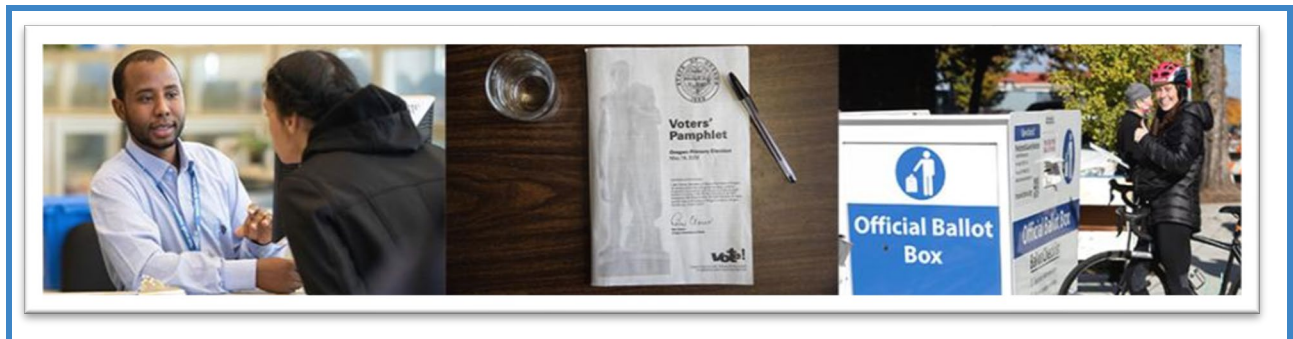




Multnomah County Elections Division

# Candidate Guide: 2025 District Candidates



# INTRODUCTION TO THE 2025 DISTRICT CANDIDATE GUIDE

The Multnomah County Elections Division produces this guide to inform and provide resources to candidates for district offices elected at the May 2025 Special District Election. It is for district offices whose candidates file declaration of candidacy forms with Multnomah County Elections, and should not be used by candidates for other offices.

This guide is not legal advice and should not be used for that purpose. Every effort is made to ensure that the information enclosed is current and accurate. However, in any instance that information within this guide conflicts with local or state laws, it is the candidate’s responsibility to understand and comply with the law. If you are considering running for office, it may be advisable to consult with legal counsel.

## Districts That File Candidacies with the Multnomah County Elections Division

- Multnomah Education Service District
- Mt. Hood Community College District
- Portland Community College District
- Centennial School District
- Corbett School District
- David Douglas School District
- Gresham-Barlow School District
- Parkrose School District
- Portland School District
- Reynolds School District
- Riverdale School District
- Multnomah Rural Fire Protection District
- Riverdale Rural Fire Protection District
- Corbett Rural Fire Protection District
- Sauvie Island Rural Fire Protection District
- Alto Park Water District
- Burlington Water District
- Corbett Water District
- Lusted Water District
- Pleasant Home Water District
- Valley View Water District
- Urban Flood Safety and Water Quality District

Some districts span multiple counties. **Candidates for offices in these “shared” districts only need to submit one candidate filing form (SEL 190)** to the appropriate county elections office. However, each county produces its own Voters’ Pamphlet, and candidates in shared districts will need to **file a separate Voters’ Pamphlet statement with each county elections office** to be printed in that county’s pamphlet.

## Shared Districts That File Candidacies with Other County Elections Offices

| County Filing Office               | District Name   |
|------------------------------------|---|
| <b>Columbia County Elections</b>   | <ul style="list-style-type: none"> <li>• Scappoose Rural Fire Protection District</li> <li>• Scappoose School District</li> </ul>   |
| <b>Clackamas County Elections</b>  | <ul style="list-style-type: none"> <li>• Clackamas Education Service District</li> <li>• Lake Oswego School District</li> <li>• Clackamas Fire District</li> <li>• Sunrise Water Authority District</li> <li>• Palatine Hill Water District</li> </ul>  |
| <b>Washington County Elections</b> | <ul style="list-style-type: none"> <li>• Beaverton School District</li> <li>• Hillsboro School District</li> <li>• Tualatin Valley Fire &amp; Rescue District</li> <li>• Tualatin Valley Water District</li> <li>• West Slope Water District</li> </ul> |

## Contact Multnomah County Elections Division with Questions

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**Email:** [filings@multco.us](mailto:filings@multco.us)

**Phone:** 503-988-8613 or 503-988-VOTE

**Web:** [MultnomahVotes.gov](http://MultnomahVotes.gov)

**Address:** 1040 SE Morrison Street, Portland, OR 97214

Candidates have the option of scheduling time to meet with the Division's Elections District and Candidate Specialist to learn about the filing processes or review filings for completeness. Use this [scheduling link](#) or call 503-988-8613 to set up a 30-minute meeting.

