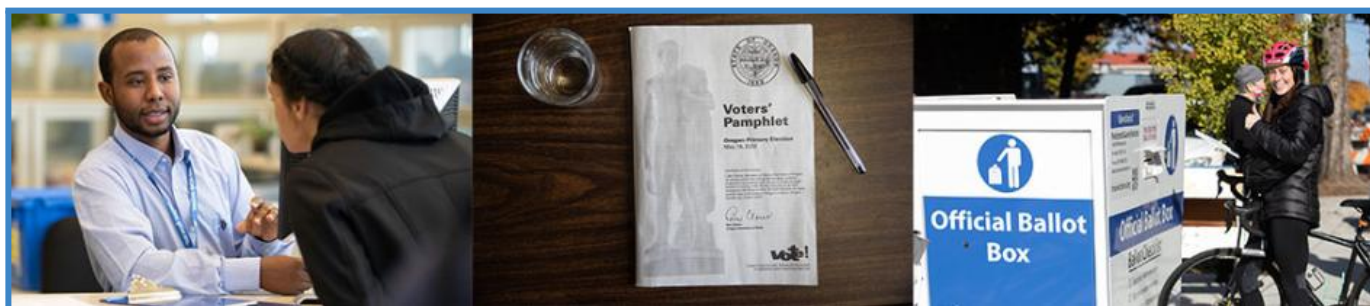




Multnomah County Elections Division

# Candidate Guide: 2024 Local District Candidates



# Introduction to the 2024 Local District Candidate Guide

This candidate guide is produced by the Multnomah County Elections Division (Elections Division) to inform and provide resources to prospective candidates for local district offices in the November 2024 General Election.

This guide is not legal advice and should not be used for that purpose. Every effort is made to ensure that the information enclosed is current and accurate. However, in any instance that information within this guide conflicts with local or state laws, candidates are obligated to comply with the law. It is the candidate's responsibility to understand and comply with all state and local laws that govern candidacy and elections. If you are considering running for office, it may be advisable to consult with legal counsel.

The districts with offices on the ballot for the November 2024 General Election that file with the Elections Division are:

- Rockwood Water People's Utility District
- Interlachen Water People's Utility District
- Urban Flood Safety and Water Quality District

The information in this guide should not be applied to candidates for any other offices.

## Contact the Multnomah County Elections Division with Questions

**Web:** [MultnomahVotes.gov](https://MultnomahVotes.gov)

**Email:** [filings@multco.us](mailto:filings@multco.us)

**Phone:** 503-988-8613

**Address:** 1040 SE Morrison Street  
Portland, OR 97214

Candidates and prospective candidates also have the option of scheduling time to meet with the Division's Elections District and Candidate Specialist to learn about the candidate filing process or review filings for completeness. You can use this [scheduling link](#) or call 503-988-8613 to set up a 30 minute meeting.

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# Candidate Deadlines and Checklists

Important Dates and Deadlines for November 2024 Local District Candidates	
July 18, 2024	First day local district candidates can file declaration of candidacy for November 2024 General Election
July 18, 2024	First day local district candidates can file County Voters' Pamphlet materials for November 2024 General Election
August 27, 2024, 5:00 PM	<b>Deadline</b> for local district candidates to file their declaration of candidacy for November 2024 General Election
August 27, 2024	<b>Deadline</b> for local district candidates to file a Candidate Withdrawal form so that their name does not appear on November 2024 General Election ballot
August 29, 2024, 5:00 PM	<b>Deadline</b> for local district candidates to file a statement for inclusion in the County Voters' Pamphlet for November 2024 General Election
November 5, 2024	General Election Day
December 2, 2024	<b>Deadline</b> for County to certify official election results for November 2024 General Election

Candidate Filing Checklist for November General Election	
<b>Deadline: 5:00 PM on August 27, 2024*</b>	
_____	Candidate Filing Form (SEL 190)
_____	Candidate Filing Fee
_____	Signature Petition in Lieu of Filing Fee
*Candidates filing by signature petition: signature sheets must be <b>received</b> by 5:00 PM on August 27, 2024. The Elections Division recommends submitting signature sheets by August 20th to guarantee enough time to complete signature verification by the August 27th filing deadline.	

