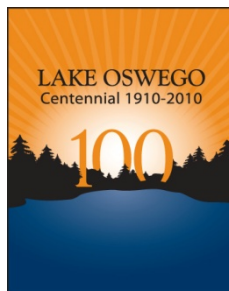


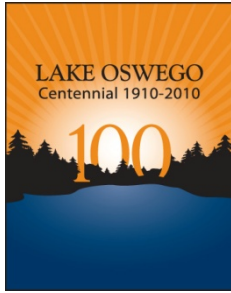
**CITY OF LAKE OSWEGO**

**CANDIDATE FILING MANUAL**

**MAY 30, 2012**







## CITY OF LAKE OSWEGO

### CITY MANAGER'S OFFICE

380 A Avenue  
PO Box 369  
Lake Oswego, OR 97034

503-635-0215  
[www.ci.oswego.or.us](http://www.ci.oswego.or.us)

May 30, 2012

Dear Prospective City Council Candidate:

Thank you for your interest in running for the Lake Oswego City Council in 2012. Elections for the position of Mayor and three City Councilors will be held during the general election on November 6, 2012. Each position is a four-year term beginning January 1, 2013. This manual has been prepared to assist potential candidates in filing for positions at the General Election and includes information on the following:

- *Qualifications for Candidacy*
  - *General Information about Elections*
  - *How to File for Elective Office*
  - *Withdrawal of Candidacy or Nomination*
  - *Candidate Campaign Finance Reporting*
  - *Temporary Political Signs at Election Time*
  - *Most Frequent Violations & Tips for Prevention*
  - *Door-to-Door Campaigning*
  - *Voter's Pamphlet*
  - *Election Offices*
  - *Forms*
    - 1) SEL 101 Candidate Filing, Major Political Party or Nonpartisan (Rev 1/12) – *to be filed twice, see "How to File for Elective Office"*
    - 2) SEL 121 – Candidate Signature Sheet – Nonpartisan (Rev 1/21)
    - 3) City of Lake Oswego Acceptance of Notification – *provided upon submission of the completed petition*
    - 4) Candidate's Statement and Statement of Endorsement for County Voters' Pamphlet – *contact the County Elections Offices directly*
    - 5) SEL 220, 223, P7 – *to be filed electronically at the Oregon Secretary of State's Office, Elections Division*
- \*All forms from the Secretary of State Elections Division (SEL) are available on the State and County Elections site as fill-in forms: <http://oregonvotes.org/pages/publications/forms/index.html>.*
- \*Campaign Contributions and Expenditures reporting forms are available at <http://oregonvotes.org/pages/publications/forms/index.html>. See the information sheet titled "How to File for Elective Office" and the Candidate's "Quick Guide" on Campaign Finance Reporting for more information.*

The information in this Handbook has been excerpted from the Oregon Revised Statutes, the City Charter,

and the Lake Oswego Code. Copies of these documents are available for your inspection at the City Recorder's Office or on the City's website.

Please contact me at 503-675-3984 with any questions. You may also contact the Secretary of State's Office at 503-986-1518. I look forward to working with you in the coming months.

Sincerely,

A handwritten signature in black ink, appearing to read "Catherine Schneider". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Catherine Schneider  
City Recorder

## QUALIFICATIONS FOR CANDIDACY

### REQUIREMENTS

- Registered to vote in Oregon
- Resided in the city continuously during the twelve months immediately preceding the election or appointment

## GENERAL INFORMATION ABOUT ELECTIONS

By Charter, the Lake Oswego City Council is composed of a Mayor and six Councilors, all elected at large. The election of the Mayor and Councilors coincides with State General Elections, and terms are staggered – three Council positions and the Mayor are elected during one race, and three Council positions the next.

The Positions for the 2012 General Election are:

- **Mayor** (currently held by Jack Hoffman)
- **Council Positions** (currently held by Sally Moncrieff, Mary Olson, and Bill Tierney)

The process for the 2012 General Election begins with the filing of two nominating forms (*prospective and completed* filing forms), the signature petitions, and certain other forms (see *How to File for Elective Office*). Because the City of Lake Oswego is located in three counties (Clackamas, Multnomah, and Washington), when these petitions have been filed with the City Elections Official, they will be submitted to the appropriate County Elections Division for verification of signatures. Once the signatures have been verified, the City Recorder will certify to the Clackamas County Elections Division the names of the candidates to be printed on the General Election ballot. Clackamas County Elections will then submit the candidate list to the other County Elections Divisions.

