 204.016(4)	County governing body appoints qualified person to serve until successor is elected ORS 236.210
Auditor	18	Resident of county one year prior to election ORS 204.016	4 years ORS 204.010	Must be a registered CPA	County governing body appoints qualified person to serve until successor is elected ORS 236.210
Clerk	18	Resident of county one year prior to election ORS 204.016	4 years OR Const., Art VI, §6		County governing body appoints qualified person to serve until successor is elected ORS 236.210
Sheriff	21	Resident of county one year prior to election ORS 204.016	4 years OR Const., Art VI, §6	Proof of certification or eligibility for certification by the Department of Public Safety Standards and Training must be provided to the filing officer no later than the 61st day prior to the election. Exceptions may apply. ORS 206.015 (3) and (4)	County governing body appoints qualified person to serve until successor is elected ORS 236.210
Treasurer	18	Resident of county one year prior to election ORS 204.016	4 years OR Const., Art VI, §6		County governing body appoints qualified person to serve until successor is elected ORS 236.210
Justice of the Peace	18	Resident of state 3 years and residence or office in district one year prior to appointment or becoming a candidate ORS 51.240	6 years (must retire at end of calendar year in which judge attains the age of 75) OR Const., Art VII §1a	If not a member of the state bar, must take 30 hours of continuing education every 2 calendar years ORS 51.245	Governor appoints qualified person to serve until successor is elected ORS 51.260

County Commissioner is a partisan office unless a county home rule charter or ordinance deems it nonpartisan. Contact the local elections official for further information.

Qualifications for county, city, or district office may be governed by county or city charter or ordinance or district by-laws and are not provided. For those offices or any other office not listed in these tables, contact the local elections official for the required qualifications.

Filing Requirements

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

	Primary Election	General Election	Regularly Scheduled District Election
First Day to File	September 12, 2019	June 3, 2020	February 6, 2021
Last Day to File	March 10, 2020	August 25, 2020	March 18, 2021
Last Day to Withdraw	March 13, 2020	August 28, 2020	March 18, 2021
Office	**Fee**		**Required Signatures**
Justice of the Peace	Free ORS 249.056 (2)		
Assessor, Auditor, Clerk, Sheriff or Treasurer Contact the local elections official for applicable charter or ordinance provisions that may supersede this information	$50	**or**	The lesser of either 500 signatures or 1% of the number of votes cast in the district for governor at the last election at which the Governor was elected to a full term.

Filing Methods for a Nonpartisan Office Candidate

ORS 249.020

A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013

Filing by Fee

ORS 249.056

A candidate files form SEL 101, and pays the required filing fee, if any. See Filing Requirements above.

File by Petition

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

The following information provides instruction on collecting and submitting sufficient valid signatures to place the candidate's name on the ballot.

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

Prospective Petition

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

SEL 101 Candidate Filing-Major Political Party or Nonpartisan marked "Prospective Petition"

and

SEL 121 Candidate Signature Sheet – Nonpartisan.

See Signature Sheet Requirements on page 27.

Approval to Circulate

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

- → petition number;
- → number of signatures required; and
- → filing deadline.

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

Required Signatures

County nonpartisan candidates must have the lesser of either:

- → 500 signatures

  or

- → 1% of the number of votes cast in the electoral district for governor.

A nonpartisan candidate may obtain signatures from any active Oregon registered voter in the county, regardless of political party affiliation.

Complete Filing

To complete the filing process a candidate will:

1. ensure each signature sheet certification is signed and dated by the circulator;
2. submit the signature sheets to the county elections official for verification allowing sufficient time for the verification process to be completed prior to the filing deadline;

   and

3. file the signature sheets with the Form SEL 338 Petition Submission – Candidate, Voters' Pamphlet.

Candidate Filing Timeline

The 2020 Primary Election filing period is from September 12, 2019 to 5pm on March 10, 2020.

City Candidates

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

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

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

Filing Requirements

	Primary Election		General Election
First Day to File	September 12, 2019		June 3, 2020
Last Day to File	March 10, 2020		August 25, 2020
Last Day to Withdraw	March 13, 2020		August 28, 2020
Office	**Fee**		**Required Signatures**
City Office Contact the local elections official to determine which election the office will appear on and for any applicable charter or ordinance provisions that may supersede this information.	Set by charter or ordinance	**or**	The lesser of either 500 signatures or 1% of the number of votes cast in the district for governor at the last election at which the Governor was elected to a full term.

