

# Joint County Voters' Pamphlet Candidate Statement 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.
  - **\$100** – An office with a salary or other compensation beyond expenses.
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.

## Payment Options

Cash, check, or credit/debit cards are accepted for payment at Clackamas, Multnomah, Washington, and Yamhill County.

## Candidate Statements are Optional

You may choose to include a Candidate Statement and portrait in the County Voters' Pamphlet. No candidate information will be listed unless the JCVP-01 for County Voters' Pamphlet form is filed and the appropriate fee is paid. A county may choose independently to list a candidate's name in their county Voters' Pamphlet.

## Filing Deadline

1. JCVP-01 original typewritten filing must be received in the County Elections office by 5 pm on the Candidate Statement filing deadline; signed with the appropriate filing fee. Postmarks do not count. No changes will be allowed to a Candidate Statement, including Statements of Endorsements and/or portraits, after the 5 pm deadline. Please note: early filing offers more opportunity for Elections staff to notify you of issues with word count, Statements of Endorsements and/or portrait issues. Filings unsigned or received after the 5 pm deadline will not be accepted.
2. **It is recommended that the candidate email the text (Word or Text format) of the Required and Optional Information to the County Elections office.** Both printed and emailed copies must be exactly the same. If there are discrepancies, the print version provided will be used for the Voters' Pamphlet production.
3. Each county produces its own individual County Voters' Pamphlet. If the Candidate's jurisdiction/district is located in more than one county, a separate JCVP-01 must be filed and the fee paid, by the deadline, to each county where the statement is to be printed.

## Signatures

JCVP-01 must be signed by the candidate or authorized agent. Electronic Signatures are accepted at Clackamas, Multnomah, Washington, and Yamhill County. E-signatures must represent the signer's true/"wet" signature to be accepted. Digital Signatures (Typewritten, DocuSign, etc.) will not be accepted.

## Word Count/Format

1. 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. The County Elections office will not print more than 325 words/numbers.**
2. Required Information headings which include "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.
3. Generally, anything with white space around it counts as a word. Hyphenated words that are listed in a dictionary as one word and can be used either with or without a hyphen will count as one word. All other hyphenated words will count as more than one word.
4. 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.
5. 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.

## Required Information.

Please 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. All Required Information will be printed in plain text (no boldface, caps, centering, underlining or bulleting). Provide itemized listing of information without embellishments. The word "None" (part of word count) must be used in any section of the Required Information if the candidate does not have relevant information for that section.

## Optional Information

1. Optional Information must consist of words/numbers only. Standard formatting attributes such as boldface, all caps, centering, underlining; bulleted and numbered lists may be used. Charts or graphics may not be used. Italics may 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.

**Quotes**

1. Quotes from published sources may be used. The quotation must have been published publicly prior to its inclusion and must include the source and date of publication. 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 is kept 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, 06/21/2018*”; or from Mayor Smith’s website, “*www.mayor-smith.com 06/21/2018*” 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, 02/04/2018*.

**Endorsements**

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 submitting the JCVP-01) 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.

**Portrait Requirements (ORS 251.075)**

1. A portrait photo is optional. Submitted portraits must be received by the 5 pm filing deadline.
2. Size/Quality - The portrait will be reduced to 1 ½” x 1 ¾” and printed on newsprint. If possible, a digital portrait in a standard file format (.tif or .jpg) should be submitted as an attachment to an email sent to the County Elections office. If a digital file is submitted, a printed copy of the same exact portrait must be provided by the deadline with the filing. The print copy and the digital file must clearly reference the candidate name. Digital files should be a minimum of 300 dpi. Portraits submitted in a format different from those recommended above may be unusable or have their quality impacted. Hard copy portraits must be submitted and labeled with the candidates name on the back. Do not use a pen that will bleed through to the portrait.
3. Portraits must be less than four years old or it will not be used in the Voters’ Pamphlet.
4. 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.
5. The background of the portrait must be plain (non-textured, light gray background is recommended). Paneling, wallpaper, windows, textured walls, book cases, flags and plants will be cropped or altered.
6. The candidate may not wear clothing or jewelry that 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.

**Amendments**

Amended Statement or different portrait may be submitted until 5 pm on the filing deadline. If a Candidate Statement is amended a new completed and signed JCVP-01 form must be submitted with the “Amended” box marked. The amended JCVP-01 and Optional Information may 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. **No changes will be permitted after the 5 pm deadline.**

**Contact Information**

<p><b>Clackamas County Elections</b>                  1710 Red Soils Ct, Suite 100                  Oregon City, OR 97045</p> <p><b>phone</b> 503-655-8510  <b>fax</b> 503-655-8461  <b>email</b> elections@clackamas.us</p>	<p><b>Washington County Elections</b>                  2925 NE Aloclek Dr, Suite 170                  Hillsboro, OR 97124-7523</p> <p><b>phone</b> 503-846-5800  <b>fax</b> 503-846-5810  <b>email</b> elections@washingtonty.gov</p>
<p><b>Multnomah County Elections</b>                  1040 SE Morrison Street                  Portland, OR 97214</p> <p><b>phone</b> 503-988-8683  <b>fax</b> 503-988-3719  <b>email</b> filings@multco.us</p>	<p><b>Yamhill County Elections</b>                  414 NE Evans Street McMinnville,                  OR 97128</p> <p><b>phone</b> 503-434-7518  <b>fax</b> 503-434-7520  <b>email</b> elections@yamhillcounty.gov</p>

# Joint County Voters' Pamphlet Candidate Statement

**! Important! Read all instructions before completing this form.**

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 JCVP-01 form must be filed and the filing fee paid to each county where the Candidate Statement is to be printed.

### Filing Information

Election Date: \_\_\_\_\_  Amended Statement

Name of Candidate (as it should appear on the ballot):

Filing for the Office of:  
District/Position:

**"This information furnished by"** (Required: Name of Candidate or Committee as it should appear in the Voters' Pamphlet):

### Contact Information:

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Candidate or Agent on behalf of Candidate

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
(If applicable) Printed name of Agent

\_\_\_\_\_  
Phone number

<b>For Office Use Only:</b>	Required Info? <input type="radio"/> Yes <input type="radio"/> No	Word Count (325 max):
County: _____	Optional Info? <input type="radio"/> Yes <input type="radio"/> No	Providing digital copy? Yes No
Payment Method: _____	Signed? <input type="radio"/> Yes <input type="radio"/> No	Received digital copy? Yes No
Ref. Number: _____	Endorsements? <input type="radio"/> Yes # _____ <input type="radio"/> No	Review Staff Initials:
Amount \$: _____	Portrait? <input type="radio"/> Print? # _____	
Intake Staff Initials: _____	Providing digital copy? <input type="radio"/> Yes <input type="radio"/> No	
	Received digital copy? <input type="radio"/> Yes <input type="radio"/> No	
	<input type="radio"/> None	

## Candidate Statement for Voters' Pamphlet

### Candidate Checklist

Typewritten & Signed JCVP-01

Required Information:

Occupation

Occupational Background

Educational Background

Prior Governmental Experience

Word Count (325 words/numbers MAX)

Fee Provided

(If applicable) JCVP-02 Endorsement Statement #: \_\_\_\_\_

(Optional) Optional Information

(Optional) Portrait Photo

### Required Information

**Candidate Name:**

Total maximum of 325 hand counted typewritten words/numbers for the combined Required and Optional Information, excluding the bold 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.

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

See Attached

**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	See Attached	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 (excluding required information headings).**