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## CANDIDATE DEADLINES & CHECKLISTS

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### Important Dates & Deadlines for May 2025 Candidates

|                         |   |
|-------------------------|---|
| February 8, 2025        | First day district candidates can file declaration of candidacy   |
| February 8, 2025        | First day district candidates can file County Voters' Pamphlet materials  |
| 5:00 PM, March 20, 2025 | <b>Deadline</b> for district candidates to file their declaration of candidacy  |
| March 20, 2025          | <b>Deadline</b> for district candidates to file a Candidate Withdrawal form so that their name does not appear on the May 2025 ballot |
| 5:00 PM, March 24, 2025 | <b>Deadline</b> for district candidates to file a statement for inclusion in the county Voters' Pamphlet                              |
| May 20, 2025            | Election Day!   |
| June 16, 2025           | Deadline for County to certify official election results to districts   |

### Candidate Filing Checklist

All Materials Must Be Received By 5:00 PM on March 20<sup>th</sup>

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Candidate Filing Form (SEL 190)  |
| <input type="checkbox"/> | \$10.00 Candidate Filing Fee   |
| <input type="checkbox"/> | OR Signature Petition in Lieu of Filing Fee<br>Signature sheets must be <b>received</b> by 5:00 PM on March 20, 2025. The Elections Division recommends submitting signature sheets by March 17 <sup>th</sup> to guarantee enough time to complete signature verification by the March 20 <sup>th</sup> filing deadline. |

### Voters' Pamphlet Statement Filing Checklist

All Materials Must Be Received By 5:00 PM on March 24<sup>th</sup>

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Completed and Signed Candidate Statement Form (JCVP-01)   |
| <input type="checkbox"/> | "Optional Information" for Candidate Statement (optional) |
| <input type="checkbox"/> | Candidate Photo (optional)                                |
| <input type="checkbox"/> | Completed Endorsement Forms(s) (JCVP-02) (if applicable)  |
| <input type="checkbox"/> | \$25.00 Voters' Pamphlet Filing Fee                       |

## DISTRICT ELECTIONS & TERMS OF OFFICE

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Requirements for district elections are established by state statute. Most local district boards elect officeholders in the May Special District Election held on the 3rd Tuesday in odd-numbered years. Officeholders are elected to staggered four-year terms, with half of the board positions on the ballot every two years. The term for officeholders elected at the May 2025 election will begin July 1, 2025, and four-year terms will end on June 30, 2029.

Some officeholders will be elected to two-year unexpired terms, which will begin on July 1, 2025 and end on June 30, 2027. When a district position is vacated by its officeholder, the district board has the power to appoint someone to fill the vacancy only until after the next Special District Election. If the original officeholder of the vacant position was regularly elected at the May 2023 Special District Election, the position will be on the May 2025 ballot to elect someone for the remaining two years of the original officeholder's term. The position will then be on the ballot again at its next regularly scheduled election in May 2027.

District elections are nonpartisan, which means that political party affiliation is not printed on the ballot. All of the candidates who file for a position will be listed together on every ballot in the electoral district, regardless of the candidates' or voters' party registrations. Whichever candidate receives the most votes in a contest is elected to the office.

May 20, 2025 is the **first regular election of Urban Flood Safety and Water Quality District (UFSWQD) directors**. To implement staggered terms, the directors elected in May will draw lots after the election to determine which two positions will be on the ballot in May 2027 (and every four years after that), and which three positions will be on the ballot in May 2029 (and every four years after that).

## QUALIFICATIONS FOR DISTRICT OFFICEHOLDERS

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Oregon state statute sets legal qualifications for district offices. The tables on the following pages list all of the positions that are regularly scheduled for election in May 2025 and the legal qualifications for officeholders.

This guide will be updated by February 8, 2025 with any two-year unexpired term positions that will also be on the May 2025 ballot. A public notice of election for all district offices that will be on the May 2025 ballot will also be published on [MultnomahVotes.gov](https://www.multnomahvotes.gov).