Filing Methods for City Candidates

A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013

File by Fee

ORS 249.056

A candidate must file the following with the city elections office:

Form SEL 101 Candidate Filing – Major Political Party or Nonpartisan

and

→ pay the required filing fee, if any.

City candidate filing fees may be set by a city charter or ordinance. Check with your city elections official for more information.

File by Petition

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

All signatures must be from active Oregon registered voters within the district.

A candidate must allow sufficient time for signatures to be verified before the filing deadline.

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

The following forms must be completed and filed with the city elections office:

SEL 101 Candidate Filing – Major Political Party or Nonpartisan marked "Prospective Petition"

and

SEL 121 Candidate Signature Sheet – Nonpartisan.

See Circulator and Petition Sheet Requirements on page 27.

Approval to Circulate

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

- → petition number;
- → number of signatures required; and
- → filing deadline.

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

Required Signatures

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

City candidate must have the lesser of either:

- → 500 signatures

  or

- → 1% of the votes cast in the electoral district for all candidates for Governor at the last election where the Governor was elected to a full term.

City charter or ordinance may have different requirements.

Complete Filing

To complete the filing process a candidate must:

1. ensure each signature sheet certification is signed and dated by the circulator;
2. submit the signature sheets to the city elections official for verification allowing sufficient time for the verification process to be completed prior to the filing deadline;

   and

3. file the signature sheets with Form SEL 338 Petition Submission – Candidate, Voters' Pamphlet.

Signature Verification

The city elections official will review signature sheets for sufficient circulator certification.

The city elections official will submit the signatures to the county elections official for signature verification. The county elections official will:

- → verify the original signatures against the voters' current registration record **and**
- → return the certified signature sheets to the city elections official.

The city elections official will notify the candidate of the results of the signature verification. If it is determined that there are not enough valid signatures and the filing deadline has not passed, the candidate may submit additional signatures.

Candidate Filing Timeline

If a city does not elect candidates at a primary election, the first day to file for office is June 3, 2020, and the deadline is 5 pm on August 25, 2020, for the November 3, 2020 General Election.

District Candidates

ORS 255.235

District candidates may file with the county elections office by paying a filing fee or by petition to obtain signatures.

Qualifications for District Offices

Contact the Elections Division for what procedures apply to candidates for a newly created district board. Before filing for district office, a candidate should contact the county elections official to review the statutory requirements for the office sought.

Special district statutory requirements may differ from general state elections requirements.

Soil and Water Conservation District candidates must contact the Oregon Department of Agriculture for information related to filing for candidacy.

Regular district elections to elect district board members are held at the May election in each odd-numbered year. For more information and specific requirements, contact the county elections official before filing.

Candidates for Metropolitan Service District (MSD) offices must follow the same process as state and county nonpartisan candidates.

Filing Requirements for District Offices

Contact your county elections official to ensure all statutory requirements are met.

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

	Primary Election	General Election	Regularly Scheduled District Election
First Day to File	January 30, 2020	July 16, 2020	February 6, 2021
Last Day to File	March 10, 2020	August 25, 2020	March 18, 2021
Last Day to Withdraw	March 10, 2020	August 25, 2020	March 18, 2021

Office	Fee		Required Signatures
District Office District board members are elected at the regular district election in May of each odd-numbered year.	$10	**or**	The lesser of either 25 signatures or 10% of the total number of active registered voters in the district. Contact the local elections official for any applicable by-laws that may supersede this information.

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

Filing Methods for District Candidates

A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013

File by Fee

ORS 249.056

A candidate will file:

Form SEL 190 District Candidate Filing form

and

→ The appropriate filing fee.

File by Petition

ORS 249.064, 249.076, 255.012, 255.235

A candidate must allow sufficient time to have the signatures verified before the filing deadline. A candidate nominating petition for a district candidate is not approved by the county elections official prior to circulation. Instead the district candidate uses the following signature sheet to gather signatures:

Form SEL 121 Candidate Signature Sheet – Nonpartisan or

See Circulator and Petition Sheet Requirements on page 27.

Form SEL 338 Petition Submission – Candidate, Voters' Pamphlet.

