

2012 Candidacy Packet

City of Molalla



Sadie Cramer, Elections Officer

5/30/2012

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.



2012 Filing for Candidacy Packet Information

PROSPECTIVE CANDIDATE

Congratulations for deciding to run for office! Here is the “Filing for Candidacy Information Packet” for the upcoming General Municipal Election to be held on **November 6, 2012**.

Please read the 2012 Candidate Manual thoroughly.

- Page 4 of the [2012 Candidate Manual](#) to get started.
- Review “City Candidate” section starting on page 32 of the [2012 Candidate Manual](#).

OPEN COUNCIL POSITIONS

The City of Molalla has four open council positions – the Mayor and three Councilor positions. The terms of office for Mayor Mike Clarke, Councilor Debbie Rogge, Councilor Jimmy Thompson, and Councilor Jim Needham will expire on December 31, 2012.

The open Mayor and Council positions each have four-year terms, with terms expiring on December 31, 2016. The candidates in the general election with the most votes will fill the expired position(s) on the Molalla City Council on January 1, 2013.

IMPORTANT DATES & DEADLINES – See Page 8, 2012 Candidate Manual

May 30, 2012	Candidate Packets Available
August 20, 2012 by NOON Circulation Sheets to be submitted to the City for verification. After the above date it is the candidates’ responsibility to deliver the authorized circulation sheets to Clackamas County to be verified by August 24, 2012 .	Completed “Candidate Filings” (SEL101) , 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. <i>Candidacy Filings can be submitted at the Molalla City Hall, 117 N Molalla Avenue, Molalla, Oregon 97038 Monday through Friday from 8:30am to 1PM and 2PM to 5PM. Submissions received afternoon on August 20, 2012 will <u>not</u> be accepted.</i>
August 30, 2012	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.
November 6, 2012	Election Day



2012 Filing for Candidacy Packet Information

FILING FOR CANDIDACY

1. [2012 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 2012 Candidate Manual under "CIRCULATION OF SIGNATURE SHEETS" for information.

- A. B. If you would like to file a [Candidates Statement for County Voters Pamphlet - Clackamas County Elections form CCE-36](#) you will need to contact and pay Clackamas County Elections Office at 503-655-8510.

CAMPAIGN FINANCE

Please contact the State Elections Office regarding ORESTAR filings and [Campaign Finance](#) filing requirements at 503-986-1518 regarding the following items:

- ORESTAR Filing - [ORESTAR Manual](#)
- [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 and SEL 121 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 that you can pick-up your authorized SEL 101 and SEL 121 for circulation and receive written confirmation at the time of pick-up.

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***



2012 Filing for Candidacy Packet Information

signatures on the “Petition for Nonpartisan Nomination Signature Sheet SEL 121” to be placed on the November 6, 2012 ballot. See page 33 of the 2012 Candidate Manual.

***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 38 of the 2012 [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 Regulation of temporary signs; the Campaign Sign flyer 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

Sadie Cramer
City Recorder
Elections Officer

Candidates Manual

Published by

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Salem, OR 97310-0722

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2012

Secretary of State
Kate Brown



Notice

The 2012 Candidate's Manual and associated forms are adopted by Oregon Administrative Rule No. 165-010-0005.

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Getting Started

The 2012 Candidate's Manual explains procedures and requirements to individuals interested in filing for public office.

References to the Elections Division are to the Elections Division of the Secretary of State's Office. Candidates filing forms with the Elections Division will file with the Elections Division, 255 Capitol St NE, Suite 501, Salem, OR 97310.

Qualifications for various public offices differ. Before filing for public office, a candidate should review the constitutional and statutory requirements for the office sought. The qualifications for candidates are provided. Statewide partisan candidate qualifications are listed in the Requirements for Federal and State Candidates list, statewide nonpartisan candidate qualifications in the Requirements for Nonpartisan State Candidates list and county candidate qualifications in the Requirements for County Candidates list. City candidate requirements may be guided by the city charter or ordinance. District by-laws may determine district candidate requirements. Contact the appropriate filing officer to receive the requirements for the office you are seeking.

The 2012 Campaign Finance Manual and ORESTAR User Manuals are available online. These manuals provide the requirements and laws necessary for state candidates to file candidate forms and campaign finance information using the ORESTAR electronic filing system. Under certain conditions state and local candidates must use ORESTAR to report campaign finance transactions. Candidates for precinct committeeperson are not required to report campaign finance transactions.

For assistance the Elections Division may be contacted at:

elections.sos@state.or.us

Fax – 503-373-7414



503 986 1518



1 866 673 VOTE / 1 866 673 8683

se habla español

tty

1 800 735 2900

for the hearing impaired

Website – www.oregonvotes.org

Icons are used throughout this manual to denote certain actions or information. The symbol and description for these icons are:



deadline icon

indicates a deadline



alert icon

indicates alert; warning; attention needed



info icon

indicates additional information



mail icon

indicates a mailing address or email address



phone icon

indicates a phone number or instructs a call to the Elections Division may be necessary



form icon

indicates a specific form(s) must be completed and filed.

Nonpartisan State Candidate Office Requirements

All Candidates must be US Citizens and registered voters

Residency and Age Requirements	Term of Office	Special Requirements	Vacancies
<p>Commissioner of the Bureau of Labor and Industries</p> <p>Citizen of Oregon and resident of state 5 years prior to election</p> <p>ORS 651.030</p>	<p>4 years</p> <p>ORS 651.030</p>		<p>Governor appoints qualified person to serve until successor is elected.</p>
<p>Supreme Court Judge</p> <p>Resident of State 3 years prior to election or appointment; not older than 75</p>	<p>6 years (must retire at end of calendar year in which judge attains age of 75) Ore. Const., Art VII §1a</p>	<p>Must be admitted to practice law in the Oregon Supreme Court at time of election or appointment</p> <p>ORS 2.020</p>	<p>Governor appoints qualified person to serve until successor is elected</p>
<p>Appeals Court Judge</p> <p>Elector of county of residence; not older than 75</p>	<p>6 years (must retire at end of calendar year in which judge attains age of 75) Ore. Const., Art VII §1a</p>	<p>Must be admitted to practice law in the state</p> <p>ORS 2.540</p>	<p>Governor appoints qualified person to serve until successor is elected</p>
<p>Tax Court Judge</p> <p>Resident of state; not older than 75</p>	<p>6 years (must retire at end of calendar year in which judge attains age of 75)</p> <p>Ore. Const. Art VII §1a</p>	<p>Must be admitted to practice law in the Oregon Supreme Court and been engaged in active practice for 3 years prior to election or appointment</p> <p>ORS 305.452 & 305.455</p>	<p>Governor appoints qualified person to serve until successor is elected.</p>
<p>Circuit Court Judge</p> <p>Resident of state 3 years prior to filing for candidacy or appointment; residence or principal office in judicial district, as provided in ORS 3.041, for one year prior to election; not older than 75</p>	<p>6 years (must retire at end of calendar year in which judge attains age of 75)</p>	<p>Must be a member of the Oregon State Bar at time of election or appointment</p> <p>ORS 3.041 & 3.050.</p>	<p>Governor appoints qualified person to serve until successor is elected.</p>
<p>County Judge Who Exercises Judicial Functions</p> <p>Resident and elector of county one year prior to election; not older than 75</p>	<p>6 years (must retire at end of calendar year in which judge attains age of 75)</p> <p>Ore. Const. Art VII, §1a</p>		<p>Governor appoints qualified person to serve until successor is elected.</p>
<p>District Attorney</p> <p>Resident of state</p>	<p>4 years</p> <p>ORS 8.610</p>	<p>Must be admitted to practice law in the Oregon Supreme Court at time of election or appointment</p> <p>ORS 8.630</p>	<p>Governor appoints qualified person to serve until successor is elected.</p>

Office Requirements for Partisan Federal and State Candidates

All Candidates must be U.S. Citizens and Electors.

Office	Age	Residency	Term of Office	Term Limits	Vacancies
PRESIDENT	35	Natural born citizen and resident within U.S. for 14 years prior to election. U.S. Const, Art II, §1	4 years	May serve two consecutive terms	Succession order: 1. Vice President 2. Speaker of the House. U.S. Const., Art II, §1
U.S. SENATOR	30	U.S. citizen for 9 years prior to election and inhabitant of state at time of election. U.S. Const., Art. I, §3	6 years		Governor shall call special election to fill vacancy. U.S. Const., Art I; ORS 188.120
U.S. REPRESENTATIVE	25	U.S. citizen for 7 years prior to election and inhabitant of state at time of election. U.S. Const., Art. I, §2	2 years		Governor shall call special election to fill vacancy. U.S. Const., Art I; ORS 188.120
GOVERNOR	30	U.S. citizen and resident of state for 3 years prior to election. OR Const., Art V, §2	4 years OR Const., Art V §7	8 years in any period of 12 years OR Const., Art V, §7	Succession order: 1. Secretary of State 2. State Treasurer 3. President of the Senate 4. Speaker of the House OR Const., Art V, §8a
SECRETARY OF STATE	18	Resident of State	4 years OR Const., Art VI, §1	8 years in any period of 12 years OR Const., Art VI, §1	Governor appoints qualified person to serve until successor is elected at next general election. OR Const., Art. V, §16
STATE TREASURER	18	Resident of State	4 years ORS 180.020	8 years in any period of 12 years OR Const., Art VI, §1	Governor appoints qualified person to serve until successor is elected at next general election. OR Const., Art. V, §16
ATTORNEY GENERAL	18	Resident of State	4 years	8 years in lifetime	Governor appoints qualified person to serve until successor is elected at next general election. OR Const., Art. V, §16; ORS 180.040
STATE SENATOR	21	Inhabitant of district for 1 year prior to general election. OR Const., Art IV, §8	4 years OR Const., Art VI, §1		Appointment process by Board of County Commissioners from party nominees. ORS 171.051
STATE REPRESENTATIVE	21	Inhabitant of district for 1 year prior to general election. OR Const., Art. IV, §8	2 years OR Const., Art IV, §1		Appointment process by Board of County Commissioners from party nominees. ORS 171.051

County Candidate Office Requirements

All Candidates must be US Citizens and registered voters

Office	Age	Residency	Term of Office	Special	Vacancies
ASSESSOR	18	Resident of county one year prior to election	4 years	Must be registered appraiser or appraiser trainee and have two years accounting experience or two years employment in appraiser's office. Must be certified to be eligible by Dept. of Revenue ORS 204.016(4)	County governing body appoints qualified person to serve until successor is elected at next regular election
AUDITOR	18	Resident of county one year prior to election	4 years	Must be a registered CPA	County governing body appoints qualified person to serve until successor is elected at next regular election
CLERK	18	Resident of county one year prior to election	4 years	None	County governing body appoints qualified person to serve until successor is elected at next regular election
COMMISSIONER	18	Resident of county one year prior to election	4 years	This is a partisan office unless the County Home Rule Charter deems it nonpartisan	County governing body appoints qualified person to serve until successor is elected at next regular election
SHERIFF	21	Resident of county one year prior to election	4 years	Proof of certification or eligibility for certification by Department of Public Safety Standards and Training must be provided to filing officer no later than 61 days prior to the election. Exceptions may apply ORS 206.015	County governing body appoints qualified person to serve until successor is elected at next regular election
TREASURER	18	Resident of county one year prior to election	4 years	None	County court or commissioners appoints qualified person to serve until successor is elected at next regular election
JUSTICE OF THE PEACE	18	Resident of state 3 years and residence or office in district one year prior to appointment or becoming a candidate ORS 051.240	6 years	None. FYI-if not a member of state bar, must take 30 hours of continuing education every 2 calendar years	Governor appoints qualified person to serve until successor is elected at next regular election
PRECINCT COMMITTEEPERSON	18	Must be a resident of the precinct or of an adjoining precinct in the same county ORS 248.015	Term is from 24th day after primary to 24th day after next primary	Must be a member of the major political party for at least 180 days before the filing deadline ORS 248.015	Filled according to ORS 248.026

Commencement of Term – First Monday of the January following election to office.
 Exception: Precinct Committeeperson – 24th day after primary to 24th day after next primary.