The City Council canvasses election returns, making the vote a part of its official record. Certificates of Election are issued to successful candidates. The Oath of Office will be administered to each newly elected official upon entering office and assuming full duties in January 2013.

The Mayor and Councilors are required to file a “Statement of Economic Interest” annually with the Oregon Government Ethics Commission.

Voters have the right to vote for three council candidates; the three candidates receiving the three highest votes shall be considered elected.

## HOW TO FILE FOR ELECTIVE OFFICE

Candidates filing for elective office must complete the following forms:

### **Step 1: File Your Prospective Petition**

***Prospective Petitions may be filed after May 30, 2012.***

- **SEL 101 – Prospective Petition**  
(Candidate Filing – Major Political Party or Nonpartisan form – marked “*Prospective Petition*”)
- **SEL 121 – Candidate Signature Sheet – Nonpartisan**

All signature sheets (SEL 121) must be approved in writing by the City Elections Official before circulating for signatures. Failure to do so will result in the rejection of those signature sheets. Submit SEL 121 with your Prospective Petition (SEL 101).

The City Elections Official will review the prospective petition for required information. Written approval will be provided to circulate the petition. The written approval will include the number of signatures required. A candidate is advised to obtain more than the required number of signatures to ensure the petition contains a sufficient number of valid signatures.

### **Step 2: File Your Completed Petition**

***Completed Petitions may be filed between August 8, 2012 and August 28, 2012.***

- **SEL 101 – COMPLETED PETITION – Candidate Filing – Major Political Party or Nonpartisan form –** marked “*Completed Petition*” **AND SEL 121 – Candidate Signature Sheet – Nonpartisan** AFTER obtaining signatures

The petition must be signed by not fewer than 20 qualified voters in the City of Lake Oswego. Ten or more additional signatures are recommended in case any are determined to be invalid. Petitions with insufficient signatures will be returned to the candidate to collect more signatures (provided the August 28 filing deadline has not passed).

To complete the filing process, a candidate must:

- Ensure each signature sheet certification is signed and dated by the circulator;
- Number each signature sheet sequentially in the space provided;
- Submit the signature sheets to the City Elections Official, allowing enough time for the City Elections Official to review the signature sheets, and to submit them to the appropriate County Elections Division for signature verification before the final deadline of August 28, 2012; and
- File SEL 101, Candidate Filing – Major Political Party or Nonpartisan form, marked “Completed Petition with certified signature sheets.”

The City Elections Official will submit the signature petitions to the appropriate County Elections Official for signature verification. The County Elections Official will verify the original signatures against the voters' current registration record and return the certified signature sheets to the City Elections Official. The City Elections Official will notify the candidates of the results of the verification. If it is determined that there are not enough valid signatures, and the filing deadline has not passed, the candidate may obtain and submit additional signatures for verification by the filing deadline of August 28, 2012.

#### **Step 4: Complete City of Lake Oswego Acceptance of Nomination**

The form will be provided at the time the candidate submits their completed petition. To be filed at the City Recorder's Office by 5:00 p.m., August 28, 2012.

#### **WITHDRAWAL OF CANDIDACY OR NOMINATION**

To withdraw from candidacy or nomination, a candidate must file a **Withdrawal of Candidacy or Nomination** (SEL 150) with the City Recorder. This form must be filed no later than 5:00 p.m. on August 31, 2012, to have the candidate's name removed from the ballot for the 2012 General Election.

## CANDIDATE CAMPAIGN FINANCE REPORTING

The State of Oregon’s definition of “Candidate” includes the statement “an individual whose name is expected to be or has been presented with the individual’s consent, for nomination or election to public office.” The State requires candidates to file these forms to declare candidacy.

Each candidate must establish a campaign account and file a Statement of Organization designating a candidate committee, unless the candidate meets all three of the following conditions:

- ✓ The candidate serves as the candidate’s own treasurer;
- ✓ The candidate does not have an existing candidate committee; and
- ✓ The candidate does not expect to receive or spend more than \$750 during a calendar year.

The \$750 includes personal funds spent for any campaign-related costs, such as the candidate filing fee and voters’ pamphlet filing fee. If at any time during a calendar year the candidate exceeds \$750 in either contributions or expenditures, the candidate must establish a campaign account and file form SEL 220 within three business days of exceeding the \$750 threshold.

