



Candidate Filing Packet Carlton City Council

Congratulations on your decision to run for office! Enclosed in this filing packet you will find the following:

- ❖ City Election Information
 - Open City of Carlton Positions
 - Terms and Conditions
 - Qualifications and Residency Requirements
 - How to File Instructions
 - Campaign Finance Reporting Requirements
 - Statement of Economic Interest (SEI) and State Reporting Requirements
 - Voters' Pamphlet Information
 - Sign Regulations
 - Contact Information for the City Elections Officer, County Elections Supervisor and Secretary of State Elections Division
 - 2016 Schedule of Dates for Candidates

- ❖ Election Forms – The forms you will need for office include:
 - *SEL 101 – Candidate Filing for Major Political Party or Nonpartisan*
 - *SEL 121 – Petition for Nonpartisan Nomination Signature Sheet*
 - *SEL 338 – Petition Submission for Candidate, Voters' Pamphlet*
 - *SEL 220 – Statement of Organization for Candidate Committee*
 - *SEL 223 – Campaign Account Information*
 - *PC7 – Certificate of Limited contributions and Expenditures*
 - *Yamhill County Local Voters' Pamphlet Candidate's Statement*
 - *SEL 150 – Candidate Filing Withdrawal*

- ❖ Carlton City Charter
- ❖ City of Carlton Sign Code
- ❖ Quick Reference – Restrictions on Political Campaigning for Public Employees
- ❖ Candidate "Quick Guide" on Campaign Finance Reporting in Oregon
- ❖ "So you want to run for local office..." Manual from the League of Oregon Cities (LOC)

As the City Recorder and Elections Officer I am pleased to assist you with filings and questions.

A handwritten signature in blue ink, appearing to read "Jennifer L. Nelson", is positioned above the printed name and title.

Jennifer L. Nelson, CMC
City Recorder

November 8, 2016, General Election Carlton City Council

Applications are being accepted for the positions of Carlton Mayor and City Councilor. These positions will be voted on in the November 8, 2016, General Election. The City Recorder is the Elections Filing Officer for City of Carlton elections.

FIRST DAY FOR FILING:

June 1, 2016

LAST DAY FOR FILING:

Candidate Filing with the Carlton City Recorder:

August 16, 2016 at 4:00 PM

Candidacy Withdrawal:

September 2, 2016

Voters' Pamphlet Statements with Yamhill County:

September 12, 2016

OPEN CITY OF CARLTON POSITIONS

Mayor

Currently held by: Kathie Oriet

City Councilor (At-Large)

Currently held by: Scott Carl

City Councilor (At-Large)

Currently held by: Brian Rake

City Councilor (At-Large)

Currently held by: Carey Rhoads

TERMS AND CONDITIONS

- Length of term for the Mayor is two (2) years beginning in January 2017; term expires 12/31/2018.
- Length of term for City Councilor is four (4) years beginning in January 2017; term expires 12/31/2020.
- Carlton Mayor and City Council positions are non-paid, voluntary positions.
- All positions are nonpartisan.

QUALIFICATIONS AND RESIDENCY REQUIREMENTS

Any person holding elective office must be:

- Eighteen (18) years of age or older
- A registered voter of the State of Oregon
- A legal resident of the City of Carlton continuously during the twelve months immediately preceding the election.

HOW TO FILE

Please review this information packet. The following manuals will assist you with the process:

2016 Candidates Manual
2016 Campaign Finance Manual

These publications are available on the Secretary of State's web site at:

<http://sos.oregon.gov/elections>

Step 1: File Prospective Petition

Complete the two forms listed below and submit them to the City Recorder for approval prior to gathering any signatures and well in advance of the August 16th filing deadline.

