

City Manager/City Clerk Election Desk

July 11, 2018

TO: All Prospective City Council Candidates

Thank you for your decision to run for City office! This election packet is designed to provide you with the information needed to file for Nonpartisan City Office during the November 6, 2018 General Election.

City of Scio voters will elect three (3) City Officials at the General Election as terms for three members of the Scio City Council expire December 31, 2018. Those positions are the Office of Scio City Councilor(s) for Positions 1, 3, and 6.

Materials in this packet include:

- Addendum "A" – Roles and responsibilities of a Scio Mayor and/or City Councilor.
- Addendum "B" – State of Oregon Filing Guidelines (including campaign finance reporting).
- Addendum "C" – State of Oregon and City of Scio filing FORMS:
 - ▶ SEL 101 Candidate Filing – Major Political Party or Nonpartisan
 - ▶ SEL 121 Candidate Signature Sheet – Nonpartisan
 - ▶ City of Scio's Acceptance of Nomination
 - ▶ City of Scio's Candidate's Statement for County Voters' Pamphlet and/or City Website.

SEL forms, as well as, Campaign Contributions and Expenditure reporting forms are Also available online at <http://sos.oregon.gov/elections/Pages/electionforms.aspx>

Thank you for your interest in serving our community. Good Luck with your campaign.

Respectfully,



Ginger Allen

City Manager – Elections Official

City of Scio 2018 General Election
Candidate Qualifications and Filing Procedures

1. **City of Scio Positions**

City Councilor Position 1
City Councilor Position 3
City Councilor Position 6

2. **Terms and Conditions**

All three offices are four-year terms, beginning with the first city council meeting in January of 2019. These are no term limits. All positions are nonpartisan.

Please review the entire **City Charter** for specifics on form of Government, Council Proceedings, Power and Duties of Officers and Elections (included in addendum “A”).

3. **Qualifications & Residency Requirements**

1. All candidates must be a qualified elector under state law, and reside within the city limits for at least one year immediately before election or appointment to office.
2. No person may be a candidate at a single election for more than one city office.
3. Neither a mayor nor council candidate may be employed by the city.

Pease review City Charter VII, for further details.

4. **Filing Procedures**

The following is intended to provide general information on the nomination procedures of the State of Oregon and the City of Scio. This information is **NOT** intended to provide legal advice for candidates, nor is it intended to cover all of the issues surrounding the local election process.

<http://www.oregonvotes.org/pages/publication/index.html>

City of Scio 2018 General Election
Candidate Qualifications and Filing Procedures

5. **How to File For Elective (Public) Office**

Members of the Scio City Council are elected only at Oregon's General Election.

City of Scio candidates may use one of two filing methods with the City Elections Official (City Manager) by **either** paying a fee, **or** by petition to obtain signatures. Refer to Addendum B in this packet for instructions on completing your forms.

a. **File by Fee:** a candidate will file **Form SEL 101 candidate Filing – Major Political Party or Nonpartisan**: and pay a fee of \$20.00, **or**

b. **File by Petition:** If a candidate chooses this method, they must allow sufficient time to have signatures verified (by Linn County) before the filing deadline. The following form(s) must be completed and filed with the City Elections Official.

Form SEL 101 Candidate Filing – Major Political Party or Nonpartisan (“Prospective Petition” must be marked: and

Form SEL 121 Candidate Signature Sheet – Nonpartisan, with 25 signatures are required by the City of Scio. Candidates are advised to obtain more than the required number to ensure the petition contains at least 25 valid signatures. All signatures for the City Council positions must be signatures of registered voters living within the Scio City Limits.

6. **Schedule an Appointment with Scio Elections Official**

Upon completion of the required forms mentioned in Section 5 (when filing by either option) please contact the City Elections Official to schedule an appointment to verify that you meet the qualifications and residency requirements.

Once eligibility has been established, all candidates must file an “Acceptance of Candidacy Nomination” (city form). This form is to be signed in front of the City Elections Official at the time of the scheduled appointment.

Please bring your City “Acceptance of Candidacy Nomination” form with you to your scheduled appointment.

7. **Filing Deadline**

The candidate filing deadline is no sooner than July 11, 2018 and no later than 5:00 p.m. August 24, 2018, for the November 6, 2018 General Election.

Contact Ginger Allen, at 503-394-3342 or ci.scio.v.allen@smt-net.com to schedule an appointment.

