2014 Candidacy Packet

City of Molalla

Sadie Cramer, Elections Officer

7/7/2014

This document contains a summary of the information a potential candidate will need in order to file for a Nonpartisan Candidacy. It is the potential candidates' responsibility to read the information provided to insure that all mandatory filings forms are completed.

2014 Filing for Candidacy Packet Information

PROSPECTIVE CANDIDATE

Congratulations for deciding to run for office! Here is the "Filing for Candidacy Informational Packet" for the upcoming General Municipal Election to be held on **November 4, 2014.**

Please read the 2014 Candidate Manual thoroughly.

- Pages 3-5 of the 2014 Candidate Manual to get started.
- Review "Filing Requirements for Non-Partisan Office" section starting on page 10 of the 2014 Candidate Manual.
- All forms are located in the back of the 2014 Candidate Manual. You may need the following form numbers see page 27:
    - SEL 101 (Non-Partisan Candidate Filing)
    - SEL 121 (Non-Partisan Signature Sheet)
    - SEL 220 (Statement of Organization for Candidate Committee)
    - SEL 223 (Campaign Account Information)

OPEN COUNCIL POSITIONS

The City of Molalla has 3 open council positions – 3 Councilor positions. The terms of office for each position listed below will expire on December 31, 2014.

1. Councilor George Pottle
2. Councilor Glen Boreth
3. Councilor Stephen Clark

The open council positions each have four-year terms, with terms expiring on December 31, 2018.

The candidates in the general election with the most votes will fill the expired position(s) on the Molalla City Council on January 1, 2014.

2014 Filing for Candidacy Packet Information

IMPORTANT DATES & DEADLINES – See Page 10.

Dates below allow staff to meet county election deadlines

July 7, 2014	Candidate Packets Available
August 19, 2014 by NOON Circulation Sheets to be submitted to the City for verification. After the above date it's the candidates' responsibility to deliver the authorized circulation sheets to Clackamas County to be verified by **August 25, 2014.**	**Completed "Candidate Filings" (SEL101), Authorized Circulation Sheets (SEL 121) and the City of Molalla Background Check Authorization forms need to received by the City Recorder or City Manager by this stated time to insure certification of signatures.** ***Important Note: Candidacy Filings can be submitted at Molalla City Hall, 117 N Molalla Avenue, Molalla, Oregon 97038 Monday through Friday from 8:30am to 1PM and 2PM to 4PM. Submissions received after noon on August 19, 2014 will not be accepted.***
August 28, 2014 – Candidate pays **$50.00** and submits candidate statement at the county elections office.	Candidates wanting to submit a statement of candidacy to be published in the voter's pamphlet must contact Clackamas County Elections and file the fee & paper work by this date. *Read this form carefully for character counts, do's and don'ts*
November 4, 2014	Election Day

FILING FOR CANDIDACY STEPS

2014 Candidate Manual prepared by the Secretary of State Elections Division contains information, instructions and forms for filing as a candidate.

Filing of Candidacy for Nonpartisan Nomination Form SEL 101 and the Candidate Signature Sheet Nonpartisan SEL 121 have to be filed with the City of Molalla Election Officer/City Recorder for approval before circulation can begin. See page 4 of the 2014 Candidate Manual under "CIRCULATION OF SIGNATURE SHEETS" for information.

If you would like to file a candidate statement for the County Voters Pamphlet – Please contact and pay Clackamas County Elections Office directly at 503-655-8510.

2014 Filing for Candidacy Packet Information

BACKGROUND AUTHORIZATION

City of Molalla Mayor/Councilor Background Check Authorization needs to be turned in with the SEL 101 and SEL 121 Signature Sheets before approval for circulation can be given. The form is included in the ***Filing for Candidacy Packet 2014*** located at The City of Molalla website.

CAMPAIGN FINANCE

Please contact the State Elections Office regarding ORESTAR filings and Campaign Finance filing requirments at 503-986-1518 regarding the following items:

- ORESTAR Filing
- PC 7 Certificate of Limited Contributions and Expenditures

*CIRCULATION OF PETITION SHEETS

Before you can collect ANY signatures you must:

1. File forms SEL 101, SEL 121 and the City of Molalla Background Check Authorization forms with the City of Molalla.

2. Contact the State of Oregon Elections Division for filing any necessary Campaign Finance forms.

3. You'll receive a call from the City of Molalla when you can pick-up your authorized SEL 101 and SEL 121 for circulation. You will receive written confirmation at the time of pick-up that circulation can take place.

SIGNATURES REQUIRMENTS

Signature requirements default to the requirements governed by the City requiring the number of signatures of active voters registered in the electoral district must equal the lesser of 500 signatures or 1% of the votes cast in the electoral district for all candidates for Governor at the last general election at which a candidate for Governor was elected to a full term.