If you have questions about your qualifications for a position, contact the Multnomah County Elections Division for assistance.

## School District Positions & Qualifications

| District Name                  | Four-Year Term Positions on the 2025 Ballot  | Qualifications for Office   |
|--------------------------------|--|---|
| Centennial School District     | Position 1, Zone 1<br>Position 3, Zone 3<br>Position 6, At-Large<br>Position 7, At-Large<br><br>All positions are elected by voters registered anywhere in the district. | <ul style="list-style-type: none"> <li>• Reside in the district for at least 1 year immediately preceding Election Day</li> <li>• <b>At-large position:</b> registered voter in the district</li> <li>• <b>Zone position:</b> registered voter in the zone</li> </ul> |
| Corbett School District        | Positions 2, 3, 4, 5<br><br>All positions are elected by voters registered anywhere in the district.   | <ul style="list-style-type: none"> <li>• Reside in the district for at least 1 year immediately preceding Election Day</li> <li>• Registered voter in the district</li> </ul>   |
| David Douglas School District  | Positions 1, 2, 3, 6<br><br>All positions are elected by voters registered anywhere in the district.   | <ul style="list-style-type: none"> <li>• Reside in the district for at least 1 year immediately preceding Election Day</li> <li>• Registered voter in the district</li> </ul>   |
| Gresham-Barlow School District | Position 3, Zone 2<br>Position 4, At-Large<br>Position 5, Zone 4<br>Position 6, At-Large<br><br>All positions are elected by voters registered anywhere in the district. | <ul style="list-style-type: none"> <li>• Reside in the district for at least 1 year immediately preceding Election Day</li> <li>• <b>At-large position:</b> registered voter in the district</li> <li>• <b>Zone position:</b> registered voter in the zone</li> </ul> |
| Parkrose School District       | Positions 1, 4, 5<br><br>All positions are elected by voters registered anywhere in the district.  | <ul style="list-style-type: none"> <li>• Reside in the district for at least 1 year immediately preceding Election Day</li> <li>• Registered voter in the district</li> </ul>   |
| Portland School District       | Zone Positions 4, 5, 6<br><br>All positions are elected by voters registered anywhere in the district.   | <ul style="list-style-type: none"> <li>• Reside in the district for at least 1 year immediately preceding Election Day</li> <li>• Registered voter in the zone</li> </ul>   |
| Reynolds School District       | Positions 1, 2, 3, 4<br><br>All positions are elected by voters registered anywhere in the district.   | <ul style="list-style-type: none"> <li>• Reside in the district for at least 1 year immediately preceding Election Day</li> <li>• Registered voter in the district</li> </ul>   |
| Riverdale School District      | Positions 1, 3, 5<br><br>All positions are elected by voters registered anywhere in the district.  | <ul style="list-style-type: none"> <li>• Reside in the district for at least 1 year immediately preceding Election Day</li> <li>• Registered voter in the district</li> </ul>   |

## Other Educational District Positions & Qualifications

| District Name                               | Four-Year Term Positions on the 2025 Ballot  | Qualifications for Office   |
|---|--|---|
| Multnomah Education Service District (MESD) | <ul style="list-style-type: none"> <li>• Position 1, Zone 5</li> <li>• Position 2, At-Large</li> <li>• Position 3, Zone 2</li> <li>• Position 4, Zone 4</li> </ul> <p>At-large positions are elected by voters registered anywhere in the district; zone positions are elected by voters registered in the zone.</p> | <ul style="list-style-type: none"> <li>• Reside in the district for at least 1 year immediately preceding Election Day</li> <li>• <b>At-large position:</b> registered voter in the district</li> <li>• <b>Zone position:</b> registered voter in the zone</li> </ul> |
| Mt. Hood Community College District         | <ul style="list-style-type: none"> <li>• Zone Positions 1, 2, 4</li> </ul> <p>At-large positions are elected by voters registered anywhere in the district; zone positions are elected by voters registered in the zone.</p>   | <ul style="list-style-type: none"> <li>• <b>At-large position:</b> registered voter in the district</li> <li>• <b>Zone position:</b> registered voter in the zone</li> </ul>  |
| Portland Community College District         | <ul style="list-style-type: none"> <li>• Zone Positions 1, 4, 5, 6</li> </ul> <p>All positions are zone positions and are elected by voters registered in the zone.</p>  | <ul style="list-style-type: none"> <li>• Registered voter in the zone</li> </ul>  |

