



The City of Harrisburg

Candidate Information Packet

General Election – November 8, 2016

Open City of Harrisburg Positions

<u>MAYOR</u>	Currently held by Robert Duncan	Two Year Term
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THREE 'AT LARGE' CITY COUNCIL POSITIONS

Currently held by Mike Caughey	Four Year Term
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Currently held by Sarah Puls	Four Year Term
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Currently held by Robert Boese	Four Year Term
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- ❖ All positions are non-partisan.
- ❖ Council positions are elected at-large – meaning candidates may reside anywhere within the City of Harrisburg jurisdictional borders.
- ❖ All positions are volunteer/non-paid.
- ❖ All terms will begin on the first City Council meeting, currently scheduled for January 11, 2017.

INFORMATION FOR PERSONS INTERESTED IN BEING A CANDIDATE FOR MAYOR OR CITY COUNCILOR FOR THE CITY OF HARRISBURG IN THE NOVEMBER 8, 2016 GENERAL ELECTION

For the 2016 General Election in the City of Harrisburg, terms will end for the office of Mayor and three City Councilor positions. The information in this packet is being provided to assist you in understanding the requirements and responsibilities of candidates for these positions and the laws governing elections in the City of Harrisburg.

The filing period for interested candidates begins on June 1, 2016. The filing process, including signature verification, must be completed by August 26th, 2016 at 5:00 p.m. The Harrisburg City Recorder/Assistant City Administrator, Michele Eldridge, is the Elections Filing Officer for the City of Harrisburg elections. You may contact Ms. Eldridge at (541) 995-6655 or via email at meldridge@ci.harrisburg.or.us.

Qualification and Residency Requirements for Candidates

To qualify as a candidate for Mayor or City Councilor of the City of Harrisburg, you must be:

1. A legal elector under the laws and constitution of the State of Oregon and a registered voter of the City of Harrisburg; and
2. A resident of the City of Harrisburg for one year immediately before being elected to the office you are seeking. For the general election of 2016, that date is November 8, 2015

Election Laws

All aspects of City elections are governed by State law unless specifically addressed by the Harrisburg City Charter or the Harrisburg City Ordinances. The positions of Mayor and City Councilor for the City of Harrisburg are nonpartisan positions supported by petitions of nomination. (The City Charter prohibits the ability to file by declaration) City candidates are not eligible to submit statements for publication in the state voter's pamphlet. Candidates are allowed to run for only one position at a time.

The person with the highest number of votes wins the seat, and a majority is not required. In the event of a tie vote for candidates for an elective office, the successor candidate shall be determined by a public drawing of lots in a manner prescribed by the Rules of Procedure adopted by the Harrisburg City Council. The term of office begins at the first Council meeting of the year immediately after the election and continues until the successor to the office assumes their position. (If the position is a vacant one, the candidate may be asked to assume the vacant position until their term officially starts).

The City Elections Official has provided you with all necessary forms in this packet. The State of Oregon publishes a City Elections manual and a Campaign Finance manual which serve as guides and also provides the necessary forms referenced below. The forms are also on line at <http://sos.oregon.gov/elections/Pages/laws-rules-publications.aspx>. The City Recorder is the Elections Officer for the City. Therefore all forms are submitted to and questions can be directed to the City Recorder/Elections Official at 541-995-6655.

Ethics Laws

All City Council and Planning Commission members are subject to the Oregon Government Ethics Commission (OGEC) requirements of filing of annual verified Statement of Economic Interest (SEI) forms with the OGEC. All persons holding office must file their statement by April 15 every year. Civic penalties may be imposed for failure to file, or for insufficient information. For additional information, you can visit the Oregon Government Ethics Commission website – www.oregon.gov/OGEC, or by contacting the commission at 503-378-5105. All OGEC forms and registration are completed on-line and through the OGEC office.

Requirements for Petitions of Nomination

For a candidate's name to be placed on the ballot, the candidate must obtain signatures from a certain number of electors supporting his/her candidacy. Nomination petitions must be signed by at *least twelve (12) City electors*. Nomination petitions may be filed with the City Elections Official no sooner than June 1, 2016.

HOW TO FILE

How to File for Candidacy by Petition of Nomination

To file as a candidate for City office you must complete the following election forms prior to beginning your campaign.