2012 Local Elections Calendar

		Mar 13	May 15	Sept 18	Nov 6
<p>County Elections Filing Officers: * publish notice of district board election on or before (ORS 255.075)</p>		Dec 3, 2011	Jan 26	Jun 9	Jul 19
<p>District Candidates: file verified signatures or \$10 filing fee with county elections filing officer on or before (ORS 255.235)</p>		Jan 12	Mar 6	Jul 19	Aug 28
<p>Local Governing Bodies: ** file notice of measure with county elections filing officer on or before (ORS 254.103, 255.085)</p>		Jan 12	Mar 15	Jul 19	Sept 6****
<p>City Elections Filing Officers: *** file notice of measure and statement of candidates with county elections filing officer on or before (ORS 254.095)</p>		Jan 12	Mar 15	Jul 19	Sept 6****
<p>Voters' Pamphlet Filings: candidates who file candidacy with county clerk, file material for inclusion in county voters' pamphlet on or before</p>		Jan 17	Mar 8	Jul 23	Aug 30
<p>persons filing measure arguments and candidates who file candidacy with governing body other than county clerk, file material for inclusion in county voters' pamphlet on or before (OAR 165-022-0010)</p>		Jan 17	Mar 19	Jul 23	Sept 10

* Regular district elections for the purpose of electing district board members (including Local School Committee members, School Board and ESD directors) are generally held at the May election in each odd-numbered year. Districts should contact the county elections filing officer of the county in which the district's administrative office is located for district board election information.

** County Elections Filing Officers: Publish notice of receipt of ballot title and notice of measure election, as required by charter, ordinance and/or statute, in next available edition of newspaper in electoral district.

*** City Elections Filing Officers: Please refer to charter, ordinance and/or statute for candidate filing deadline. Notice of receipt of ballot title and notice of measure election must be published, as required by charter, ordinance and/or statute, in next available edition of newspaper in electoral district. Note: When a city files a referral with the County Elections Filing Officer the ballot title challenge process must be complete. (ORS 249.037, 250.275)

**** For resubmitted measures the deadline is September 20; the measure argument filing deadline is September 24, if the county includes the resubmitted measure in the county voters' pamphlet.

2013 Local Elections Calendar

		Mar 12	May 21	Sept 17	Nov 5
County Elections Filing Officers: * publish notice of district board election on or before (ORS 255.075)		Dec 1, 2012	Feb 9	Jun 8	Jul 27
District Candidates: file verified signatures or \$10 filing fee with county elections filing officer on or before (ORS 255.235)		Jan 10	Mar 21	Jul 18	Sep 5
Local Governing Bodies: ** file notice of measure with county elections filing officer on or before (ORS 254.103, 255.085)		Jan 10	Mar 21	Jul 18	Sep 5****
City Elections Filing Officers: *** file notice of measure and statement of candidates with county elections filing officer on or before (ORS 254.095)		Jan 10	Mar 21	Jul 18	Sep 5****
Candidate Statements and Measure Arguments: file for inclusion in county voters' pamphlet (OAR 165-022-0010)		Jan 14	Mar 25	Jul 22	Sep 9

* Regular district elections for the purpose of electing district board members (including Local School Committee members, School Board and ESD directors) are generally held at the May election in each odd-numbered year. Districts should contact the county elections filing officer of the county in which the district's administrative office is located for district board election information.

** County Elections Filing Officers: Publish notice of receipt of ballot title and notice of measure election, as required by charter, ordinance and/or statute, in next available edition of newspaper in electoral district.

*** City Elections Filing Officers: Please refer to charter, ordinance and/or statute for candidate filing deadline. Notice of receipt of ballot title and notice of measure election must be published, as required by charter, ordinance and/or statute, in next available edition of newspaper in electoral district. Note: When a city files a referral with the County Elections Filing Officer the ballot title challenge process must be complete. (ORS 249.037, 250.275)

**** For resubmitted measures the deadline is September 19; the measure argument filing deadline is September 23, if the county includes the resubmitted measure in the county voters' pamphlet.

Major Party U.S Representative, U.S. Senator, and State Candidate or Nonpartisan Office State Candidate

Candidates may file by paying a fee or by petition to obtain signatures.

Candidates will file candidate filing forms with the Elections Division, 255 Capitol St NE, Suite 501, Salem, OR 97310, or may file electronically in ORESTAR www.oregonvotes.org.

1. File by Fee

ORS 249.056

The following information provides instructions to file by paper form or electronically in ORESTAR.



Warning

A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013.

- Candidate Filing – Major Political Party or Nonpartisan form (SEL 101) The appropriate fee must accompany the filing form or complete an online candidacy filing using ORESTAR at www.oregonvotes.org.

See the ORESTAR User's Manual: Candidacy Filing, for the instructions to complete the required portions of the candidate filing form.

See the instructions for completing the required portions of the candidate filing form on page 41.



Deadline to Register as a Member of a Major Political Party

A candidate filing for a major political party office must have been registered to vote as a member of that political party by September 8, 2011. Some exceptions are allowed. ORS 249.046



Warning

A major political party candidate on the primary election ballot who is not nominated to the general election may not be the candidate of any other political party or become a nonaffiliated candidate for the same office at the general election. ORS 249.048



Deadline to Complete a Major Party or Nonpartisan Candidate Filing

The deadline is no sooner than September 8, 2011, and no later than 5pm on March 6, 2012, for the 2012 Primary Election. ORS 249.037

Major Party U.S. Representative, U.S. Senator, State Candidate or Nonpartisan Office State Candidate (cont.)

2. File by Petition

ORS 249.008, 249.020, 249.031, 249.035, 249.061-249.076

The following information provides instructions to collect sufficient valid signatures to place a candidate's name on the ballot.

See the instructions for completing the required portions of the candidate filing form on page 41



Warning

A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013

Major Party Candidate

ORS 249.031

Major party candidates must complete and file the following forms with the Elections Division prior to obtaining signatures:

- Candidate Filing – Major Political Party or Nonpartisan form (SEL 101) marked Prospective Petition
- Candidate Signature Sheet – Major Party form (SEL 102)



Deadline to Register as a Member of a Major Political Party

A candidate filing for a major political party office must have been registered to vote as a member of that political party by September 8, 2011. Some exceptions are allowed. ORS 249.046

Nonpartisan Office Candidate

ORS 249.031

Candidates filing for a nonpartisan office must complete and file the following forms with the Elections Division prior to obtaining signatures:

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



Warning

All signature sheets must be approved in writing by the Elections Division before circulating. Failure to do so will result in the rejection of the signature sheets. ORS 249.061

Major Party U.S. Representative, U.S. Senator, State Candidate or Nonpartisan Office State Candidate (cont.)

2a. Required Signatures

Candidates are advised to obtain more than the required number of signatures to ensure the petition contains a sufficient number of valid signatures.

Major Party Candidate

ORS 249.068

Only active voters registered as members of the candidate’s party residing in the candidate’s electoral district may sign a major party candidate’s petition. The Elections Division will notify the candidate of the required number of signatures utilizing the following table:

US Senator must have the lesser of:	Representative in Congress must have the lesser of:	Governor, Secretary of State, State Treasurer and Attorney General must have the lesser of:	State Senator or State Representative must have the lesser of:
1,000 signatures or	1,000 signatures or	1,000 signatures or	500 signatures or
calculated at 2% of votes cast for president by members of the candidate’s party	calculated at 2% of votes cast in the congressional district for president by members of the candidate’s party	calculated at 2% of votes cast for president by members of the candidate’s party	calculated at 2% of votes cast in the candidate’s district for president by members of the candidate’s party
The signatures must be obtained from at least 5% of precincts in each of 7 counties	The signatures must be obtained from at least 5% of the precincts in one-fourth of the counties in the district	The signatures must be obtained from at least 5% of precincts in each of 7 counties	If the district is located within 1 county, the signatures must be obtained from at least 10% of the precincts in the electoral district
			If the district is located within more than 1 county, the signatures must be obtained from at least 6% of 2 or more counties*

*If 6% of precincts is less than 1 precinct, signatures may be obtained from 1 precinct.

Major Party U.S. Representative, U.S. Senator, State Candidate or Nonpartisan Office State Candidate (cont.)

Nonpartisan Office Candidate

ORS 249.072

Any active registered voter residing in the candidate’s electoral district may sign a candidate’s petition form for a nonpartisan office.



Warning

Violations of certain circulator requirements 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

The Elections Division will notify the candidate of the required number of signatures utilizing the following table:

See Circulator and Petition Sheet Requirements on page 38.

Bureau of Labor and Industries Commissioner, Supreme Court, Court of Appeals Judge, Oregon Tax Court Judge must have the lesser of:	Circuit Court Judge must have the lesser of:	County Judge, District Attorney must have the lesser of:
1,000 signatures or	500 signatures or	500 signatures or
1% of the votes cast for governor in the candidates’ district	1% of the votes cast for governor in the candidate’s district	1% of the votes cast for governor in the candidate’s district
The signatures must be obtained from at least 5% of the precincts in at least 7 counties	If the district is located within more than 1 county, signatures must be obtained from at least 6% of the precincts in each county*	If the district is located within more than 1 county, signatures must be obtained from at least 6% of the precincts in each county*

*If 6% of precincts is less than 1 percent, signatures may be obtained from 1 precinct.

Major Party U.S. Representative, U.S. Senator, State Candidate or Nonpartisan Office State Candidate (cont.)

2b. Complete Filing

ORS 249.061

To complete the filing process after signatures have been collected, a candidate must:

- ensure each signature sheet certification is signed and dated by the circulator
- sort the signature sheets by county
- number each signature sheet sequentially within each county in the space provided
- submit the signature sheets to the appropriate county clerk's office for verification allowing sufficient time for the verification process to be completed prior to the filing deadline
- file the verified signature sheets with a new Candidate Filing – Major Political Party or Nonpartisan form (SEL 101) marked “Completed Petition”



Warning

A major political party candidate on the primary election ballot not nominated to the general election may not be the candidate of any other political party or become a nonaffiliated candidate for the same office at the general election. ORS 249.048



Deadline to Complete a Major Party or Nonpartisan Candidate Filing

The deadline is no sooner than September 8, 2011, and no later than 5pm on March 6, 2012 for the 2012 Primary Election. ORS 249.037



Federal candidates must file with the Federal Election Commission to meet the federal campaign finance guidelines.