## Fire Protection District Positions & Qualifications

| District Name                                | Four-Year Term Positions on the 2025 Ballot   | Qualifications for Office   |
|--|---|---|
| Multnomah Rural Fire Protection District     | <ul style="list-style-type: none"> <li>• Positions 1, 3, 5</li> </ul> <p>Positions are elected by voters registered anywhere in the district.</p> | <ul style="list-style-type: none"> <li>• Either registered voter <b>OR</b> owner in the district</li> </ul> |
| Riverdale Rural Fire Protection District     | <ul style="list-style-type: none"> <li>• Positions 1, 2</li> </ul> <p>Positions are elected by voters registered anywhere in the district.</p>    | <ul style="list-style-type: none"> <li>• Either registered voter <b>OR</b> owner in the district</li> </ul> |
| Corbett Rural Fire Protection District       | <ul style="list-style-type: none"> <li>• Positions 1, 2</li> </ul> <p>Positions are elected by voters registered anywhere in the district.</p>    | <ul style="list-style-type: none"> <li>• Either registered voter <b>OR</b> owner in the district</li> </ul> |
| Sauvie Island Rural Fire Protection District | <ul style="list-style-type: none"> <li>• Positions 3, 4, 5</li> </ul> <p>Positions are elected by voters registered anywhere in the district.</p> | <ul style="list-style-type: none"> <li>• Either registered voter <b>OR</b> owner in the district</li> </ul> |



## Water District Positions & Qualifications

| District Name                | Four-Year Term Positions on the 2025 Ballot   | Qualifications for Office  |
|------------------------------|---|--|
| Alto Park Water District     | Positions 2, 4<br>Positions are elected by voters registered anywhere in the district.    | <ul style="list-style-type: none"> <li>• Either registered voter in the district <b>OR</b> a landowner in the district and registered and eligible to vote in the state</li> </ul> |
| Burlington Water District    | Positions 1, 5<br>Positions are elected by voters registered anywhere in the district.    | <ul style="list-style-type: none"> <li>• Registered voter in the district</li> </ul>   |
| Corbett Water District       | Positions 2, 4<br>Positions are elected by voters registered anywhere in the district.    | <ul style="list-style-type: none"> <li>• Registered voter in the district</li> </ul>   |
| Lusted Water District        | Positions 2, 4<br>Positions are elected by voters registered anywhere in the district.    | <ul style="list-style-type: none"> <li>• Registered voter in the district</li> </ul>   |
| Pleasant Home Water District | Positions 1, 2, 4<br>Positions are elected by voters registered anywhere in the district. | <ul style="list-style-type: none"> <li>• Registered voter in the district</li> </ul>   |
| Valley View Water District   | Positions 4, 5<br>Positions are elected by voters registered anywhere in the district.    | <ul style="list-style-type: none"> <li>• Registered voter in the district</li> </ul>   |

## Urban Flood Safety and Water Quality District Positions & Qualifications

| Positions on the 2025 Ballot  | Qualifications for Office   |
|---|---|
| <ul style="list-style-type: none"> <li>• Positions 1, 2, 3, 4, 5</li> </ul> <p>Positions are elected by voters registered anywhere in the district.</p> | <p><b>Position 1:</b></p> <ul style="list-style-type: none"> <li>• Registered voter in the district</li> </ul> <p><b>Positions 2, 3, 4, and 5:</b></p> <ul style="list-style-type: none"> <li>• Registered voter in the district <b>AND</b> one of the following additional criteria:               <ol style="list-style-type: none"> <li>1. Reside within the district’s managed floodplain; <b>OR</b></li> <li>2. Own real property located within the managed floodplain; <b>OR</b></li> <li>3. Be the designated representative of a business or other for profit or nonprofit corporation that owns real property located within the managed floodplain and are authorized in writing by the owner to be a candidate at the time of filing your declaration of candidacy</li> </ol> </li> </ul> |

## Checking Candidate Qualifications

All positions on the May 2025 ballot have a qualification that requires either residency or, in some cases, property ownership, within the district. You can view the list of districts you reside or own property in by entering your address in the search box on the County's [interactive map](#) and then clicking on your precinct. If you are identifying the school district zone you reside in for [Centennial](#), [Gresham-Barlow](#), or [Portland](#) School Districts, you will need to use the zone map provided by the district.