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

Complete Filing

To complete the filing process a candidate must:

1. obtain the required number of signatures, although obtaining more than the required number may help to ensure the petition contains a sufficient number of valid signatures;
2. ensure each signature sheet certification is signed and dated by the circulator;

   and

3. submit the signature sheets to the appropriate county elections official for signature verification along with:

   Form SEL 190 Candidate Filing – District.

Signature Verification

The county elections official reviews signature sheets for sufficient circulator certification and verifies the original signatures against the voters' current registration record.

Write-In Candidates

ORS 254.548

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

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

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

Prior to sending a notification to any person who is nominated or elected by write-in, the filing officer will conduct a review of the qualifications of the office. If the person who received the most votes does not qualify for the position, the office becomes vacant.

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

Notification

The elections official notifies the candidate by sending:

Form SEL 141 Write-In Candidate Acceptance

Acceptance of Nomination or Office

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

Certificate of Nomination or Election

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

Deadline to Complete Write-In Process

	Primary Election	General Election	District Election
Notification	June 19, 2020	December 4, 2020	June 18, 2021
Acceptance	June 29, 2020	December 14, 2020	June 28, 2021
Certificate	July 6, 2020	December 18, 2020	July 2, 2021

Vacancy

The procedures for the filling of vacancies in an elective public office or nomination are dependent on the office. A **vacancy in nomination** occurs when a candidate on the ballot becomes disqualified or dies (a candidate may only withdraw from the ballot after they have filed and up to the specified deadline for withdrawal). A **vacancy in office** occurs when the current office holder resigns, is recalled, becomes disqualified or dies.

For local elective public offices, the vacancy procedures are under the authority of the local jurisdiction and the Secretary of State, Elections Division does not generally provide advice or resolve disputes about those procedures. The Secretary of State, Elections Division has a role ***only*** in the vacancy procedures for **state offices**. These procedures differ depending on whether the public office is partisan or nonpartisan and also differ for specific offices within those categories.

A vacancy in office may occur at any time during the term of office, even before the person takes the oath of office or before the term ends.

- → The processes for filling a vacancy are dependent upon the type of office and when the vacancy occurred, not why the vacancy occurred.
- → Reasons for vacancies may include death, resignation, disqualification, or recall.
- → ORS 236.320 provides that resignations for public office shall be in writing and filed with the appropriate filing officers.

The Oregon Constitution, Oregon Revised Statutes, and Oregon Administrative Rules have applicable sections regarding vacancies. The Oregon Constitution and Oregon Revised Statutes can be searched **here**. The search can be narrowed by using the ORS General Index. Oregon Administration Rules are found **here**.

Petition Guidelines and Requirements

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

Official Signature Sheets

ORS 249.031, 249.061, and 249.064

Local candidates must use approved signature sheet forms to collect signatures. Candidate nominating petitions cannot be circulated using an electronic signature sheet.

Signature sheets must be submitted for approval exactly as intended to circulate, including weight, style, and color of paper. Official signature sheets include:

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

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

Signature Sheet Requirements

Each signature sheet must meet the following formatting requirements:

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

Guidelines for Circulation

ORS 249.061

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

Circulator Requirements

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; and	✓ 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.	✓ The date must be provided in month, day, year order if written in all numbers.

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

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 Oregon 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; or
- → 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 prison for up to 5 years. ORS 260.715 and 260.993

Signer Requirements

Each petition signer must:	What this means:
All Petition Types	
→ Signers should provide an original signature and should be encouraged to provide their printed name and date signed. ⓘ These informational fields, while optional unless otherwise noted below, provide valuable assistance when verifying signatures. ⓘ Signers must include printed name for Nomination by Assembly of Electors and for Major Party Presidential Candidates.	✓ Signers must sign the petition using a signature contained in their voter registration record.
→ Signers should be an active registered voter at the time of signing the petition in the candidate's electoral district.	✓ Information in the voter's registration record is up to date, and they would be able to vote for the candidate.
→ Sign a petition sheet that is designated for their county of residence, if applicable.	✓ Signers should sign a petition sheet designated for the county in which they are registered to vote.
→ Provide a residence or mailing address.	✓ Signers should provide the address at which they are registered to vote.
Nominating Petition Only	
→ At the time of signing the petition, signers are encouraged to include the signer's precinct name or number.	✓ Signers are encouraged to provide precinct information.
Major Party Petition Only	
→ At the time of signing the petition, the signer should be a member of the same political party as the candidate.	✓ Information in the voter's registration record is up to date, and they would be able to vote for the candidate at a primary election.