Voters' Pamphlet Filing Checklist for November General Election	
<b>Deadline: 5:00 PM on August 29, 2024</b>	
_____	Completed and Signed JCVP-01 Candidate Statement form
_____	"Optional Information" for Candidate Statement (optional)
_____	Candidate Photo (optional)
_____	Completed JCVP-02 Endorsement Statement form(s) (if applicable)
_____	Voters' Pamphlet Filing Fee

# About Local District Elections

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Local district elections are nonpartisan, which means that all of the candidates for an office on the ballot file to run in one election and are listed together on every ballot in the office's electoral district, regardless of the candidates' or voters' party registrations. Whichever candidate receives the most votes in the election wins.

The local district offices that are scheduled to be on the November 2024 ballot and file their candidate declaration paperwork with Multnomah County Elections Division are:

## **Interlachen Water People's Utility District:**

- **Sub-District 1 Director**
- **Sub-District 4 Director**
- **Sub-District 5 Director**

## **Rockwood Water People's Utility District**

- **Sub-District 1 Director**
- **Sub-District 3 Director**
- **Sub-District 4 Director**

## **Urban Flood Safety and Water Quality District**

- **Position 1 Director**
- **Position 2 Director**
- **Position 3 Director**
- **Position 4 Director**
- **Position 5 Director**

Terms of office for **People's Utility District (PUD) directors** begin January 6, 2025 and are for four years.

This is the first election of **Urban Flood Safety and Water Quality District (UFSWQD) directors**. It is a special election, not held in May of odd years as future UFSWQD elections will be, which means that the beginning and length of the elected directors' terms will also be atypical. The terms will begin after the November election is certified in December 2024. Contact UFSWQD directly for more information (503-281-5675 or [info@mcdd.org](mailto:info@mcdd.org)).

# Qualifications for PUD and UFSWQD Directors

Candidates for elected offices must meet certain qualifications to serve. Qualifications for district offices are established in the Oregon Revised Statutes (ORS).

Position	Qualifications
People’s Utility District Director (ORS 260.405)	<ul style="list-style-type: none"> <li>● You must be registered and eligible to vote in the district</li> <li>● You must be a resident of the district continuously for two years immediately preceding the date of the election</li> <li>● You must be a resident of the district subdivision from which you are elected</li> </ul>
Urban Flood Safety and Water Quality District Director (ORS 550.195)	<p><b>Position 1:</b></p> <ul style="list-style-type: none"> <li>● You must be registered and eligible to vote in the district</li> </ul> <p><b>Positions 2, 3, 4, and 5:</b></p> <ul style="list-style-type: none"> <li>● You must be registered and eligible to vote in the district AND meet one of the following additional criteria:                             <ol style="list-style-type: none"> <li>1. Reside within the district’s managed floodplain; OR</li> <li>2. Own real property located within the managed floodplain; OR</li> <li>3. Be the designated representative of a business or other for profit or nonprofit corporation that owns real property located within the managed floodplain and are authorized in writing by the owner to be a candidate at the time of filing your declaration of candidacy</li> </ol> </li> </ul>

You can check whether you meet the residence qualification by searching for your address on the County’s [interactive map](#). To identify whether you reside in a specific PUD subdivision, UFSWQD, or UFSWQD’s managed floodplain, uncheck the “Voting Districts” box on the interactive map’s menu; then under the “Congressional, State, and Local Jurisdictional Boundaries” list, check the box next to “Managed Floodplain”, “Urban Flood Safety and Water Quality District”, or “PUD” to search for your residence in relation to the relevant district boundaries.

Contact the Elections Division with questions about your qualifications or voter registration status.

## Candidate Qualification Verification Process

The Elections Division will typically be able to verify your residence history and voter registration status by reviewing your voter registration record. If that record is insufficient to confirm your qualifications for office, you will need to provide other official documentation for verification. This is rare, and is most common if you moved into the district and either delayed or did not update your voter registration. If supplemental documentation is required, it must be received by the 5:00 P.M. August 27th filing deadline.

All candidates are encouraged to submit their candidate filings before the filing deadline day to allow time to address any issues that might arise in the filing process.

