



**Candidate’s Statement for Voters’ Pamphlet  
‘Required Information’**

(Candidate name )

**TOTAL maximum of 325 hand-counted typewritten words/numbers** for ‘Required’ and ‘Optional Information’, excluding bolded headings already printed on this form. All sections of the ‘Required Information’ must be completed. If there is not relevant information for a required section the word “None” should be inserted. If attaching a typewritten document with either the ‘Required’ and/or ‘Optional Information’ write “See Attached” in the appropriate section of this form.

**Occupation** (present paid or unpaid employment):

**SEE ATTACHED** - Please attach printed copy of REQUIRED and OPTIONAL information on **separate sheets of printed paper**. After filing the paper copy (with signed page one) and paying the fee, please email an electronic copy (Word or Google Doc) of the required and optional information to [elections@multco.us](mailto:elections@multco.us) if filing the candidate information with Multnomah County Elections.

**Occupational Background** (any previous paid or unpaid employment):

**SEE ATTACHED**

**Educational Background** (relevant school(s) attended):

Name of School	Educational study - Major/minor	Diploma/Degree/Certificate
SEE ATTACHED	,	;
	,	;
	,	;
	,	.

**Prior Governmental Experience** (elected or appointed):

**SEE ATTACHED**

**‘Optional Information’**

Attach a separate sheet with your ‘Optional Information’. Remember - both your 'Required' and 'Optional Information' count toward the 325 word limit.

**Candidate ( ) ecklist** for ‘JCVP-01 Candidate's Statement for County Voters’ Pamphlet' information:

Typewritten & signed JCVP-01	(Optional) ‘Optional Information’
‘Required Information’:	(Optional) Portrait
Occupation;	(If applicable) JCVP-02 Endorsement Statement #: _____
Occupational Background;	Fee provided
Educational Background;	Word Count (325 words/numbers MAX)
Prior Governmental Experience.	

# Candidate's Statement for County Voters' Pamphlet Instructions

## Voters' Pamphlet Candidate Filing Fees:

1. **Special District/City/County at Special/Regular Election; Metro at Primary/General Election positions**
  - **\$25** – An office with **no** salary or other compensation beyond expenses is attached.
  - **\$100** – An office to which a salary or other compensation beyond expenses is attached.
2. **City/County at Primary/General Election positions** (please contact your County Elections office to determine registered voters in jurisdiction/district)
  - **\$25** - Districts with fewer than 1,000 voters within the county.
  - **\$50** - Districts with 1,000 – 9,999 voters within the county.
  - **\$100** - Districts with 10,000 – 49,999 voters within the county.
  - **\$300** - Districts with 50,000 or more voters within the county.

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## General Instructions

1. A typewritten and signed 'JCVP-01 Candidate's Statement for County Voters' Pamphlet' along with the appropriate filing fee must be filed with the County Elections office no later than 5 pm on the filing deadline. Postmarks do not count. No candidate information will be listed in the County Voters' Pamphlet unless the fee and the JCVP-01 for County Voters' Pamphlet are filed. **Any filings received or are unsigned after 5 pm on the deadline will be rejected.** A county may choose independently to list a candidate's name in their Voters' Pamphlet.
2. Each county produces its' own individual County Voters' Pamphlet. If the Candidate's jurisdiction or district is located in more than one county a separate JCVP-01 must be filed and the fee paid to each county where the statement is to be printed.
3. **The combined count for 'Required' and 'Optional Information' must not exceed 325 words/numbers. If the statement exceeds 325 words/numbers it will be edited by the County Elections office.**
4. A candidate may submit an 'Amended Statement' or different portrait until 5 pm on the filing deadline. If a statement is amended a new completed JCVP-01 form must be submitted signed and the "Amended" box must be marked. This 'Amended Statement' and JCVP-01 can be faxed or a scanned copy e-mailed to the county elections office, but it must be received by 5 pm on the filing deadline. No additional fee is required.

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## Candidate's Statement for County Voters' Pamphlet

1. Submit signed JCVP-01 with the 'Required Information' complete on the filing form or attach a standard 8 ½" x 11" white paper containing the 'Required' and/or 'Optional Information' to the signed form. 'Required' and 'Optional Information' is to be submitted typewritten.
2. **In addition** to filing the signed original of the JCVP-01, it is **recommended that the candidate e-mail the electronic text of the 'Required' and 'Optional Information' to the County Elections office. The electronic text must mirror the submitted print version exactly.** The print version verbatim provided will be what is to be printed in the Voters' Pamphlet.
3. The candidate or authorized agent must sign the JCVP-01.
4. The statement must consist of words/numbers only; charts or graphics may not be used (other than bullet points).