Step 1: File Prospective Petition

Complete the two forms listed below and submit to the City Elections Officer for approval PRIOR TO GATHERING ANY SIGNATURES and well in advance of the August 26th filing deadline. No filing fees are required to run for City of Harrisburg offices.

1. [SEL 101 – Candidate Filing – Major Political Party or Nonpartisan.](#) This identifies the candidate and office being sought. Filing this form with the City Elections Official declares candidacy. Complete both sides; sign and date the form. (The SEL 101 is a public document, subject to disclosure, if requested.)

2. [SEL 121-Candidate Signature Sheet – Nonpartisan](#) These will be circulated to obtain signatures from electors supporting your candidacy after you have submitted the signature sheet to the City Elections Official, and have obtained approval to circulate the sheet in writing. The top portion of all petitions used for circulation must be the same, with all sections filled in and each must have the approval of the City Elections Official on them. Your signature sheets **must be approved in writing by the City Elections Official before you may circulate them.**

Warning: Failure to obtain approval before circulation of your SEL 121 will result in the rejection of those signature sheets.

Guidelines for completion of these forms can be found in the Candidate Elections Manual starting on page 27. It's extremely important to make sure that you follow these guidelines. Failure to comply will result in the rejection of signatures, or the entire petition form.

Step 2: Collect Signatures

The City Elections Officer will review the prospective petition and provide written approval authorizing the candidate to begin the collection of signatures. *Signatures gathered prior to written approval will be rejected, and by law, can't be counted as eligible by election officials.*

The Harrisburg City Charter and State Election Law specify that you must obtain a minimum of 12 signatures. You must have the sufficient number of signatures required for your petition to be valid. ***Always obtain at least a few more signatures than what you need, in the off chance that any of your signatures is not valid, and is removed from the petition.***

Oregon law requires that each petition sheet be properly certified by its circulator, who must personally witness each signature. Please review the guidelines for circulation of petitions on page 27 of the election manual.

The candidate shall sign the first line on the first sheet of the approved signature petition. This will provide confirmation of residency and voter requirements.

Step 3: Submit Signature Sheets.

After obtaining the required number of signatures, the candidate shall submit the petitions to the City's Election Official, who will then submit the signatures to the county elections official for signature verification. Signature verifications by the County Elections Division can take from 24 hours to 15 business days. In order to make sure that you meet the deadline, **you should be taking your signature sheets to the City Election Official for verification of signatures no later than August 11th, 2016.**

When submitting the signature sheets to the City's Election Official, the candidate will:

- Make sure each signature sheet certification is signed and dated by the circulator.
- Number each signature sheet sequentially in the space provided.

When the verification process is complete, the City Elections Official will contact the candidate to pick up the signature petitions. The Linn County Elections Official will have provided a tabulation of the number of valid signatures contained on the accepted signature sheets.

If it is determined that there are not enough valid signatures, and the filing deadline has not passed, the candidate may gather and submit additional signatures.

Step 4: Complete Filing

In order to complete the filing process, a candidate must file the following with the City Elections Officer:

1. SEL 338 – Petition Submission Form
2. Verified signature sheets that contain the required 12 valid signatures.

The filing process, including signature verification and submission of all forms must be completed by August 26th at 5:00 p.m. The earlier you can submit your paperwork, the better.

CAMPAIGN FINANCE REPORTING REQUIREMENTS

Previous candidates in Harrisburg have never chosen to spend any funds in relation to their campaign. However, you are allowed to do so, if you wish. All campaign finance reporting is handled at the Oregon Secretary of State Elections Division. A candidate quick guide on Campaign Finance Reporting has been included with this information packet. All of the forms and additional information regarding the process can be found at the Oregon Secretary of State Elections Division website – www.sos.state.or.us under Voting & Elections, Campaign Finance.

Campaign Finance Guidelines

If you decide to incur expenses in relation to your campaign, then Campaign Expenditures Laws **must** be followed. Each candidate must establish a campaign account and file a Statement of Organization designating a candidate committee **unless the candidate meets all three of the following conditions:**

- The candidate serves as the candidate's own treasurer.
- The candidate does not have an existing candidate committee, AND
- The candidate does not expect to receive or spend more than \$750 for the entire calendar year, including personal funds.