Per Clackamas County Elections there were 2,261 voters and you'll ***need to obtain a minimum of 23 valid signatures*** on the "Petition for Nonpartisan Nomination Signature Sheet SEL 121" to be placed on the November 4, 2014 ballot. All forms are in the back of the Candidate Manual.

2014 Filing for Candidacy Packet Information

Special Note: Each Petition for Nonpartisan Nomination Signature Sheet SEL 121 only has 10 signature lines. You will need to make additional copies at your own expense. To help guarantee possible placement on the ballot it is recommended that at least 15-20 **extra** qualifying signatures be collected in case one of your signers is NOT a registered voter. Please refer to page 24 of the 2014 Candidate Manual for details.

OTHER ITEMS THAT MIGHT BE HELPFUL

- The City of Molalla Charter
- For questions about campaign signs, please refer to the following: The City of Molalla Sign Ordinance Section 18.32.120 for Regulation of temporary signs. A flyer regarding frequently asked campaign sign questions is included in this packet. Questions about campaign signs should be directed to the Code Enforcement Officer at the City of Molalla, 503-829-6855 Ext. 243
- Important numbers you might need:
    - Clackamas County Elections – 503.655.8510
    - State of Oregon Election Division – 503.986.1518

If you have general questions regarding the information in this packet contact me at 503-829-6855 Ext. 291 or for detailed information contact Clackamas County Elections for assistance.

Sadie Cramer
City Recorder
Elections Officer

City of Molalla

Criminal Background Checks for Candidates for Elected Office

Molalla Municipal Code, Section 2.02.100 requires all individuals filing a nomination petition for elective city office to file a form consenting or refusing to consent to a criminal history check. Completion of a criminal history check is voluntary and is not a requirement to be a candidate for elective office. Pursuant to City code, a voter information document will be created stating whether a candidate consented to a criminal history check and, if so, identifying whether a misdemeanor or felony was found and the jurisdiction in which such misdemeanor and/or felony occurred. If no criminal record is found, a statement to that effect will be published.

Name:_____

First Middle Last

IF YOU REFUSE TO CONSENT TO A CRIMINAL HISTORY CHECK, PLEASE SIGN AND DATE AS INDICATED BELOW. THERE IS NO NEED FOR YOU TO COMPLETE THE REMAINDER OF THIS FORM.

I hereby refuse to consent to a criminal history check as allowed under Molalla Municipal Code section 2.02.100.

_____ _____

Signature Date

IF YOU CONSENT TO A CRIMINAL HISTORY CHECK, PLEASE PROVIDE THE FOLLOWING INFORMATION.

List all other names used (maiden name, aliases, etc.). Attach additional sheets if necessary.

_____

First Middle Last

_____

First Middle Last

Current Address:_____

Street City State Zip Code

List residences in the last 10 years. Attach additional sheets if necessary.

State	City	County	Dates (years __ to __)

Date of Birth: ____/____/____ Social Security Number: _____/____/_____ Gender: Female____ Male____

Driver's License Number:_____ State Issued:_____

My signature below certifies that all information I have provided in connection with this criminal history check is true, accurate, and complete to the best of my knowledge and that I have read, understand, and consent to the attached authorization.

_____ _____

Signature Date

AUTHORIZATION AND RELEASE

I understand that a criminal history investigation may be done that may include information regarding my driving record, court records, and law enforcement records. All information obtained will be treated with a high degree of confidentiality.

I understand that the information I provide in connection with this criminal history investigation will not be used for any purpose other than creating a voter information document as required by Molalla Municipal Code Section 2.02.100.

I hereby release and discharge to the extent permitted by law, the City of Molalla, its employees, and individual or agency obtaining information for the City of Molalla and any personal or professional references, from any and all claims, damages, losses, liabilities, costs, or other expenses arising from the retrieving, reporting, and/or disclosure of information in connection with this background investigation.

I have read, understand, and consent to the above. I further authorize that a photographic copy or telephonic facsimile of this document shall be valid for all purposes present and future.

_____

Name (print or type)

_____ _____

Signature Date

Candidate Filing

Major Political Party or Nonpartisan

SEL 101
rev 01/14
ORS 249.031

Filing Dates	Candidate Filing	State Voters' Pamphlet	Candidate Withdrawal
Primary Election May 20, 2014		Filed electronically using ORESTAR	
First Day to File	September 12, 2013	January 20, 2014	
Last Day to File	March 11, 2014	March 13, 2014	March 14, 2014
General Election November 4, 2014			
First Day to File	June 4, 2014	July 7, 2014	
Last Day to File	August 26, 2014	August 26, 2014	August 29, 2014

All information must be completed or the form will be rejected.