Minor Party U.S. Representative, U.S. Senator and State Candidate

ORS 249.705 – 249.722

A minor political party must hold a nominating convention that complies with state law or party by-laws, in order to nominate candidates to partisan public office at the general election.



Warning

A major political party candidate on the primary election ballot not nominated to the general election may not be the candidate of any other political party or become a nonaffiliated candidate for the same office at the general election. ORS 249.048

1. Complete Forms



A Party officer will sign the Candidate Nomination Certificate portion of the Minor Political Party Candidate Filing form (SEL 110) before a notary.

The notary will sign and complete the notary statement.



The nominated candidate will complete and sign the Minor Political Party Candidate Filing form (SEL 110).

2. File Forms

The forms must be submitted to the Elections Division prior to the filing deadline.

See the instructions for completing the required portions of the Candidate Filing form on page 41.



Deadline to File a Candidate Nomination Certificate

The deadline is no sooner than May 30, 2012, and no later than 5pm, August 28, 2012 for the General Election. ORS 249.722



Federal candidates must file with the Federal Election Commission to meet the federal campaign finance guidelines.

U.S. President Major Party Candidate

ORS 249.078

Oregon law provides two methods for a major party candidate to have their name placed on the ballot for nomination for U.S. President at the 2012 Primary Election. These methods are:

U.S. President methods for ballot access are:

- The Secretary of State determines that the candidates candidacy is generally advocated or recognized in the national news media
- or one of the following:*
- by nominating petition with at least 5,000 signatures of the candidate's party members
 - at least 1,000 signatures from each of Oregon's five congressional districts
 - from at least 5% of the precincts in at least one-fourth of the counties in the congressional district

File by Nominating Petition

1. File Forms

The following candidate filing forms must be completed and submitted to the Elections Division prior to obtaining signatures.



Candidate Filing – Major Political Party or Nonpartisan form (SEL 101) marked "Prospective Petition"

Candidate Signature Sheet – Major Party form (SEL 102)

See the instructions for completing the required portions of the Candidate Filing form on page 41.



Warning

All signature sheets must be approved in writing by the Elections Division before circulating. Failure to do so will result in the rejection of those signature sheets. ORS 249.061

2. Obtain Required Signatures

ORS 249.068

Only active registered voters registered as members of the candidate's party may sign a major party candidate's petition.

Candidates are advised to obtain more than the required number of signatures to ensure the petition contains a sufficient number of valid signatures.

The Elections Division will notify the candidate of the required number of signatures.



Warning

Violations of certain circulator requirements 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

See Circulator and Petition Sheet Requirements on page 38.

U.S. President Major Party Candidate (cont.)

3. Complete Filing

To complete the filing process after signatures have been collected, a candidate must:

- ensure each signature sheet certification is signed and dated by the circulator
- sort the signature sheets by county
- number each signature sheet sequentially within each county in the space provided
- submit the signature sheets to the appropriate county clerk's office for verification allowing sufficient time for the verification process to be completed prior to the filing deadline
- file the verified signature sheets with a new Candidate Filing – Major Political Party or Nonpartisan form (SEL 101) marked “Completed Petition”



Deadline to Complete a U.S. President Candidate Filing

The deadline is no sooner than September 8, 2011, and no later than 5pm on March 6, 2012, for the 2012 Primary Election. ORS 249.037

See the Minor Party U.S Representative, U.S. Senate and State Candidate on page 15.



Candidates for U.S. President must file with the Federal Election Commission to meet the federal campaign finance guidelines.

U.S. President Minor Party

ORS 249.705

A vote for a minor party Presidential and Vice Presidential candidate is a vote for the group of presidential electors supporting those candidates.

A candidate nominated to the office of U.S. President files the Minor Political Party Candidate Filing form (SEL110) with the Elections Division.

See the Minor Party U.S Representative, U.S. Senate and State Candidate on page 15.



Candidates for U.S. President must file with the Federal Election Commission to meet the federal campaign finance guidelines.

U.S. President Nonaffiliated

ORS 249.705, 249.735, 249.740

The names of all candidates for presidential electors must be included on the candidate signature sheet.

A vote for a nonaffiliated Presidential and Vice Presidential candidate is a vote for the group of presidential electors supporting those candidates.

The two methods to place a candidate's name on the ballot are:

→ By Individual Electors

A nomination by individual voters involves obtaining 18,279 signatures from registered voters

or

→ By an Assembly of Electors

An Assembly of Electors involves gathering 1,000 eligible registered voters in one place at one time to nominate candidates to partisan office

See the Individual Electors process on page 20.

See the Assembly of Electors process on page 22.



Deadline to File the Completed Nominating Petition

The deadline is no sooner than May 30, 2012, and no later than 5pm, August 28, 2012, for the 2012 General Election. ORS 249.722

Nonaffiliated Candidates: Nomination by Individual Electors

ORS 249.740

A nomination by individual electors involves obtaining a required number of valid signatures from registered voters. This process is used to run for a partisan office as a nonaffiliated candidate.

The name of a candidate nominated through the individual electors process will appear on the ballot with the designation of nonaffiliated. Candidates for U.S. Representative, U.S. Senator or state office file with the Elections Division. Candidates for county offices file with the County Clerk.



Warning

A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013



A major political party candidate on the primary election ballot who is not nominated to the general election may not become a candidate by the individual electors process at the general election. ORS 249.048



Warning

All signature sheets must be approved in writing by the appropriate filing officer before circulating. Failure to do so will result in the rejection of those signature sheets. ORS 249.061



Deadline for a Candidate Filing by Petition of Individual Electors to Register as Nonaffiliated

To qualify for nomination by individual electors, a candidate must be registered as a nonaffiliated voter by March 1, 2012. ORS 249.720



Deadline to File Prospective Nominating Petition

A prospective petition may be filed at any time after completion of the previous election cycle and no later than 5pm, August 28, 2012.

1. File Forms

The following forms must be completed and filed with the appropriate filing officer:

- Individual Electors Candidate Filing form (SEL 114)
- and**
- Chief Sponsor Petition for Nonaffiliated Nomination Signature Sheet (SEL 122)
- or** for U.S. President
- Nonaffiliated Candidate President/Vice President Signature Sheet (SEL 122p)

See the instructions for completing the required portions of the Candidate Filing form on page 41.

See Circulator and Petition Sheet Requirements on page 38.

2. Required Signatures

For state representative, state senator or county candidates the number of required signatures is 1% of the votes cast in the candidate's district for the office of president at the 2008 General Election. The filing officer will calculate the number of required signatures and notify the candidate. Signatures may be collected from registered voters from any party affiliation

However, the number of valid signatures needed for a statewide or federal office is 18,279.

For the office of U.S. Representative, signatures must be from active registered voters within the electoral district.

Nonaffiliated Candidates: Nomination by Individual Electors (cont.)

3. Petition Circulation

The chief sponsor or the candidate will circulate the nominating petition by:

- obtaining a sufficient number of valid signatures from active registered voters
- and*
- ensuring each signature sheet certification is signed and dated by the circulator



Warning

Violations of certain circulator requirements 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

4. Signature Verification

Before submitting the signature sheets to the appropriate county elections officials for signature verification, the chief sponsor must:

- sort the signature sheets by county
- and*
- number each signature sheet sequentially within each county in the space provided



Sufficient time must be allowed for signature verification prior to the filing deadline. Completion of signature verification is dependent upon the current workload of the county elections staff.

The county elections official will verify the original signatures against the voter's current registration record.

The certified signature sheets will be returned to the chief sponsor. The county elections official will include a statement of the total number of valid signatures.

5. File Petition

The chief sponsor will file the following forms with the appropriate filing officer no sooner than the 15th day after the primary election:

- a new Individual Electors Candidate Filing form (SEL 114) marked "Completed Petition" endorsed by the nominee or the nominee may submit this form up until the filing deadline
- and*
- signature sheets with the sufficient number of valid signatures verified by the appropriate county elections official

Nonaffiliated Candidates: Nomination by Assembly of Electors

ORS 249.735

An assembly of electors is a nominating convention of registered voters gathered in one place at one time within a 12 hour period to nominate nonaffiliated candidates to partisan offices.

An assembly of electors convention for state offices must be coordinated with and supervised by the Elections Division.

The name of a candidate nominated to the ballot through the assembly of electors process will appear on the ballot with the designation of nonaffiliated. Candidates for U.S. Representative, U.S. Senator or state office file with the Election Division. Candidates for county offices file with the County Clerk.



Warning

A major political party candidate on the primary election ballot who is not nominated to the general election may not be the candidate of any other political party or become a nonaffiliated candidate for the same office at the general election. ORS 249.048



A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013



Deadline for a Candidate Filing by Assembly of Electors to Register as Nonaffiliated

To qualify for nomination by an Assembly of Electors, a candidate must be registered as a nonaffiliated voter by March 1, 2012. ORS 249.720

1. File Forms

The following forms must be filed with the appropriate filing officer:

- Assembly of Electors Candidate Filing form (SEL 115)
- Assembly of Electors Nominating Signature Sheet (SEL 116)
- and if applicable,*
- Assembly of Electors Committee Designation Signature Sheet (SEL 117)

See the instructions for completing the required portions of the Candidate Filing form on page 41.

The filing officer will review the prospective petition for

the required information. The filing officer will approve the petition in writing and advise the candidate/presiding officer of the Assembly of Electors of the required number of signatures. The requirements for the nominating convention will be included.

2. Publish the Assembly Notice

The presiding officer will publish the notice of the assembly of electors at least once in not less than three newspapers of general circulation in the electoral district. The notice must contain all of the following:

- time and place the assembly will meet
- office or offices for which nominations will be made
- and*
- names and addresses of no fewer than 25 active voters registered in the electoral district, who desire that the assembly of electors be held

3. File the Assembly Notice

The candidate or presiding officer will file a copy of the publication notice with the appropriate filing officer.



Warning

If the publication is not timely filed with the Elections Division or the publication notice does not meet the requirements, the assembly of electors will be cancelled. The candidate or presiding officer will be required to reschedule the convention in coordination with the filing officer.

The candidate or presiding officer will obtain an affidavit for proof of the publication notice from the newspaper.

Nonaffiliated Candidates: Nomination by Assembly of Electors (cont.)



The affidavit filed with the filing officer will include a copy of the publication notice affidavit and the Assembly of Electors Candidate Filing form (SEL 115) with the Certificate of Nomination portion completed by the Assembly of Electors officers.

The affidavit must be attached to a copy of the publication and signed by one of the following:

- the newspaper's owner
- editor
- publisher
- manager
- advertising manager
- principal clerk of owner/editor/manager
- printer or printer's foreman



Deadline for Presiding Officer of Assembly to Publish and File Notice

The notice must be published and filed no later than the 10th day before the nominating convention. ORS 249.735 (3)

4. Assembly Procedures

Before conducting the assembly of electors the presiding officer must ensure all of the following requirements are met:

- copies of the approved signature sheets are available for assembly members to sign
- the nominating convention is held in one day in one location and is completed within a twelve hour period
- all signers on a signature sheet are registered voters in the same county

and

- all signers are active registered voters within the electoral district(s) from which the assembly nominates candidates

Upon convening the assembly of electors, the presiding officer shall announce these requirements to electors.

