



CITY OF LYONS

PHONE: (503)859-2167
FAX: (503)859-5167
WWW.CITYOFFLYONS.ORG

449 5TH STREET
LYONS, OREGON 97358
cityofflyons@wavecable.com

2020 GENERAL ELECTION GUIDELINES CITY COUNCIL POSITIONS

Thank you for your interest in running for the Lyons City Council in 2020. The following information is to assist you through the elections process.

At the November 3, 2020 General Election, the positions of Mayor and two Councilor positions will appear on the ballot.

<u>Position</u>	<u>Currently held by:</u>	<u>Term Length</u>
Mayor	Lloyd Valentine	Two Year
Councilor	Mike Wagner	Four Year
Councilor	Mark Orr	Four Year

- All positions are nonpartisan
- **Must be filed by petition with 10-20 verified signatures (voters for the City of Lyons)**
- Must be an "ELECTOR" (18 years of age or older and a registered voter.)
- Must have lived within the city limits of Lyons for the 12 months preceding the election
- All positions are volunteer/non-paid
- The successful candidates will be sworn in at the first council meeting after January 1, 2021

The Linn County Elections filing process, including signature verification, must be completed by August 25th, 2020 at 5:00 pm. Therefore, all forms must be submitted to City Hall no later than **August 17th** to provide ample time for the signature verification process.

The following Nominee and Filing information is compiled from the City ordinances, City charter, and Oregon election laws. This information is not intended to be comprehensive in scope, but rather to give preliminary assistance to candidates for office.

HOW TO FILE

1. 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 filing deadline. No filing fees are required to run for office.
 - **SEL 101 – Candidate Filing** – Major Political Party or Nonpartisan
 - **SEL 121 – Candidate Signature Sheet** – Nonpartisan

Guidelines for completion of these forms can be found in the Candidate Elections Manual page 21.

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 Lyons City Charter requires petitions to contain a minimum of 10 qualified signatures and not more than 20 qualified signatures. It is recommended you gather more than the minimum to assure you have the required amount necessary.

Oregon law requires that each petition sheet be properly certified by its circulator, who must personally witness each signature. The circulator signs the petition form after the signatures have been gathered. Please review the guidelines for circulation of petitions in the election manual.

The candidate shall sign the first line on the first sheet of the approved signature petition. This will provide confirmation of residency and voter requirements.

3. **Submit Signature Sheets**

When ample signatures have been collected, the candidate shall submit the petitions to the City Elections Officer. Signature sheets must be turned in **no later than Monday, August 17th** to provide ample time for the signature verification process.

4. **Complete Filing**

In order to complete the filing process a candidate must file the following with the City Elections Officer:

- SEL 101 – Candidate Filing
- SEL 121 – Verified signature sheets that contain the required 10-20 valid signatures
- SEL 338 – Petition Submission – Candidate, Voters’ Pamphlet

The filing process, including signature verification, must be completed by August 25th, 2020 at 5:00 p.m.

CAMPAIGN FINANCE REPORTING REQUIREMENTS

All campaign finance reporting is handled at the Oregon Secretary of State Elections Division. All of the forms and additional information regarding the process can be found at the Oregon Secretary of State Elections Division website – www.sos.state.or.us under Campaign Finance.

Campaign Finance Guidelines

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 the calendar year. (The \$750 includes personal funds spent for any campaign related costs.)

If you do not meet all of the above conditions, but do not expect to receive a total of more than \$3,500 or spend a total of more than \$3,500 for the entire calendar year, you must do all of the following:

- File a Statement of Organization with the Secretary of State Office using form SEL 220 (using the electronic ORESTAR program or by paper);
- Establish a dedicated campaign account and file Campaign Account Information using form SEL 223;
- File a Certificate of Limited Contributions and Expenditures using form PC 7.

If you expect to spend or receive more than \$3,500 you will need to do the following:

- Register the committee in the Secretary of State's Election Division ORESTAR system;
- File a Statement of Organization with the Secretary of State Elections Division using form SEL 220 (using the electronic ORESTAR program or by paper); AND
- Establish a dedicated campaign account and file Campaign Account Information using form SEL 223;

If you have questions regarding Campaign Finance, please contact the Oregon Secretary of State Elections Division at 503-986-1518.

STATEMENT OF ECONOMIC INTEREST / STATE REPORTING REQUIREMENTS

All persons holding office in the City of Lyons are required to file Statements of Economic Interest with the Oregon Government Ethics Commission. The annual reports must be filed by April 15 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. For additional information or sample forms, information can be found on the Oregon Government Ethics Commission website – www.oregon.gov/OGEC or by contacting the Commission at (503) 378-5105

VOTER'S PAMPHLET

If Linn County decides to publish a Voter's Pamphlet, candidates will have the opportunity to place a candidate statement in it. Linn County will make this decision near the end of July.

