

Candidate Filing Packet for the May 2017 Special Election



Special District candidates

Filing packet for candidates running for a Special District position on the May 16, 2017 Special Election. This packet includes the instructions, candidate filing form and optional voters' pamphlet filing forms.

Multnomah County
Elections Division
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Portland OR 97214
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Phone: 503-988-3720
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elections@multco.us

Elections Division • Tim Scott, Director

To: Special District Candidates

From: Multnomah County Elections

We hope this information will assist you in filing for the May 16, 2017 Special Election. This packet includes all forms and links to the forms. Please contact us if you have any questions by phone at 503-988-3720 or by email at elections@multco.us.

CANDIDATE 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.

Candidate Filing Forms

- Candidate filing form SEL 190
- optional SEL 121 candidate petition sheet form if filing by petition in lieu of paying \$10 fee*

Voters' Pamphlet Forms

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

IMPORTANT DATES

- Monday, Feb. 6, 2017 - First date for Special District candidates to file in-person. Special District candidates file candidacy with Multnomah County Elections using the [SEL 190](#)
- Thursday, March 16, 2017 - **Deadline for Special District candidates to file for office** with Multnomah County Elections.
- Monday, March 20, 2017 - **Voters' Pamphlet filing deadline for Special District candidates.**
- Friday, March 24, 2017 – Voters' Pamphlet material becomes public record and is posted on Multnomah Co Elections website for public inspection.
- **Tuesday, May 16, 2017 – 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 FOR OFFICE

A candidate may file for office in **one of two ways**. If qualified, the candidate's name will appear on the ballot:

- **File by Declaration** with county the district HQ is located at.
 - Fill out and turn in a **signed SEL 190 form and pay the \$10 filing fee (cash or check only)**.
- **Or, file by petition (OPTIONAL)**
In lieu of paying the \$10 fee, you may file by petition. You must follow petition rules. Otherwise, the petition will not be valid.
 - File a **Prospective** Petition with County Elections (before gathering any signatures.)
 - Fill out and turn in a SEL 190 with the prospective petition box checked;
 - Fill out and turn in a SEL 121 – Instructions: Fill out the top portion and sign on signature line #1; fill out and turn in a separate copy (with no signatures) to be used for circulation (you MUST use the exact form for all signature sheets as originally submitted, including paper color). No signatures may be gathered until prospective petition has been approved for circulation:
 - File the **Perfected** Petition (After the minimum number of valid signatures have been obtained):
 - Fill out and turn in a **NEW SEL 190**.
 - Turn in completed signature sheets (SEL 121).

Please note, when filing for office, if the position is in more than one county the candidate should file their candidate filing form only with the county where the district administrative office is located. That county elections office will then certify to the other county the list of candidates for that special district. For example, Lake Oswego school district candidates should file their candidate filing form with Clackamas Co. Elections, who will then certify the candidate names to the other counties in the district.

Optional Voters Pamphlet – Any candidate, who has filed using the SEL 190 form, has the option of filing a Candidate Voters' Pamphlet statement along with the separate \$25 fee. No information will be included in the County 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.

Voters' Pamphlets are produced separately by each county. Candidate's whose district position is in more than one county must file a separate Voters' Pamphlet statement with each county, if they wish to have a Voters' Pamphlet statement in each county pamphlet. A separate \$25 fee and [filing form](#) must be filed with each county by the deadline.

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- **Fees (cash or check only)**
 - Candidate Filing Fee - \$10
 - Voters' Pamphlet Candidate Filing Fee \$25
 - **Forms**
 - [SEL 190 Candidate Filing Form](#) | [optional SEL 121 Petition filing form](#)
 - [Candidate Filing Form for County Voters' Pamphlet](#)
 - [Endorsement Form for County Voters' Pamphlet](#)

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Candidate Filing District

SEL 190

rev 01/16
ORS 255.235

i All information must be completed or the form will be rejected.