After receiving your candidate filing (this process is described in the next section), the Elections Division will review your legal qualifications for office. We will typically be able to verify your residence history and voter registration status by reviewing your voter registration record. If that record is insufficient to verify your qualifications, you will be asked to provide other official documentation. This may be necessary if you delayed or did not update your voter registration after moving.

If supplemental documentation is needed, it should be received by the 5:00 P.M. March 20th filing deadline. You are encouraged to submit your candidate filing before the deadline day to allow time to address any issues that might arise in the filing process.

### Urban Flood Safety and Water Quality District (UFSWQD) Candidates

To assist with qualification verification, candidates for UFSWQD positions 2, 3, 4, and 5 will be asked to complete a short form to identify the qualification under which they are filing. Designated representatives of a business, for profit or nonprofit organization that owns real property in the managed floodplain will need to provide a copy of written authorization from the owner with their candidate filing.

## HOW TO FILE YOUR CANDIDACY & BE LISTED ON THE BALLOT

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You need to submit your candidate declaration filing paperwork to the Elections Division to be listed on the ballot. The Elections Division must **receive your complete filing by 5:00 P.M on March 20, 2025** to accept it.

### A complete candidate filing consists of:

- A completed and signed Candidate Filing form for district candidates (SEL 190)
- Either** a filing fee **or** a candidate nominating petition (SEL 121) with 25 valid signatures

The Elections Division will upload candidate filings to the [May 20, 2025 election website](#), typically within 1-2 business days of receipt, so the list of candidates filed for each office is publicly available.

### SEL 190 District Candidate Filing Form

The SEL 190 District Candidate Filing form can be [completed online](#) or you can submit the [PDF form](#) to the Multnomah County Elections Division:

- In person at the Elections Division, 1040 SE Morrison Street, Portland, OR 97214
- Via email sent to [filings@multco.us](mailto:filings@multco.us)

- Via mail addressed to Multnomah County Elections Division, 1040 SE Morrison Street, Portland, OR 97214. *A form received by mail after the filing deadline will not be accepted even if the postmark indicates it was mailed before the deadline*

If you need to make updates or corrections to your filing form, you can do so up until the candidate filing deadline by submitting a new SEL 190 with the “amendment” box checked on the form. No additional fee will be charged for amended forms.

### Tips for Completing Your SEL 190

Your SEL 190 must include the *district name* and *the position or zone number* for which you are filing.

#### **Example:**

Filing for Office of: School Board Director

District, Position, or County: Portland School District, Zone 4

The name you choose to list on the ballot can differ from your legal name; for example, if you are known as “Liz” instead of “Elizabeth”. However, under ORS 254.145, the Elections Division cannot include a title or designation (e.g. Dr.) on the ballot with your name.

You must provide information in each of the required sections: Occupation, Occupational Background, Educational Background, and Prior Governmental Experience. If you do not have experience in one of these areas, it is acceptable to print “none” or “n/a”. You may not leave a section blank.

**The SEL 190 must include your signature, reflective of how your “wet” signature appears.** If you submit your filing via email, you can print and sign the form, scan it, and email the pdf or image (jpeg or png file). **Typed signatures or digital signatures generated by programs like DocuSign will not be accepted.**

### Filing By Fee Or Signature Petition

In order for your filing to be complete, you must also pay a filing fee **or** submit a valid signature petition to the Elections Division by the March 20, 2025 filing deadline.

#### Filing By Fee

The filing fee for district candidates is **\$10.00**.

Your fee can be paid to the Elections Division:

- With cash, credit/debit card, or check in person at the Elections Division
- With a debit/credit card over the phone (503-988-VOTE)
- With a check mailed to Multnomah County Elections Division, 1040 SE Morrison Street, Portland, OR 97214. *A check **received** by mail after the filing deadline will not be accepted even if the postmark indicates it was mailed before the deadline*

#### Filing By Signature Petition

Instead of filing by fee, you can choose to file with a nomination signature petition ([SEL 121 form](#)).

To successfully file by signature petition, you need 25 valid signatures from voters registered in the position's district (or zone, if the position is elected by zone rather than by all voters in the district). The Elections Division recommends that you collect and submit more than 25 signatures on your petition as there are a number of reasons why a well-intentioned supporter's signature may not be valid.

For more information about legal requirements for circulators and signature petitions, you should review the State Elections Division's "[County, City, and District Candidate Manual](#)" (pages 26-30).

