

City Administrator's Office
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June 5, 2018

To: Candidates for City of Lowell Elective Office
From: Jared Cobb, City Elections Officer
Subject: Nomination and Election Rules and Procedures

Dear Prospective Candidate,

Enclosed in this candidate's packet are all the forms you will need to file a nomination for Lowell City Councilor for the November 6, 2018 general election. The City will be electing City Councilors for City Council Position 1, currently held by Don Bennett and Position 4, currently held by Maggie Osgood. Candidates may file for only one position and are elected at-large for that position. As City Administrator, I serve as the City Elections Official.

To qualify for election to City Council, candidates must have resided within the City of Lowell for the 12 months immediately preceding the election and be a qualified elector within the meaning of the Oregon State Constitution. In Lowell, candidates may file by paying a fee or by petition.

For candidates filing by paying a fee, the following requirements apply:

- a. Complete form SEL 101, Candidate Filing Major Political Party or Nonpartisan, and file it with the City after May 30, 2018 but before August 28, 2018 at 4:30 p.m.
- b. Mark "Filing by Declaration" on the form SEL 101, and pay the \$25.00 City of Lowell filing fee at time of filing.

For candidates filing by petition, the following requirements apply:

- a. Complete form SEL 101, Candidate Filing Major Political Party or Nonpartisan, and file it with the City after May 30, 2018 but far enough before the filing deadline of August 28, 2018 to afford time to collect and verify signatures with the Lane County Elections Office. Mark "Prospective Petition with proposed signature sheet" on the form SEL 101.

b. Complete SEL 121, Candidate Signature Sheet - Nonpartisan, and return to the City for approval before circulating any petition. Petitions may not be circulated until approved by the City Elections Officer.

c. The City's Charter requires that you get 20 qualified electors to sign your petition for nomination. A qualified elector is any person residing in the City of Lowell that is registered to vote.

d. Submit all completed petition sheets at least 72 hours before the established election filing deadline. The City will accept unverified petitions up to the filing deadline, but cannot insure signatures can be verified by the Lane County Elections Office if submitted fewer than 72 hours, weekend and holiday hours excluded, before the election filing deadline.

e. File the petition sheets with the Form SEL 338 Petition Submission – Candidate, Voters' Pamphlet.

For all candidates:

You are required on the SEL 101 Candidate Filing form to make certain certifications regarding campaign expenditures and organization. Please consult the 2018 Campaign Finance Manual for more information. This document, along with with the 2018 County, City and District Candidates Manual, is available on the elections page of the website or in hard copy at Lowell City Hall.

Please consult the State Elections Division if you have any questions regarding requirements for campaign finance or organization reporting. While all submittals regarding campaign finance and organization must be submitted directly to the State Elections Division, please provide the City a copy of any submittal for our files.

If you have any questions regarding filing requirements, please contact me.

Jared Cobb
City Elections Officer

Candidate Filing

Major Political Party or Nonpartisan

SEL 101

rev 01/18
ORS 249.031

Filing Dates		Candidate Filing	State Voters' Pamphlet	Candidate Withdrawal
Primary Election May 15, 2018	First Day to File	September 7, 2017	January 15, 2018	March 9, 2018
	Last Day to File	March 06, 2018	March 8, 2018	
General Election November 6, 2018	First Day to File	May 30, 2018	July 9, 2018	August 31, 2018
	Last Day to File	August 28, 2018	August 28, 2018	

Filing Information			
This filing is an	<input type="checkbox"/> Original	<input type="checkbox"/> Amendment	
Filing Officer	<input type="checkbox"/> Secretary of State	<input type="checkbox"/> County Elections Official	<input type="checkbox"/> City Recorder (Auditor)

Office Information			
Filing for Office of:			
District, Position or County:			
Party Affiliation:	<input type="checkbox"/> Democratic Party	<input type="checkbox"/> Republican Party	<input type="checkbox"/> Independent Party <input type="checkbox"/> Nonpartisan
Incumbent Judge (for judicial candidates only):	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Nondisclosure on file