The presiding officer shall explain that the required number of electors must stay in the location of the assembly the entire time until the candidates are nominated, the signature sheets are signed and the convention is adjourned.

At the appointed time, the required number of electors must be present before the assembly nominates a candidate. The electors who are present for the candidate nominations may record their signatures on the signature sheets and must remain within the assembly site until all the nominations are made. Only electors participating in the candidate nominations are qualified to sign the signature sheets.

The assembly may also choose to appoint a committee to fill vacancies in nomination.

See instruction #7 on page 24.

5. Required Signatures

The minimum number of electors required to constitute an assembly is:

- 1,000 active registered voters of the state for statewide nomination
 - 500 active registered voters of the congressional district for Representative in Congress nomination
- or*
- 250 active registered voters of the county for county candidates or other district from which nominations are made

Nonaffiliated Candidates: Nomination by Assembly of Electors (cont.)

The electors of the assembly may only nominate candidates for offices as specified in the published notice. The candidate receiving the highest number of votes shall be the nominee of the assembly for the office.

For U.S. Representative, U.S. Senator or State office: Representatives of the Elections Division will attend and supervise the assembly to ensure the required number of electors are present. The Elections Division will monitor entrances during the nominating convention and petition signing process.

For county offices:

Representatives of the county elections office will attend and supervise the assembly to ensure the required number of electors is present. The county elections office will monitor entrances during the nominating convention and petition signing process.

6. Required Records

The assembly secretary will record the minutes of the assembly. The minutes will include the following:

→ nominations of the candidates

and

→ signatures of the assembly members

See the signature sheet requirements on page 38.

7. Designate Committee to Nominate Candidates

Rather than Assembly members reconvening to make nominations to fill vacancies, the members may delegate the authority to fill any vacancies in nomination. A committee of at least two persons may be delegated.



Assembly members must sign Assembly of Electors Committee Designation Signature Sheet (SEL 117) designating the names of the committee members. The number of signatures required is the same as the number required to nominate candidates. See page 23.

8. Fill a Nomination Vacancy

If a candidate nominated during a prior Assembly of Electors is unable to fill the nomination, a vacancy in the nomination occurs. An assembly of electors may fill the vacancy in either of the following ways:

→ The original assembly may select and appoint a committee delegated with the authority to fill the vacancy. The vote to select the committee must be recorded on the Assembly of Electors Committee Designation Signature Sheet (SEL 117). The selected committee may then select a nominee to fill the vacancy.

or

→ The assembly may be reconvened following the same rules as for the original assembly. The assembly will be reconvened only by call of the original chairperson. The assembly is considered the same assembly if the chairperson and secretary are the same as during the original assembly.



The deadline to fill the nomination vacancy is the 70th day before the general election.

In either situation a new certificate of nomination to fill the vacancy must be completed and filed with the appropriate filing officer.

9. Signature Sheets

After the assembly of electors is adjourned, the appropriate elections official will collect all completed signature sheets. Each sheet will be stamped under the last signature line signed to assure no additional signatures are added to a signature sheet. The signature sheets will be returned to the presiding officer.

Nonaffiliated Candidates: Nomination by Assembly of Electors (cont.)

10. Signature Verification

The presiding officer submits the assembly nominating signature sheets to the appropriate county elections official(s) for signature verification. The signatures must be submitted in sufficient time for the verification process to be completed before the filing deadline.

Before submitting the signature sheets to the appropriate county elections official(s) for signature verification, the presiding officer must:

- sort the signature sheets by county
- and*
- number each signature sheet sequentially within each county in the space provided

For candidates for U.S. Representative, U.S. Senator or state office:

Upon completion of signature verification, the county elections official(s) will return the signature sheets to the presiding officer.

The presiding officer of the assembly will return the certified signature sheets to the Elections Division.

For County Candidates:

The nominated candidate(s) or the presiding officer will file the following with the county elections official.

- completed Assembly of Electors Candidate Filing form (SEL 115) with the Certificate of Nomination Information on the form completed and notarized.
- or*
- the Certificate of Nomination within the Assembly of Electors Candidate Filing form (SEL 115) completed without the candidate information completed
- and*
- the verified assembly nominating signature sheets
- the affidavits of proof of publication of the nominating concention notice
- the Assembly of Electors Committee Designation Signature Sheet (SEL 117) with the names of the committee memers delgated the authority to fill vacancies (optional).

Nonaffiliated Candidates: Nomination by Assembly of Electors (cont.)

If the nominee's acceptance statement is not submitted with the certificate of nomination, it must be submitted no later than 5:00pm on August 28, 2012.

For candidates for U.S. Representative U.S. Senator or state office:

The nominated candidate(s) or the presiding officer will file the verified signatures and a list of the candidate filing(s) with the Elections Division.

- completed Assembly of Electors Candidate Filing form (SEL 115) with the Certificate of Nomination information on the form completed and notarized.

or

- the Certificate of Nomination within the Assembly of Electors Candidate Filing form (SEL 115) completed without the candidate information completed

and

- verified assembly nominating signature sheets
- Assembly of Electors Committee Designation Signature Sheet (SEL 117) with the names of the committee members delegated the authority to fill vacancies (optional).

If the nominee's acceptance statement is not submitted with the certificate of nomination, it must be submitted no later than 5:00pm on August 28, 2012.

See the guidelines to complete the required sections of the candidate information on page 41.

11. Signature Tally

The signatures will be tallied by the appropriate filing officer. The presiding officer will be notified of the final tally.



Deadline to File Nominating Documents

The deadline is no sooner than May 30, 2012 and no later than 5pm on August 28, 2012. ORS 249.722



Deadline to File a Certificate of Nomination to Fill a Vacancy

The deadline is no later than 5pm August 28, 2012. ORS 249.722

County Candidate Major Party or County Candidate Nonpartisan Office

Candidates may file with the county elections office by paying a fee or by petition to obtain signatures.

County charter requirements for county offices may differ from these requirements. For information regarding specific candidate filing requirements for county office, contact the county elections official.

1. File by Fee

ORS 249.056

A candidate will file:

- Candidate Filing – Major Political Party or Nonpartisan form (SEL 101)

and

- the appropriate fee.

See the instructions for completing the required portions of the Candidate Filing form on page 41.



Warning

A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013



A major political party candidate on the primary election ballot who is not nominated to the general election may not be the candidate of any other political party or become a nonaffiliated candidate for the same office at the general election. ORS 249.048



In a county nonpartisan race, a candidate does not run as a member of a political party. County nonpartisan offices include: Justice of the Peace, County Clerk, County Assessor, County Treasurer, Sheriff and may include County Commissioner. ORS 249.002



Deadline to Register as a Member of a Major Political Party

A candidate filing for a major political party office must have been registered to vote as a member of that political party by September 8, 2011. Some exceptions are allowed. ORS 249.046



Deadline to Complete a Candidate Filing

The deadline is no sooner than September 8, 2011, and no later than 5pm on March 6, 2012, for the 2012 Primary Election. ORS 249.037

2. File by Petition

ORS 249.008, 249.020, 249.031, 249.035, 249.061–249.076

The following information provides instruction in filing by collecting sufficient valid signatures to place the candidate's name on the ballot.

See the instructions for completing the required portions of the Candidate Filing form on page 41.



Warning

A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013

Major Party Candidate

ORS 249.031

Major party candidates must complete and submit the following forms to the county elections office prior to obtaining signatures.

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

and

- Candidate Signature Sheet – Major Party (SEL 102)

County Candidate Major Party or County Candidate Nonpartisan Office (cont.)



Deadline to Register as a Member of a Major Political Party

A candidate who files for a major political party office must have been registered to vote as a member of that political party by September 8, 2011. Some exceptions are allowed. ORS 249.046

Nonpartisan Office Candidate

ORS 249.031

Nonpartisan candidates must complete and submit the following forms to the county elections office prior to obtaining signatures.

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

and

- Candidate Signature Sheet - Nonpartisan (SEL 121)



Warning

All signature sheets must be approved in writing by the county elections official before circulating. Failure to do so will result in the rejection of those signature sheets.

2a. Required Signatures

A candidate is advised to obtain more than the required number of signatures to ensure the petition contains a sufficient number of valid signatures.

A major party candidate must obtain signatures from active registered voters in the county and in the same political party as the candidate.

A nonpartisan candidate may obtain signatures from any active registered voter in the county, regardless of political party affiliation.

The county elections official will notify the candidate of the required number of signatures utilizing the following table:

County Major Party Candidate must have the lesser of:	County Nonpartisan Candidate must have the lesser of:
500 signatures or	500 signatures or
Calculated at 2% of the votes cast for president by members of the candidate’s party	Calculated at 1% of votes cast for Governor in the county
The signatures must be obtained from at least 10% of precincts in the county	The signatures must be obtained from at least 10% of the precincts in the county

See Circulator and Petition Sheet Requirements on page 38.



Warning

Violations of certain circulator requirements 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

County Candidate Major Party or County Candidate Nonpartisan Office (cont.)

2b. Complete Filing

To complete the filing process a candidate will:

- 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 county elections official for verification allowing sufficient time for the verification process to be completed prior to the filing deadline

and

- file the verified signature sheets with a new Candidate Filing – Major Political Party or Nonpartisan form (SEL 101) marked “Completed Petition”.



Warning

A major political party candidate on the primary election ballot not nominated to the general election may not be the candidate of any other political party or become a nonaffiliated candidate for the same office at the general election. ORS 249.048



Deadline to Complete a Candidate Filing

The deadline is no sooner than September 8, 2011, and no later than 5pm on March 6, 2012 for the 2012 Primary Election. ORS 249.037

3. Candidate Filing for Precinct Committeeperson

ORS 248.015-248.029, 249.031, 249.037, 249.056

A candidate will file:

Precinct Committeeperson Candidate Filing form (SEL 105)

See the instructions for completing the required portions of the Candidate Filing form on page 41.



Warning

A person may not hold office as a committeeperson in more than one precinct. A person may only file for one precinct committeeperson at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013



A precinct committeeperson must receive at least three votes to be elected to the office.

County Candidate Minor Party

For instructions see:

Minor Party U.S. Representative, U.S. Senator and State Candidates on page 15.

The Minor Political Party Formation and Candidate Nomination manual.

County Candidate Nonaffiliated



Candidates filing for a county office through the Assembly of Electors or Individual Electors process differ from state candidates only in that the candidates file with the county elections official rather than the Elections Division.

The two methods to place a candidate's name on the general election ballot are:

→ by an Assembly of Electors

An Assembly of Electors involves a gathering of registered voters in one place at one time to nominate candidates to partisan office.

or

→ by Individual Electors

A nomination by individual voters involves obtaining a required number of valid signatures from registered voters.

See the Individual Electors process on page 20.

See the Assembly of Electors process on page 22.

City Candidate

City candidates may file with the city elections office by paying a fee or by petition to obtain signatures.

City charter or ordinance requirements may differ from state statutes. For more information and specific requirements, contact the city elections official before filing.

1. File by Fee

A candidate will file the following with the city elections office:

- Candidate Filing – Major Political Party or Nonpartisan form (SEL 101)

and

- the appropriate filing fee.