Signature Date

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

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

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

Signer Prohibitions

It is against the law for signers to 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 Oregon registered voters may sign a petition. If the signer is not registered to vote or an active voter the signature will be rejected unless a completed registration card is received by a designated voter registration agency or an elections filing officer before 5 pm the day the petition is signed or 11:59 pm if completed electronically online at **www.oregonvotes.gov**.

Certification of Signature Sheets

OAR 165-014-0270

After all signatures on a signature sheet have been collected, circulators complete the certification by signing their legal signature and providing the date when the certification was signed. 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 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.	✓ 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; ⓘ Unless the circulator and the only signer are the same person.	✓ re-sign and re-date **or** re-date and initial correction;
→ earlier than some, but not all petition signers; ⓘ 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 ⓘ Date must be provided in month, day, and 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;
  ⓘ 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.
- → white-out or other correction fluid or adhesive tape appears on the signature line.

Guidelines for Completing Candidate Filing Forms

ORS 249.031

All forms must be complete before submitting them to the elections official.

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

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

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

Original or Amendment

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

Candidate Information

Complete the following information:

- → **Name of Candidate:** This should be the candidate's full name (first, middle initial if applicable, and last). If filing online through ORESTAR, this field is automatically populated from the user profile and cannot be modified. Prefix (Mr. or Ms.), suffix (Jr., Sr., III, etc.), and title (MD, CPA, etc.) fields can be added if desired.
- → **How name should appear on ballot:** Include how the candidate wishes their name to appear on the ballot. If a nickname is used in connection with the candidate's full name, the nickname should be in parentheses. Titles and designations (e.g., Dr., CPA) should not be included as they cannot appear on the ballot.
- → **Candidate Residence Address:** Write the residential address of the candidate, including the county.
- → **Mailing Address for Candidate Correspondence:** Include the address where the candidate wishes to receive correspondence from the Elections Division. To use the residence address as the mailing address for candidate correspondence, click in the checkbox.
- → **Contact Information:** Enter valid phone number where the candidate can be reached during normal business hours, fax, email address, and website, if applicable. **At least one phone number and an email address are required**.

The following are guidelines to complete the required fields of occupation, occupational background, educational background, and prior governmental experience on the candidate filing forms. These fields are required and information provided must be accurate. Not every occupational, educational, or prior governmental experience is required to be provided. If the candidate has no relevant experience, “none” or other equivalent must be entered.

Occupation and Occupational Background

- **Occupation (present employment – paid or unpaid):** The current full- or part-time employment or other line of work, business, craft, or professional information (not required to indicate whether paid or not paid). If not employed, enter “Not Employed”.
- **Occupational Background (previous employment – paid or unpaid):** Previous full- or part-time employment or other line of work, business, craft or professional information (not required to indicate whether paid or not paid).

Educational Background

- **Educational Background (schools attended):** This may include schools attended by the candidate, including the last grade level completed, whether a diploma, degree or certificate was received, and the course of study. It is not required that every educational experience be listed, but what is listed must be accurate. Provide the complete name of the school.
- **Educational Background (other):** Other educational experiences of the candidate.

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

Prior Governmental Experience

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

Candidate Signature and Date Signed

See “Additional Information Required” section for instructions on a specific form.

Additional Information Required

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

SEL 101 Candidate Filing – Major Political Party or Nonpartisan

Filing Method

Complete the following information.

- → **Fee:** If paying a fee, check this box.
- → **Prospective Petition:** If collecting signatures in lieu of paying the filing fee, check this box.
- → **Some circulators may be paid:** When collecting signatures, if circulators may be paid to gather the sufficient number of signatures, mark "Yes." If circulators are volunteering their time to help collect signatures, mark "No."

Office Information

Complete the following information.

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

SEL 110 Candidate Filing – Minor Political Party

Nomination Information

- → **Party nomination you are accepting with this filing:** Check the box for the party that is nominating you and whose nomination you are accepting.
- → **Order of parties on ballot:** Indicate whether the order of the parties will be in default order or in a specified order. If marking Specified, specify the order in the space provided.

If you have previously filed a candidacy filing with the filing officer for the current election cycle, skip to the Candidate Nomination Certificate and Candidate Attestation on the form. If you have **not** previously filed a candidacy filing with the filing officer for the current election cycle, fill out all remaining fields.