City of Scio 2018 General Election

Candidate Qualifications and Filing Procedures

8. **Candidate Campaign Finance Reporting Requirements**

If you intend to engage in campaign activities you must file electronically with the Oregon Secretary of State's Office (Elections Division); more information will be provided regarding these requirements at your scheduled appointment.

9. **Statement of Economic Interest (SEI) and State Reporting Requirements**

All elected officials are required to file SEI's with the Oregon Government Ethics Commission. Annual reports must be filed electronically by April 15 of every year while holding a public office. Information concerning sources of income, property, business interests, and gifts related to the office will be on the form. *Civil penalties may be imposed for failure to file or for insufficient information.*

10. **Voter's Pamphlet – Scio City Website**

At the time of publishing this handbook, it is uncertain as to whether Linn County will publish a local Voter's Pamphlet. Regardless, the City of Scio will provide candidates' information the City's website.

Candidates need to file a Candidate Statement Form, candidate photo (not more than 2 years old), and any endorsements by August 31, 2018 with the Elections Official for inclusion on the city's website.

11. **Election Offices**

City of Scio: Ginger Allen, Elections Official
503-394-3342
38957 N.W. 1st Avenue
Scio, Oregon 97374
ci.scio.v.allen@smt-net.com

Linn County Elections: Steve Druckenmiller, County Clerk
541-967-3831
300 SW 4th Avenue, Rm #205
Albany, Oregon 97321
sdruckenmiller@co.linn.or.us

State of Oregon: Elections Division
Toll Free: 1-866-673-8683
255 Capitol Street, NE #501
Salem, Oregon 97301-1306
Elections.sos@state.or.us

ADDENDUM “A”

Roles and Responsibilities of a Scio Mayor and/or City Councilor:

This Addendum contains a complete copy of the Scio City Charter. Please give special attention to the following Chapters as they relate directly to elected city officials.

- Chapter II: Powers
- Chapter III: Council
- Chapter VII: Elections



City Of Scio, Oregon



PREAMBLE

We, the voters of Scio, Oregon exercise our power to the fullest extent possible under the Oregon Constitution and laws of the state, and enact this Home Rule Charter.

Chapter I NAMES AND BOUNDARIES

Section 1. Title. This charter may be referred to as the 2015 Scio Charter.

Section 2. Name. The City of Scio, Oregon, continues as a municipal corporation with the name City of Scio.

Section 3. Boundaries. The city includes all territory within its boundaries as they now exist or are legally modified. The city will maintain as a public record an accurate and current description of the boundaries.

Chapter II POWERS

Section 4. Powers. The city has all powers that the constitutions, statutes and common law of the United States and Oregon expressly or impliedly grant or allow the city, as fully as though this charter specifically enumerated each of these powers.

Section 5. Construction. The charter will be liberally construed so that the city may exercise fully all powers possible under this charter and under United States and Oregon Law.

Section 6. Distribution. The Oregon constitution reserves initiative and referendum powers as to all municipal legislation to city voters. This charter vests all other city powers in the council except as the charter otherwise provides. The council has legislative, administrative and quasi-judicial authority. The council exercises legislative authority by ordinance, administrative authority by resolution, and quasi-judicial authority by order. The council may not delegate its authority to adopt ordinances.

Chapter III COUNCIL

Section 7. Council. The council consists of a mayor and six councilors nominated and elected from the city at large.

Section 8. Mayor. The mayor presides over and facilitates council meetings, preserves order, enforces council rules, and determines the order of business under council rules. The mayor shall not have a vote on questions before the council, except in case of a tie, when the mayor shall cast the deciding ballot. The mayor shall have no veto authority. With the consent of the council, the mayor appoints members of commissions and committees established by ordinance or resolution. The mayor must sign all records of council decisions. The mayor serves as the political head of the city government.

Section 9. Council President. At its first meeting each year, the council must elect a president from its membership. The president presides in the absence of the mayor and acts as mayor when the mayor is unable to perform duties.

Section 10. Rules. The council must by resolution adopt rules to govern its meetings.

Section 11. Meetings. The council must meet at least once a month at a time and place designated by its rules, and may meet at other times in accordance with the rules.

Section 12. Quorum. A majority of the council members is a quorum to conduct business, but a smaller number may meet and compel attendance of absent members as prescribed by council rules.

Section 13. Vote Required. The express approval of a majority of a quorum of the council is necessary for any council decision, except when this charter requires approval by a majority of the council.