This filing is an

Original

Amendment

Office Information

Filing for Office of:

District, Position or County:

Filing Information

Filing with the required \$10.00 fee

Prospective Petition

Candidate Information

Name of Candidate

First	MI	Last	Suffix	Title
-------	----	------	--------	-------

How you would like your name to appear on the ballot

Candidate Residence/Route Address

Street Address	City	State	Zip
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Candidate Mailing Address and Contact Information: Only one phone number is required.

Street Address or PO Box	City	State	Zip
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Work Phone	Home Phone	Cell Phone	Fax
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Email Address	Web Site, if applicable
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Occupation (present employment) If no relevant experience, None or NA must be entered.

Occupational Background (previous employment) If no relevant experience, None or NA must be entered.

Educational Background (schools attended) If no relevant experience, None or NA must be entered.

Complete name of School (no acronyms)	Last Grade completed	Diploma/Degree/Certificate	Course of Study

Educational Background (other) Attach a separate sheet if necessary.

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Prior Governmental Experience (elected or appointed) If no relevant experience, None or NA must be entered.

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Campaign Finance Information (not applicable to candidates for federal office)

Candidate Committee

- Yes, I have a candidate committee.
- No, I do not expect to spend more than \$750 or receive more than \$750 during each calendar year. I understand I must still keep records of all campaign transactions and if total contributions or total expenditures exceed \$750 during a calendar year, I must follow the requirements detailed in the Campaign Finance Manual.
- No, but will be filing a Statement of Organization for Candidate Committee (SEL 220).

By signing this document, I hereby state that:

- I will qualify for said office if elected
- all information provided by me on this form is true to the best of my knowledge



Warning

Supplying false information on this form may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715). A person may only file for one lucrative office at the same election. (ORS 249.013 and ORS 249.170)

Candidate's Signature

Date Signed

For Office Use Only Initials _____

Candidate Signature Sheet | Nonpartisan

Petition ID _____

Signatures for this petition are being gathered by

PAID Circulators

VOLUNTEER Circulators

This is a candidate nominating petition. Signers of this page must be active registered voters in the county listed.

i Signatures must be verified by the appropriate county elections official before the petition can be filed with the filing officer. Candidates should allow ample time for the verification process to be completed before 5pm on the filing deadline day.

County _____

Candidate Information

Name	Office
Election	District or Position Number

To the Secretary of State of Oregon/County Elections Official/City Recorder, We the undersigned voters, request the candidate's name be placed on the ballot at the election listed above for nomination to the office indicated.

i Signers must initial any changes the circulator makes to their printed name, residence address or date they signed the petition.

Signature	Date Signed mm/dd/yy	Print Name	Residence or Mailing Address street, city, zip code
-----------	----------------------	------------	---

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____

Circulator Certification This certification must be completed by the circulator and additional signatures **should not** be collected on this sheet once the certification has been signed and dated!

I hereby certify that I witnessed the signing of the signature sheet by each individual whose signature appears on the signature sheet, and I believe each person is a voter qualified to sign the petition (ORS 249.061). I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

Circulator Signature	Date Signed mm/dd/yy	Sheet Number
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Sheet will be numbered by group submitting the petition.

Printed Name of Circulator

Circulator's Address street, city, zip code

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**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 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.

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.

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
- **Multnomah County Elections**, 1040 SE Morrison St, Portland OR 97214-2417
 phone 503-988-3720 fax 503-988-3719 e-mail 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
- **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

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Joint County Voters' Pamphlet - Statement of Endorsement

Warning - Submitting a false signature on this statement is a violation of ORS 251.405, subject to a penalty of up to \$1000.

Filing Information This Statement of Endorsement is only valid for the election indicated below.

Election: Primary 20_____ General 20_____ Special_____

Statement of Endorsement for either:

Candidate Statement: _____
Name of Candidate filer

Measure Argument # with Name of Filer: # _____ - _____ - _____
Measure # Name of Filer Who Furnished Measure Argument

Endorsement Information

Important! Please read all instructions before completing this form. Only one option for endorsement information can be selected.