Candidate Nomination Certificate

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

- → **Name of Minor Political Party:** Include the name of the Minor Party nominating the candidate.
- → **Signature of the Officer of Minor Political Party:** Include the signature of one of the officers listed on the by-laws of the minor political party.
- → **Date Signed:** Include the date the officer of the political party signed the candidate filing form.

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

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

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

SEL 114 Candidate Filing – Individual Electors

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

SEL 115 Candidate Filing – Assembly of Electors

Assembly of Electors fields to complete.

- → **Name of Person Submitting Certificate of Nomination:** Include the name of candidate or a person designated as the presiding officer.
- → **Address of Person Submitting Certificate of Nomination:** Include the address of the candidate or the presiding officer named in the above field.
- → **Signature of Presiding Officer:** Include the signature of the candidate or the signature of the presiding officer of the assembly.
- → **Printed Name of Presiding Officer:** Include the clearly printed name of the presiding officer.
- → **Signature of the Secretary:** Include the signature of the candidate or the secretary of the assembly.
- → **Printed Name of the Secretary:** Include the signature of the candidate or the signature of the secretary of the assembly.

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

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

SEL 141 Candidate Filing – Write-In Acceptance

Nomination or Election

Indicate whether you are accepting a nomination or if you have won the election for this office.

Office Information

Complete the following information.

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

Nomination Information

- **Party nomination(s) you are accepting:** Check the box for the party or parties that nominated you by write-in at the Primary election and whose nomination you are accepting.
- **Order of parties on ballot:** Indicate whether the order of the parties will be in default order or in a specified order. If marking Specified, specify the order in the space provided.

If you have previously filed a candidacy filing with the filing officer for the current election cycle, skip to the signature line on the form. If you have **not** previously filed a candidacy filing with the filing officer for the current election cycle, fill out the remaining fields.

SEL 150 Candidate Filing – Withdrawal

Withdrawal from Candidacy or Nomination for Office Information

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

SEL 190 Candidate Filing - District

Office Information

Complete the following information

- **Filing for Office of:** Select the office for which the candidate is filing.
- **District, Position or County:** Select the district, position, or county of the office for which the candidate is filing.

Filing Information

Please check the method used to file a completed form.

- Filing with the required $10.00 fee or
- Prospective Petition, see the District Candidate section of this manual for the requirements for a candidate filing by petition.

Other Forms

Additional forms that may be necessary to file.

SEL 220 Statement of Organization for a Candidate Committee

This form is used to establish the campaign finance committee for a candidate. All committees must establish a dedicated bank account. "Candidate" includes any of the following:

- → an individual whose name is printed on a ballot, for whom a declaration of candidacy, nominating petition, or certificate of nomination to public office has been filed, or whose name is expected to be or has been presented, with the individual's consent, for nomination or election to public office;
- → an individual who has solicited or received and accepted a contribution, made an expenditure, or given consent to an individual, organization, political party, or political committee to solicit or receive and accept a contribution or make an expenditure on the individual's behalf to secure nomination or election to any public office at any time, whether or not the office for which the individual will seek nomination or election is known when the solicitation is made, the contribution is received and retained, or the expenditure is made, and whether or not the name of the individual is printed on a ballot;

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

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

SEL 338 Petition Submission

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

List of Forms

SEL 101
Candidate Filing – Major Political Party or Nonpartisan

SEL 102
Candidate Signature Sheet – Major Party

SEL 105
Candidate Filing – Precinct Committeeperson

SEL 105D
Write –In Declaration – Precinct Committeeperson

SEL 105N
Write-in Nomination – Precinct Committeeperson

SEL 110
Candidate Filing – Minor Political Party

SEL 114
Candidate Filing – Individual Electors

SEL 115
Candidate Filing – Assembly of Electors

SEL 116
Candidate Signature Sheet – Assembly of Electors

SEL 121
Candidate Signature Sheet – Nonpartisan

SEL 122
Candidate Signature Sheet – Individual Electors

SEL 141
Write-In Candidate Acceptance Form

SEL 150
Withdrawal – Candidacy or Nomination

SEL 190
Candidate Filing – District

SEL 220
Statement of Organization for a Candidate Committee

SEL 338
Petition Submission – Candidate Voters' Pamphlet

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