## UFSWQD Candidates

To assist the Elections Division and the District with qualification verification, if you file for UFSWQD position 2, 3, 4, or 5, you will be asked to complete a brief questionnaire to identify which qualification you are filing under and how you meet it. If you are the designated representative of a business, for profit or nonprofit organization that owns real property in the managed floodplain, be prepared to provide a copy of written authorization from the owner at the time you file.

## Candidate Filing Process

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You need to submit your candidate filing paperwork to the Elections Division in order to appear on the ballot. The Elections Division must **receive your complete filing by 5:00 P.M on August 27, 2024** in order to accept it.

### A complete candidate filing consists of:

- A completed and signed Candidate Filing form for district candidates ([SEL 190](#))
- Either a filing fee or a candidate nominating petition ([SEL 121](#)) with sufficient valid signatures

The Elections Division uploads candidate filings to the current election webpage, typically within 1-2 business days of receipt, so the list of candidates filed for each office is publicly available.

## SEL 190 Candidate Filing Form

A completed [SEL 190 District Candidate Filing](#) form must be received by the Elections Division:

- In person at the Elections Division, 1040 SE Morrison Street, Portland, OR 97214
- Via email sent to [filings@multco.us](mailto:filings@multco.us)
- Via mail addressed to Multnomah County Elections Division, 1040 SE Morrison Street, Portland, OR 97214

**The SEL 190 must include your signature**, reflective of how your “wet” signature appears. If you submit your filing via email, you can print and sign the form, scan it, and email the pdf or image. The Elections Division doesn’t accept typed signatures or digital signatures through programs like DocuSign.

**Tip for Completion:** Be sure that when you complete your SEL 190 filing form, it includes the name of the district and the number of the sub-division or position for which you’re filing.

If you need to make updates or corrections to your filing form, you can do so up until the candidate filing deadline by submitting a new SEL 190 with the “amendment” box checked on the form. No additional fee will be charged for amended forms.

## Filing by Fee or Signature Petition

In addition to submitting a complete SEL 190 form, you must also pay a filing fee or submit a valid signature petition to the Elections Division by the filing deadline.

## Filing By Fee

The filing fee for local district candidates is **\$10.00**.

Your fee can be paid to the Elections Division:

- With cash, credit/debit card, or check in person at the Elections Division
- With a debit/credit card over the phone (503-988-VOTE)
- With a check mailed to Multnomah County Elections Division, 1040 SE Morrison Street, Portland, OR 97214. *A check received by mail after the filing deadline will not be accepted even if the postmark indicates it was mailed before the deadline*

## Filing By Signature Petition

Instead of filing by fee, you can choose to file with a nomination signature petition ([SEL 121 form](#)).

To successfully file by signature petition, you need 25 valid signatures from voters registered in the district. The Elections Division recommends that you collect and submit more than 25 signatures on your petition as there are a number of reasons why a well-intentioned supporter's signature may not be valid.

For more information about legal requirements for circulators and signature petitions, you should review the State Elections Division's "[County, City, and District Candidate Manual](#)" (pages 26-30).

Circulation of a nominating petition for a district candidate may start at any time; the signature sheets do not need to be approved by the Elections Division prior to circulation. Before submitting petition sheets to the Elections Division, you will need to ensure that each signature sheet certification is signed and dated by its circulator. You must submit the original signature sheets to the Elections Division; electronic copies of the signature sheets will not be accepted.

The Elections Division will review the signatures on the petition to determine whether it contains a sufficient number of valid signatures. The Elections Division recommends submitting signature sheets by August 20, 2024 (7 days prior to the candidate filing deadline) to ensure enough time to complete the signature verification process before the candidate filing deadline.

## Candidate Withdrawal

If you choose to withdraw your candidacy and do not want your name to appear on the ballot, you must complete the [SEL 150 Candidate Filing - Withdrawal](#) form and submit it by 5:00 PM on August 27th.

Nothing prohibits you from announcing that you are withdrawing from a contest or taking other steps to end your campaign after the candidate withdrawal deadline, but if an SEL 150 is not filed by the withdrawal deadline, your name will still appear on the ballot.