Section 14. Record. A record of council meetings must be kept in a manner prescribed by the council rules.

Chapter IV LEGISLATIVE AUTHORITY

Section 15. Ordinances. The council will exercise its legislative authority by adopting ordinances. The enacting clause for all ordinances must state "The City of Scio ordains as follows:"

Section 16. Ordinance Adoption.

(a) An ordinance of the Council shall, before being put upon, its final passage, be read fully and distinctly in open Council meeting and shall receive the affirmative votes of a majority of all Council members present.

(b) The reading may be by title only (a) if no Council member present at the meeting requests to have the ordinance read in full or (b) if a copy of the ordinance is provided for each Council member and copies are provided for public inspection.

(c) Upon the enactment of an ordinance the City Recorder shall sign it with the date of its passage and his/her name and title of office, and the Mayor shall sign it with the date of his/her signature, name and title of office.

Section 17. Effective Date of Ordinances. Ordinances normally take effect on the 30th day after adoption, or on a later day provided in the ordinance. An ordinance may take effect as soon as adopted or other date less than 30 days after adoption if it contains an emergency clause.

Chapter V ADMINISTRATIVE AUTHORITY

Section 18. Resolutions. The council will normally exercise its administrative authority by approving resolutions. The approving clause for resolutions may state "The City of Scio resolves as follows:"

Section 19. Resolution Approval:

(a) Approval of resolution or any other council administrative decision requires approval by the council at one meeting.

(b) Any substantive amendment to a resolution must be read aloud or made available in writing to the public before the council adopts the resolution at the meeting.

(c) After approval of a resolution or other administrative decision, the vote of each member must be entered into the council minutes.

(d) After approval of a resolution, the city custodian of records must endorse it with the date of approval and the custodian's name and title.

Section 20. Effective Date of Resolutions. Resolutions and other administrative decisions take effect on the date of approval, or on a later day provided in the resolution.

Chapter VI QUASI-JUDICIAL AUTHORITY

Section 21. Orders. The council will normally exercise its quasi-judicial authority by approving orders. The approving clause for orders may state "The City of Scio orders as follows:"

Section 22. Order Approval.

(a) Approval of an order or any other council quasi-judicial decision requires approval by the council at one meeting.

- (b) Any substantive amendment to an order must be read aloud or made available in writing to the public at the meeting before the council adopts the order.
- (c) After approval of an order or other council quasi-judicial decision, the vote of each member must be entered in the council minutes.
- (d) After approval of an order, the city custodian of records must endorse it with the date of approval and the custodian's name and title.

Section 23. Effective Date of Orders. Orders and other quasi-judicial decisions take effect on the date of a final approval, or on a later day provided in the order.

Chapter VII ELECTIONS

Section 24. Councilors. The term of a councilor in office when this charter is adopted is the term for which the council was elected. At each general election after the adoption, three councilors will be elected for four-year terms.

Section 25. Mayor. The term of the mayor in office when this charter is adopted continues until the beginning of the first odd-numbered year after adoption. At every other general election after the adoption, a mayor will be elected for a four-year term.

Section 26. State Law. City elections must conform to state law except as this charter or ordinances provide otherwise. All elections for city offices must be nonpartisan.

Section 27. Qualifications.

- (a) The mayor and each councilor must be a qualified elector under state law, and reside within the city for at least one year immediately before election or appointment to office.
- (b) No person may be a candidate at a single election for more than one city office.
- (c) Neither the mayor nor a councilor may be employed by the city.
- (d) The council is the final judge of the election and qualifications of its members.

Section 28. Nominations. The council must adopt an ordinance prescribing the manner for a person to be nominated to run for mayor or a city councilor position.

Section 29. Terms. The term of an officer elected at a general election begins at the first council meeting of the year immediately after the election, and continues until the successor qualifies and assumes the office.

Section 30. Oath. The mayor and each councilor must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and Oregon.

Section 31. Vacancies. The mayor or council office becomes vacant:

- (a) Upon the incumbent's:
 - (1) Death,
 - (2) Adjudicated incompetence, or
 - (3) Recall from the office.

