

# Voters' Pamphlet Filing Packet for the May 2016 Primary Election



## City of Portland candidates

Voters' pamphlet filing packet for candidates running for a City of Portland. This packet includes the voters' pamphlet filing forms.

Multnomah County  
Elections Division  
1040 SE Morrison St  
Portland OR 97214  
[www.mcelections.org](http://www.mcelections.org)  
Phone: 503-988-3720  
Fax: 503-988-3719  
[elections@multco.us](mailto:elections@multco.us)

Elections Division • Tim Scott, Director

To: City of Portland Candidates

From: Multnomah County Elections

We hope this information will assist you in filing for the May 2016 Primary Election. This packet includes all forms with links to fillable PDF forms. Please contact us if you have any questions by phone at 503-988-3720 or by email at [elections@multco.us](mailto:elections@multco.us).

**CANDIDATE VOTERS PAMPHLET FILING CHECKLIST**

Candidate or agent is to place a mark in each box indicating they have received the information contained in this packet from Multnomah County Elections.

- ☐ Voters' Pamphlet form JCVP-01 and instructions
- ☐ Endorsement form JCVP-02 and instructions

**IMPORTANT DATES**

- March 17, 2016 - **Deadline for City of Portland to certify official list of Portland candidates, thereby allowing City of Portland candidates to file Voters' Pamphlet statement**
- March 21, 2016 - **Voters' Pamphlet filing deadline for City of Portland candidates.**
- March 25, 2016 – Voters' pamphlet statements become public record and are available on website.
- April 1, 2016 - Military/overseas ballots mailed.
- April 26, 2016 - Voter Registration Deadline.
- April 27, 2016 - Ballots mailed.
- **May 17, 2016 – Primary Election Day** – Drop sites open until 8:00 PM. All 36 County Election offices in the state of Oregon open 7:00 AM – 8:00 PM on Election Day.



## FILING VOTERS' PAMPHLET

- **Voters Pamphlet** – Any candidate who has filed for office with the City of Portland has the **option** of filing a Candidate Voters' Pamphlet statement along with the separate fee.

Portland candidates cannot file a Voters' Pamphlet statement until the City of Portland certifies the official list of candidates. The deadline for that certification is 3/17/2016, although it could occur sooner. The deadline for City of Portland candidates to file a Voters' Pamphlet statement is 3/21/2016.

No information will be included in the Voters' Pamphlet unless a candidate files a voters' pamphlet statement and pays the separate fee.

If filing, candidates must complete each section of the required portion of the Voters' Pamphlet form. Only relevant information is required for each section, but each required section must be completed. The word "none" can be used. The fewer words used in the required section will allow for more words in the optional section. The maximum total allowed is 325 words/numbers.

If the name of an individual or organization is included as part of the statement (part of the 325 words), a signed endorsement form must be included. Please read all instructions before submitting the statement.

- [Candidate Filing Form for County Voters' Pamphlet](#) JCVP-01
- [Endorsement Form for County Voters' Pamphlet](#) JCVP-02

- Fees for candidate filing and Voters' pamphlet filing. – **CASH or CHECK only! Checks should be made to "Multnomah County"** Fees are based on size of city in each county.

**Each county produces a separate Voters' Pamphlet. To appear in all three counties, a separate filing and fee must be made with each county.**

- \$300 - City of Portland candidates with Multnomah County
- \$25 - City of Portland candidates with Clackamas County
- \$25 - City of Portland candidates with Washington County

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# Candidate's Statement for County Voters' Pamphlet

**Important! Please read all instructions before completing this form.** This form is to be used when filing a 'Candidate's Statement for County Voters' Pamphlet' with your County Elections office. Please note that each county produces a separate County Voters' Pamphlet. If the jurisdiction or district is located in more than one county a separate 'Candidate's Statement for Voters' Pamphlet' form must be filed and the fee paid to each county where the statement is to be printed.