Even if the amounts you spend are under \$750, ***you must still keep receipts and records for all expenditures and revenues.***

If you do not meet all the requirements in the above conditions, plan on expending up to \$3,500, or expect to spend or receive more than \$3,500, then you will need to contact the Secretary of State Office for subsequent forms, and information on how to use the ORESTAR system. For questions in regards to Campaign Finance, please contact the Oregon Secretary of State Elections Division at 503-986-1518, or for email, elections.sos@state.or.us

IMPORTANT DEADLINES

As a reminder; State and City designated filing deadlines for all election forms must be strictly adhered to.

- June 1, 2016: The first date that you may pick up an elections packet and start the election process.
- August 11th, 2016: The last date that you should submit signatures for verification to the Linn County Elections Division to make absolutely certain that you receive them back in time to meet the August 22 deadline.
- August 26, 2016 at 5:00PM: The last date and time in which you must submit a SEL 338-Petition Submission, and verified signature sheets that contain the required 12 valid signatures. This date is specified by the Harrisburg City Charter, and is sooner than what is allowed by the State Elections Division.

A Change in Information Provided on Forms

If during your campaign, there is a change in the information provided on any of the forms you were required to file, new or additional forms may be required. If this occurs, we advise you to contact the City Elections Official immediately.

Voters Pamphlet

City Council candidates do not appear in the voters' pamphlet unless the Linn County Elections Division is printing their own. There is a filing fee and application that must be submitted to the Linn County Elections office.

Campaign Signs

The posting of political campaign signs must be done in compliance with Oregon Administrative Rule 734-60-175 and Harrisburg Sign regulations relating to posting of signs in the public way. Signs erected under these rules are also subject to the provisions of ORS 377.720. In summary, these rules state that political signs may be posted on private property if the property owner's permission is obtained prior to posting. Signs may not be posted on public property including public right of ways, on fences or trees located in the public right of way, on utility poles, in public parks, scenic areas or on bridges. The overall size of the sign may not exceed 32 square feet and the entire message must be contained on one sign. Fragmentation of messages on separate sign panels is prohibited. All signs must be removed within 30 days after Election Day. Any sign that fails to comply with these rules is considered a public and private nuisance and may be removed. Signs are not allowed within 100' of Harrisburg City Hall, as per Oregon election law. A copy of the rules governing the posting of political signs is available from the City Elections Official upon request.

How to Withdraw as a Candidate

If for some reason during your campaign, you decide to withdraw as a candidate, you must complete and file a Withdrawal of Candidacy or Nomination Form (SEL 150) which is available from the City Elections Official. To have your name removed from the ballot, you must file the SEL 150 no later than 5:00 pm on September 2, 2016.

Questions and/or Concerns

If you have any questions or concerns regarding the election or your responsibilities as a candidate, please feel free to contact Michele Eldridge, CMC, City Elections Official, at 541-995-6655, or at meldridge@ci.harrisburg.or.us

Good Luck with Your Campaign!

- If you are not already a Harrisburg government official, give your email address to the City Elections Official. That will put you on the distribution list for Council agenda summaries. It's a great way to stay in tune with what's going on in your City. All citizens are welcome at our City Council Meetings, and we hope to see you there as well!

Candidate Filing

Major Political Party or Nonpartisan

SEL 101

rev 09/15
ORS 249.031

Filing Dates	Candidate Filing	State Voters' Pamphlet	Candidate Withdrawal
Primary Election May 17, 2016		Filed electronically using ORESTAR	
First Day to File	September 10, 2015	January 18, 2016	
Last Day to File	March 08, 2016	March 10, 2016	March 11, 2016
General Election November 8, 2016			
First Day to File	June 1, 2016	July 11, 2016	
Last Day to File	August 30, 2016	August 30, 2016	September 2, 2016

i All information must be completed or the form will be rejected.

This filing is an

Original

Amendment

Filing Officer

Secretary of State

County Elections Official

City Recorder (Auditor)

Office Information

Filing for Office of:

District, Position or County:

Party Affiliation: Democratic Party Republican Party Independent Party Nonpartisan

Incumbent Judge: Yes No Nondisclosure on file

Paying by Declaration or Petition:

Declaration, with the required fee

Office	Filing Fee	Office	Filing Fee
United States President	n/a	District Attorney	\$50
United States Vice President	n/a	County Judge	\$50
United States Senator	\$150	MSD Executive Officer, MAD Director	\$100
United States Representative	\$100	MSD Councilor	\$25
Statewide Offices	\$100	County Office	\$50
State senator or Representative	\$25	City Office	Set by charter or ordinance
Circuit Court Judge	\$50	Justice of the Peace	n/a

Prospective Petition

Petition circulators will be paid Yes No

Candidate Information

Name of Candidate

First | MI | Last | Suffix | Title

How you would like your name to appear on the ballot

Candidate Residence/Route Address

Street Address | City | State | Zip | County

Candidate Mailing Address

Street Address or PO Box | City | State | Zip

Contact Information: Only one phone number is required.			
Work Phone	Home Phone	Cell Phone	Fax
Email Address		Web Site, if applicable	

Occupation (present employment) If no relevant experience, None or NA must be entered.