A Statement of Organization (SEL 220), Campaign Account Information (SEL 223), and Certificates of Limited Contributions and Expenditures (PC 7) may be filed via paper forms if a computer is not available. Contributions and expenditures must be reported electronically. Oregon law requires that campaign finance activities be filed electronically with the Oregon Secretary of State’s Office – Elections Division, using the ORESTAR electronic filing system. The ORESTAR User’s Manual is available online at [www.oregonvotes.org](http://www.oregonvotes.org) under *Publications and Forms*.

For basic questions about Campaign Finance Reporting in Oregon, see the “Candidate ‘Quick Guide’ on Campaign Finance Reporting in Oregon” in the list of forms at the end of the Forms section.



TEMPORARY POLITICAL SIGNS AT ELECTION TIME

Guidelines for Political Signs  
LOC 47.08.300

<b>Application:</b>	No application is required
<b>Fee:</b>	No fee is required
<b>Size:</b>	Six square feet, maximum sign area.
<b>Consent:</b>	The City recommends acquiring written consent from the property owner before placement of a sign on private property.
<b>Location:</b>	Private property only. Signs are not allowed in the public right-of-way*. City staff collects signs improperly placed or illegally in the public right-of-way. Signs collected by the City are subject to a \$24 retrieval fee per sign.
<p>*Ordinance 2310 allows temporary A-frame signs in the public right-of-way with permission of the abutting property owner on Sundays from 8:00 a.m. to 6:00 p.m. See the City Recorder for more information.</p>	
<b>Time Limits:</b>	Signs may be posted no sooner than 90 days before the election and must be removed no later than the fifth day following the election date (August 8 and November 12).

## **MOST FREQUENT VIOLATIONS & TIPS FOR PREVENTION**

### **1. SIGNS IN THE RIGHT-OF-WAY**

Signs are prohibited in the public right-of-way\* (*see exception in previous section*)

The following are typically located within the public right-of-way:

- 1) Water meters; utility boxes; utility poles/overhanging wires;
- 2) Traffic signals; traffic signs; street lights; fire hydrants;
- 3) Street medians/landscape islands;
- 4) Planting beds on the street side of sidewalks;
- 5) Sidewalks and streets unless posted as private; and
- 6) Property pins noting the edge of the public right-of-way.

All signs should be placed behind these items, on private property.

### **2. ATTACHING SIGNS TO TREES**

City Ordinance prohibits attaching signs to trees [LOC 47.04.115 (12)].

### **3. ATTACHING SIGNS TO UTILITY POLES**

Utility regulations prohibit attaching signs to utility poles. Utility poles are located within the public right-of-way.

### **4. BALLOONS, ETC.**

City Ordinance prohibits attaching balloons, or other moving, flashing, or animated parts to signs.

For more information, call the Code Enforcement Specialist, Bill Youngblood at 503-699-7473 or the Planner on Duty in the Planning Division at 503-635-0290.

## **DOOR-TO-DOOR CAMPAIGNING**

Lake Oswego Code 34.16.910, 34.16.915, 34.16.920, and 34.16.950 discuss solicitation. Individuals who campaign door-to-door must:

1. Limit door-to-door campaigning to the hours between 9 a.m. and 9 p.m.
2. Refrain from soliciting on property where a "No Solicitation" sign has been posted.

For further information, call the City Attorney's Office, 503-635-0225.

## VOTER'S PAMPHLET

If you would like to include information about your candidacy in a voter's pamphlet, you have several options:

*League of Women Voters of Clackamas County* - The League of Women Voters publishes a voter's pamphlet for each general election. Contact [lwvclackamas@lwvclackamas.org](mailto:lwvclackamas@lwvclackamas.org) for more information.

*Clackamas, Multnomah, and Washington County* – Each county publishes a voter's pamphlet for the general election. Call each county well before the election date to request information (see contact information for Election Offices below). You cannot submit your candidate's statement until after the City Recorder certifies your name for the ballot. That is done after the deadline to withdraw as a candidate.