See the instructions for completing the required portions of the Candidate Filing form on page 41.

See the 2012 and 2013 Local Elections Calendar on pages 8 and 9.



Warning

A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013



Deadline to File a Completed Filing of Candidacy for Nonpartisan Nomination

The deadline is no sooner than September 8, 2011, and no later than 5pm on March 6, 2012, for the May 15, 2012 Primary Election. ORS 249.037

If a city does not elect candidates at a primary election, the filing deadline is no sooner than May 30, 2012, and no later than August 28, 2012, for the November 6, 2012 General Election. ORS 249.722

2. File by Petition

ORS 249.008, 249.020, 249.031, 249.035, 249.061-249.076

A candidate must allow sufficient time to have signatures verified before the filing deadline.

The following forms must be completed and filed with the city elections office:

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

See the instructions for completing the required portions of the Candidate Filing form on page 41.



Warning

A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013



All signature sheets must be approved in writing by the city elections official before circulating. Failure to do so will result in the rejection of those signature sheets.

City Candidate (cont.)

2a. Required Signatures

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.

City candidate must have the lesser of:

500 signatures or

Calculated at 1% of the votes cast in the electoral district for all candidates for Governor

The signatures must be obtained from at least 10% of the precincts in the city

City charter or ordinance may have different requirements

See *Circulator and Petition Sheet Requirements* on page 38.



Warning

Violations of certain circulator requirements 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

2b. Complete Filing

To complete the filing process a candidate will:

- 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 for verification allowing sufficient time for the verification process to be completed prior to the filing deadline

and

- file the Candidate Filing – Major Political Party or Nonpartisan form (SEL 101) marked “Completed Petition”.



Warning

Violations of certain circulator requirements 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

2c. Signature Verification

The city elections official will review signature sheets for sufficient circulator certification.

The city elections official will submit the signatures to the 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 candidate of the results of the signature verification. If it is determined that there are not enough valid signatures and the filing deadline has not passed, the candidate may submit additional signatures.

See the *2012 and 2013 Local Elections Calendar* on pages 8 and 9.

District Candidate

ORS 255.235

District candidates may file with the county elections office by paying a fee or by petition to obtain signatures.

Qualifications for various district offices differ. Before filing for district office, a candidate should contact the county elections official to review the statutory requirements for the office sought.



Special district statutory requirements may differ from general state elections requirements.

Soil and Water Conservation District candidates must contact the Oregon Department of Agricultural for information related to filing for candidacy.

Regular district elections to elect district board members are held at the May election in each odd-numbered year. For more information and specific requirements, contact the county elections official before filing.



Candidates for Metropolitan Service District (MSD) offices must follow the same process as state and county nonpartisan candidates.

See the Statewide Nonpartisan Candidate Filing Requirements on page 5.



Warning

A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013



No person may be a candidate for more than one district office unless the district has less than 10,000 voters residing in the district. ORS 249.013

No person may be a candidate for more than one position on the same district board to be filled at the same election. ORS 249.013

1. File by Fee

ORS 255.235

A candidate will file:

→ District Candidate Filing form (SEL 190)

and

→ The appropriate filing fee

See the guidelines for completing the required sections of the Candidate Filing form on page 41.

See the 2012 and 2013 Local Elections Calendar on pages 8 and 9.

2. File by Petition

ORS 249.064, 249.076, 255.012, 255.235

A candidate must allow sufficient time to have the signatures verified before the filing deadline.



Warning

All signature sheets must be approved in writing by the county elections official before circulating. Failure to do so will result in the rejection of those signature sheets.

The following forms must be completed and filed with the county elections office:

→ District Candidate Filing form (SEL 190)

and

→ Candidate Signature Sheet - Nonpartisan (SEL 121)

See the instructions for completing the required portions of the Candidate Filing form on page 41.



Warning

A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013

District Candidate (cont.)

2a. Required Signatures

The county elections official will review the prospective petition for required information. The county elections official will provide written approval to circulate the petition. The written approval will include the number of signatures required.

District candidate must submit the lesser of:

25 signatures or

10% of the total number of active registered voters in the district



Warning

Violations of certain circulator requirements 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

See Circulator and Petition Sheet Requirements on page 38.

The candidate will circulate the nominating petition by:

- obtaining more than the required number of signatures to ensure the petition contains a sufficient number of valid signatures
- ensuring each signature sheet certification is signed and dated by the circulator

and

- submitting the signature sheets to the appropriate county elections official for signature verification.

2b. Signature Verification

The county elections official will:

- review signature sheets for sufficient circulator certification
- verify the original signatures against the voters' current registration card

and

- return the certified signature sheets to the candidate.

2c. File Completed Petition

The candidate will file the following forms with the county elections official of the county where the district administrative offices are located.

- District Candidate Filing form (SEL 190).

and

- signature sheets with the sufficient number of valid signatures verified by the appropriate county elections official(s)



Deadline to File a Completed Filing of Candidacy for District Nomination

For Primary or General Elections:

2012 Primary
no sooner than January 26, 2012, no later than March 6, 2012

2012 General
no sooner than July 19, 2012 no later than August 28, 2012

For Regular District Election or first election where members of a newly formed district board are elected:

2013 regular District election
no sooner than January 31, 2013, no later than March 2, 2013

See the 2012 and 2013 Local Elections Calendar on pages 8 and 9.

Withdrawal of Candidacy or Nomination

ORS 249.170, 249.180, 249.830, 255.235

If a withdrawal form is not filed with the filing officer by the deadline, the candidate's name will appear on the ballot.

If the candidate filed in the primary election using ORESTAR they can file an electronic withdrawal.

1. Complete Form



A candidate must file a Withdrawal of Candidacy or Nomination form (SEL 150). A reason for the withdrawal must be provided on the signed form.

2. File Form

The candidate will submit the withdrawal form to the Elections Division, for state or federal offices, or for local offices with the appropriate county, city or district elections official prior to the withdrawal deadline.



Deadline for Candidates to Withdraw Candidacy or Nomination

The deadline is no later than 5pm on:

2012 Primary Election: March 9

2012 General Election: August 31

Write-In

ORS 254.548

A candidate running as a write-in is not required to complete candidate filing forms.

The following is the process when an individual is nominated or elected by write-in votes.

There is no individual tally of write-in votes unless there is no candidate on the ballot, or the total number of write-in votes exceeds the apparent winner.

1. Notification

The elections official will send a Write-In Acceptance form (SEL 141) to the individual.



Deadline for State Write-in Candidates

The elections official will notify the winner of a write-in no later than:

2012 Primary Election: June 14

2012 General Election: December 6

2. File Form

The individual will sign and file the Write-In Candidate Acceptance form (SEL 141) with the appropriate filing officer by the required deadline.



Deadline to file Write-In Candidate Acceptance form

The write-in candidate must file a Write-In Candidate Acceptance form with the elections official no later than:

2012 Primary Election: June 29

2012 General Election: December 21

3. Certificate of Election

If the individual files the Individual Electors Candidate Filing form (SEL 114), the elections official must prepare and deliver a certificate of nomination or election to the individual and issue a proclamation of election.



County and city candidates see the local election calendar on pages 8 and 9

Circulator and Petition Sheet Requirements

Before circulating the candidate's nominating petition or the candidate's statement for state voters' pamphlet for signatures, the candidate must review all of the guidelines to circulate the petition with circulators. Failure to comply with the legal requirements and guidelines will result in the rejection of signature sheets.

The guidelines are:

- signers for a candidate nominating petition must be active registered voters in the candidate's electoral district
- signers for a candidate statement in the voters' pamphlet must be active registered voters within the candidate's electoral district
- all signers on any one petition sheet must be registered in the same county
- all signatures must be original signatures
- all signatures must be personally witnessed by the petition circulator and circulator's certification must be completed and dated after all signatures on that sheet have been collected
- circulators must not attempt to obtain signatures of any person knowing that the person signing the petition is not qualified to sign it
- circulators must personally sign their legal signature on the petition circulator's certification with a minimum of a first name initial and full last name
- circulators may alter, correct, clarify or obscure any information about the petition signer on the signature sheet only if the signer initials the signature line

- circulators must not accept compensation to circulate a petition based on the number of signatures obtained

and

- circulators must complete the date when the certification is signed

Acceptable Circulator Certification

The following variances in the circulator certification will not result in rejection of a signature sheet:

- the circulator's signature appears on the printed name line instead of on the signature line
 - signature consists of full last name and at least the first name initial
 - the circulator has signed and dated the certification, but has not provided an address or printed name
- or*
- the circulator has re-signed and re-dated the certification



A circulator may assist a disabled signer who requests assistance in completing their printed name, address and date signed.

Circulator and Petition Sheet Requirements (cont.)

Insufficient Circulator Certification

A petition sheet will be rejected for insufficient circulator certification for any of the following reasons:

- no signature whatsoever appears below the certification
- no date appears next to circulator's signature or the date is crossed out
- the date of the circulator certification is earlier than the date of the voter's signature, unless the circulator and the only signer are the same person
- the original date is crossed out, and a new date is provided, but the circulator failed to re-sign
- any part of the original date is overwritten with a different date
- if written in all numeric characters, the date is not provided in month, day, year order
- the date information is insufficient or ambiguous
- the original signature of a circulator has been crossed out and a different circulator's signature is inserted
- two individuals sign and date as circulator, unless the only signers and the circulators are the same people
- white-out appears on the signature or date line
- the circulator has signed using only initials, unless the circulator's use of initials as a signature is verified by exemplar
- the circulator has signed using a signature stamp, unless use of a signature stamp has been approved under ORS 246.025
- the circulator's signature is photocopied, carbon-copied, or otherwise appears on the face of the document to be replicated and not an original signature except as provided in ORS 250.043
- the signature, printed name, and address are all illegible
- the signature alone is illegible, unless the circulator's use of the apparently illegible signature is verified by exemplar

- the circulator's signature is in printed script rather than cursive script, unless the circulator's use of a printed signature is verified by exemplar

or

- if for any other reason, from the face of the signature sheet, the circulator's identity cannot be determined or it otherwise cannot be determined that the circulator executed the certification after witnessing the voter's signature

If a preliminary determination is made that a certification is insufficient, the certification signature may be verified by exemplar. For correct procedures on filing an exemplar, refer to OAR 165-014-0270.

Circulator and Petition Sheet Requirements (cont.)

It is important that chief petitioners instruct circulators on the guidelines to circulate a petition.

A circulator's failure to comply with these guidelines may result in the rejection of petition signature sheets and a felony conviction for the circulator.

To ensure compliance with the circulating requirements the chief petitioners must educate and monitor circulators activities.

Petition Circulator

Each petition circulator:

- circulating a **candidate nomination petition** must ensure all active registered voters who sign a single signature sheet are active voters of the electoral district, if a statewide candidate or for local candidates the pertinent county, city or district
- must not knowingly make any false statement regarding the contents, meaning or effect of the petition to a prospective signer
- must not offer money or any thing of value to another person to sign or not sign a petition
- must not sell or offer to sell signature sheets
- may be paid to obtain signatures on any petition, but must not accept compensation based on the number of signatures obtained



Warning

Violations of the circulator requirements may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years.