- (b) Upon declaration by the council after the incumbent's:
 - (1) Failure to qualify for the office within 10 days of the time the term of office is to begin,
 - (2) Absence from the city for 30 days without council consent, or from all council meetings within a 60-day period,
 - (3) Ceasing to reside in the city,
 - (4) Ceasing to be a qualified elector under state law,
 - (5) Conviction of a public offense punishable by loss of liberty,
 - (6) Resignation from the office, or
 - (7) Removal under Section 33(i)

Section 32. Filling Vacancies. A mayor or councilor vacancy will be filled by appointment by a majority of the remaining council members. The appointee's term of office runs from appointment until expiration of the term of office of the last person elected to that office. If a disability prevents a council member from attending council meetings or a member is in absence from the city, a majority of the council may appoint a councilor pro tem.

Chapter VIII APPOINTIVE OFFICERS

Section 33. City Manager.

- (a) The office of city manager is established as the administrative head of the city government. The city manager is responsible to the mayor and council for the proper administration of all city business. The city manager will assist the mayor and council in the development of city policies, and carry out policies established by ordinances and resolutions.

- (b) A majority of the council must appoint and may remove the manager. The appointment must be made without regard to political considerations and solely on the basis of education and experience in competencies and practices of local government management.

(c) The manager need not reside in the city.

(d) The manager may be appointed for a definite or an indefinite term, and may be removed at any time by a majority of the council. The council must fill the office by appointment as soon as practicable after the vacancy occurs.

(e) The manager must:

- (1) Attend all council meetings unless excused by the mayor or council;
- (2) Make reports and recommendations to the mayor and council about the needs of the city;
- (3) Administer and enforce all city ordinances, resolutions, franchises, leases, contracts, permits, and other city decisions;
- (4) Appoint, supervise and remove city employees;
- (5) Organize city departments and administrative structure;
- (6) Prepare and administer the annual city budget;
- (7) Administer city utilities and property;
- (8) Encourage and support regional and intergovernmental cooperation;
- (9) Promote cooperation among the council, staff and citizens in developing city policies, and building a sense of community;
- (10) Perform other duties as directed by the council;
- (11) Delegate duties, but remain responsible for acts of all subordinates.

(f) The manager has no authority over the council or over the judicial functions of the municipal judge.

(g) The manager and other employees designated by the council may sit at council meetings but have no vote. The manager may take part in all council discussions.

(h) When the manager is temporarily disabled from acting as manager or when the office of manager becomes vacant, the council must appoint a manager pro tem. The manager pro tem has the authority and duties of manager, except that a pro tem manager may appoint or remove employees only with council approval.

(i) No council member may directly or indirectly attempt to coerce the manager or a candidate for the office manager in the appointment or removal of any city employee, or in administrative decisions regarding city property or contracts. Violation of this prohibition is grounds for removal from office by a majority of the council after a public hearing. In council meetings, councilors may discuss or suggest anything with the manager relating to city business.

Section 34. City Attorney. The office of city attorney is established as the chief legal officer of the city government. A majority of the council must appoint and may remove the attorney.

Section 35. Municipal Court and Judge.

- (a) A majority of the council may appoint and remove a municipal judge. A municipal judge will hold court in the city at such place as the council directs. The court will be known as the Scio Municipal Court.
- (b) All proceedings of this court will conform to state laws governing justices of the peace and justice courts.
- (c) All areas within the city and areas outside the city as permitted by state law are within the territorial jurisdiction of the court.
- (d) The municipal court has jurisdiction over every offense created by city ordinance. The court may enforce forfeitures and other penalties created by such ordinances. The court also has jurisdiction under state law unless limited by city ordinance.
- (e) The municipal judge may:
- (1) Render judgments and impose sanctions on persons and property;
 - (2) Order the arrest of anyone accused of an offense against the city;
 - (3) Commit to jail or admit to bail anyone accused of a city offense;
 - (4) Issue and compel obedience to subpoenas;
 - (5) Compel witness to appear and testify and jurors to serve for trials before the court;
 - (6) Penalize contempt of court;
 - (7) Issue processes necessary to enforce judgments and orders of the court;
 - (8) Issue search warrants; and
 - (9) Perform other judicial and quasi-judicial functions assigned by ordinance.
- (f) The council may appoint and may remove municipal judges pro tem.
- (g) The council may transfer some or all of the functions of the municipal court to an appropriate state court.

Chapter IX
PERSONNEL

Section 36. Compensation. The council must authorize the compensation of city officers and employees as part of its approval of the annual city budget.

Section 37. Merit Systems. The council by resolution will determine the rules governing recruitment, selection, promotion, transfer, demotion, suspension, layoff, and dismissal of city employees based on merit and fitness.