Filing Method			
<input type="checkbox"/> Fee			
Office	Filing Fee	Office	Filing Fee
United States President	n/a	District Attorney	\$50
United States Vice President	n/a	County Judge	\$50
United States Senator	\$150	MSD Executive Officer, MAD Director	\$100
United States Representative	\$100	MSD Councilor	\$25
Statewide Offices	\$100	County Office	\$50
State senator or Representative	\$25	City Office	Set by charter or ordinance
Circuit Court Judge	\$50	Justice of the Peace	n/a
<input type="checkbox"/> Prospective Petition, in lieu of filing fee		Some circulators may be paid	<input type="checkbox"/> Yes <input type="checkbox"/> No

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	County
Candidate Mailing Address and Contact Information Only one phone number is required.				
Street Address or PO Box	City	State	Zip	
Work Phone	Home Phone	Cell Phone	Fax	
Email Address	Web Site, if applicable			

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

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

Campaign Finance Information Not applicable to candidates for federal office.

Candidate Committee This section should **not** be amended at a later date.

- Yes, I have a candidate committee.
- No, I do not expect to spend or receive more than \$750 during each calendar year. The \$750 includes personal funds spent for any campaign-related costs, such as the candidate filing fee; however state voters' pamphlet filing fees are not included when calculating contribution or expenditure totals. 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.
NOTE: If you have previously filed for office please check with the Elections Division to verify if you have an existing candidate committee.
- No, but will be filing a Statement of Organization for Candidate Committee (SEL 220).


Candidate Attestation

By signing this document, I hereby state that:

- I will accept the nomination for the office indicated above;
- I will qualify for said office if elected;
- All information provided by me on this form is true to the best of my knowledge; **and**
- No circulators will be compensated based on the number of signatures obtained by the circulator on a prospective petition

For Major Political Party Candidates

- if not nominated, I will not accept the nomination or endorsement of any political party other than the one named
- I have been a member of said political party, subject to the exceptions stated in ORS 249.046, for at least 180 days before the deadline for filing a nominating petition or declaration of candidacy (ORS 249.031). Does not apply to candidates filing for the office of US President.

 **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 or not more than one precinct committee person at the same election. Unless the person has withdrawn from the first filing, **all** filings are invalid. (ORS 249.013 and ORS 249.170)

Candidate Signature

Date

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
		Sheet will be numbered by group submitting the petition.

Printed Name of Circulator	Circulator's Address street, city, zip code
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Petition Submission

Candidate, Voters' Pamphlet

SEL 338rev. 01/18
OAR 165-010-0005, 165-016-0000

→ This form must be completed and filed with any submission of signatures.

Filing Officer		
<input type="checkbox"/> State	<input type="checkbox"/> County For both county and district petitions.	<input type="checkbox"/> City

Election Type		Year			
<input type="checkbox"/> Primary	<input type="checkbox"/> General	<input type="checkbox"/> Special Election	<input type="checkbox"/> 2018	<input type="checkbox"/> 2019	<input type="checkbox"/> 2020

Petition Information	
Number	Type <input type="checkbox"/> Candidate Nominating <input type="checkbox"/> Voters' Pamphlet, Candidate <input type="checkbox"/> Voters' Pamphlet, Measure

Type of Filing	Number of Signatures Submitted
<input type="checkbox"/> Candidate Nominating	
<input type="checkbox"/> Voters' Pamphlet, Candidate	
<input type="checkbox"/> Voters' Pamphlet, Measure	

Candidate
→ By signing this document, I hereby state that all information on the form is true and correct to the best of my knowledge.

Name	Contact Phone	Email Address
Signature	Date Signed	

Measure Argument Filer
→ By signing this document, I hereby state that all information on the form is true and correct to the best of my knowledge.

Name	Contact Phone	Email Address
Signature	Date Signed	

For office use only	
Submittal number	Number of signatures accepted
Is the petition complete? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be additional submittals? <input type="checkbox"/> Yes <input type="checkbox"/> No