## Candidate Residence Address Exemption

Your candidate filing form and most information in your voter registration record are public records, which means that any member of the public can request and review it. It is the Elections Division's policy to publicly post candidates' filing forms on its website, with your signature redacted.



Candidates and public officeholders in Oregon have the right to file an [SEL 180](#) Residence Address Exemption Request. Residence address exemption prevents elections officials from publishing your residence address in your publicly posted candidate filing or in voter lists. You will provide a mailing address that is publicly disclosable, which will be displayed on your filing form and on voter lists; it is also where you will receive your ballot for as long as you qualify for the exemption. The exemption automatically expires when you are either not elected to office or cease to be an officeholder.

Under the SEL 180 exemption, your residence address may be disclosed if the Elections Division receives a written public records request.

If you have additional safety concerns about the disclosure of your residence address, you may file an [SEL 550](#) Application to Exempt Residence Address from Disclosure as a Public Record. This exemption is available to any voter whose personal safety, or the safety of a family member with whom they reside, is in danger if their residence address remains available to the public. The form does require that you provide information about how your safety would be at risk.

Under the SEL 550 exemption, your residence address will be redacted on your candidate filing, in voter lists, and other Elections Division materials available for public inspection. It may only be disclosed in compliance with a court order, at the request of a law enforcement agency, or with your consent. You will provide a mailing address that is publicly disclosable, which will be displayed on your candidate filing form and in voter lists, and where your ballot will be sent as long as you're eligible for the exemption.

Both the SEL 180 and the SEL 550 only exempt your residence address from elections-related records. Neither will cause your residence address to be exempted from other government records that may be available for public inspection (property or business records, for example).

## Voters' Pamphlet Filing Process

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The Elections Division produces a Voters' Pamphlet that it mails to every household in the County several weeks before each election.

Inclusion in the Voters' Pamphlet is optional for candidates. If you are a filed candidate and want to be included in the Voters' Pamphlet, you must submit a separate filing to the Elections Division, distinct from your candidate filing form. **All elements of the Voters' Pamphlet filing must be received by 5:00 PM on August 29, 2024 or they will not be accepted.**

A complete Voters' Pamphlet filing includes:

- Signed Joint County Voters' Pamphlet [Candidate Statement form](#) (JCVP-01)\*
- Filing fee
- Joint County Voters' Pamphlet [Statement of Endorsement form\(s\)](#) (JCVP-02)\* (if applicable)
- Candidate photo (optional)

\*Links to Special District filing information page where the most recent versions of the forms are available.

**For complete instructions to ensure you submit an acceptable filing, you should thoroughly review the instructions on the Joint County Voters' Pamphlet (JCVP) forms before filing your Voters' Pamphlet materials.**

In order for your filing to be accepted, all of the required sections of the JCVP-01 Candidate Statement form must be completed. You can also include an optional statement to be published in the pamphlet. Together, the required information and optional statement cannot be more than 325 words/numbers.

**The JCVP-01 Candidate Statement form must include your signature**, reflective of how your “wet” signature appears. If you are submitting your filing via email, you can print and sign the form, scan it, and email the pdf or image (jpeg or png file) to the Elections Division. The Elections Division does not accept typed signatures or digital signatures through programs like DocuSign.

If you include information in your Candidate Statement naming a person or organization, you must either cite a quote from a publicly available source (such as a newspaper) or submit with your filing a Statement of Endorsement form (JCVP-02) signed by the person or representative of the organization who is named. A separate JCVP-02 form must be submitted for each person or organization named in your Candidate Statement.

You may also submit a photo to be published in the Voters' Pamphlet next to your Candidate Statement.

Completed JCVP forms and your candidate photo can be submitted to the Elections Division:

- In person at the Elections Division, 1040 SE Morrison Street, Portland, OR 97214
- Via email sent to [filings@multco.us](mailto:filings@multco.us)
- Via mail addressed to Multnomah County Elections Division, 1040 SE Morrison Street, Portland, OR 97214

The Elections Division recommends that you submit your Voters' Pamphlet filing early to provide staff an opportunity to review your materials and notify you about any issues prior to the filing deadline, while there may still be time to address them. It is also recommended that you provide an electronic copy of your statement to the Elections Division even if you file in person or through mail. This will help Elections Division staff alert you, when possible, if there are any word count issues.

