

MULTNOMAH COUNTY REFERENDUM PETITION PROCEDURES

1. File prospective referendum petition with Multnomah County Elections. *A prospective referendum petition must be filed after the ordinance is adopted and signatures must be filed for verification with the elections official **no later than the 90th day after the adoption of a nonemergency county measure.** To determine the filing deadline, day one is the first day after the measure was adopted by the governing body. If more than 90 days has passed since the ordinance was adopted changes may only be made by initiative petition.*

The prospective referendum petition must include the following:

- Text of the ordinance as enacted by the Multnomah County Commission.
 - Statement One or More/No Petition Circulators Will Be Paid (Initiative/ Referendum Only) ([SEL 301](#))
 - Prospective Petition for Local Measure ([SEL 370](#)) which designates not more than three chief petitioners. Residence addresses of the chief petitioners are printed on the cover sheet.
2. Within 3 business days of spending or receiving any money to support the referendum effort file Statement of Organization ([SEL 222](#)) and Campaign Account Information ([SEL 223](#)) with [Secretary of State's Office](#). Approval to circulate will not be given until the Statement of Organization and Campaign Account Information form have been filed with State Elections Division. Please review the [Campaign Finance Manual](#).
 3. Multnomah County Elections Division will date stamp all materials and verify that all required information in #1 is included. Upon receiving a prospective referendum petition, Multnomah County Election assigns the petition an identification number. Written approval will be sent to the chief petitioners if all information is complete and correct.
 4. The Elections office then forwards two copies (before the end of the next business day) to the County Attorney for preparation of the ballot title. **The ballot title drafting process and the collection of signatures can occur simultaneously.** Once the chief petitioners have received written approval to circulate from the county elections official the chief petitioners may begin collecting signatures. The chief petitioners are not required to wait for the ballot title before collecting signatures.
 5. County Attorney has five business days to generate a ballot title and an explanatory statement for the voters' pamphlet.
 6. County Attorney returns one copy of prospective petition, ballot title and explanatory statement to Elections Office, one copy to one of the chief petitioners.
 7. Elections Office publishes notice that an elector may challenge ballot title or explanatory statement in Circuit Court. Challenge period is seven business days after receipt of ballot title and explanatory statement from the County Attorney.

8. Any person filing a challenge must file a copy of the challenge with the Elections Office by the end of the next business day after the challenge is filed with the Circuit Court.
9. If no challenge is filed, or as soon as a challenge has been adjudicated, Elections Office certifies official ballot title to one of the chief petitioners.
10. Petitioners must submit signatures no more than 90 days from the date that the Board of County Commissioners adopted the ordinance being referred.
The required number of signatures is (4%) **11,587**.
11. Elections Office has 30 days to verify signatures (may be random sample).
12. Elections Office certifies sufficient signatures to Board of County Commissioners.
13. Board of County Commissioners calls election that is not sooner than 90th day after certification in #12.

References: [MCC 5.100-5.108](#), [ORS 250.015](#), [ORS 260.035](#), [ORS 260.118](#), [County Initiative and Referendum Manual](#).