



The City of Harrisburg

Candidate Information Packet

General Election – November 3, 2020

Open City of Harrisburg Positions

MAYOR Currently held by Robert Duncan Two Year Term

THREE 'AT LARGE' CITY COUNCIL POSITIONS

Currently held by Mike Caughey Four Year Term

Currently held by Randy Klemm Four Year Term

Currently held by Robert Boese Four Year Term

- ❖ 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 January 1st, 2021, with the first City Council meeting scheduled for January 12, 2021.

How to File: If you are interested in running for office, the City strongly encourages you to set up an appointment to review important filing deadlines, paperwork, and processes. To schedule an appointment, contact Michele Eldridge, City Recorder/Assistant City Administrator, who is also the City's Election Official, by email at meldridge@ci.harrisburg.or.us or by phone at 541-995-2239.

INFORMATION FOR PERSONS INTERESTED IN BEING A CANDIDATE FOR MAYOR OR CITY COUNCILOR FOR THE CITY OF HARRISBURG IN THE NOVEMBER 3, 2020 GENERAL ELECTION

For the 2020 General Election in the City of Harrisburg, terms will end for the office of Mayor and three City Council 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 3, 2020. The filing process, including signature verification, must be completed by August 21, 2020 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) 995-2239 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 2020, that date is November 3, 2019.

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 can 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 Procedures adopted by the Harrisburg City Council. The term of office begins on the 1st of January 2021, and an Oath of Office is taken at the first Council meeting of the year immediately after the election. The term 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 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 541-995-2239.

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 fifteen (15) City electors*. Nomination petitions may be filed with the City Elections Official no sooner than June 3, 2020.

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 at least two weeks prior to the August 21 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 and will be posted to the City's website*. Citizens in our community have asked for this information to be posted so that they have access to information about our candidates prior to voting for them.

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(s) 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 is extremely important to make sure that you follow these guidelines. **Failure to comply will result in the rejection of signatures, and/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**, cannot be counted as eligible by election officials.*

The Harrisburg City Charter and State Election Law specify that you must obtain a minimum of 15 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.

Collecting Petition Signatures and physical distancing requirements during the Coronavirus pandemic.

State elections laws will not be altered or relaxed during the pandemic. Therefore, a candidate will have no choice but to obtain signatures on their petitions. To help avoid exposure to the Coronavirus, the Elections Officer has the following suggestions.

1. Bring your petition to any meetings you attend. City public meetings are always acceptable locations to do this. (Please be aware that staff that are working are prohibited by Oregon State laws from signing any petitions while working.)
2. Set up on a street corner and ask for signatures from the public. (The 4th of July is a great time to do this!). Please do NOT block ADA access on City rights-of-way.
3. Set up near a business to ask for signatures on your petition, but ***only if you have requested their approval to do so.***
4. Mail your petitions to selected citizens to sign for you*.
 - a. You may mail your petition, by sending an approved petition to a citizen for their signature.
 - b. That citizen must both sign the 1st line of the petition and **must also sign as the circulator of that petition on the bottom of the form.** (Remember, each petition must be approved by the Elections Official before you submit them to any citizens).
 - c. The citizen may mail the petition back to you, or you may choose to pick it up from them in person or have them dropped off at your home.
 - d. The election clerk is only allowed to accept **an original signed document.**
DO NOT ALLOW A CITIZEN TO SEND A SCANNED FORM TO YOU!!

**See a note below in the campaign expenditures section for keeping track of postage spent in mailing petitions.*

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. To ensure that you meet the deadline, it is suggested that **you bring your signature sheets to the City Election Official for verification of signatures no later than August 7, 2020.**

Before submitting the signature sheets to the City's Election Official, the candidate must:

1. Make sure each signature sheet certification is signed and dated by the circulator.
2. Number each signature sheet sequentially in the space provided.
3. If you chose to mail your petitions, make certain that you do not submit a scanned petition form. *The elections officer by law, will be required to reject a petition that is not an original.*

When the verification process is complete, the City Elections Official will contact the candidate to pick up the signature petitions sheets. 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

To complete the filing process, a candidate must file the following with the City Elections Officer:

1. **SEL 338 – Petition Submission Form**
2. **Their verified signature sheets that have a minimum of 15 valid signatures.**
3. **A brief bio, that will be shared on the City's website. (Optional) The bio can be in your own words, with as much, or as little, information as you would like. For an example of biographies from current Council Members, please follow this link, <https://www.ci.harrisburg.or.us/citycouncil> and open any of the bios that are on the page. You may also include a small picture, if desired.**

The filing process, *including signature verification and submission* of all forms must be completed by August 21 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 can do so if you wish. All campaign finance reporting is handled by 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

Any expenditures or revenues you make or receive in relation to your campaign require that you keep records and track receipts. ***That includes postage.** But, if you do not spend more

than \$750, and meet the conditions listed below, you will not be required to establish a campaign account or file a statement of organization.