### **Multnomah County Voters' Pamphlet Filing Fee**

In order for your Voters' Pamphlet filing to be complete, you must also pay a **\$25.00** filing fee.

Your fee can be paid to the Elections Division:

- With cash, credit/debit card, or check in person at the Elections Division
- With a credit/debit card over the phone (503-988-VOTE)
- With a check by mail, addressed to Multnomah County Elections Division, 1040 SE Morrison Street, Portland, OR 97214. *A check received by mail after the filing deadline will not be accepted even if the postmark indicates it was mailed before the deadline*

## Public Inspection

Under state statute, all voters' pamphlet materials are available for public inspection four business days after the filing deadline. It is the Election Division's practice to publicly post the filings on its website at this time on the Military & Overseas Online Voters' Guide webpage for the current election.

## Campaign Finance Compliance

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As a candidate, **you are responsible for ensuring that your campaign is in compliance with State campaign finance regulations.** Multnomah County's campaign finance regulations do not apply to local district candidates.

The Oregon Elections Division under the Oregon Secretary of State (SOS) oversees and enforces State campaign finance laws and rules.

If you receive or plan to receive any kind of contribution, spend or plan to spend any money on your campaign, or have an existing candidate committee filed with the Oregon Elections Division, **you may have reporting obligations even if you have yet to submit your Candidate Filing form (SEL 190) to the County Elections Division.**

You are encouraged to review the Oregon Elections Division's campaign finance resources immediately to learn what your obligations are and what steps you need to take to maintain compliance. The [Campaign Finance Transparency and Education](#) and [Campaign Finance and Disclosures](#) resources are designed to educate you about your campaign finance obligations under State regulations. If you are not able to access these resources online, call the Oregon Elections Division at 503-986-1518.

## Ordering a Voter List for Your District

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Any person may order a voter list for an electoral district, which provides information about registered voters in the district. The voter lists most commonly ordered are:

- **Voter History** - Includes the names, addresses, and party registrations of currently registered voters in a district and whether or not they cast a ballot in specified elections
- **Voter Information** - Includes the names, addresses, and party registrations of currently registered voters in a district, listed in a computer generated order
- **Walking List** - Includes the names, addresses, and party registrations of currently registered voters in a district, listed in precinct walking order

Once voting is already underway, some candidates are interested in ordering a Voted/Not Voted List, which lists registered voters in a district and whether or not their ballot has been received by the Elections Division at the time the list is generated.

To order data, you will need to complete an order form and pay data order fees. There is a \$25.00 setup fee per type of list, plus an additional fee of \$0.025 per 100 voter records included in the data set (there is a \$5.00 minimum on order fees).

Example: A voter list that contains records for 100,000 voters would cost \$25 + **100,000** / 100 x \$0.025 = \$50.00 total.

The Multnomah County Elections Division can only provide data on registered voters in Multnomah County. If you are seeking data for all voters in an electoral district that spans multiple counties, that data is most efficiently ordered through the Oregon Secretary of State (SOS). The SOS has the same fee structure for data orders.

If you would like to order Multnomah County voter data, complete the [Multnomah County Elections Data Order Form](#). You can call 503-988-8613 with any questions.

If you would like to order data for a multi-county district, complete the SOS's [Request for Voter List](#). You can call 503-986-1518 with any questions.

## Election Results and Certification

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The first election results will be available beginning at 8:00 PM on November 5th, and can be viewed on the [Secretary of State's website](#). These are referred to as "unofficial results" because the final official results will not be certified until after all the votes are counted. The unofficial results will be updated periodically as ballots continue to be counted.

Under Oregon statute, voted ballots that are postmarked by Election Day (November 5th) and arrive at a county elections office within seven days of Election Day will be counted. In part because of this, many ballots will not be counted on Election Day, and the winners of some contests may not be quickly evident.

The Elections Division will certify official election results by December 2, 2024. After certification is complete, the Elections Division sends Certificates of Election for the winners of every contest to each district. The district manages the swearing in of elected officeholders.