SEL 101 Candidate Filing

SEL 121 Candidate Signature Sheet - Nonpartisan

Step 2: Collect Signatures

- **Upon approval of the prospective petition, the City Recorder will give the candidate a letter authorizing the collection of signatures.**
- The City of Carlton Charter requires you collect at least **20** nominating signatures of registered voters who reside within the City of Carlton **before submitting signatures to the City Recorder** for verification. This allows sufficient time for the verification process to be completed prior to the filing deadline. **Sign the first line on the first sheet of the prospective petition; this will allow the Elections Officer to verify residency and voter requirements.**
- City Council candidates may only collect signatures from voters that have not signed a petition for City Council.
- Candidates should collect additional signatures in the event that some are disqualified.
- Oregon law requires each petition sheet be properly certified by its circulator, who must personally witness each signature.
- ***Do not sign and date your petition sheet(s) until all signatures have been gathered.***

Step 3: File Your Completed Petition(s)

After the signatures sheets are certified, the following form, along with the certified signature sheets and affidavits, must be filed by the candidate with the City Recorder no later than **August 16, 2016 by 4:00 PM.**

SEL 338 Petition Submission – Candidate, Voters’ Pamphlet

Step 4: Register Campaign Committee

Prospective candidates must file the following forms with the Oregon Secretary of State Elections Division:

SEL 220 Statement of Organization for Candidate Committee

SEL 223 Campaign Account Information

These forms are NOT required if the candidate acts as his or her own treasurer **and** expects to spend or receive less than \$750 during the entire calendar year. See the *Candidate “Quick Guide” on Campaign Finance Reporting in Oregon* included in this packet.

The filing must occur within three business days of receiving the first contribution or making an initial expenditure. These filings can be done electronically at <http://oregonvotes.org/>. At this website, you may log in and register in the *OreStar* system to receive additional instructions. For more information, contact the Elections Division at 503.986.1518.

Please review the Campaign Finance Manual for instructions and a schedule of filing deadlines. Campaign Finance forms are filed directly with the Secretary of State’s Election Division. All candidates are required to have a dedicated campaign bank account if they receive contributions or make expenditures over \$750 for a calendar year.

If you do not expect to receive a total of more than \$3,500 or spend a total of more than \$3,500 for an entire election, you may file a Certificate of Limited Contributions and Expenditures (PC 7). If at any time during the election, the total expenditures or contributions exceed \$3,500, you must file detailed contribution and expenditure reports.

STATEMENT OF ECONOMIC INTEREST (SEI) AND STATE REPORTING REQUIREMENTS

All persons holding office in the City of Carlton are required to file Statements of Economic Interest with the Oregon Government Ethics Commission (formerly the Oregon Government Standards and Practices Commission). The annual reports must be filed by April 15th every year of the incumbency of the elected official. Information will be requested

concerning sources of income, property, business interests and gifts related to the office. Civil penalties may be imposed for failure to file, or for insufficient information. Please contact the City Recorder's Office for additional information.

VOTERS' PAMPHLET

Mayor and City Council candidates have the opportunity to place a photo and an argument in support of their candidacy in the State Voters' Pamphlet. For filing information refer to the Yamhill County Local Voter's Pamphlet Candidate's Statement. The filing deadline is September 12, 2016, with the Yamhill County Clerk.

SIGN REGULATIONS

- Political signs may not exceed 6 square feet in area.
- Political signs may be used up to sixty (60) days prior to an election and must be removed by 7 days after the election.

ELECTION OFFICES

City of Carlton

Jennifer L. Nelson, CMC
City Recorder/Elections Officer
191 East Main Street
Carlton, OR 97111
jnelson@ci.carlton.or.us
(503) 852-7575

Yamhill County Elections

Gayle Jensen, Chief Deputy County Clerk
414 NE Evans Street
McMinnville, OR 97128-4607
jenseng@co.yamhill.or.us
(503) 434-7518

Secretary of State Elections Division

255 Capitol St. NE, Ste. 501
Salem, OR 97310
<http://www.sos.state.or.us/elections/>
(866) ORE-VOTE

WITHDRAWAL OF CANDIDACY OR NOMINATION

To withdraw from candidacy or nomination, a candidate must file the following form with the City Recorder no later than September 2, 2016:

SEL 150 Candidate Filing Withdrawal

2016 SCHEDULE FOR CANDIDATES

DATE	DESCRIPTION OF EVENT
June 1, 2016 (Wednesday)	First day for candidates to file prospective petition declaring candidacy for November General Election.
August 16, 2016 (Tuesday)	Deadline for candidates to complete filing with City Recorder.
September 2, 2016 (Friday)	Last day for candidate to file withdrawal of candidacy for general election.
September 12, 2016 (Monday)	Last day to file candidate statements and measure arguments for inclusion in the County Voters' Pamphlet.
NOVEMBER 8, 2016 (Tuesday)	GENERAL ELECTION DAY