## FILING INFORMATION

Election: Primary 20\_\_\_\_ General 20\_\_\_\_ Special \_\_\_\_\_  
 Original Statement Amended Statement

Name of Candidate (as it will appear on ballot):

Filing for the Office of (what's applicable):

District: Position: Zone #:

"This Information Furnished by" (required: name of Candidate or Committee as should appear in Voters' Pamphlet):

## CONTACT INFORMATION

Phone: Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Home: \_\_\_\_\_

E-Mail:

**Warning:** Any person who supplies information in the 'Required' portion of a Voters' Pamphlet statement, knowing it to be false, is subject upon conviction, of a Class C felony, to imprisonment for up to five years or to a fine of \$125,000, or both. ORS 260.715 (1); 260.993 (2); 161.605; and 161.625.

**Note:** Language which violates any provision of ORS 251.415 will be excluded from the Voters' Pamphlet.

By signing this document, I hereby state:

- That all information provided by me on this form and in this Statement is true to the best of my knowledge;
- I am the author of this Statement (ORS 251.415);
- I have read and understand the instructions for submitting this 'Candidate Statement'; and
- The portrait provided, if any, is less than four (4) years old.

\_\_\_\_\_, 20\_\_\_\_  
**Signature of Candidate or Agent on behalf of Candidate**

Date signed

(If applicable) Printed name of Agent

Phone number

### For Office Use only:

County: \_\_\_\_\_

Cash-receipt #: \_\_\_\_\_

Check #: \_\_\_\_\_

Amount \$ \_\_\_\_\_

Required Info? Yes No

Signed? Yes No

Optional Info? Yes No

Endorsements? Yes # \_\_\_\_\_ No

Portrait?

Print? # \_\_\_\_\_

Email?

Copy? Yes No

None

Intake Staff Initials:

Word Count (325 max):

Digital copy? Yes No

Review Staff Initials:

**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):

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

**Educational Background:** (relevant schools attended)

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

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

**'Optional Information'**

Please attached a separate sheet for your optional information – remember, both your required and optional information count toward the 325 word limit.

**Candidate ( ) checklist** for 'Candidate's Statement for County Voters' Pamphlet (VP)' information:

Typewritten & signed 'Candidate's Statement' for County VP	(Optional) 'Optional Information'
'Required Information':	(Optional) Portrait
Occupation;	(If applicable) 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 Position:

- **\$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/Metro Position at Primary/General Election: – 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.

## General Instructions

1. A typewritten and signed '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 these fees and the 'Candidate Statement' 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 'Candidate's Statement for County Voters' Pamphlet' 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 'Candidate's Statement for County Voters' Pamphlet' form must be submitted signed and the "Amended" box must be marked. This 'Amended Statement' and form 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.

## Candidate's Statement for County Voters' Pamphlet

1. Submit signed 'Candidate's Statement for County Voters' Pamphlet' 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 'Candidate Statement for County Voters' Pamphlet', **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.**
3. The candidate or authorized agent must sign the statement.
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.
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" may be used in any section of the 'Required Information' if the candidate does not have relevant information for that section. The word "None" counts as part of the word count.
7. The combined total word count for 'Required' **and** 'Optional Information' **must not exceed 325 words/numbers** and the entire statement shall fit within 30 square inches of Voters' Pamphlet space. **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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**Endorsement Statement** - Authorization for use of name or organization as part of the 'Candidate's Statement for Voters' Pamphlet'.

1. If the name of a person and/or title or organization is used as part of the 'Candidate's Statement in the Voters' Pamphlet', a signed 'Endorsement Statement for County Voters' Pamphlet' form **must be filed no later than 5 pm on the filing deadline.** Please see the 'Endorsement Statement' form for more information.
2. Any name (other than the candidate or committee) listed on the 'Candidate's Statement' filing form without a submitted signed 'Endorsement Statement' 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 this quote, from a previously published source is used, no endorsement form is necessary. The quote, source and date will all 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.
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## Portrait

1. A portrait photo is optional. It is recommended that one 5”x7” black and white portrait be submitted. Alternately, a digital file portrait in a standard file format (.tif or .jpg) may be submitted, on disk or as an attachment to an e-mail sent to the County Elections office. 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. If a digital file is submitted, a hard copy print of the same exact portrait that was submitted must be provided by the deadline with the filing.
  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, 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.
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## 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)

# Endorsement Statement for County Voters' Pamphlet

**Important! Please read all instructions before completing this form.** This form is to be used if a **name of a person or organization is used** in either a 'Measure Argument' or 'Candidate Statement' that is being submitted for inclusion in a County Voters' Pamphlet.