Chapter X
PUBLIC IMPROVEMENTS

Section 38. Procedure. The council may by ordinance provide for procedures governing the making, altering, vacating, or abandoning of a public improvement. A proposed public improvement may be suspended for six months upon remonstrance by owners of the real property to be specially assessed for the improvement. The number of owners necessary to suspend the action will be determined by ordinance.

Chapter XI
MISCELLANEOUS PROVISIONS

Section 39. Special Assessments. The procedure for levying, collecting and enforcing special assessments for public improvements or other services charged against real property will be governed by ordinance.

Section 40. Debt. City indebtedness may not exceed debt limits imposed by state law. A charter amendment is not required to authorize city indebtedness.

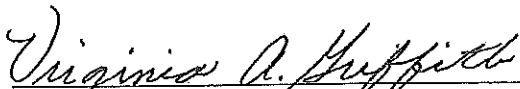
Section 41. Ordinance Continuation. All ordinances consistent with this charter in force when it takes effect remain in effect until amended or repealed.

Section 42. Repeal. All charter provisions adopted before this charter takes effect are repealed.

Section 43. Severability. The terms of this charter are severable. If any provision is held invalid by a court, the invalidity does not affect any other part of the charter.

Section 44. Time of Effect. This charter takes effect July 1, 2015.

A special election was held on May 19, 2015, in which the above charter was passed by the citizens of the City of Scio with a vote of 52 Yes, 29 No.

Attest: 
Virginia A. Griffith, City Manager

ADDENDUM “B”

The “Guidelines for Completing Candidate Filing Forms” presented below if for information purposes only.

STATE OF OREGON GUIDELINES FOR COMPLETING CANDIDATE FILING FORMS

Guidelines for Completing Candidate Filing Forms

ORS 249.031

All forms must be complete before submitting them to the Elections Division.

Failure to provide information for each of the required fields may result in rejection of the candidate filing forms.



Providing false statements on filing forms is a violation of Oregon Election Law and the candidate may be convicted of a Class C Felony. ORS 260.715(1) and 260.993

Additional information may be required and is discussed further under the specific form’s section.

Original or Amendment

Indicate if the filing is an Original filing or an Amendment that is changing information prior to the filing deadline.

Filing Officer

Indicate who the filing office is for the position:

- **Secretary of State:** Any Federal, Statewide, State Senate, State Representative, Judicial (including County Judges with judicial duties,) and District Attorney positions;
- **County Elections Official:** Any county and most district position;
- **City Recorder (Auditor):** Any city office that is elected by the citizens of a city; or
- **District Office:** Not all positions file their candidacy with the County Elections Official. Contact the district office for filing officer information.

Candidate Information

Complete the following information:

- **Name of Candidate:** This should be the candidate’s full name (first, middle initial if applicable and last). If filing online through ORESTAR, this field is automatically populated from the user profile and cannot be modified. Prefix (Mr. or Ms.), suffix (Jr., Sr., III, etc.) and title (MD, CPA, etc.) fields can be added if desired.

- **How name should appear on ballot:** Include how the candidate wishes their name to appear on the ballot. If a nickname is used in connection with the candidate's full name, the nickname should be in parentheses. Titles and designations (e.g., Dr., CPA) **should not** be included as they cannot appear on the ballot.
- **Candidate Residence Address:** Write the residential address of the candidate, including the county.
- **Mailing Address for Candidate Correspondence:** Include the address where the candidate wishes to receive correspondence from the Elections Division.
- **Contact Information:** Enter a valid phone number where the candidate can be reached during normal business hours, fax, email address, and website, if applicable. **At least one phone number and an email address are required.**

The following are guidelines to complete the required fields of occupation, occupational background, educational background, and prior governmental experience on the candidate filing forms. These fields are required and information provided must be accurate. Not every occupational, educational, or prior governmental experience is required to be provided. If the candidate has no relevant experience, "None" or other equivalent must be entered.



Forms are available online at www.oregonvotes.gov.

Occupation and Occupational Background

- **Occupation (present employment – paid or unpaid):** The current full- or part-time employment or other line of work, business, craft, or professional information (not required to indicate whether paid or not paid). If not employed, enter "Not Employed", or "None", or other equivalent.
- **Occupational Background (previous employment – paid or unpaid):** Previous full- or part-time employment or other line of work, business, craft or professional information (not required to indicate whether paid or not paid).