## ELECTION OFFICES

**City of Lake Oswego .....503-675-3984**

Catherine Schneider, City Recorder  
380 A Avenue  
P. O. Box 369  
Lake Oswego, OR 97034  
[www.ci.oswego.or.us](http://www.ci.oswego.or.us)

**Clackamas County Elections ..... 503-655-8510**

1710 Red Soils Court, Suite 100  
Oregon City, OR 97045  
<http://www.clackamas.us/elections/>

**Multnomah County Elections ..... 503-988-3720**

1040 SE Morrison Street  
Portland, OR 97214  
<http://web.multco.us/elections>

**Washington County Elections ..... 503-846-5800**

3700 SW Murray Blvd. Suite 101, MS 3  
Beaverton, OR 97005  
<http://www.co.washington.or.us/elections/>

**Oregon State Elections Division ..... 503-986-1518**

141 State Capitol  
Salem, OR 97310  
<http://oregonvotes.org/>

## FORMS

- SEL 101 - PROSPECTIVE PETITION (Rev. 1/12) – Candidate Filing – Major Political Party or Nonpartisan form
- SEL 121 – Candidate Signature Sheet – Nonpartisan (Rev 1/12) (PRIOR to obtaining signatures)
- SEL 150 - Withdrawal of Candidacy or Nomination
- City's Acceptance of Nomination form – *City Recorder to provide at time of filing Completed Petition*
- Statement of Endorsement for County/City's Voters' Pamphlet – *Check with County Elections Office*

### **Campaign Finance Forms *included in Campaign Finance Manual and used if required***

- SEL 220 - Statement of Organization
- SEL 223 - Campaign Account Information
- PC 7 - Certificates of Limited Contributions and Expenditures
- Candidate "Quick Guide" on Campaign Finance Reporting in Oregon

# Candidate Filing

## Major Political Party or Nonpartisan

**SEL 101**

rev. 1/12 ORS 249.031

**i** This information is a matter of public record and may be published or reproduced.

☐ Original☐ Amendment

### Filing Officer:

☐ Secretary of State☐ County Elections Official of \_\_\_\_\_ County  
Mail or Deliver to County Elections Office☐ City Recorder (Auditor), City of \_\_\_\_\_

### Candidate Information

☐ Democratic Party☐ Republican Party☐ Nonpartisan☐ Incumbent Judge

Candidate Legal Name\*

Candidate Name (As it should appear on ballot)\*

Filing for Office of\*

District and/or Position (if applicable)\*

Residence Address, Street/Route\*

City\*

State\*

Zip\*

County of Residence\*

Home Phone

Work Phone

Cell Phone

Fax

Email\*

Website

Mailing Address (All correspondence will be sent to this address)\*

City\*

State\*

Zip\*

\* Indicates a required field. At least one phone number is also required.

☐ Filing by Declaration, with the required filing fee

Office	Filing Fee	Office	Filing Fee
United States President	n/a	County Judge	\$50
United States Vice President	n/a	MSD Executive Officer, MSD Auditor	\$100
United States Senator	\$150	MSD Councilor	\$25
United States Representative	\$100	County Office	\$50
Statewide Offices	\$100	City Office	set by charter or ordinance
State Senator or Representative	\$25	Justice of the Peace	n/a
Circuit Court Judge	\$50		
District Attorney	\$50		

☐ Prospective Petition with proposed signature sheet

Petition circulators will be paid (Mark One)

☐ Yes☐ No☐ Completed Petition with certified signature sheets

### 2012 Filing Dates

Primary Election May 15, 2012

Candidate Filing  
September 8, 2011 to  
March 6, 2012State Voters' Pamphlet Filing  
September 8, 2011 to  
March 8, 2012 (for paper filing)  
or March 12, 2012 (for electronic filing)Candidate Withdrawal  
March 9, 2012

General Election November 6, 2012

May 30, 2012 to  
August 28, 2012May 30, 2012 to  
August 28, 2012 (for paper filing)  
or August 30, 2012 (for electronic filing)

August 31, 2012

(continued)

**Required Information (If no relevant information list none or n/a)****Occupation** (present employment – paid or unpaid) (required)**Occupational Background** (previous employment – paid or unpaid) (required)**Educational Background** (schools attended, if necessary use attachment) (required)**Name of School** (no acronyms)**Last grade Level  
Completed****Diploma/Degree/Certificate**  
(AA, BA, BS, MA, PhD accredited)  
**Not honorary****Course of Study**  
(optional)**Other:****Prior Governmental Experience** (elected or appointed) (required)*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
- 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)
- 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

**Check the applicable box (not applicable to candidates for federal office - US Senate and US Representative):**

- ☐ By marking this box, I certify I do not have an existing candidate committee and I do not expect to spend more than \$750 or receive more than \$750 during each calendar year. 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 2012 Campaign Finance Manual.
- ☐ By marking this box, I certify that I have already filed or will soon file a Statement of Organization for Candidate Committee (SEL 220). For detailed instructions, see the 2012 Campaign Finance Manual.