ELECTION OFFICES

You are highly encouraged to visit the Oregon Secretary of State Voting & Elections website to learn more about the elections process:

Elections Division
255 Capitol St NE
Salem, OR 97310
(503) 986-1518
elections.sos@state.or.us

Linn County Clerk
300 SW 4th Ave, Room 205
Albany, OR 97321
(541) 967-3831
<http://www.co.linn.or.us/elections/>

City of Lyons
Micki Valentine
City Recorder/Elections Officer
449 5th St
Lyons, OR 97358
(503) 859-2167
cityoflyons@wavecable.com

Please submit your signed petition forms to the City of Lyons. This should be done **early** so that the county will have enough time to verify your signatures. If they find that you don't have a minimum of ten qualified signatures, your forms will be rejected. It is common that some signatures don't meet the qualifications.

Candidate Filing

Major Political Party or Nonpartisan

SEL 101

rev 01/20
ORS 249.031

Filing Dates		Candidate Filing	Candidate Withdrawal
Primary Election May 19, 2020	First Day to File Last Day to File	September 12, 2019 March 10, 2020	March 13, 2020
General Election November 3, 2020	First Day to File Last Day to File	June 3, 2020 August 25, 2020	August 28, 2020

Filing Information

This filing is an Original Amendment

Office Information

Filing for Office of:

District, Position or County:

Party Affiliation: Democratic Party Republican 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
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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 and an email is required.

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

Race and Ethnicity Optional

Occupation (present employment) If not employed, enter "Not Employed".

Occupational Background (previous employment) If no relevant experience, None or NA must be entered.

Educational Background (schools attended)

Complete name of School	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.

A candidate must file a Statement of Organization not later than three 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, whichever occurs first, unless they meet the criteria for an exemption. To meet the criteria, the candidate must serve as their own treasurer, not have an existing candidate committee, and not expect to spend or receive more than \$750 during the entire calendar year (including in-kind contributions and personal funds).

If you have an existing candidate committee you must amend the statement of organization not later than 10 days after a change in information. This includes changes to the election you are active in and the office you are running for.

See the Campaign Finance Manual for the procedural and legal requirements of establishing and maintaining a candidate committee.

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 _____

Petition Submission

Candidate, Voters' Pamphlet

SEL 338

rev. 08/18

OAR 165-010-0005, 165-016-0000

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

Filing Officer

State County For both county and district petitions. City

Election Type

Year

Primary General Special Election 2018 2019 2020

Petition Information

Petition ID/Candidate's Name

Type Candidate Nominating
 Voters' Pamphlet, Candidate Voters' Pamphlet, Measure

Type of Filing

Number of Signatures Submitted

Candidate Nominating

Voters' Pamphlet, Candidate

Voters' Pamphlet, Measure

Candidate's Nominating/Voters' Pamphlet Filing

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

Name

Contact Phone

Email Address

Signature

Date Signed

Measure Argument Filing

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

Name

Contact Phone

Email Address

Signature

Date Signed

For office use only

Submittal number

Number of signatures accepted

Is the petition complete? Yes No

Will there be additional submittals? Yes No

Candidate Signature Sheet | Nonpartisan

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.

Petition ID _____

County _____

Candidate Information


Name _____

Office _____

Election _____

District or Position Number (include city if applicable) _____

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

 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 _____

Circulator's Address street, city, zip code _____

Sheet Number
Completed by
Candidate

Printed Name of Circulator _____

Candidate Signature Sheet | Nonpartisan

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.

Petition ID _____

County _____

Candidate Information


Name _____

Office _____

Election _____

District or Position Number (include city if applicable) _____

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 Signers must initial any changes the circulator makes to their printed name, residence address or date they signed the petition.

Signature _____

Date Signed mm/dd/yy _____

Print Name _____

Residence or Mailing Address street, city, zip code _____

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

Circulator Certification This certification **must** be completed by the circulator and additional signatures **should not** be collected on this sheet once the certification has been signed and dated!

I hereby certify that I witnessed the signing of the signature sheet by each individual whose signature appears on the signature sheet, and I believe each person is a voter qualified to sign the petition (ORS 249.061). I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

Circulator Signature _____

Date Signed mm/dd/yy _____

Sheet Number
Completed by
Candidate

Printed Name of Circulator _____

Circulator's Address street, city, zip code _____

Candidate Filing Withdrawal

SEL 150

rev 01/20 ORS 249.170, ORS 249.180
ORS 249.830, ORS 255.235

Withdrawal Deadlines

2020 Primary Election March 13, 2020	2020 General Election August 28, 2020	2021 District Election March 18, 2021
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i All information must be completed or the form will be rejected.