Educational Background

- **Educational Background (schools attended):** This may include schools attended by the candidate, including the last grade level completed, whether a diploma, degree or certificate was received, and the course of study. It is not required that every educational experience be listed, but what is listed must be accurate. Provide the complete name of the school; no acronyms are allowed.
- **Educational Background (other):** Other educational experiences of the candidate.

A degree indicates a college, university or professional school has awarded a title upon the person for completion of a program of study. For this purpose, honorary degrees or degrees from "degree mills" should not be included under this requirement.

Prior Governmental Experience

- **Prior Governmental Experience (elected or appointed):** The current or previous governmental experience, which refers to a person's involvement in governmental activities, such as appointed boards and commissions, elected boards, other elected or appointed public offices, or organizations that are recognized by a governmental body. Full- or part-time, paid or unpaid, or volunteer experience may be included (not required to indicate whether paid or not paid). If the candidate has no prior governmental experience, enter "None" or other equivalent. Candidate Signature and Date Signed

The form must have a physical signature and the date the candidate signed the form if filing by paper.

Additional Information Required

The following instructions are for fields on specific forms that are unique to that form.

SEL 101 Candidate Filing – Major Political Party or Nonpartisan

Filing Method

Complete the following information.

- **Fee:** If paying a fee, check this box.
- **Prospective Petition:** If collecting signatures in lieu of paying the filing fee, check this box.
- **Some circulators may be paid:** When collecting signatures, if circulators may be paid to gather the sufficient number of signatures, mark “Yes.” If circulators are volunteering their time to help collect signatures, mark “No.”



Forms are available online at www.oregonvotes.gov.

Office Information

Complete the following information.

- **Filing for Office of:** Indicate the office the candidate is filing for.
- **District, Position or County:** Indicate the district, position or county of the office the candidate is filing for.
- **Party Affiliation:** Select the candidate’s party affiliation. If entering your candidacy online, “Nonpartisan” will automatically populate if the office indicated is nonpartisan.
- **Incumbent Judge:** If filing for a state judge position, indicate if the candidate is the incumbent judge by selecting “Yes” or “No.”

Campaign Finance Information

Candidate Committee

This section should not be amended at a later date. If the candidate’s circumstances change at a later date, they must follow the reporting requirements set forth in the Campaign Finance Manual.

Select the checkbox that applies to the candidate:

- **Yes, I have a candidate committee:** The candidate has already established a candidate committee
- **No, I do not expect to spend or receive more than \$750 during any 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. The candidate must still keep records of all campaign finance activity and if total contributions or expenditures exceed \$750 during any calendar year, the candidate must follow the requirements set forth in the Campaign Finance Manual.
- **No, but will be filing a Statement of Organization for Candidate Committee:** A candidate must file a Statement of Organization not later than three business days after first receiving a contribution or making an expenditure and no later than the deadline for filing a nominating petition, declaration of candidacy, or certification of nomination, whichever occurs first, unless they meet the exception set forth on page 8.

SEL 110 Candidate Filing – Minor Political Party

Nomination Information

→ **Party nomination you are accepting with this filing:** Check the box for the party that is nominating you and whose nomination you are accepting.

→ **Order of parties on ballot:** Indicate whether the order of the parties will be in default order or in a specified order. If marking Specified, specify the order in the space provided.

If you have previously filed a candidacy filing with the filing officer for the current election cycle, skip to the Candidate Nomination Certificate and Candidate Attestation on the form.

If you have **not** previously filed a candidacy filing with the filing officer for the current election cycle, fill out all remaining fields.

Candidate Nomination Certificate

Candidate filings by a minor party must be notarized prior to submission. The following fields must be completed.

→ **Name of Minor Political Party:** Include the name of the Minor Party nominating the candidate.

→ **Signature of the Officer of Minor Political Party:** Include the signature of one of the officers listed on the bylaws of the minor political party.

→ **Date Signed:** Include the date the officer of the political party signed the candidate filing form.

→ **Printed Name of the Officer of Minor Political Party:** include the clearly printed name of the officer that signed the candidate filing form.

The following fields are completed by a Judge or Notary Public.

→ **State of Oregon, County of:** Include the name of the county in which the Judge or Notary Public is signing the candidate filing form.

→ **Signed before me on:** Include the date the Judge or Notary Public witnessed the Minor Political Party officer sign the candidate filing form.