**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's Signature****Date Signed****For Office Use Only**

Initials

Approval Code/Receipt Number

Candidate Signature Sheet - Nonpartisan

Petition ID

Petition circulators will be paid:    ☐ Yes    ☐ No    (Mark one)

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

Note to Candidate: Petition signatures must be verified before the petition can be filed with the filing officer.  
Submit the petition in ample time for the process to be completed before 5pm on the filing deadline day.

Candidate's Name	Office	District or Position Number if applicable
------------------	--------	---

To the Appropriate Filing Officer, We, the undersigned voters, request the candidate's name printed above, for nomination to the office indicated, be placed upon the appropriate ballot at the next election following the filing of this petition.  
→ Signers must initial any changes that they or 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	Precinct # optional
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Circulator Certification This certification must be signed by the circulator!

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 individual is an elector qualified to sign the petition. (ORS 249.061) I also certify that compensation I received, if any, was not based on the number of signatures obtained for this petition. **Warning!** Falsely signing this statement 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)

Circulator Signature	Date Signed	mm/dd/yy
----------------------	-------------	----------

Printed Name of Circulator	Circulator's Address	street, city, zip code
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County Elections Official Certification

I hereby certify signatures on this petition are those of active registered voters in County, Oregon.

Signature of County Elections Official	Date Certified	mm/dd/yy
--	----------------	----------

Sheet Number





# Withdrawal of Candidacy or Nomination

**SEL 150**rev 1/12: ORS 249.170, ORS 249.180  
ORS 249.830, ORS 255.235

This information is a matter of Public record and may be published or reproduced.

## Filing Information

- ☐ **Secretary of State of Oregon** Elections Division 255 Capitol ST NE, Suite 501 Salem, OR 97310
- ☐ **County Elections Official** Mail or deliver to County Elections Office
- ☐ **City Recorder** (Auditor) Mail or deliver to City Offices

## Candidate and Nomination Information

- ☐ **Candidacy for Nomination**
- ☐ **Nomination to** \_\_\_\_\_ **Political Party**

### Candidate Name

**Withdrawing from Candidacy or Nomination for Office of****District, Position or Zone Number (If applicable)**

### Residence Address, Street/Route

**City****State****Zip****County of Residence**

### Contact Phone

**Mailing Address** (All correspondence will be sent to this address) **Street/Route****City****State****Zip**

## Withdrawal Reason (required)

I submit this notice of withdrawal from candidacy or nomination to the above named office. My reason for withdrawal is:

*By signing this document, I hereby state that:*

- I withdraw my candidacy or nomination for the office stated above and
- The reasons provided by me on this form for withdrawal are true.

**Candidate's Signature****Date Signed**

## 2012 Withdrawal Deadlines

Primary Election: **March 9, 2012**General Election: **August 31, 2012**

- **A candidate must withdraw by the 67th day before the date of the Primary or General Election (ORS 249.170, 249.180, 249.830 and 255.235)**



### 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)

## For Office Use Only

Initials



**Statement of Organization for Candidate Committee****SEL 220**

rev 1/12

**Filing a New Committee:** This form, **along with the Campaign Account Information form (SEL 223)**, must be completed and filed within 3 business days of first receiving a contribution or making an expenditure. The "Original" box should be marked on both forms.

→ **A candidate may have only one Candidate Committee.**

**A Candidate Who Serves as the Treasurer:** A candidate may either serve as the candidate's own treasurer or may appoint a separate treasurer. A candidate who serves as their own treasurer, does not have an existing candidate's committee and does not expect to receive or spend more than \$750 for a calendar year is not required to establish a campaign account, file a Statement of Organization or file transactions. However, if at any time the candidate exceeds \$750 in either contributions or expenditures in a calendar year, the candidate must then establish a campaign account, file a Statement of Organization and file contribution and expenditure transactions.