Option 1: **Allows the filer** to determine the use of an endorser's name, applicable title, the name of the organization they are authorized to represent, if any, and other biographical information about the endorser to appear in a 'Candidate Statement' or 'Measure Argument'.

Option 2: Requires the filer to **reproduce** the endorser's name, applicable title and/or the name of the organization the endorser represents, if any, and other information about the endorser **exactly as the endorser provides in the 'Required Reproduction' box** for it to appear in the filer's 'Candidate Statement' or 'Measure Argument'.

CHOOSE ONLY ONE OPTION!

Option 1 Statement of Endorsement – determined by filer

I, (print name) _____ as the endorser, consent to the use of my name, applicable title, the name of the organization I am authorized to represent, if any, and other biographical information about me in a 'Candidate Statement' or 'Measure Argument' submitted by the filer listed above.

Endorser Signature: _____ Dated: _____

Option 2 Statement of Endorsement – reproduction as designated by endorser

*I, (print name) _____ as the endorser, consent to the use of my name, applicable title, the name of the organization I am authorized to represent, if any, and other biographical information about me or quotes provided by me, **exactly as it appears in the 'Required Reproduction' box below**, in a 'Candidate Statement' or 'Measure Argument' submitted by the filer listed above.*

'Required Reproduction' box

Endorser Signature: _____ Dated: _____

For office use only! **MUST** check one used: **Option 1** **Option 2**

Joint County Voters' Pamphlet - Statement of Endorsement Instructions

General Instructions

An original, faxed, e-mail attachment or copy of a 'Joint County Voters' Pamphlet – Statement of Endorsement' form should be filed with the 'Candidate Statement' or 'Measure Argument' it relates and must be filed no later than the 5 pm Voters' Pamphlet filing deadline. (Option 2 'Required Reproduction' box information will be included in word count.) If the name of a person or organization or non-previously disseminated quote is used in a 'Candidate Statement' or 'Measure Argument' as supporting or endorsing the 'Candidate Statement' or 'Measure Argument', **you must either:**

1. File a 'JCV-P-02' form using 'Option 1 Statement of Endorsement – determined by filer' to provide supporting/endorsing person or organization information.

File a 'JCV-P-02' 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, or of the person and/or organization as provided by the JCV-P-02 filer using Option 1.

2. File a 'JCV-P-02' form using 'Option 2 Statement of Endorsement – reproduction as designated by endorser' for information as provided to the filer by the endorser.

File a 'JCV-P-02' form signed by the person, or by an authorized person on behalf of an organization. The endorser must state that consent is given to use the name and title, if used, or organizations' name as provided and/or a non-previously disseminated quote as they have provided in the 'Required Reproduction' box when choosing Option 2.

Example 1 'Option 2' Endorsement -

- 'Candidate Statement' language: "The Cooper City Council unanimously endorses this candidate for Sheriff."
- 'Required Reproduction' box should contain the following: "**The Cooper City Council unanimously endorses this candidate for Sheriff. Cooper City Councilor ?name?**" (Note: All Councilors on this Council must each sign a separate 'JCV-P-02' form.)

Example 2 'Option 2' Endorsement -

- 'Measure Argument' language: "Cooper County Sheriffs - Bill Smith, John Henry & Bob Cox".
- 'Required Reproduction' box containing something similar to the following: **Bill Smith, Cooper County Sheriff; John Henry – Cooper County Sheriff; Cooper County Sheriff, Bob Cox.** (Note: Each endorser must sign a separate 'JCV-P-02' form. For this example there would be 3 forms.)

3. Use a previously disseminated to the public quote in a 'Candidate Statement' or 'Measure Argument'. If a previously publically disseminated quote is used, **NO** 'JCV-P-02' form is necessary. 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* or *Magazine Name* or *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."

Contact Information

- **Clackamas County Elections**, 1710 Red Soils Ct, Ste 100, Oregon City OR 97045-4300
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