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 in-kind and personal funds.

Remember, even if the amounts you spend are under \$750, you must 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 regarding Campaign Finance, please contact:

Oregon Secretary of State Elections Division

Phone: 503-986-1518

Toll-Free Phone: 1-866-673-8683

TTY: 800-735-2900

Fax: 503-373-7414

Email: elections.sos@state.or.us

Web: sos.oregon.gov

IMPORTANT DEADLINES

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

- June 3, 2020: The first date that you may pick up an elections packet and start the election process.
- August 7, 2020: The last date that you should submit signatures for verification to the City Elections Clerk to make certain that you receive them back in time to meet the August 21, 2020 deadline.
- August 21, 2020 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 15 valid signatures. This date is specified by the Harrisburg City Charter and is earlier 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 if that option is available. In Harrisburg, we list your SEL 101 Candidate Filing form on the City website, and you have the option of providing a bio in your own words, which will also be posted. You may also include a small picture.

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 right-of-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 August 28, 2020.

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 is a great way to stay in tune with what is 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 01/20
ORS 249.031

Filing Dates		Candidate Filing	Candidate Withdrawal
Primary Election May 19, 2020	First Day to File	September 12, 2019	March 13, 2020
	Last Day to File	March 10, 2020	
General Election November 3, 2020	First Day to File	June 3, 2020	August 28, 2020
	Last Day to File	August 25, 2020	

Filing Information		
This filing is an	<input type="checkbox"/> Original	<input type="checkbox"/> Amendment

Office Information		
Filing for Office of:		
District, Position or County:		
Party Affiliation:	<input type="checkbox"/> Democratic Party	<input type="checkbox"/> Republican Party <input type="checkbox"/> Nonpartisan
Incumbent Judge (for judicial candidates only):	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Nondisclosure on file

Filing Method			
<input type="checkbox"/> 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
<input type="checkbox"/> Prospective Petition, in lieu of filing fee		Some circulators may be paid	<input type="checkbox"/> Yes <input type="checkbox"/> 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 and Contact Information Only one phone number and an email is required.				
Street Address or PO Box	City	State	Zip	
Work Phone	Home Phone	Cell Phone	Fax	
Email Address	Web Site, if applicable			

Race and Ethnicity Optional

Occupation (present employment) If not employed, enter "Not Employed".

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

Educational Background (schools attended)

Complete name of School	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.

A candidate must file a Statement of Organization not later than three business days of first receiving a contribution or making an expenditure and no later than the deadline for filing a nominating petition, declaration of candidacy, or certificate of nomination, whichever occurs first, unless they meet the criteria for an exemption. To meet the criteria, the candidate must serve as their own treasurer, not have an existing candidate committee, and not expect to spend or receive more than \$750 during the entire calendar year (including in-kind contributions and personal funds).

If you have an existing candidate committee you must amend the statement of organization not later than 10 days after a change in information. This includes changes to the election you are active in and the office you are running for.

See the Campaign Finance Manual for the procedural and legal requirements of establishing and maintaining a candidate committee.

Candidate Attestation

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 Signature **Date**

Petition Submission

Candidate, Voters' Pamphlet

SEL 338

rev. 08/18
OAR 165-010-0005, 165-016-0000

→ This form must be completed and filed with any submission of signatures.

Filing Officer		
<input type="checkbox"/> State	<input type="checkbox"/> County For both county and district petitions.	<input type="checkbox"/> City

Election Type		Year			
<input type="checkbox"/> Primary	<input type="checkbox"/> General	<input type="checkbox"/> Special Election	<input type="checkbox"/> 2018	<input type="checkbox"/> 2019	<input type="checkbox"/> 2020

Petition Information	
Petition ID/Candidate's Name	Type <input type="checkbox"/> Candidate Nominating <input type="checkbox"/> Voters' Pamphlet, Candidate <input type="checkbox"/> Voters' Pamphlet, Measure

Type of Filing	Number of Signatures Submitted
<input type="checkbox"/> Candidate Nominating	
<input type="checkbox"/> Voters' Pamphlet, Candidate	
<input type="checkbox"/> Voters' Pamphlet, Measure	

Candidate's Nominating/Voters' Pamphlet Filing
→ 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 Filing
→ 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

For office use only	
Submittal number	Number of signatures accepted
Is the petition complete? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be additional submittals? <input type="checkbox"/> Yes <input type="checkbox"/> No