**Amending Information on this Form:** Any change in the information on this form must be filed **within 10 days** of the change. To notify the Elections Division of a change in information, submit this form, completed in its entirety, and mark the "Amendment" box. A newly appointed treasurer must be a signer on the campaign account, therefore an amended SEL 223 must also be filed.

**Discontinuing:** A candidate may discontinue their committee by disclosing all transactions that achieve a zero cash balance and filing a completed SEL 220 with the "Discontinuation" box marked.

**Note:** Prior to discontinuing a committee must file a Notice of Intent to Discontinue (form SEL 224) either electronically using ORESTAR or by filing the paper form SEL 224 with the Elections Division.

→ **Please type or print legibly in black or blue ink**

This filing is an: ☐ **Original** ☐ **Amendment** ☐ **Discontinuation**

**Committee Information**

**Name of Committee** (if changing the committee name, please include the former name)

<b>Committee Address</b> (no post office box)	<b>City</b>	<b>State</b>	<b>Zip Code</b>
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**Campaign Phone**

**Candidate Information**

**Name of Candidate**

☐ **Mr.** ☐ **Ms.**

<b>Candidate Address</b> (no post office box)	<b>City</b>	<b>State</b>	<b>Zip Code</b>
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<b>Mailing Address for Candidate Correspondence</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
---	-------------	--------------	-----------------

<b>Work Phone</b>	<b>Home Phone</b>	<b>Fax</b>	<b>Email Address</b> (required)
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**Occupation of Candidate**

<b>Employer's Name</b>	<b>City and State of Employer</b>	<input type="radio"/> <b>Self-Employed</b> <input type="radio"/> <b>Not Employed</b>
------------------------	-----------------------------------	---

**Name of Office Sought** (include county, position, department or zone number, if applicable)

**Candidate Election Activity**

☐ **Primary 20** ☐ **General 20** ☐ **Other Election Date:** \_\_\_\_\_

**Political Party Affiliation**

Choose one if filing for a partisan office:

☐ **Constitution**
☐ **Democratic**
☐ **Independent**
☐ **Libertarian**
☐ **Pacific Green**  
☐ **Progressive**
☐ **Republican**
☐ **Working Families**
☐ **Nonaffiliated**
☐ **Other:** \_\_\_\_\_

**Treasurer Information**

**Name of Treasurer**

☐ **Mr.** ☐ **Ms.**

<b>Mailing Address for Treasurer Correspondence</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
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<b>Work Phone</b>	<b>Home Phone</b>	<b>Fax</b>	<b>Email Address</b> (required)
-------------------	-------------------	------------	---------------------------------

<b>Alternate Transaction Filer Information</b> (optional)			
<b>Name of Alternate Transaction Filer</b> (must be someone other than the candidate or treasurer) <input type="radio"/> Mr. <input type="radio"/> Ms.			
<b>Mailing Address for Alternate Transaction Filer</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Email Address</b> (required if designating an Alternate Transaction Filer)		<b>Work Phone</b>	
<b>Information for Correspondence Recipient Designated to Receive Notices Sent Under ORS Chapters 246-260</b> (optional)			
<b>Name of Correspondence Recipient</b> (must be someone other than the candidate or treasurer) <input type="radio"/> Mr. <input type="radio"/> Ms.			
<b>Mailing Address for Correspondence Recipient</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Email Address</b> (required if designating a Correspondence Recipient)		<b>Work Phone</b>	
<b>Other Election Activity</b>			
<input type="radio"/> <b>Supports or opposes multiple candidates and measures</b> (if this is marked there is no requirement to name the candidates or measures.)			
<input type="radio"/> <b>Supports specific measures or recall</b>	Measure number(s): _____ Candidate(s) being recalled: _____		
<input type="radio"/> <b>Opposes specific measures or recall</b>	Measure number(s): _____ Candidate(s) being recalled: _____		
<b>Committee Director(s)</b>			
If the committee has more than one director, attach a list of additional directors and include all the information required on the form for each director. The candidate should not be designated as a committee director. A committee director is not required.			
<b>Name of Committee Director</b>	<b>Address</b> including zip code		
<b>Phone Number</b>	<b>Occupation</b>		
<b>Employer's Name</b>	<b>City and State of Employer</b>	<input type="radio"/> <b>Self-Employed</b> <input type="radio"/> <b>Not Employed</b>	
If two or more directors of this political committee are also directors of another political committee, list the names of those directors and the name and address of the other political committee. Attach a list if necessary.  _____  _____			
<b>SEL 223</b>			
<b>Attached is a Campaign Account Information Form</b> (SEL 223)		<input type="radio"/> <b>Yes</b>	<input type="radio"/> <b>No</b>
<i>By signing this document I acknowledge that I am personally liable for any penalties imposed under ORS Chapter 260 and attest that the information on the form is true and correct.</i>			
<b>Candidate's Signature</b>		<b>Date Signed</b>	
<b>Treasurer's Signature</b> if different than candidate		<b>Date Signed</b>	



**Important**

Both the candidate and the treasurer of a candidate committee must sign the Statement of Organization.