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

Educational Background (schools attended) If no relevant experience, None or NA must be entered.

Complete name of School (no acronyms)	Last Grade completed	Diploma/Degree/Certificate	Course of Study

Educational Background (other) Attach a separate sheet if necessary.

Prior Governmental Experience (elected or appointed) If no relevant experience, None or NA must be entered.

Campaign Finance Information (not applicable to candidates for federal office)

Candidate Committee

Yes, I have a candidate committee.

No, I do not expect to spend more than \$750 or receive more than \$750 during each calendar year. I understand I must still keep records of all campaign transactions and if total contributions or total expenditures exceed \$750 during a calendar year, I must follow the requirements detailed in the Campaign Finance Manual.

No, but will be filing a Statement of Organization for Candidate Committee (SEL 220).

By signing this document, I hereby state that:

- I will accept the nomination for the office indicated above
- I will qualify for said office if elected
- all information provided by me on this form is true to the best of my knowledge **and**
- no circulators will be compensated based on the number of signatures obtained by the circulator on a prospective petition

For Major Political Party Candidates

- if not nominated, I will not accept the nomination or endorsement of any political party other than the one named
- I have been a member of said political party, subject to the exceptions stated in ORS 249.046, for at least 180 days before the deadline for filing a nominating petition or declaration of candidacy (ORS 249.031). Does not apply to candidates filing for the office of US President.



Warning

Supplying false information on this form may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715). A person may only file for one lucrative office or not more than one precinct committee person at the same election. Unless the person has withdrawn from the first filing, **all** filings are invalid.(ORS 249.013 and ORS 249.170)

Candidate's Signature _____

Date Signed _____

Office Use Only: Initials _____ Batch Sheet/CC Approval Code/Receipt Number _____

Candidate Signature Sheet | Nonpartisan

Petition ID _____

Signatures for this petition are being gathered by PAID Circulators VOLUNTEER Circulators

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

i Signatures must be verified by the appropriate county elections official before the petition can be filed with the filing officer. Candidates should allow ample time for the verification process to be completed before 5pm on the filing deadline day.

County _____

Candidate Information	
Name	Office
Election	District or Position Number

To the Secretary of State of Oregon/County Elections Official/City Recorder, We the undersigned voters, request the candidate's name be placed on the ballot at the election listed above for nomination to the office indicated.

i Signers must initial any changes the circulator makes to their printed name, residence address or date they signed the petition.

Signature	Date Signed mm/dd/yy	Print Name	Residence or Mailing Address street, city, zip code
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Circulator Certification This certification **must** be completed by the circulator and additional signatures **should not** be collected on this sheet once the certification has been signed and dated!

I hereby certify that I witnessed the signing of the signature sheet by each individual whose signature appears on the signature sheet, and I believe each person is a voter qualified to sign the petition (ORS 249.061). I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

Circulator Signature	Date Signed mm/dd/yy	Sheet Number
		Sheet will be numbered by group submitting the petition.

Printed Name of Circulator	Circulator's Address street, city, zip code
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Petition Submission

Candidate, Voters' Pamphlet

SEL 338rev 01/14
OAR 165-010-0005, 165-014-0005

This form must be completed and filed with each submittal of signatures.

Filing Officer

State County for both county and district petitions City

Election Type**Year**

Primary General Special Election 2014 2016 2018

Petition Information**Candidate Name or Measure Number****Type of Filing****Number of Signatures Submitted** Candidate Nominating Petition Voters' Pamphlet, Candidate Voters' Pamphlet, Measure**Candidate**

→ By signing this document, I hereby state that all information on the form is true and correct to the best of my knowledge.

Name**Contact Phone****Email Address****Signature****Date Signed****Measure Argument Filer**

→ By signing this document, I hereby state that all information on the form is true and correct to the best of my knowledge.

Name**Contact Phone****Email Address****Signature****Date Signed**