Petition Signer

Each petition signer must be an active registered voter and a resident of the state, if a statewide candidate, or for local candidates the pertinent county, city or district at the time of signing the petition.

Signing a petition and completing a voter registration card or updating voter registration information at the same time is not sufficient to make the petition signature valid. The completed voter registration card must also be received by a county elections office or the Elections Division before 5pm on the same day the petition is signed.

Signature Sheets



Only exact replicas of the following signature sheets will be accepted.

- Major Party Candidate Signature Sheet (SEL 102)
- Assembly of Electors Candidate Nomination Signature Sheet (SEL 116)
- Assembly of Electors Committee Designation Signature Sheet (SEL 117)
- Chief Sponsor Petition for Nonaffiliated Nomination Signature Sheets (SEL 122)
- Nonaffiliated Candidate Nomination for President/Vice President Signature Sheet (SEL 122p)

Candidate signature sheets must meet the following requirements:

- Standard 8½" x 11" size paper
 - At least 20 pound (weight) uncoated paper
- and*
- Printed on white or pastel colored paper stock to render text readable and enable election officials to readily verify signatures

Guidelines to Complete Candidate Form Requirements

ORS 249.031

Information in the fields for occupation, occupational background, educational background and prior governmental experience are required and must be accurate.

A false statement may be enforced as a Class C Felony.

1. Occupation

- Include current full or part-time employment or other line of work, business, craft or professional information. It is not required to indicate whether paid or unpaid.
- To be included, no minimum or maximum amount of time spent at an occupation is required.
- Not every occupational experience must be included but information must be accurate.
- To indicate no relevant information “None” or “NA” must be entered.
- The nature of the work should be entered rather than a generic description (i.e., self-employed writer rather than self-employed or grocery store manager rather than manager).
- An occupation that requires a specific license, permit or degree must not be listed unless the license, permit or degree has been obtained and is currently valid (i.e., Attorney, Doctor of Chiropractic, Paramedic).

2. Occupational Background

- Include previous full or part-time employment or other line of work, business, craft or professional information. It is not required to indicate whether paid or not paid.
- Not all occupational experience information must be included but it must be accurate.
- To be included, no amount of time spent at an occupation is required.
- To indicate no relevant information “None” or “NA” must be entered.
- The nature of the work should be entered rather than a generic description.
- An occupation that requires a specific license, permit or degree may not be listed unless the

license, permit or degree has been obtained and is currently valid (i.e., Attorney, Doctor of Chiropractic, Paramedic).

3. Educational Background

- Provide the complete name of a school rather than acronyms.
- If a school’s name has changed since attendance, include both the old and new names.
- Kindergarten or grade schools attended are not required.
- Not every educational experience must be included but it must be accurate.
- Do not indicate a diploma, degree or certificate unless it has already been obtained. Honorary degrees are not considered a degree.
- A degree indicates a college, university or professional school has conferred a title upon the person for completion of a program of study. For this purpose an honorary degree shall not be included under this requirement.

Guidelines to Complete Candidate Form Requirements (cont.)

4. Prior Governmental Experience

- Include current and previous governmental experience. This includes appointed boards and commissions, elected boards and other elected or appointed public offices.
- Full or part-time, paid or unpaid or volunteer experience may be included. It is not required to indicate whether paid or not paid.
- Not all previous governmental experience must be included but it must be accurate.
- To be included, no amount of time spent at an experience is required.
- To indicate no relevant information “None” or “NA” must be entered.
- Include the complete name of the position. Do not use acronyms.



Forms

SEL 101

Candidate Filing – Major Political Party or Nonpartisan

SEL 122

Chief Sponsor Petition for Nonaffiliated Nomination Signature Sheet

SEL 102

Candidate Signature Sheet - Major Party

SEL 122p

Nonaffiliated Candidate Nomination for President/Vice President Signature Sheet

SEL 105

Precinct Committeeperson Candidate Filing

SEL 145

Statement of Nominee's Willingness to serve

SEL 110

Minor Political Party Candidate Filing

SEL 150

Withdrawal of Candidacy or Nomination

SEL 114

Individual Electors Candidate Filing

SEL 190

District Candidate Filing

SEL 115

Assembly of Electors Candidate Filing

SEL 116

Assembly of Electors Nominating Signature Sheet

SEL 117

Assembly of Electors Committee Designation Signature Sheet

SEL 121

Candidate Signature Sheet - Nonpartisan

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	State Voters' Pamphlet Filing	Candidate Withdrawal
	September 8, 2011 to March 6, 2012	September 8, 2011 to March 8, 2012 (for paper filing) or March 12, 2012 (for electronic filing)	March 9, 2012
General Election November 6, 2012	May 30, 2012 to August 28, 2012	May 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 - Major Party

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 _____ **Party** _____ **Office** _____ **District or Position Number** if applicable _____

To the Secretary of State of Oregon/County Elections Official, 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 primary election following the filing of this petition. We are members of the same political party as the candidate.

→ 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. 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 _____

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 _____

Precinct Committeeperson Candidate Filing

SEL 105rev 1/12 ORS 248.015,
ORS 248.017**This form must be filed with the county elections official.**

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

Party, Precinct and Candidate Information Democratic Party Republican Party Precinct Committeeman Precinct Committeewoman

Filing for Precinct Number: _____

 Resident of Precinct Resident of Adjacent Precinct

Candidate Name (As it should appear on the ballot)

Precinct Number

Residence Address, Street/Route

City

State

Zip

County of Residence

Home Phone

Work Phone

Cell Phone

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

City

State

Zip

If it is required by the national rules of the party, indicate in the space below the name of the individual you support for U.S. President or enter "Uncommitted" or "No Preference" (ORS 249.031):

By signing this document, I hereby certify that:

→ I will accept the nomination for the office indicated above

→ I will qualify for said office if elected

→ 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 certificate of candidacy (ORS 249.031) **and**

→ All information provided by me on this form is 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) A person may only file for one lucrative office or not more than one precinct committeeperson at the same election. Unless the person has withdrawn from the first filing, **all** filings are invalid. (ORS 249.170 and 249.013)

Candidate's Signature

Date Signed

2012 Filing for: Primary Election May 15, 2012First Day: **February 1, 2012**Last Day: **March 6, 2012****For Office Use Only**

Initials

Minor Political Party Candidate Filing

SEL 110

revised 1/12: ORS 249.720



This information is a matter of public record and may be published or reproduced. Original Amendment

Candidate Information Secretary of State of Oregon County Elections Official of _____ County

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 Address*

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.

Candidate Nomination Certificate

I swear the statements on this certificate and any related documents are true.

Signature of Officer of Minor Political Party

Date Signed

Printed Name of Officer of Minor Political Party

Date Signed

State of Oregon, _____ County

Subscribed before me this _____ day of _____, 20__

Name of Minor Political Party

Judge or Notary Public

My Commission Expires

2012 General Election Filing Dates**Candidate Filing**

May 30 to August 28, 2012

State Voters' Pamphlet Filing

May 30 to August 28, 2012 (for paper filings)

or

August 30, 2012 (for electronic filing)

Nomination Withdrawal

August 31, 2012

Required Information (if no relevant information, list "none")**Occupation** present employment – paid or unpaid (required)**Occupational Background** previous employment – paid or unpaid (required)*(continued)***SEL 110**

Required Information (if no relevant information, list "none" or "n/a")

Educational Background schools attended, use attachment if needed (required)

Complete Name of School no acronyms	Last Grade Level Completed	Diploma/Degree/Certificate (AA, BA, BS, MA, PhD, etc)	Course of Study optional

Other:

Prior Governmental Experience elected or appointed (required)

By signing this document, I hereby certify that:

- I will accept the nomination for the office indicated
 - I will qualify for said office if elected
- and**
- All information provided by me is on this form, including my occupation, educational and occupational background, and prior governmental experience, is true.

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.



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 at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. (ORS 249.013(3) and ORS 249.170)

Candidate's Signature

Date Signed

For Office Use Only

Initials

Individual Electors Candidate Filing

SEL 114rev 1/12: ORS 249.705,
249.720, 249.740

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

Filing Information

Secretary of State of Oregon County Elections Official of _____ County

Candidate and Sponsor Information

Name of Chief Sponsor* | Name of Candidate (As it should appear on the ballot)*

Filing for Office of (If pertinent include district or position number.)*

Residence Address, Street/Route*

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

Home Phone | Work Phone | Cell Phone | Fax

Fax | Email Address* | 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.

Prospective Petition with proposed signature sheet
Petition circulators will be paid: Yes No (mark one)

Completed Petition with certified signature sheets

2012 General Election Filing Dates

	Filing for Candidacy	Filing for State Voters' Pamphlet	Withdrawing Nomination
First Day	May 30, 2012	May 30, 2012	
Last Day	August 28, 2012	August 28, 2012	August 31, 2012

Required Information (if no relevant information, list "none")

Occupation present employment – paid or unpaid

Occupational Background previous employment – paid or unpaid

Required Information (if no relevant information, list "none")

Educational Background schools attended, use attachment if needed

Complete Name of School no acronyms

Last Grade Level Completed

Diploma/Degree/Certificate (AA, BA, BS, MA, PhD, etc)

Course of Study optional

Other:

Prior Governmental Experience elected or appointed

By signing this document, I hereby certify that:

- I will accept the nomination for office indicated
 - I will qualify for said office if elected
 - If nominated for a partisan office, I am not, and have not been, political party since March 1, 2012
- and**
- All information provided by me on this form is true.

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.

Candidate's Signature

Date Signed



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 at the same election. Unless the person has withdrawn from the first filing, **all** filings are invalid. (ORS 249.013(3))

For Office Use Only

Initials

Assembly of Electors Candidate Filing

SEL 115rev 1/12: ORS 249.705,
249.720, 249.735

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

Certificate of Nomination**Name of Candidate** (As it should appear on the ballot)***Filing for Office of** (If applicable, include district or position number)***Residence Address, Street/Route***

City*	State*	Zip Code*	County of Residence*
--------------	---------------	------------------	-----------------------------

Home Phone	Work Phone	Cell Phone	Fax
-------------------	-------------------	-------------------	------------

Fax	Email Address*	Website
------------	-----------------------	----------------

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

City*	State*	Zip Code*
--------------	---------------	------------------

Name and Address of Person Submitting Certificate of Nomination*

City*	State*	Zip Code*
--------------	---------------	------------------

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

Assembly of Electors*We swear or affirm the statements on this certificate are true and*

- not less than 1000 electors of the state, or
- not less than 500 electors of the congressional district, or
- not less than 250 electors of the county or any other district for which the nomination is made, were present when the nomination was made.

The nominating convention was held in one day and lasted less than 12 hours. The candidate named on this certificate received the highest number of votes for the office indicated from the assembly and is the nominee of the assembly (ORS 249.735).