<b>For Office Use Only</b>	
Initials	Committee ID Number
Date SEL 223 Received	

# Campaign Account Information

**SEL 223**

rev 1/12:ORS 260.039, ORS 260.042

**Filing a New Committee:** This form, **along with the appropriate Statement of Organization form (SEL 220, 221 or 222)**, must be completed and filed within 3 business days of first receiving a contribution or making an expenditure. The "Original" box should be marked on both forms.

**Amending Information on this Form:** Any change in the information on this form must be filed **within 10 days** of the change. To notify the filing officer of a change in information, submit this form, completed in its entirety, and mark the "Amendment" box. An amended SEL 220, 221 or 222 should not be filed unless the information on that form also changes.

**Discontinuing:** A committee may discontinue by disclosing all transactions that achieve a zero cash balance by filing a completed SEL 200, 221 or 222 with the "Discontinuation" box marked. It is not necessary to submit this form when discontinuing a committee.

**Confidentiality:** The SEL 223 and any information it contains is exempt from public records disclosure and shall be kept confidential by the Elections Division.

→ **Please type or print legibly in black or blue ink**

This filing is an:

☐ **Original**

☐ **Amendment**

## Committee Information

**Name of Committee** (if changing the committee name, please include the former name)

**Name of Oregon Financial Institution**

**Account Number**

**Name of Account** (must be identical to name of committee)

**Name of Account Holder**

**Names of Persons Who Have Signature Authority**

*By signing this document I attest that the above information is true and correct.*

**Candidate's Signature** (for Candidate Committee only)

**Date Signed**

**Treasurer's Signature**

**Date Signed**



### Important

The information on this form is exempt from public records disclosure and shall be kept confidential by the Elections Division

## For Office Use Only

Initials

Committee ID Number



**PC 7 Certificate of Limited Contributions and Expenditures**

rev 1/12

→ *Please type or print legibly in black or blue ink***Committee Information****Name of Committee****Committee ID Number****Treasurer's Name** if different than candidate**Day Phone Number****Mailing Address** as it appears on Statement of Organization, P.O. Box or Street**City****State****Zip Code****Committee Type, Initiative or Measure Number or Office****Year****Cash Balance on January 1**

I, \_\_\_\_\_,  
name of candidate or treasurer

hereby certify I expect neither the aggregate contributions received nor the aggregate expenditures made by or on behalf of my candidacy or committee for this calendar year to exceed \$3,000. I understand that this form must be filed no later than seven calendar days after receiving a contribution or making an expenditure in the calendar year. I also understand that if the committee exceeds \$3,000 in total contributions or total expenditures during the calendar year, detailed transaction information must be filed electronically using ORESTAR for the calendar year not later than seven calendar days after exceeding the \$3,000 threshold. By signing this document I acknowledge that I am personally liable for any penalties imposed under ORS Chapter 260 and attest that the information on this form is true and correct.

**Signature of Candidate or Treasurer****Date Signed****Notes**

- If a committee does not **expect** to receive a total of more than \$3,000 or spend a total of more than \$3,000 in a calendar year, a Certificate of Limited Contributions and Expenditures may be filed. A certificate must be filed **no later than seven** calendar days after receiving the first contribution or making the first expenditure in a calendar year.
- A committee must continuously maintain detailed records of all contributions received and expenditures made even if it files a certificate. If at any time during the calendar year the total contributions or total expenditures exceed \$3,000 the committee must file all transactions electronically using ORESTAR. All transactions occurring in the calendar year must be filed **no later than seven calendar days** after exceeding the \$3,000 threshold. Refer to the *Campaign Finance Manual* for further information.
- Deadline dates for filing a Certificate of Limited Contributions and Expenditures or contribution and expenditure transactions **must be** strictly observed. Under ORS 260.232, the Secretary of State may impose a civil penalty against a candidate or treasurer for filing a late Certificate of Limited Contributions and Expenditures or for filing late contribution and expenditure transactions.