Circulation of a nominating petition for a district candidate may start at any time; the signature sheets do not need to be approved by the Elections Division prior to circulation. Before submitting petition sheets to the Elections Division, you will need to ensure that each signature sheet certification is signed and dated by its circulator. You must submit the original signature sheets to the Elections Division; electronic copies of the signature sheets will not be accepted.

The Elections Division will review the signatures on the petition to determine whether it contains a sufficient number of valid signatures. The Elections Division recommends submitting signature sheets by March 17, 2025 to ensure enough time to complete the signature verification process before the candidate filing deadline.

## Candidate Withdrawal

If you choose to withdraw your candidacy and do not want your name to be listed on the ballot, you must complete the [SEL 150 Candidate Filing - Withdrawal](#) form and submit it by **5:00 PM on March 20th**.

Nothing prohibits you from announcing that you are withdrawing from a contest or taking other steps to end your campaign after the candidate withdrawal deadline, but if an SEL 150 is not filed by the withdrawal deadline, your name will still be listed on the ballot.

## Candidate Residence Address Exemption

Your candidate filing form and most information in your voter registration record are public records, which means that any member of the public can request and review them. It is the Elections Division's policy to publicly post candidates' filing forms on its website, with the signature redacted.

Candidates and public officeholders in Oregon have the right to file an [SEL 180 Residence Address Exemption Request](#). Residence address exemption prevents elections officials from publishing your residence address in your publicly posted candidate filing or in voter lists. If you choose to file an exemption request, you will need to provide a mailing address that is publicly disclosable, which will be displayed on your filing form and on voter lists. It is also where you will receive your ballot for as long as you qualify for the exemption. The exemption automatically expires when you are either not elected to office or cease to be an officeholder.

Under the SEL 180 exemption, your residence address may be disclosed if the Elections Division receives a written public records request.

If you have additional safety concerns about the disclosure of your residence address, you may file an [SEL 550 Application to Exempt Residence Address from Disclosure as a Public Record](#). This exemption is available to any voter whose personal safety, or the safety of a family member with whom they reside, is in danger if their residence address remains available to the public. To receive approval for this exemption, the form does require that you provide information about how your safety is at risk.

Under the SEL 550 exemption, your residence address will be redacted on your candidate filing form, in voter lists, and other Elections Division materials available for public inspection. It may only be disclosed in compliance with a court order, at the request of a law enforcement agency, or with your consent. You will need to provide a mailing address that is publicly disclosable, which will be displayed on your candidate filing form and in voter lists, and where your ballot will be sent as long as you're eligible for the exemption.

Both the SEL 180 and the SEL 550 only exempt your residence address from elections-related records. Neither will cause your residence address to be exempted from other government records that may be available for public inspection (property or business records, for example).

## HOW TO FILE YOUR COUNTY VOTERS' PAMPHLET STATEMENT

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The Elections Division produces a Voters' Pamphlet that it mails to every household in the County several weeks before each election.

Inclusion in the Voters' Pamphlet is optional for candidates. If you are a filed candidate and want to publish a statement in the Voters' Pamphlet, you must submit a separate filing to the Elections Division, distinct from your candidate declaration filing form. **All elements of the Voters' Pamphlet filing must be received by 5:00 PM on March 24, 2025 or the filing will not be accepted.**

Each County produces its own Voters' Pamphlet, so if you are filing for a position in a district that spans more than one county and want your statement to be published in each county's Voters' Pamphlet, you will need to submit a separate filing and fee to each county elections office by the filing deadline.

Multnomah, Washington, Clackamas, and Yamhill counties use the same filing forms and fee structure for our Voters' Pamphlets, so if you are filing with more than one of these counties, you have the option to submit separate copies of the same filing materials to each office.

### A complete Voters' Pamphlet filing consists of:

- Signed Joint County Voters' Pamphlet Candidate Statement form (JCVP-01)
- \$25.00 Filing fee
- Joint County Voters' Pamphlet Statement of Endorsement form(s) (JCVP-02) (when applicable)
- Candidate photo (optional)

To ensure you submit an acceptable filing, thoroughly review the complete instructions on the Joint County Voters' Pamphlet (JCVP) forms, accessible on the Elections Division's [special districts webpage](#), before filing your Voters' Pamphlet materials.