5. The 'Candidate's Statement' must begin with the 'Required Information' which includes "Occupation", "Occupational Background", "Educational Background" and "Prior Governmental Experience" – these eight words must be a part of the statement, but these eight words do not count towards the maximum word count of 325. Provide itemized listing of information without embellishments.
6. In the 'Required Information', use semicolons (;) to separate items such as jobs, organizations, dates, etc. 'Required Information' submitted in list format will be changed to a run-on format, using commas, semicolons and colons as appropriate. The word "None" (part of word count) may be used in any section of the 'Required Information' if the candidate does not have relevant information for that section.
7. The combined total word count for 'Required' **and** 'Optional Information' **must not exceed 325 words/numbers. Please hand count your statement to ensure that your word count does not exceed the 325 maximum word/number count.**
8. Generally, anything with a white space around it counts as a word. If the word is hyphenated and the word is listed in a dictionary as one word that can be used either with or without a hyphen, it will count as one word. All other hyphenated words will count as more than one word.
9. In the 'Optional Information', standard formatting attributes, such as boldface, all caps, centering, underlining, bulleted and numbered lists may be used. These **formats are not permitted** in the 'Required Information'. Italics can only be used when citing the source of published material. Any other italic used will be changed to plain text. Bullets do not count towards the word count.
10. The County Elections office will not correct errors in spelling, punctuation, grammar or syntax. No corrections to these errors will be allowed after the filing deadline. Please proof your submission before filing.
11. If the material in the statement violates the provisions of ORS 251.415, the material in violation will be rejected. If possible, the County Elections office will notify the candidate of the rejection.

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## JCVP-02 Endorsement Statement - Authorization for use of name or organization as part of the JCVP-01.

1. If the name of a person and/or title or organization is used as part of the statement in the JCVP-01, a signed JCVP-02 form **must be filed no later than 5 pm on the filing deadline**. Please see the JCVP-02 form for more information.
2. Any name (other than the candidate or committee) listed in the 'Candidate's Statement' without a submitted signed JCVP-02 form or one not filed by 5 pm on the filing deadline will be removed per ORS 251.405.

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## Quotes from previously published sources

1. Quotes from published sources may be used. The quotation must have been disseminated to the public prior to its inclusion and the source and publication date must be provided. If a quote, from a previously published source is used, no endorsement form is necessary. The quote, source and date will count towards the 325 maximum word count.

2. Quotes from websites can be used, but must include the date and website address as part of the statement. It is recommended that a printed copy from the website be maintained for your records from the date you are referencing in your 'Candidate Statement'.
3. Italics should only be used when citing the source of a quote from a published source. Example of quotes: "*The Oregonian*, 06/21/2011" or from Mayor Smith's website, [www.mayor-smith.com](http://www.mayor-smith.com) 06/21/2011 or "In the latest edition of the *NW Times*, the paper said this about me '... that Joe Smith is the best person for the job.'" *NW Times*, 02/04/2014.

## Portrait

1. A portrait photo is optional. It is recommended that one 5"x7" portrait be submitted. Alternately, a digital file portrait in a standard file format (.tif or .jpg) may be submitted, as an attachment to an e-mail sent to the County Elections office or on a disk. If a digital file is submitted, an identified printer copy of the same exact portrait that is submitted, must be provided by the deadline with the filing. The digital file must clearly reference the candidate name and should be a minimum of 300 dpi. If the portrait submitted is in a format different from those recommended above, the quality of reproduction may be affected or the portrait may be unusable. The portrait must be received by the filing deadline.
2. The portrait **must be less than four years old**. If the portrait is older than four years old, it will not be used in the Voters' Pamphlet.
3. The **portrait should only show the face, neck and shoulders of the candidate**; no hands, no hat, no sunglasses or anything below the shoulders. Please leave extra space around the portrait so that it can be cropped to the required size.
4. The **background of the portrait must be plain** (non-textured, light gray background is recommended). Materials such as paneling, wallpaper, windows, textured walls, bookcases, flags and plants will be cropped or altered. In the portrait, a candidate may not wear clothing or jewelry which may be construed as showing membership in any organization (e.g., uniform, judicial robe, hat, lapel pin, etc). Portraits that do not meet these requirements will be cropped or altered and any additional expenses charged to the candidate.
5. It is recommended that the candidate name be written on the back of the print. Do not use a pen that will bleed through to the portrait.

## Contact Information

- **Clackamas County Elections**, 1710 Red Soils Ct, Ste 100, Oregon City OR 97045-4300  
phone 503-655-8510                      fax 503-655-8461                      e-mail [elections@co.clackamas.or.us](mailto:elections@co.clackamas.or.us)
- **Multnomah County Elections**, 1040 SE Morrison St, Portland OR 97214-2417  
phone 503-988-3720                      fax 503-988-3719                      e-mail [elections@multco.us](mailto:elections@multco.us)
- **Washington County Elections**, 3700 SW Murray Blvd, Ste 101, Beaverton OR 97005-2365  
phone 503-846-5800                      fax 503-846-5810                      e-mail [elections@co.washington.or.us](mailto:elections@co.washington.or.us)
- **Yamhill County Elections**, 414 NE Evans St, McMinnville, OR 97218-4607  
phone 503-434-7518                      fax 503-434-7520                      e-mail [elections@co.yamhill.or.us](mailto:elections@co.yamhill.or.us)