Signature of Presiding Officer of Assembly of Electors_____
Signature of Secretary of Assembly of Electors_____
Printed Name of Presiding Officer of Assembly of Electors_____
Printed Name of Secretary of Assembly of Electors_____
State of Oregon, County of_____
Subscribed before me this _____ **day of** _____, **20** _____._____
Judge or Notary Public_____
My Commission Expires**2012 General Election Filing Dates**

First Day	Filing for Candidacy May 30, 2012	Filing for State Voters' Pamphlet May 30, 2012	Withdrawing Candidacy
Last Day	August 28, 2012	August 28, 2012 (for paper filings) or August 30, 2012 (for electronic filings)	August 31, 2012

Required Information (if no relevant information, list "none")

Occupation present employment – paid or unpaid

Occupational Background previous employment – paid or unpaid

Educational Background schools attended, use attachment if needed

Complete Name of School no acronyms

Last Grade Level Completed

Diploma/Degree/Certificate (AA, BA, BS, MA, PhD, etc)

Course of Study
optional

Other:

Prior Governmental Experience elected or appointed

By signing this document, I hereby certify that::

- I will accept the nomination for office indicated
- I will qualify for said office if elected
- If nominated for a partisan office, I am not, and have not been, affiliated with a major or minor political party for at least 180 days before the deadline for filing a certificate of nomination (ORS 249.720(1)(e)) (nonaffiliated no later than February 25, 2010)
and
- All information provided by me on this form is true to the best of my knowledge.

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.

Candidate's Signature

Date Signed

 **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 at the same election. Unless the person has withdrawn from the first filing, **all** filings are invalid. (ORS 249.013(3) and ORS 249.170)

For Office Use Only

Initials

Assembly of Electors Nominating Signature Sheet

This is an assembly of electors signature sheet. Signers of this page must be active registered voters in the following county: _____

Candidate's Name

Place of Assembly

Date of Assembly

Office

Signature

Print Name

Residence or Mailing Address street, city, zip code

1

2

3

4

5

6

7

8

9

10

Certification

I hereby certify _____ signatures are those of active registered voters in _____ County, Oregon.

Date Certified mm/dd/yy

Signature of Elections Official or Deputy

Sheet Number

Note to Assembly: Petition signatures must be verified before the petition can be filed with the filing officer. Signature sheets must be submitted in ample time for this verification process to be completed by 5pm on the filing deadline day.

Assembly of Electors Committee Designation Signature Sheet

Date of Assembly _____ Place of Assembly _____ Name of Presiding Officer _____

Name and Address of Committee Members at least 2

We, the members of the Assembly of Electors, designate to the committee members named above the authority to fill vacancies in nominations for the offices nominated at this assembly of electors.

Signature	Print Name	Residence or Mailing Address street, city, zip code
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Deliver this form to the elections filing officer with the Assembly of Electors Candidate Filing (SEL 115). If more space is needed, attach additional sheets.

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

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 _____

Chief Sponsor Petition for Nonaffiliated Nomination Signature Sheet

Petition ID _____

One or More **No** Petition circulators will be paid (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 Secretary of State of Oregon/County Elections Official, 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

- 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 registered in the electoral district. (ORS 249.740) 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 _____

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 _____

Nonaffiliated Candidate President/Vice President Signature Sheet

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: _____

i 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.

Presidential Candidate's Name _____

_____ | **Vice Presidential Candidate's Name**

Names of Presidential Electors list seven

To the Secretary of State of Oregon, 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 General Election following the filing of this petition.

i 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

1

2

3

4

5

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 registered in the electoral district. (ORS 249.740) 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

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

Statement of Nominee's Willingness to Serve

SEL 145

rev 1/12: ORS 171.060

Nominee Information (all fields are required)

Candidate Name

Party Name

Filing for Office of

District Number

Residence Address, Street/Route

City

State

Zip Code

Contact Phone

Email Address

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

City

State

Zip

By signing this document, I hereby state that I will accept the appointment for the office indicated above.

Signature of Nominee

Date Signed

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

2010 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

District Candidate Filing

SEL 190

rev 1/12: ORS 255.235

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

Candidate Information

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 Address*	Date of Election*
-----------------------	--------------------------

Mailing Address (where all correspondence will be sent) **Street/Route***

City*	State*	Zip*
--------------	---------------	-------------

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

Filing Information

- Filing with the required \$10.00 fee.
- Filing by petition with the required signature sheets.

Required Information (if no relevant information, list "none")

Occupation present employment – paid or unpaid (required)

Occupational Background previous employment – paid or unpaid (required)

Educational Background

schools attended, use attachment if needed (required)

Complete Name of School (no acronyms)	Last Grade Level Completed	Diploma/Degree/Certificate (AA, BA, BS, MA, PhD, etc)	Course of Study optional

Other:

Required Information (if no relevant information, list "none" or "n/a")

Prior Governmental Experience elected or appointed (required)

By signing this document, I hereby certify that:

→ I will qualify for said office if elected

→ All information provided by me on this form, including my occupation, educational and occupational background, **and** prior governmental experience, is true to the best of my knowledge

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). No person may be a candidate for more than one district office, unless the district has less than 10,000 electors residing in the district. No person may be a candidate for more than one position on the same board to be filled at the same election. (ORS 249.013 and ORS 249.170).

Candidate's Signature

Date Signed

For Office Use Only

Initials

Cash, Check Number, or credit card approval #

Receipt #



2012 LOCAL ELECTIONS CALENDAR

DATE OF ELECTION	MARCH 13	MAY 15	SEPTEMBER 18	NOVEMBER 6
County Elections Filing Officers: * publish notice of district board election on or before (ORS 255.075)	December 3, 2011	January 26	June 9	July 19
District Candidates: file verified signatures or \$10 filing fee with county elections filing officer on or before (ORS 255.235)	January 12	March 6	July 19	August 28
Local Governing Bodies: ** file notice of measure with county elections filing officer on or before (ORS 254.103, 255.085)	January 12	March 15	July 19	September 6****
City Elections filing Officers: *** file notice of measure and statement of candidates with county elections filing officer on or before (ORS 254.095)	January 12	March 15	July 19	September 6****
Voters' Pamphlet Filings: candidates who file candidacy with county clerk, file material for inclusion in county voters' pamphlet on or before	January 16	March 8	July 23	August 30
persons filing measure arguments and candidates who file candidacy with governing body other than county clerk, file material for inclusion in county voters' pamphlet on or before (OAR 165-022-0010)	January 16	March 19	July 23	September 10

* Regular district elections for the purpose of electing district board members (including Local School Committee members, School Board and ESD directors) are generally held at the May election in each odd-numbered year. Districts should contact the county elections filing officer of the county in which the district's administrative office is located for district board election information.

** County Elections Filing Officers: Publish notice of receipt of ballot title and notice of measure election, as required by charter, ordinance and/ or statute, in next available edition of newspaper in electoral district.

*** City Elections Filing Officers: Please refer to charter, ordinance and/ or statute for candidate filing deadline. Notice of receipt of ballot title and notice of measure election must be published, as required by charter, ordinance and/ or statute, in next available edition of newspaper in electoral district. *Note: When a city files a referral with the County Elections Filing Officer the ballot title challenge process must be complete* (ORS 249.037, 250.275)

****For resubmitted measures the deadline is September 20; the measure argument filing deadline is September 24, if the county includes the resubmitted measure in the county voters' pamphlet.

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	State Voters' Pamphlet Filing	Candidate Withdrawal
	September 8, 2011 to March 6, 2012	September 8, 2011 to March 8, 2012 (for paper filing) or March 12, 2012 (for electronic filing)	March 9, 2012
General Election November 6, 2012	May 30, 2012 to August 28, 2012	May 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

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
---	--------------------------------	---------------------

CLACKAMAS COUNTY

CANDIDATE'S STATEMENT FOR COUNTY VOTERS' PAMPHLET

ELECTION DATE: _____	<input type="checkbox"/> Original Statement <input type="checkbox"/> Amended Statement
----------------------	---

Name of Candidate (as it will appear on ballot)	Party affiliation or Non-Partisan Office	E-Mail
---	--	--------

Telephone (home)	Telephone (work)	Fax Number
------------------	------------------	------------

Filing for the Office of *(include District, Position or Zone Number, if applicable)*

This information furnished by *(Name of Candidate or Committee as it should appear in voters' pamphlet)*

Attached is the statement for the candidate listed above; included is the candidate's:

Required information (see Page 2)

- Occupation (whether paid or unpaid), or the word "None"
- Occupational Background
- Educational Background, or the word "None"
- Prior Governmental Experience

Optional Information (see Page 3)

Statement(s) of Endorsement, if applicable (number filed: _____)

Photograph

NOTE: Language which violates any provision of ORS 251.415 will be excluded from the voters' pamphlet.

By signing this document, I hereby state:

- That all information provided by me on this form (CCE-36) including my occupation, educational and occupational background and prior governmental experience, is true to the best of my knowledge;
- I am the author of this statement (ORS 251.415); and
- The photograph I have provided, if any, is less than four (4) years old.

_____ Signature of Candidate or agent on behalf of Candidate	_____ Date Signed
---	----------------------

Phone Number of Agent *(if applicable)*

WARNING: Supplying false information on this form may result in conviction of a felony with a fine of up to \$100,000 and/or imprisonment for up to five years. (ORS 260.715).

FOR OFFICE USE ONLY		
Staff Initials _____	Photograph: <input type="checkbox"/> One	Statements of Endorsement:
Cash or Check Number _____	<input type="checkbox"/> Not Submitted	<input type="checkbox"/> Yes # _____
Receipt Number _____	<input type="checkbox"/> Name of Candidate on back of photo	<input type="checkbox"/> No
Word / Number Count Total _____		

NAME OF CANDIDATE:

REQUIRED INFORMATION

(Maximum **325** words/numbers for Required & Optional Information excluding headings already printed.)
NOTE: This information is a matter of public record and may be published or reproduced.

Occupation (Present Employment – Paid or Unpaid)

Occupational Background (Previous Employment – Paid or Unpaid)

Educational Background (schools attended - use attachment if needed)

Complete name of school – <u>no acronyms</u>	Last grade level completed	Diploma/Degree/Certificate (AA, BA, BS, MA, PhD, etc.)	Course of study (optional)

Prior Governmental Experience (Elected or Appointed)

NAME OF CANDIDATE:

OPTIONAL INFORMATION

(Maximum **325** words/numbers for Required & Optional Information excluding headings already printed.)
Note: This information is a matter of public record and may be published or reproduced.

REQUIRED AND OPTIONAL INFORMATION WORD/NUMBER COUNT TOTAL (325 word/number limit) _____

[This page intentionally left blank.]