For your filing to be accepted, all the required sections of the JCVP-01 Candidate Statement form must be completed. You can also include an optional statement to be published in the pamphlet. The required information you provide plus your optional statement **cannot be more than 325 words/numbers combined**. Headings required by the form are not included in the word count.

**The JCVP-01 Candidate Statement form must include your signature, reflective of how your “wet” signature appears.** If you are submitting your filing via email, you can print and sign the form, scan it, and email the pdf or image (jpeg or png file) to the Elections Division. **Typed signatures or digital signatures generated by programs like DocuSign will not be accepted.**

If you include the name of a person or organization who supports or endorses you in your Candidate Statement, you must either include and cite a quote from a publicly available source (such as a newspaper) or submit with your filing a Statement of Endorsement form (JCVP-02) signed by the person or representative of the organization who is named. A separate JCVP-02 form must be submitted for each supporter or endorser named in your Candidate Statement.

You may also submit a photo to be published in the Voters’ Pamphlet next to your Candidate Statement. Read the JCVP-01 instructions for more information about photo requirements.

Complete JCVP form(s), statement, and candidate photo can be submitted to the Elections Division:

- In person at the Elections Division, 1040 SE Morrison Street, Portland, OR 97214
- Via email sent to [filings@multco.us](mailto:filings@multco.us)
- Via mail addressed to Multnomah County Elections Division, 1040 SE Morrison Street, Portland, OR 97214. *Filing materials **received** by mail after the filing deadline will not be accepted even if the postmark indicates it was mailed before the deadline*

The Elections Division recommends you submit your Voters’ Pamphlet filing early so staff have the chance to review your materials and notify you about any issues prior to the filing deadline, while there may still be time to remedy them. You can submit updates or corrections with an amended JCVP-01 form up until the filing deadline at 5:00 PM on March 24th. No changes are permitted after the filing deadline.

Please provide a digital copy of your photo and a word processor document (.doc, .docx, .txt file) with the text of your statement, even if you file in person! This supports better photo print quality and faster notification about any issues with your statement’s word count.

## Sample of Candidate Voters' Pamphlet Statement Submission with Tips for Completion

**Occupation:** Program & Communications Coordinator, Multnomah County Elections Division

**Occupational Background:** Elections Administration; Teacher

**Educational Background:** Pacific University, B.A. in Political Science; North Salem High School

**Prior Governmental Experience:** None

This is the optional section of your statement. Typically, candidates will share more about their biography, experience, values, goals, and/or supporters. This section combined with the words **you** type in response to the required headings above cannot be more than 325 word/numbers.

The Elections Division recommends counting words in your statement by hand. Your word processor might auto count words differently than they are counted for the Voters' Pamphlet statement. A common issue is the undercounting of hyphenated words (e.g. middle-class), which the county elections offices count as two words unless they are part of a proper name (e.g. AFL-CIO) or there is an accepted dictionary spelling of it as a single word without a hyphen (e.g. re-election = reelection)

You can make specific points using:

- Bullets
- But not graphics

You can also use **bolded** and underlined text. *Italics* can only be used to cite a quote from a publicly published source. For example: "This candidate is the best!"- *The Oregonian*, Sept. 5, 2024.

Unless citing a publicly published source, the name of any individual or organization included in your statement to support or endorse you must be accompanied by a JCV-02 Endorsement form. You should include the endorsements in your statement using your preferred format, but the Elections Division may reformat a list of endorsers into two columns in order to fit on the printed page. Endorsements are included in the 325-word count.

**Endorsed by:**

|                                |                          |
|--------------------------------|--------------------------|
| Maria Garcia, City Councilor   | Excellent Workers United |
| Darnell Banks, former governor | Downtown Business Corp   |

A URL included in your statement counts as one word. The URL is in a printed format, so a shorter link is easier for the reader to remember and access.

*(This information is furnished by Candidate or Candidate Committee name)* is included at the bottom of each printed statement. It is inserted by Multnomah County Elections based on information provided on the JCV-01 and is not included in the 325-word count.



## Voters' Pamphlet Filing Fee

In order for your Voters' Pamphlet filing to be complete, you must also pay a **\$25.00** filing fee.

Your fee can be paid to the Elections Division:

- With cash, credit/debit card, or check in person at the Elections Division
- With a credit/debit card over the phone (503-988-VOTE)
- With a check by mail, addressed to Multnomah County Elections Division, 1040 SE Morrison Street, Portland, OR 97214. A check **received** by mail after the filing deadline will not be accepted even if the postmark indicates it was mailed before the deadline.