→ **By:** Include the name of the Judge or the Notary Public.

→ **Judge or Notary Public-State of Oregon:** Include the signature of the Judge or Notary Public.

SEL 114 Candidate Filing – Individual Electors

Name of Chief Sponsor: Include the name of the candidate or other person interested in placing the candidate name on the ballot. This can be the candidate.

SEL 115 Candidate Filing – Assembly of Electors

Assembly of Electors fields to complete.

→ **Name of Person Submitting Certificate of Nomination:** Include the name of candidate or a person designated as the presiding officer.

→ **Address of Person Submitting Certificate of Nomination:** Include the address of the candidate or the presiding officer named in the above field.

→ **Signature of Presiding Officer:** Include the signature of the candidate or the signature of the presiding officer of the assembly.

- **Printed Name of Presiding Officer:** Include the clearly printed name of the presiding officer.
- **Signature of the Secretary:** Include the signature of the candidate or the secretary of the assembly.
- **Printed Name of the Secretary:** Include the signature of the candidate or the signature of the secretary of the assembly.

The following fields are completed by a Judge or Notary Public.

- **State of Oregon, County of:** Include the name of the county in which the Judge or Notary Public is signing the candidate filing form.
- **Signed before me on:** Include the date the Judge or Notary Public witnessed the Minor Political Party officer sign the candidate filing form.
- **By:** Include the name of the Judge or the Notary Public.
- **Judge or Notary Public-State of Oregon:** Include the signature of the Judge or Notary Public.

SEL 141 Candidate Filing – Write-In Acceptance

Nomination or Election

Indicate whether you are accepting a nomination or if you have won the election for this office.


Office Information


Complete the following information.

- **Filing for Office of:** Indicate the office for which you are accepting the nomination.
- **District, Position or County:** If the office has a district number and/or a position number or the office covers an entire county, indicate that information in this field.

Nomination Information

- **Party nomination(s) you are accepting:** Check the box for the party or parties that nominated you by write-in at the Primary election and whose nomination you are accepting.
- **Order of parties on ballot:** Indicate whether the order of the parties will be in default order or in a specified order. If marking Specified, specify the order in the space provided.

 If you have previously filed a candidacy filing with the filing officer for the current election cycle, skip to the signature line on the form.

 If you have **not** previously filed a candidacy filing with the filing officer for the current election cycle, fill out all remaining fields.

SEL 150 Candidate Filing - Withdrawal

Withdrawal from Candidacy or Nomination for Office Information

- **Office of:** Indicate the office for which you originally filed.
- **District, Position or County:** Indicate the applicable district, position number, or county of the office for which you filed.
- Check the box to indicate if you were a Candidate for Nomination or if you were running for office by political party.

Withdrawal Reason

→ In the box, indicate why you are withdrawing your candidacy.

Other Forms

Additional forms that may be necessary to file.

SEL 220 Statement of Organization for a Candidate Committee

This form is used to establish the campaign finance committee for a candidate. “Candidate” includes any of the following:

- an individual whose name is printed on a ballot, for whom a declaration of candidacy, nominating petition, or certificate of nomination to public office has been filed, or whose name is expected to be or has been presented, with the individual’s consent, for nomination or election to public office;
- an individual who has solicited or received and accepted a contribution, made an expenditure, or given consent to an individual, organization, political party, or political committee to solicit or receive and accept a contribution or make an expenditure on the individual’s behalf to secure nomination or election to any public office at any time, whether or not the office for which the individual will seek nomination or election is known when the solicitation is made, the contribution is received and retained, or the expenditure is made, and whether or not the name of the individual is printed on a ballot;

or

- a public office holder against whom a recall petition has been completed and filed.

SEL 223 Campaign Account Information

All committees must establish a dedicated campaign account. The information provided on the Form SEL 223 Campaign Account Information is exempt from public disclosure.

Please refer to the Campaign Finance Manual for further information about the SEL 220 and the SEL 223.

SEL 338 Petition Submission

Form submitted that provides the number of signatures submitted for verification by completing and filing candidacy by petition.