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

Filing Officer

☐ **Secretary of State** ☐ **County Elections Official** ☐ **City Recorder (Auditor)**

Candidate Information

Name of Candidate

First	MI	Last	Suffix	Title

How you would like your name to appear on the ballot

First	MI	Last	Suffix

Candidate Residence/Route Address

Street Address	City	State	Zip	County

Candidate Mailing Address

Street Address or PO Box	City	State	Zip

Contact Information: Only one phone number is required.

Work Phone	Home Phone	Cell Phone	Fax

Email Address	Web Site, if applicable

Paying by Declaration or Petition:

☐ Declaration, with the required 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	Petition circulators will be paid ☐ Yes ☐ No

Continued on the reverse side of this form

Candidate Signature Sheet | Nonpartisan

Petition ID _____

Signatures for this petition are being gathered by ☐ PAID Circulators ☐ VOLUNTEER Circulators

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. Candidates should allow ample time for the verification process to be completed before 5pm on the filing deadline day.

County _____

Candidate Information	
Name	Office
Election	District or Position Number

To the Secretary of State of Oregon/County Elections Official/City Recorder, 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 _____

Sheet Number

Sheet will be numbered by group submitting the petition.

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

County Elections Officials provide a separate certification to attach to the petition.

Statement of Organization for a Candidate Committee

SEL 220

rev 01/14

Statement of Organization Information

A candidate may have only one Candidate Committee

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 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.

This filing is an: ☐ Original ☐ Amendment ☐ Discontinuation

Committee Information

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

Committee Address (no post office box)

Street	City	State	Zip

Campaign Phone	Extension

Candidate Information

Name of Candidate

☐ Mr. ☐ Ms.	First	MI	Last	Suffix	Title

Candidate Address (no PO Box)

Street Address	City	State	Zip

Mailing Address for Candidate Correspondence

Street Address or PO Box	City	State	Zip

Candidate Occupational Information

☐ Self-Employed ☐ Not Employed	Occupation (if Self Employed indicate the nature of your business)

Employer's Name	City	State

Contact Information – Email Address is required

Work Phone	Home Phone	Fax	Email Address

Treasurer Information

Name of Treasurer

☐ Mr. ☐ Ms.	First	MI	Last

Mailing Address for Treasurer Correspondence

Street Address or PO Box	City	State	Zip

Contact Information – Email Address is required

Work Phone	Home Phone		Fax	Email Address

Continued on the reverse side of this form

Campaign Account Information

SEL 223
rev 01/14
ORS 260.039, 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 Elections Division 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.

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

This filing is an: ☐ Original ☐ Amendment

Committee Information	
Name of Account (must be identical to the name of committee, if changing the committee name, please include the former name)	
Name of Oregon Financial Institution	
Name of Account Holder	
Names of Persons Who Have Signature Authority	
First	Last
First	Last
First	Last

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

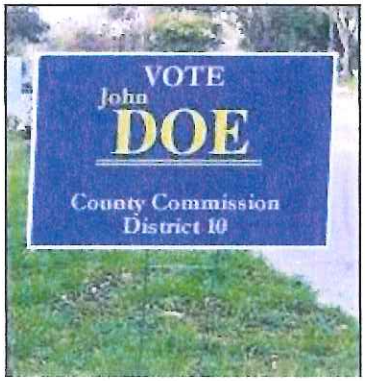
By signing this document I attest that the above information is true and correct.

Candidate Signature	Date Signed
Treasurer Signature	Date Signed

For Office Use Only Initials _____ Committee Number _____

Campaign Signs – Frequently Asked Questions

1. May not exceed six square feet in size.
2. May not be erected more than 90 days before an election and must be removed within 5 days after the election. 3. May not be internally or externally illuminated.
3. May not be placed in locations that obstruct motorists' or pedestrians' vision, such as street corners or next to driveways.
4. May not be placed in the public right-of-way or on public property, such as parks or schools.
5. Shall be kept neat, clean, and in good repair. Signs not in good repair shall be removed or repaired immediately.
6. May not be attached to trees, shrubbery, utility poles, or traffic control signs or devices.
7. May not obstruct or obscure primary signs on adjacent properties.
8. Shall not project beyond the original frame of the vehicle more than ¼ inch.
9. Shall not be larger than six square feet. Car wraps are exempt from the size requirements.
10. Shall not be parked in a right-of-way for extended periods of time to be used as a portable sign



Questions? Please contact the Code Enforcement Officer at 503-829-6655 or check online at www.cityofmolalla.com Municipal Code Chapter 18.