## Public Inspection

Under state statute, all Voters' Pamphlet materials are available for public inspection four business days after the filing deadline. It is the Elections Division's practice to publicly post the filed statements at this time on the Military & Overseas Online Voters' Guide webpage.

## CAMPAIGN FINANCE COMPLIANCE

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As a candidate, ***you are responsible for ensuring that your campaign is compliant with State campaign finance regulations.*** The Oregon Elections Division under the Secretary of State (SOS) oversees and enforces State campaign finance regulations. Multnomah County's local campaign finance regulations *do not* apply to any district candidates.

The [Campaign Finance Transparency and Education](#) and [Campaign Finance and Disclosures](#) resources are designed to educate you about your obligations under State regulations. If you are not able to access these resources online, call the Oregon Elections Division at 503-986-1518.

If you have received or plan to receive any kind of contribution, spend or plan to spend any money on your campaign, or have an existing candidate committee filed with the Oregon Elections Division, ***you may have reporting obligations even if you have yet to submit your Candidate Filing form (SEL 190) to the County Elections Division.***

Unless you meet the criteria for exemption, you must file a Statement of Organization with the Oregon Elections Division by whichever occurs first:

- Within three business days of first receiving a contribution or making an expenditure
- The deadline for filing your declaration of candidacy

You are exempt from this requirement if you meet ***all*** of the following criteria:

- You serve as your own treasurer
- You do not have an existing candidate committee
- You do not expect to spend or receive more than \$750 during the entire calendar year (including in-kind contributions and personal funds)

You should review the Oregon Elections Division's campaign finance resources immediately to learn more about what your obligations are and what steps you need to take to maintain compliance.



This includes what to do if you initially qualify for exemption from filing your Statement of Organization, but end up receiving or spending more than \$750 in the calendar year.

## HOW TO ORDER A VOTER LIST FOR YOUR DISTRICT

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Any person may order a voter list for an electoral district, which provides information about registered voters. The voter lists most commonly ordered are:

- **Voter Registration** - Includes the names, addresses, and party registrations of currently registered voters in a district listed in computer generated order; can include history of the elections in which voters cast ballots
- **Walking List** - Includes the names, addresses, and party registrations of currently registered voters in a district listed in precinct walking order
- **Voted/Not Voted List** - Includes the names, addresses, and party registrations of voters and whether or not their ballot has been received in an active election
- **Ballot Challenge List** - Includes the names and addresses of voters whose ballots are challenged because they were returned in unsigned ballot envelopes or the signature does not match the voter registration record (only available starting the 15<sup>th</sup> day after an election)

Voter data lists do not include reliable phone number data; providing a phone number during voter registration is optional.

To order data, you will need to complete an order form and pay data order fees. There is a \$25.00 setup fee per type of list, plus an additional fee of \$0.025 per 100 voter records included in the data set (there is a \$5.00 minimum on per-voter order fees).

Example: A voter list that contains records for 100,000 voters would cost:  
 $\$25.00 + 100,000 / 100 \times \$0.025 = \$50.00$  total.

The exception is the Signature Challenge List, which is provided free of charge.

The Multnomah County Elections Division can only provide data about registered voters in Multnomah County. If you are seeking data for all voters in an electoral district that spans multiple counties, that data is most efficiently ordered through the Oregon Secretary of State (SOS). The SOS has the same fee structure for data orders.

If you would like to order Multnomah County voter data, submit your order through the County's [Public Records Center](#). Choose "Submit a Records Request" and then select the Elections Department to set up an account and access voter list order options. You can call 503-988-8613 with questions.

If you would like to order data for a district that spans multiple counties, complete the SOS's [Request for Voter List](#). You can call 503-986-1518 with questions.

## ELECTION RESULTS & CERTIFICATION

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The first election results report will be released at 8:00 PM on May 20th, and can be viewed on the [Secretary of State's website](#). These reports are called "unofficial results" because they only include ballots that have been counted at the time of the report. New reports are released periodically as ballots continue to be counted.

The County Elections Division will certify official election results by June 16, 2025. After districts determine from the results who has been elected and affirm that they are qualified to serve in office, the Elections Division sends Certificates of Election for the newly elected officeholders to each district. The district manages the swearing in of elected officeholders.