List of Forms

SEL 101

Candidate Filing – Major Political Party or Nonpartisan

SEL 110

Candidate Filing – Minor Political Party

SEL 114

Candidate Filing – Individual Electors

SEL 115

Candidate Filing – Assembly of Electors

SEL 140

Candidate Filing – Write-In Acceptance Form - Previously Nominated at the Primary Election

SEL 141

Candidate Filing – Write-In Acceptance Form - New Filing –

SEL 150

Candidate Filing - Withdrawal

SEL 220

Statement of Organization for a Candidate Committee

SEL 223

Campaign Account Information

SEL 338

Petition Submission

ADDENDUM “C”

STATE OF OREGON FILING FORMS

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

CITY OF SCIO FILING FORMS

- City of Scio Acceptance of Nomination
- City of Scio Candidate’s Statement (Voter’s Pamphlet/City Website Information)

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 Last Day to File	September 7, 2017 March 06, 2018	January 15, 2018 March 8, 2018	March 9, 2018
General Election November 6, 2018	First Day to File Last Day to File	May 30, 2018 August 28, 2018	July 9, 2018 August 28, 2018	August 31, 2018

Filing Information

This filing is an Original Amendment

Filing Officer Secretary of State County Elections Official City Recorder (Auditor)

Office Information

Filing for Office of:

District, Position or County:

Party Affiliation: Democratic Party Republican Party Independent Party Nonpartisan

Incumbent Judge (for judicial candidates only): Yes No Nondisclosure on file

Filing Method

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

Prospective Petition, in lieu of filing fee Some circulators may be paid Yes 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
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Candidate Mailing Address and Contact Information Only one phone number is required.

Street Address or PO Box	City	State	Zip
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Work Phone	Home Phone	Cell Phone	Fax
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Email Address	Web Site, if applicable
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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

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

For Office User Only

Initials _____

Batch Sheet/CC Approval Code/ Receipt Number _____

Candidate Signature Sheet | Individual Electors

Petition ID _____

SOME Circulators No Circulators for this petition are being paid.


This is a candidate nominating petition. Signers of this page must be active registered voters in the county listed.

 Signatures must be verified by the appropriate county elections official before the petition can be filed with the filing officer.

County _____

Candidate Information	
Name	Office
Election	District or Position Number

To the Elections Official/Filing Officer, We the undersigned voters, as residents of the district, request the candidate's name be placed on the ballot at the election listed above for the office indicated.

 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

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

Sheet Number
Completed by
Candidate

City of Scio 2018 General Elections

Election Acceptance of Candidacy Nomination (By petition or declaration)

I, _____, hereby accept the nomination of candidacy for the office of Scio City Councilor representing constituents from the city of Scio to serve for one of the terms indicated below.

City Councilor Positions 1, 3, and 6

By accepting this nomination, I hereby claim that I reviewed the "Filing of Acceptance of Candidacy Nomination Form" with the City Elections Official, have read the Scio City Charter, and acknowledge that I possess the necessary qualifications as described in Chapter VII of the Scio City Charter.

Signed and dated this _____ day of _____, 2018.

Candidate's Signature

Sign in the presence of the City Elections Officer

ATTESTED:

Ginger Allen, City Manager (Scio Elections Officer)

City of Scio 2018 General Elections

Candidates Statement for Electronic Voter's Pamphlet/Scio City Website

Name of Candidate: _____
(As is should appear on the ballot)

Filing for the Office of: () Mayor or () City Council

Candidate's Physical Address: _____

Candidate's Phone No. Home: _____ Work: _____

Candidate's Fax No: _____ Email Address: _____

This information furnished by: _____
(Name of candidate/committee as it should appear in the Voter's Pamphlet/ City Website)

Attached is the statement for the candidate listed above, which includes the required candidate information:

- √ Occupation (whether paid or unpaid), or the word "None"
- √ Educational Background
- √ Prior Governmental Experience, or the word "None"
- √ Other Information (Optional)
- √ If applicable, a statement(s) of endorsement (Will accept up to 5 statements per Candidate)

By signing this document, I hereby attest that:

- All information provided by me on this form and in the attached statements, including my occupation, educational and occupational background and prior government experience, is true to the best of my knowledge.
- I am the author of this statement (ORS 251.065); and
- The portrait I have provided, if any, is less than two (2) years old.

Warning: Any person who supplies information in the required portion of a voter's pamphlet statement, knowing it to be false, is subject upon conviction to imprisonment for up to five years or to a fine of \$100,000 or both (ORs 260.715)

Signed and dated this _____ day of _____, 2018.

Candidate's Signature

Sign in the presence of the City Elections Officer

ATTESTED:

Ginger Allen, City Manager (Scio Elections Officer)