



Elections Office
191 E. Main Street
Carlton, OR 97111
Phone: (503) 852-7575

Carlton City Council – Candidate Application Packet November 5, 2024, General Election

Congratulations on your decision to run for office!

This packet contains information that will assist candidates in fulfilling the requirements to appear on the November 5, 2024, General Election ballot.

The City of Carlton follows the state guidelines for prospective candidates, (County, City and District Candidates Manual, enclosed). The referenced filing forms are also included in this packet. Election Manuals produced by the Oregon Secretary of State Elections Division and can also be found on their website at www.sos.state.or.us.

At the 2024 General Election, the positions of Mayor and three (3) Councilors will appear on the ballot. The filing period for interested candidates begins **June 5, 2024**. A person may File by Petition with the City of Carlton Elections Officer. **The filing process, including signature verification, must be completed, and delivered to the City Elections Officer by 4:00 p.m., August 27, 2024.** *It is recommended to have all document submitted to the Elections Officer by August 20, 2024 to ensure adequate processing time and being on the Ballot.*

City Recorder Aimee Amerson serves as the City Elections Officer. You may contact her at 503-852-7575 or via e-mail at aamerson@ci.carlton.or.us with any questions.

Open City of Carlton Positions

Mayor	Currently held by Linda Watkins	Two (2) Year Term
City Council position	Currently held by Grant Erickson	Four (4) year term
City Council position	Currently held by Kevin Skipper	Four (4) year term
City Council position	Currently held by Guilherme Brandao	Four (4) year term

- All positions are non-partisan.
- Council positions are elected At-Large, which means candidates may reside in any area of the community within the Carlton City limits.
- All positions are non-paid/volunteer.
- All terms will begin on January 7, 2025.
- A person may only file for one office at the same election unless that person has withdrawn from the first filing.



Qualifications and Residency Requirements

To qualify as a candidate for Mayor or a City Councilor, you must be:

- A qualified elector under the laws and constitution of the State of Oregon;
- A registered voter of the City of Carlton; and
- A City of Carlton resident, who has resided within the City during the 12 months preceding the election they are filing for.

HOW TO FILE

A person may File by Petition with the City of Carlton.

To File by Petition

Step 1: File Prospective Petition –

Complete the two forms listed below and submit to the City Elections Officer for approval **prior to gathering any signatures** and well in advance of the August 27 deadline. No filing fees are required to run for the City of Carlton offices by this method.

- SEL 101 – Candidate filing – Major Political Party or Nonpartisan
- SEL 121 – Candidate Signature Sheet – Nonpartisan

Step 2: Collect Signatures –

The City Elections Officer will review the prospective petition and provide written approval authorizing the candidate to begin the collection of signatures. **Signatures gathered prior to written approval will be rejected.**

The Carlton City Charter requires petitions to contain a minimum of 13 qualified (Carlton registered voter) signatures. It is recommended you gather more than the minimum to assure you have the required amount necessary. Oregon law requires each petition sheet to be properly certified by its circulator, who must personally witness each signature. Please review the guidelines for circulation of petitions on page 27 of the County, City, and District Candidates Manual, which is available on the Oregon Secretary of State Elections Division at <https://sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf>.

Do not sign and date your petition sheet(s) until all signatures have been gathered.

Step 3: Submit Signature Sheets –

When ample signatures have been collected, the candidate shall submit the petitions to the City Elections Officer for processing and verification of signatures. The Elections office recommends obtaining additional signatures beyond the minimum of 13, in the event that some signatures are



Elections Office
191 E. Main Street
Carlton, OR 97111
Phone: (503) 852-7575

disqualified. **Signature petition sheets must be submitted by August 20, 2024**, to allow ample time for signature verification and to gather additional signatures if needed.

When submitting the signature sheets, the candidate will:

- Ensure each signature sheet certification is signed and dated by the circulator.
- Number each signature sheet sequentially in the space provided.
- The candidate must also submit SEL 338 – Petition Submission – Candidate, Voters’ Pamphlet (copy enclosed).

Step 4: Complete Filing –

The City Elections Officer will notify the candidate in writing of the results of the signature verification. If it is determined that there are not enough valid signatures and the filing deadline has not passed, the candidate may submit additional signatures.

The final filing process including signature verification, must be completed by 5:00 p.m., August 27, 2024.

CAMPAIGN FINANCE REPORTING REQUIREMENTS

The Oregon Secretary of State Elections Division handles all campaign finance reporting. A candidate quick guide on Campaign Finance Reporting, forms, and additional information regarding the process can be found at the Oregon Secretary of State Elections Division website; <https://sos.oregon.gov/elections> under Campaign Finance.

STATEMENT OF ECONOMIC INTEREST/STATE REPORTING REQUIREMENTS

Persons holding office in the City of Carlton are required to file Statements of Economic Interest annually with the Oregon Government Ethics Commission. The annual reports must be filed by April 15th of 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. Civic penalties may be imposed for failure to file, or for insufficient information.

Additional information can be found on the Oregon Government Ethics Commission website at <https://www.oregon.gov/OGEC> or by contacting the Ethics Commission at 503-378-5105.



Elections Office
191 E. Main Street
Carlton, OR 97111
Phone: (503) 852-7575

VOTER'S PAMPHLET

Mayor and Council candidates have the opportunity to place a candidate statement in the Yamhill County Voter Pamphlet. There is a filing fee and applications must be submitted to the Yamhill County Elections Division no later than September 05, 2024. Application forms can be obtained from Yamhill County Elections Office.

TEMPORARY SIGN REGULATIONS

Before purchasing or displaying any temporary signs, please review the City of Carlton temporary sign regulations in the Carlton Municipal Code below:

CMC 17.80.040 - Political signs shall not exceed six (6) square feet. Political signs may be used up to sixty (60) days prior to an election but shall be removed not later than seven (7) days following the date of the election.

The Carlton Planning Department is available to answer specific questions and can be contacted at 503-852-7575.

ELECTION OFFICES

City of Carlton

Aimee Amerson
Elections Officer
503-852-7575
191 East Main St
Carlton, OR 97111
aamerson@ci.carlton.or.us
<https://www.ci.carlton.or.us/citycouncil/page/elections>

Secretary of State Elections Division

503-986-1518
<https://sos.oregon.gov/elections>
www.oregonvotes.org

Yamhill County Elections Division

414 NE Evans Street
McMinnville, OR 97128
503-434-7518
<https://www.co.yamhill.or.us/elections>

Please do not hesitate to contact the City Elections Officer for additional information or questions.

Thank you for your interest in serving the City of Carlton!