This filing is an Original Amendment

Withdrawal from Candidacy or Nomination for Office Information

Office of:

District, Position or County:

Candidacy for Nomination: Please indicate below what party or parties you are withdrawing from:

<input type="checkbox"/> Constitution	<input type="checkbox"/> Democratic	<input type="checkbox"/> Independent	<input type="checkbox"/> Libertarian
<input type="checkbox"/> Pacific Green	<input type="checkbox"/> Progressive	<input type="checkbox"/> Republican	<input type="checkbox"/> Working Families

Candidate and Nominee Information

Name of Candidate

First | MI | Last | Suffix

Candidate Residence/Route Address

Street Address | City | State | Zip

Candidate Mailing Address and Contact Information: Only one phone number and an email are required.

Street Address or PO Box | City | State | Zip

Work Phone | Home Phone | Cell Phone | Fax

Email Address (required) | Web Site, if applicable

Withdrawal Reason

I submit 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.



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).

Candidate's Signature

Date Signed

For Office Use Only Initials _____

Campaign Finance Reporting in Oregon

Candidate "Quick Guide"

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 Manuals** available at www.oregonvotes.gov. The Campaign Finance Manual explains what information is disclosed when reporting campaign finance transactions. The ORESTAR User's Manual: Statement of Organization and ORESTAR User's Manual: Transaction Filing explains how to file a statement of organization and campaign finance transactions electronically using ORESTAR.

Who Must File a Candidate Committee?

If you	Then
<ul style="list-style-type: none"> → Serve as your own treasurer and → Do not have an existing candidate committee and → Do not expect to spend or receive more than \$750 during the entire calendar year (including in-kind contributions and personal funds) 	<ul style="list-style-type: none"> ✓ Relax. No action is necessary because under Oregon Election Law you are not required to establish a candidate committee if you meet all of the criteria. However, you must keep track of all contributions and expenditures because if you exceed the \$750 threshold you must establish a committee and open a dedicated bank account not later than three business days after exceeding the threshold. NOTE: Any fee paid for filing a candidate's statement for inclusion in the state voters' pamphlet is not included for the purpose of calculating the \$750 threshold. Additionally, you must either file a Certificate of Limited Contributions and Expenditures (PC 7) or all transactions that have occurred in the calendar year. See information below to determine if you are eligible to file a Certificate.
<ul style="list-style-type: none"> → Do not expect to receive a total of more than \$3,500 or spend a total of more than \$3,500 for the entire calendar year 	<ul style="list-style-type: none"> ✓ File a Statement of Organization and establish a dedicated bank account – either by using ORESTAR or by submitting the paper form Statement of Organization for Candidate Committee (SEL 220) ✓ File a Certificate of Limited Contributions and Expenditures either by using ORESTAR or by submitting the paper form (PC 7) not later than seven days after first receiving a contribution or making an expenditure
<ul style="list-style-type: none"> → Expect to spend or receive more than \$3,500 	<ul style="list-style-type: none"> ✓ File a Statement of Organization and establish a dedicated bank account – either by using ORESTAR or by submitting the paper form Statement of Organization for Candidate Committee (SEL 220) ✓ File campaign finance transactions using ORESTAR

What starts the whole process?

The decision to run for a public office (even if the office is not known), accepting contributions and making expenditures, whether from personal funds, campaign funds, or another person's funds to support your candidacy.

Once I become a candidate, then what?

You must register your committee with the Secretary of State not later than 3 business days of first receiving a contribution or making an expenditure if you are not exempt under the \$750 threshold law.

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.

Must I have a dedicated campaign account?

Oregon law requires you to establish a dedicated campaign account if you are required to file a Statement of Organization. The account must be established in a financial institution located in Oregon that ordinarily conducts business 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.

Campaign Finance Reporting in Oregon (cont.)

Candidate "Quick Guide"

How do I file?

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 Election law requires that campaign finance transactions 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 Election's Division office for public use.

What if I don't own a computer?

A Statement of Organization (SEL 220) and Certificate of Limited Contributions and Expenditures (PC 7) may be filed using the paper forms. If you are not eligible to file a Certificate, contribution and expenditure transactions must be reported electronically using ORESTAR. 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.

When do I report contribution and expenditures?

Generally, the deadline for filing a transaction is not later than 30 calendar days after the date of the transaction. For committees active in an election, beginning on the 42nd day before the date of the election and through the date of the election, a transaction is due not later than 7 calendar days after the date of the transaction. 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 transactions public record?

Yes, after the transactions are filed in ORESTAR they are immediately available to the public by accessing the Public Search link for ORESTAR.

Are there campaign contribution and expenditure limits?

No, Oregon does not have contribution and expenditure limits.

How do I discontinue my committee?

In order to discontinue your committee, you must: (1) Achieve a zero balance and (2) File a Statement of Organization discontinuing the committee.

Where do I get copies of forms and instructional manuals?

All publications and forms are available online at www.oregonvotes.gov, or may be requested from the Elections Division at 503 986 1518 or via email at orestar-support.sos@oregon.gov

Need additional help?

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

- email your questions to elections.sos@oregon.gov
- call us at 503 986 1518 or at 866 ORE VOTE
- visit our website at www.oregonvotes.gov