**For Office Use Only**

Initials

Date Entered

Notes





# Candidate “Quick Guide” on Campaign Finance Reporting in Oregon

## Where and how do I start?

Congratulations on your decision to run for office! We hope this guide provides tips and answers to frequently asked questions by first-time candidates. More detailed information is available in the Campaign Finance Manual and the ORESTAR User's Manual.

## Who files disclosure reports?

<b><i>If you</i></b>	<b><i>Then</i></b>
Serve as your own treasurer <b>and</b> Do not have an existing candidate committee <b>and</b> Do not expect to spend or receive more than \$750 during the entire calendar year (including personal funds)	Relax. No action is necessary.
Do not expect to receive a total of more than \$3,000 or spend a total of more than \$3,000 for the entire calendar year	File a Statement of Organization – using ORESTAR or by paper  Establish a dedicated campaign account and file a Campaign Account Information form  File a Certificate of Limited Contributions and Expenditures
Expect to spend or receive more than \$3,000	Register the committee in the Secretary of State's ORESTAR System  File a Statement of Organization  Establish a dedicated campaign account and file a Campaign Account Information form

## What starts the whole process?

The decision to run for an office, spending money on your candidacy and accepting campaign contributions.

## Once I become a candidate, then what?

You must register your committee with the Secretary of State:

within 3 business days of first receiving a contribution or making an expenditure;

**and**

no later than the deadline for filing a nominating petition, declaration of candidacy or certificate of nomination

## Keeping Books

The key to complying with campaign contribution and expenditure disclosure requirements is to keep detailed records and file your transactions on time.

## Electronic Filing

Oregon law requires that campaign finance activities be filed electronically. The Secretary of State's Office provides an electronic filing system, ORESTAR, free of charge. There is a terminal located in the Elections' Division office for the public to use free of charge.

Obtain the ORESTAR User's Manual: Statement of Organization for creating a committee. The manual is available online at [www.oregonvotes.org](http://www.oregonvotes.org) under the heading Publications and Forms.

**What if I don't own a computer?**

A Statement of Organization (SEL 220), Campaign Account Information (SEL 223) and Certificate of Limited Contributions and Expenditures (PC 7) may be filed via paper forms.

Contributions and expenditures must be reported electronically. You may want to check with your local library or other public facilities in your area to see if they provide a computer terminal for public use.

**Must I have a dedicated campaign account?**

Oregon law requires that you establish a dedicated campaign account if you expect to spend or receive more than \$300 during the calendar year. The account must be established in a financial institution located in Oregon.

One important reminder— when establishing your campaign account, the name of the committee and the name of the account must be the same.

**Are there limits on campaign contributions and expenditures?**

Oregon does not have contribution and expenditure limits.

**When do I report contribution and expenditures?**

Contributions and expenditures are reported on a transaction-basis. **Generally**, a transaction is due no later than 30 calendar days after the date of the transaction. For committees active in an election, these dates will change. The campaign finance reporting requirements and additional transaction deadlines are available in the Campaign Finance Manual. Information on how to electronically file transactions is detailed in the ORESTAR User's Manual: Transaction Filing.

**Are my campaign finance activities public record?**

Yes. Most transactions are public record and available on our website except when the contributor or payee's calendar year aggregate is \$100 or under.

**May I serve as my own treasurer?**

Yes, you may serve as your own treasurer. The Campaign Finance Manual provides committees with information on candidate/treasurer responsibilities.

**How do I discontinue my committee?**

In order to discontinue your committee, you must:

file a Notice of Intent to Discontinue  
file all transactions to achieve a zero balance  
**and**  
file a Statement to Organization discontinuing the committee

**Where do I get copies of forms and instruction manuals?**

All publications are available online at [www.oregonvotes.org](http://www.oregonvotes.org), or may be requested from the Secretary of State's Office at 503 986 1518.

**Need additional help?**

The Elections Division staff is available to answer any questions. You may:

- ✓ email your questions to [elections.sos@state.or.us](mailto:elections.sos@state.or.us)
- ✓ call us at 503 986 1518 or at 866 ORE VOTE
- ✓ visit our web site at [www.oregonvotes.org](http://www.oregonvotes.org)