

**STEPS & TIMELINES**  
for County, City or District (Local) Public Officer Recall

FILING STEPS & PARTY RESPONSIBLE	DESCRIPTION	TIME LINE	DATES
<p><b>1<sup>st</sup></b> Filing Prospective Petition  <b>Prepared by Chief Petitioner</b></p>	<p>Petition for Recall Cover Sheet – <a href="#">SEL 350</a></p> <p>Petition for Recall Signature Sheet – <a href="#">SEL 351</a></p> <p>Statement one or More / No Petition Circulators will be Paid – <a href="#">SEL 300</a></p> <p>Statement of Organization for Chief Petitioner Committee <a href="#">SEL 222</a> filed with Oregon Sec. of State (must be a registered voter in the electoral district the public officer is elected or appointed)</p> <p>Detailed C &amp; E Report filed with Sec. of State (even if there has been no financial activity) (see the Campaign Finance Manual for more info.)</p>	<p>Must be approved by Election Official before Petition circulation can begin</p>	
<p><b>2<sup>nd</sup></b>  <b>Elections Official approval in writing</b></p>	<p>Petition for Recall Cover Sheet – SEL 350</p> <p>Petition for Recall Signature Sheet – SEL 351 1<sup>st</sup> line must be signed by Chief sponsor on prospective petition only</p> <p>Determine # of Signatures required</p> <p>Determine Deadline for submitting Signatures (90 days from filing)</p>	<p>As soon as possible</p>	
<p><b>3<sup>rd</sup></b>  <b>Chief Petitioner</b>  Circulating Petition for Recall Signature Sheets</p>	<p>Petition sheets must contain the exact wording from the recall petition on all petition backs.</p> <p>Chief petitioner must review with circulators the legal requirements/guidelines for circulating a recall petition</p> <p>Obtain more than the required signatures needed.</p>	<p>Deadline is 90 days after filing the prospective recall petition</p>	

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<p><b>4<sup>th</sup></b> <b>Chief Petitioner</b> Filing Recall Petition</p>	<p>Chief Petitioner must submit at least 100% of required number of signatures</p>	<p><b>5 PM on or before the 90<sup>th</sup> day after filing the prospective recall petition</b></p>	
<p><b>5<sup>th</sup></b> <b>Elections Official</b> Verification of Signatures</p>	<p>Election official reviews signature sheets against the approved versions, confirms circulators' certifications are completed, recall petition wording is on backside of each signature sheet</p> <p>Completes signature verification on all signature sheets submitted</p> <p>Certifies the recall petition then notifies chief petitioner and public officer being recalled of the <b>certification in writing.</b></p> <p>If not enough valid signatures chief petitioner and public officer is notified of insufficient filing in writing.</p>	<p><b>Completed within 10 days of submitting signatures for verification.</b></p>	
<p><b>6<sup>th</sup></b> <b>Public Officer</b> Recall Qualifies</p>	<p>Public officer is given the opportunity to resign (if offered, the resignation shall be accepted and takes effect on the day it is offered) or submit a statement of justification not to exceed 200 words, explaining the public officer's course in office</p>	<p><b>No later than the 5<sup>th</sup> day after the recall petition was certified.</b></p>	
<p><b>7<sup>th</sup></b> <b>Elections Official</b> Election is Held</p>	<p>Public Officer does not resign, Recall Election is held</p>	<p><b>Must be held within 35 days after the resignation period has expired.</b></p>	
<p><b>8<sup>th</sup></b> <b>Elections Official</b> Election is Certified</p>	<p>Election official certifies results of election.</p> <p>If recall is successful public officer is recalled effective day of certification (until election is certified public officer continues to perform their duties).</p>	<p><b>No later than the 20<sup>th</sup> day after the election</b></p>	