



# OFFICE OF THE SECRETARY OF STATE

## ELECTIONS DIVISION

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| <b>DIRECTIVE OF<br/>THE SECRETARY<br/>OF STATE</b> | <b>SUBJECT:</b><br>Official Ballot<br>Statements,<br>General Election<br>November 6, 2012 | <b>DIRECTIVE ISSUED AT<br/>THE REQUEST OF:</b><br>Secretary of State | <b>DATE:</b><br>9/6/12 | <b>NUMBER:</b><br>2012-3 |
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The Secretary of State in carrying out the duties of the office shall issue detailed directives necessary to maintain uniformity in the application, operation and interpretation of Oregon election laws. (ORS 246.110 & 120). The information provided here is an official directive of the Secretary of State.

This directive incorporates the attached instructions for processing the official Ballot Statements issued for the 2012 General Election.


The instructions provide information regarding:

- Ballot Label Style
- Color of Ballots
- Ballot Arrangement
- Numbering System for Candidates and Measures
- Random Ordering of Candidate Names
- Printing Candidate Names
- Multiple Party Nominations
- Judicial Candidates "Incumbent" Designation
- County Nonpartisan Candidates
- Lines for Candidate Write-In Votes
- Ballot Measure Formatting

The provisions of ORS 254.108, 254.115, 254.125, 254.145, 254.155 and ORS 260.675 should be reviewed prior to preparing the official ballot.

Kate Brown  
Secretary of State

By:  
Stephen N. Trout  
Elections Director

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| <p>OFFICE OF THE SECRETARY OF STATE</p> <p>KATE BROWN<br/>SECRETARY OF STATE</p> |  |  | <p>ELECTIONS DIVISION</p> <p>STEPHEN N. TROUT<br/>DIRECTOR</p> <p>255 CAPITOL STREET NE, SUITE 501<br/>SALEM, OREGON 97310-0722</p> <p>(503) 986-1518</p> |
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DATE: September 6, 2012

TO: ALL COUNTY ELECTION OFFICIALS

FROM: Stephen N. Trout, Elections Director *SNTr*

SUBJECT: Official Ballot Statements for the General Election on November 6, 2012,  
Directive 2012-3

Enclosed you will find the following Official Ballot Statements. We have also enclosed a list of open offices for the 2012 General Election. Study this list to ensure you have every office on your ballot that applies to your county. These Statements will serve as a guide in preparing your county's ballot. The state Official Ballot Statements consist of:

1. Partisan Candidates
2. Nonpartisan Candidates– Commissioner of the Bureau of Labor and Industries (2 year term),  
Judiciary
3. Measures

Please note the offices of **United States President and Vice President** do not appear in this Ballot Statement but will be certified to you on a **separate statement, tomorrow September 7, 2012.** HB 4171 was passed by the 2012 Legislative Assembly, changing the deadline for these offices from the 61st day before the election to the 60th day before the 2012 General Election. Do not finalize any ballots until you receive the separate statement for Presidential and Vice Presidential candidates.

**The Secretary of State directs the following:**

BALLOT LABEL STYLE

The official General Election Ballot shall be styled as:

“Official Ballot” and state the name of your county and the date of the election.

See ORS 254.135 for further requirements.

COLOR OF BALLOTS

All Official General Election ballots shall be printed in black ink on good quality material, pursuant to ORS 254.195(1). Ballots shall be printed on white paper.

### BALLOT ARRANGEMENT

The offices shall be arranged as follows:

1. United States President and Vice President
2. United States Representative
3. Secretary of State
4. State Treasurer
5. Attorney General
6. State Senate
7. State Representative
8. County - if partisan
9. City - if partisan
10. Nonpartisan - the sequences for all nonpartisan offices shall be as follows:
  - a. Commissioner of the Bureau of Labor and Industries (2 year term)
  - b. State judicial offices of Supreme Court, Court of Appeals and Circuit Court, in the sequence shown on the enclosed Ballot Statement. These offices are listed in the following order:
    - i. Contested Supreme Court, Pos. 3;
    - ii. Contested Court of Appeals, Pos. 6;
    - iii. Contested Circuit Court positions; and
    - iv. Uncontested Circuit Court positions.
  - c. Nonpartisan County Candidates (*such as County Clerk, County Assessor, County Surveyor, County Treasurer, Sheriff and Justice of the Peace*)
  - d. Nonpartisan City Candidates
  - e. Special District Candidates - if any
11. Measures
  - a. State
  - b. County
  - c. City
  - d. Multi-County Special District
  - e. Single County Special District

If for any reason you feel that the ballot arrangement as set forth will cause you undue administrative or printing problems, please contact this office for further advice.