## Filing Information

Election:          Primary 20 \_\_\_\_\_          General 20 \_\_\_\_\_          Special \_\_\_\_\_

## Endorsement Statement For Either:

**Candidate Statement:** \_\_\_\_\_  
Name of Candidate

**Measure Argument:** # \_\_\_\_\_ - \_\_\_\_\_  
Measure Number

## Endorsement

I, \_\_\_\_\_, consent to the use of my name and title, if used, or  
(printed name) the name of an organization I am authorized to represent **exactly as is appears in the 'Endorsement Voter's Pamphlet Box' below.**

## Endorsement Voter's Pamphlet Box

In this box, type or legibly print the persons name and title, if used, and/or organization name person is authorized to represent, EXACTLY as it is to appear in the Voters' Pamphlet 'Candidate Statement' or 'Measure Argument'. An organization's name should only be used if the organization is endorsing the 'Candidate's Statement' or 'Measure Argument'. (See examples on reverse side)

**Warning! Submitting a false signature on this statement is a violation of ORS 251.405.**

\_\_\_\_\_  
Signature of consenting individual or representative

\_\_\_\_\_  
Date signed

For office use only

# Endorsement Statement for County Voters' Pamphlet Instructions

## General Instructions

An original, faxed, e-mail attachment or copy of an 'Endorsement Statement for County Voters' Pamphlet' should be filed with the 'Candidate Statement' or 'Measure Argument' it relates to and must be filed no later than the 5 pm Voters' Pamphlet filing deadline. If the name of a person or organization is used in a 'Candidate Statement' or 'Measure Argument' as supporting or endorsing the 'Candidate Statement' or 'Measure Argument', **you must either:**

### 1. File an 'Endorsement Statement for County Voters' Pamphlet' form.

File an 'Endorsement Statement for County Voters' Pamphlet' form signed by the person, or by an authorized person on behalf of an organization, stating that the person consents to the use of their name and title, if used, of the person and/or organization as provided in the 'Endorsement Voters' Pamphlet Box'. An organization's name should only be used if the organization is endorsing the 'Candidate Statement' or 'Measure Argument'.

#### Example 1 Endorsement -

'Measure Argument' language:

"The following sheriff supports Measure 2-99: Bill Smith, Cooper County."

'Endorsement Voters' Pamphlet Box' should contain the following: **Bill Smith, Cooper County Sheriff.**

#### Example 2 Endorsement -

'Candidate Statement' language:

"The Cooper City Council unanimously endorses this candidate for Sheriff."

'Endorsement Voters' Pamphlet Box' should contain the following: **Cooper City Council** (Note: All Councilors on this Council must each sign a separate 'Endorsement Statement for County Voters' Pamphlet' form.)

**- OR -**

### 2. Use a quote with source in a 'Candidate Statement' or 'Measure Argument'. (If a previously disseminated quote is used, no 'Endorsement Statement for County Voters' Pamphlet' form is necessary.)

Use the name and title, if used, of the person or the name of the organization with the quotation that was made by the person or authorized person on behalf of an organization. The quotation must have been disseminated to the public prior to its' inclusion in the 'Candidate Statement' or 'Measure Argument' and the quotation must be identified in the 'Candidate Statement' or 'Measure Argument' by its source and date of dissemination/publication.

#### Examples 1 - for identifying the source of a quote are:

Author Name (if applicable), *Newspaper Name*, Date of Publication;

Author Name (if applicable), *Magazine Name*, Date of Publication;

Author Name, *Book Title*, Date of Publication;

Author Name (if applicable), website (www.???), Date of posting.

#### Example 2 - of quotes:

"In the latest edition of the *NW Times*, the editorial board in the paper said this about me "... that Joe Smith is the best person for the job." *NW Times*, 11/24/2013."

"This was a very important issue that was not covered before." Jane Smith, *The Book of Politics*, 10/15/2010.

## Contact Information

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- **Yamhill County Elections**, 414 NE Evans St, McMinnville, OR 97218-4607  
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