

# Joint County Voters' Pamphlet Candidate Statement Instructions

## Voters' Pamphlet Candidate Filing Fees:

1. Special District/City/County positions at Special/Regular Election; Metro positions at Primary/General Election
  - **\$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 positions at Primary/General Election (Filing fees can be found posted on the County Elections website. You can also contact your County Elections office to determine the voter count and relevant fee.)
  - **\$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 all counties. JCVF forms can be submitted in person at the County Elections office, via mail, or via email.

## Filing Deadline

1. JCVF-01 original typewritten filing must be received in the County Elections office by 5 pm on the Candidate Statement filing deadline; signed and 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 (.doc or .txt format) of the Required and Optional Information to the County Elections office.** Email attachments should be attached directly to the email. Documents hosted on cloud services will not be accepted. Both print 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 a separate County Voters' Pamphlet. If the Candidate's jurisdiction/district is located in more than one county, a separate JCVF-01 must be filed and the fee paid, by the deadline, to each county where the statement is to be printed.

## Signatures

JCVF-01 must be signed by the candidate or authorized agent. Electronic Signatures are accepted at all counties. E-signatures must represent the signer's true/"wet" signature to be accepted. Digital Signatures (typewritten/fonts, digital certificates, 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 statement 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 include "Occupation", "Occupational Background", "Educational Background" and "Prior Governmental Experience". These eight words must be a part of the statement but 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. An Ampersand (&) will count as 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

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 and do not count as words. Italics may only be used when citing the source of published material. Any other use of italics will be changed to plain text. Custom formatting may be changed to fit available print space.

**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. 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 organization (other than the person or committee submitting the JCVP-01) is used to endorse or support the candidate in the JCVP-01 statement, a signed JCVP-02 form must be filed no later than 5 pm on the filing deadline or the name will be removed.
2. See the JCVP-02 forms for detailed instructions.

**Portrait Requirements (ORS 251.075)**

A portrait photo is optional. Portrait photos will be reduced to 1 1/2” x 1 3/4” and printed on newsprint. Submitted portraits must be received by the 5 pm filing deadline and meet the following criteria to be included:

- Digital submissions must be in one of the following file formats: .jpg, .png, .tif
- The photo must be a headshot (shoulders to top of head) with a plain background.
- The photo must be recent (no more than 4 years old).
- Do not include hands, hats, sunglasses, apparel, or objects associated with any organization, or anything below the shoulders.
- Portraits that do not meet these requirements will not be included in the Voters’ Pamphlet.

**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 must be delivered to the County Elections office 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  <b>phone</b> 503-655-8510  <b>email</b> elections@clackamas.us</p>	<p><b>Washington County Elections</b>                  2925 NE Aloclek Dr., Suite 170                  Hillsboro OR 97124-7523  <b>phone</b> 503-846-5800  <b>email</b> elections@washingtoncountyor.gov</p>
<p><b>Multnomah County Elections</b>                  1040 SE Morrison St.                  Portland, OR 97214  <b>phone</b> 503-988-8683  <b>email</b> filings@multco.us</p>	<p><b>Yamhill County Elections</b>                  414 NE Evans St.                  McMinnville, OR 97128  <b>phone</b> 503-434-7518  <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.

## 1. 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):

## 2. Contact Information:

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

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

**Warning:** Any person who supplies information in the Required Information 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;
- That I am the author of this 'Candidate Statement' (ORS 251.415);
- That I have read and understand the instructions for submitting this 'Candidate Statement'; and
- That 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

### For Office Use Only:

County: \_\_\_\_\_

Payment Method: \_\_\_\_\_

Ref. Number: \_\_\_\_\_

Amount \$: \_\_\_\_\_

Intake Staff Initials: \_\_\_\_\_

Required Info?  Yes  No

Optional Info?  Yes  No

Signed?  Yes  No

Endorsements?  Yes # \_\_\_\_\_  No

Portrait?  
 Print? # \_\_\_\_\_

Providing digital copy?  Yes  No

Received digital copy?  Yes  No

None

Word Count (325 max):

Providing digital copy? Yes No

Received digital copy? Yes No

Review Staff Initials:

## Candidate Statement for Voters' Pamphlet

### 3. 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

### 4. Required Information

**Candidate Name:** \_\_\_\_\_

Maximum of 325 hand counted typewritten words/numbers for the combined Required and Optional Information sections, 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

### 5. 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).**