### NUMBERING SYSTEM

1. Candidates - Automated Tally Systems: Unique candidate numbers are not required.
2. Measures: The number assigned to each local (county, city and district) measure must be preceded by a unique county prefix number (*i.e.*, Baker County is number 1, Benton is number 2, and so forth, numbered consecutively in alphabetical order until Yamhill County, which is number 36).

If a district or city is located in more than one county, the county elections officer who is the filing officer shall immediately certify the district or city measure and number to the county clerk of any other county in which the district or city is located. The same measure number shall be used in all counties in which the election is conducted for that measure.

#### RANDOM ORDERING OF CANDIDATE NAMES

The names of the candidates shall be ordered as provided for in ORS 254.155. On August 30, 2012, this office sent a memo to all County Election Officials giving the random ordering of the letters of the alphabet for candidates on the ballot for the November 6, 2012 General Election. The Ballot Statement for state candidates has been prepared by the Secretary of State using the random sequence.

The random ordering of the letters of the alphabet for which candidate's names will be placed on the ballot for the November 6, 2012, General Election is as follows:

- |      |       |       |       |       |       |
|------|-------|-------|-------|-------|-------|
| 1. E | 6. N  | 11. P | 16. M | 21. X | 26. G |
| 2. O | 7. W  | 12. H | 17. B | 22. U |       |
| 3. Y | 8. D  | 13. F | 18. L | 23. Q |       |
| 4. S | 9. K  | 14. J | 19. V | 24. C |       |
| 5. I | 10. A | 15. T | 20. R | 25. Z |       |

For candidates whose last names begin with the same letter(s) of the alphabet, or whose names are identical etc., follow the procedure contained in OAR 165-010-0090.

ORS 254.115(4) requires if two or more candidates for the same office have the same or similar surnames, the location of their places of residence shall be printed opposite their names to distinguish one from another.

#### CANDIDATE NAMES

The names of candidates shall be printed on the official ballot as indicated in the Ballot Statement. Office titles, candidate names and political parties must be printed in **bold face, mixed case type** rather than in all upper case, for the purpose of better readability. Mixed case means the first letters of these names shall be upper case with the rest lower case (unless within the name an upper case letter is specified by the candidate, such as McVan).

We also advise that **candidate names must not contain any periods**, even after a Jr or Sr. For example, a candidate name should be formatted as Jonathan J Smith, Jr – with **no periods** (commas are allowable).

ORS 249.031 allows for a candidate to use a nickname in parentheses. ORS 254.145(1) provides that no title or designation may be included in the candidate's name (such as Dr, Mr, PhD, Senior Vice President, etc.). Designations such as Jr, Sr, III, IV, etc. are allowable if it is actually part of the name by which the candidate is commonly known.

Note: If no candidate has filed for an office, the ballot must include "No Candidate Filed."

#### MULTIPLE PARTY NOMINATIONS:

Candidates may be nominated by multiple political parties and have up to three parties listed after their name as indicated in the Ballot Statement. If the candidate was nominated by the party they are a member of, that party will be listed first, followed by all other parties as specified by the candidate. If the candidate fails to specify which parties and in which order those parties should be listed on the ballot, the first three parties the candidate filed a certificate of nomination for should be listed on the ballot utilizing the random alpha order. A nonaffiliated candidate's name will also be followed by a specific three character designation.

#### JUDICIAL CANDIDATES "INCUMBENT" DESIGNATION

The information for state candidates for Supreme Court, Court of Appeals and Circuit Court positions shall include a designation of "Incumbent" for each candidate who is the regularly elected or appointed judge of the court to which the candidate seeks election. The Ballot Statement provides this designation.

Please note that justice of the peace, county judges and municipal court candidates do not have the "incumbent" designation.

#### COUNTY NONPARTISAN CANDIDATES

Review ORS 249.091 to determine if county nonpartisan candidates (sheriff, county treasurer or county clerk, or candidates to fill a vacancy in a nonpartisan office) are required to be listed on the general election ballot.

#### LINES FOR CANDIDATE WRITE-IN VOTES

Provide for the write-in of names in the appropriate place for the ballot style, in accordance with ORS 254.145. Allow one blank line for each position to be filled. Example: "Vote for Three." In this case, you will provide three blank lines following the list of candidates for that office. Blank lines shall not be numbered.

Offices that have been certified as "No Candidate Filed" must still appear on the ballot with the appropriate number of write-in lines. "No Candidate Filed" may be shown on what would have been the candidate name line.

BALLOT MEASURE FORMATTING

State ballot measures must be formatted as shown on the attached Ballot Measure Statement. The state ballot measure headers and the ballot title captions must be printed in **bold face, mixed case type** rather than in all upper case, for the purpose of better readability. Mixed case means the first letters of a phrase or sentence and only certain words within a sentence may be upper case with the rest lower case.

This directive applies to state ballot measures and does not require you to use the same formatting for local measures. However, we encourage consistent formatting, as this would ensure better readability for the voters.

If you have any questions, please contact our office.