



The City of Harrisburg

Candidate Information Packet General Election – November 3, 2026

Open Positions for the City of Harrisburg

MAYOR

- Currently held by Robert Duncan Two (2)-Year Term

THREE (3) AT LARGE CITY COUNCIL POSITIONS

- Currently held by Kim Downey Four (4)-Year Term
- Currently held by Charlotte Thomas Four (4)-Year Term
- Currently held by Cindy Knox Four (4)-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, 2027, with the first City Council meeting scheduled for January 12, 2027.

If you are interested in running for office, the City strongly encourages you to set up an appointment to review important filing requirements and deadlines. To schedule an appointment, contact Lori Ross, City Recorder/Municipal Court Administrator, who is also the City's Election Official, by email at lross@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, 2026, GENERAL ELECTION

For the 2026 General Election in the City of Harrisburg, terms will end for the office of Mayor and three (3) 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.

IMPORTANT DATES

- **May 26, 2026:** Election Packets available
- **June 3, 2026:** First day to file **SEL 101** and **SEL 121**
- **August 4, 2026:** Last day to submit unverified petitions (**SEL 121**) to the City Elections Official
- **August 18, 2026:** Last day to file **SEL 338** with the Linn County Elections Official **for ELECTED INCUMBENT Candidates.**
- **August 20, 2026:** Last day to file **SEL 338** with Linn County Elections Official for **new or APPOINTED INCUMBENT Candidates.** (City Charter states no later than 75 days before election)
- **August 28, 2026:** Last day to withdraw candidacy by submitting a **SEL 150** to the Linn County Elections Official.

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 2026, that date is prior to November 3, 2025.

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 2027, 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 online 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 should 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 people 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.

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 (2) forms listed below and submit them to the City Elections Officer for approval **PRIOR TO GATHERING ANY SIGNATURES**. No filing fees are required to run for City of Harrisburg offices.

1. **SEL 101 – Candidate Filing – Major Political Party or Nonpartisan.** 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 on 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. **Your signature sheets must be approved in writing by the City Elections Official before you circulate them.** 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.

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 33. 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.*

Once approved, 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. The State Election Law specifies that you must obtain a minimum of (16) signatures. *The signatures must be active registered voters for the Harrisburg voting district and must reside inside the City limits.* You must have enough signatures required for your petition to be valid. It is good practice to always obtain at least a few more signatures than what you need, on the off chance that some of your signatures are not valid and are 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 24 of the election manual.

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 4, 2026.**

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 and is the original and not a photocopy. The elections officer by law will be required to reject a petition that is not an original.
2. Number each signature sequentially in the space provided. (Bottom right corner)

When the verification process is complete, the Linn County Elections Official will contact the City Elections Official 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. The verified signature sheets with a minimum of (16) 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>. 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 18 , 2026 for elected incumbent candidates and August 20, 2026, for new or appointed incumbent candidates**. 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 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 expenditure, including postage or revenues you make or receive in relation to your campaign, requires that you keep records and track receipts. However, 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 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 amount you spend is 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

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 prints 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 30, 2024.

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 Lori Ross, City Elections Official, at 541-995-6655, or at lross@ci.harrisburg.or.us.

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!

Good Luck with Your Campaign!