INSTRUCTIONS FOR SUBMITTING CANDIDATE'S STATEMENT

GENERAL INFORMATION

1. The completed form (CCE-36), photograph, appropriate filing fee and Statement(s) of Endorsement (if applicable) must be received by the County Elections Division, 1710 Red Soils Ct., Ste. 100, Oregon City OR 97045 no later than 5:00 p.m. on candidate's statements filing deadline day. **The postmark does not count.** Any forms received after 5:00 p.m. on the filing deadline day will be rejected.
2. A candidate may submit an amended statement or different photograph until 5:00 p.m. on the filing deadline day. If you choose to submit an amended statement, you must submit a completed candidate's statement form (CCE-36) with the box "Amended Statement" marked. No additional fee will be required.
3. The Candidate's Statement shall be typewritten or printed legibly on standard 8½" x 11" white paper, or on the form contained in CCE-36.
4. The signature of the candidate or an authorized agent on behalf of the candidate must appear on form CCE-36.
5. At the time of filing, each candidate for nomination or election to the following offices shall pay the appropriate fee for space in the county voters' pamphlet:

An office to which a salary or other compensation beyond expenses is attached	\$100.00
An office with no salary or other compensation beyond expenses	\$25.00 (Special Districts)

If the candidate is running for nomination or election to a **city or county office**, they shall pay the following fee for space in the county voters' pamphlet, based on active electors in the electoral district:

a. Districts with fewer than 1,000 voters within the county	\$25.00
b. Districts with 1,000-9,999 voters within the county	\$50.00
c. Districts with 10,000-49,999 voters within the county	\$100.00
d. Districts with 50,000 or more voters within the county	\$300.00

6. A refund may be requested by the person who paid the filing fee no later than the last day for filing the Candidate's Statement. When a refund is made, the statement will not be printed in the Voters' Pamphlet.
7. The Candidate's Statement (CCE-36) **will not** be returned for proofreading after it has been filed. Statements will appear in the voters' pamphlet as submitted. **We do not correct spelling or grammar.**
8. Voters' Pamphlets are prepared county by county. If your name will appear on the ballot in more than one county, and you wish to have your Candidate's Statement in more than one county Voters' Pamphlet, you must contact each county for information.

REQUIRED AND OPTIONAL INFORMATION

1. Use words and numbers only; bullet points, underlining and bold type are acceptable; charts or graphics **may not** be used. (Please note: bullets are counted as words.)
2. The combined total word/number count for "Required and Optional Information" must not exceed 325 words/numbers, excluding the eight words in the headings of "Required Information". The entire statement (including the photograph) must fit within 30 square inches of space (one column). **If a statement exceeds the word/number count or depth, the county clerk shall edit the statement to ensure compliance, and shall inform the candidate when this happens.**
3. "Required Information" can include both paid and unpaid experience. **You do NOT need to include in your information the words "paid" or "not paid".**
4. Do not use acronyms, other than those commonly understood (e.g., USA, FBI, CBS, GED, IRS), in the "Required Information" portion of the statement.
5. In the "Required Information", use semi-colons to separate items such as jobs, organizations, dates, etc.
6. The word "None" must be used in any section of the "Required Information" if the candidate does not have any relevant information for that section. The word "None" shall count as part of the word/number count.

7. No italics may be used except when identifying publications. If italic text is used improperly, it will be changed to plain text.
8. If any material violates the provisions of ORS 251.415, the material in violation will be rejected. The County Clerk will notify the candidate of the rejection, if possible, and the candidate may revise the statement only to the extent necessary to bring it into compliance with ORS 251.415.
9. Quotes from published sources may be used. A quotation must have been disseminated to the public prior to its inclusion in the statement and must be identified by its source (such as the name of the newspaper in which it appeared) and date of publication. The source and date of publication information will be included in your overall word/number count. Examples of identifying the source of a quote:

David Jones, *The Oregonian*, 4/22/01
Bob Dole, *Time Magazine*, 7/7/87
Paul Smith, *Mayor Smith's Website*, 10/16/01
10. An endorsement by an individual or an organization may be included if the "Statement of Endorsement" (CCE-25) is attached. If a "Statement of Endorsement" is required but not received, the endorsement will be removed from the statement. (See "Statement of Endorsement" CCE-25 for instructions.) The County Clerk will edit the Candidate's Statement, if necessary, to ensure the name / title / organization of endorser is represented in the statement exactly as it appears on the Statement of Endorsement.

PHOTOGRAPH

1. A photograph is optional. It is recommended that you submit a 5" x 7" black and white photo. The photo will be scanned and reduced to the standard Voters' Pamphlet size. Alternately, a digital file in a standard file format (.tif or .jpg) may be submitted, on disk or as an attachment to an e-mail message (elections@co.clackamas.or.us). If the photograph submitted is in a format different from those recommended above, the quality of reproduction may be affected.
2. The photograph must be less than four years old.
3. The photograph must show **only** the face and shoulders of the candidate; no hands, and nothing below the shoulders.
4. The background of the photograph must be plain (untextured, light gray background is recommended). Materials such as paneling, wallpaper, windows, textured walls, bookcases, flags and plants will be cropped or eliminated, and the cost of altering the photograph (if any) will be billed to the candidate.
5. In the photograph, a candidate may **not** wear clothing or jewelry which may be construed as showing membership in any organization (e.g., uniform, judicial robe, hat, lapel pin, etc). Photographs that do not meet these requirements will be cropped or altered, and the cost of altering will be billed to the candidate.
6. The candidate's name must be written on the back of the photograph in the upper left corner.

If you have any questions, call the Elections Division at 503.655.8510.

**Clackamas County Elections Division
1710 Red Soils Ct., Ste. 100
Oregon City, OR 97045
Telephone: 503.655.8510
FAX: 503.655.8461**

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

ORESTAR User's Manual: Candidacy Filing

Published by

Elections Division
255 Capitol Street NE
Suite 501
Salem, OR 97310-0722

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fax 503 373 7414
tty 1 800 735 2900
oregonvotes.org



2012

Secretary of State
Kate Brown

Elections Division

office hours: M-F | 8am – 5pm

For ORESTAR assistance, call the Elections Division or email orestar-support.sos@state.or.us.

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Introduction

ORS chapter 260, "Campaign Finance Regulation; Election Offenses," requires disclosure of contributions and expenditures related to any candidate, measure, or political party active in any election including initiative, referendum and recall petition drives. The chapter requires that all political committees and petition committees file campaign finance transactions electronically. It also requires that the Secretary of State provide an electronic filing system to committees free of charge to comply with this requirement.

The system developed by the Secretary of State is called Oregon Elections System for Tracking and Reporting, or ORESTAR. It is a secure web-based application that can be accessed from any computer through the Internet.

ORESTAR enables committees to:

- file a Statement of Organization for a new committee electronically
- amend Statement of Organization information electronically
- maintain a master list of contributors and payees in an address book
- enter campaign finance transaction information
- upload transaction and address book information via an XML file
- validate transaction information prior to filing to ensure that all the required information is provided
- file campaign finance transactions electronically
- view exam letters identifying transaction insufficiencies
- edit and file amended transactions
- search for transactions or address book information
- export transaction or address book information into Excel for creating labels, letters or for other analysis
- file a Certificate of Limited Contributions and Expenditures

Each committee has an "account" in ORESTAR and only the candidate, treasurer and other authorized users designated by the candidate or treasurer have access to the account. All transactions entered into a committee's account remain private until they are filed with the Elections Division. Once transactions are filed, the information immediately becomes available to the public in an online searchable database.

The system will calculate contributor and payee aggregates, determine when a transaction should be included in the 'miscellaneous under \$100' category and file it as such, calculate the committee's Account Summary totals, and calculate the due date for filing each transaction.

ORESTAR also allows a major political party or nonpartisan candidate for state office, or a candidate for US Senator or Representative in Congress, to file a Declaration of Candidacy and pay the fee electronically. Candidacy filings that are submitted electronically can also be amended and withdrawn electronically, if necessary.

This manual guides users through the process of filing a fee-based Declaration of Candidacy. There are separate user's manuals for filing and managing a committee's Statement of Organization and for filing campaign finance transactions using ORESTAR. The ORESTAR Statement of Organization manual also contains instructions for

creating user accounts and accessing the committee's account through the ORESTAR Private Workshop. Users may find it useful to review these manuals online while logged in to ORESTAR.

ORESTAR User's Manuals should be used in conjunction with the Campaign Finance Manual and the Candidate Manual, which are also published by the Elections Division. These manuals contain information about the legal requirements of campaign finance disclosure and candidate filing. All Elections Division publications and forms are available at www.oregonvotes.org.

Users can access ORESTAR at www.oregonvotes.org. This site should be bookmarked for repeated use.

Private Workshop

Logging In to ORESTAR

To log in to ORESTAR, go to www.oregonvotes.org and click on **Login** under the ORESTAR logo. Enter the user name and password and click on **Login** again. If you have not established a user name and password, select **Sign Up Now** and follow the instructions for **Creating a User Account** in the *ORESTAR User's Manual: Statement of Organization*.

A successful login from www.oregonvotes.org takes a user to the Private Workshop page in ORESTAR. However, in certain circumstances the user may be taken to the Home page of the user management portion of the system. To access the Private Workshop, click on **ORESTAR (Elections Reporting)** in the Applications section of the page.

note

If you are having trouble logging in, close all browsers, open a new browser window and try again.

The Private Workshop is a user's home page in ORESTAR. The Private Workshop is unique to the user.

The screenshot shows the ORESTAR Private Workshop interface. At the top, it identifies the user as Kate Brown, Oregon Secretary of State, and provides contact information for the Elections Division. The main content area is titled "Private Workshop" and features a table of "Active Committees".

Committee Name	ID			
▶ Jones, Jane ORESTAR User's Manual Committee (Treasurer)	15137	Amend	Discontinue	Campaign Finance
▶ ORESTAR Petition (Treasurer)	15138	Amend	Discontinue	Campaign Finance
▶ ORESTAR System PAC (Treasurer)	15139	Continue With Filing	Delete	

Below the table is a legend for committee statuses: Active (green triangle), Pending Approval (yellow triangle), Pending Insufficient (orange triangle), Discontinued (black triangle), Rejected (red triangle), and Work In Progress (blue triangle).

Navigation Menu

There is a vertical menu bar in the left frame of ORESTAR. Each menu item that is followed by a right arrow (>>), such as **Private Workshop**, can be expanded to show a submenu of pages. Clicking on **Private Workshop** expands/collapses the Active Committees, Discontinued Committees, Candidacy Filings, and Voters' Pamphlet Filings links.

The following is a description of each menu item:

- **Private Workshop:** Displays a user's personal home page in ORESTAR. The Private Workshop defaults to the Active Committees page which contains a list of active committees the user has access to. Links to the Discontinued Committees page, the Candidacy Filings page, and the Voters' Pamphlet Filings page also display when the user expands the Private Workshop menu.

- **Public Search:** Clicking the Public Search menu opens a list of links to the public search pages:
- Committee Search pages that allow a user to search for any committee registered with the Secretary of State. Searches can be performed by name information, election information or by measure or petition information;
 - the Campaign Finance Transaction Search page that allows a user to search for transactions filed with the Secretary of State by all registered committees;
 - the Campaign Finance Certificates Search page that allows a user to search for Certificates of Limited Contributions and Expenditures filed with the Secretary of State by calendar year; and
 - the Candidate Filings Search page that allows a user to search for filings of candidacy for federal or state offices that are filed with the Secretary of State.
- **Submit New Filing:** Clicking the Submit New Filing menu opens links to three filing options:
- File New Political Committee, which links to the Committee Type Information page, the first page when filing a Statement of Organization for a new committee.
 - File Candidacy (federal and state offices), which displays the Candidate Information page, the first page when filing a Declaration of Candidacy. Only candidates for state office, US Senator and Representative in Congress in a primary election may use ORESTAR to file for candidacy.
 - File Voters' Pamphlet Statement/Argument, which displays the filing type page, the first page when filing a Voters' Pamphlet statement or argument.
- **User Management:** Accesses the user management portion of the system where a user can request access to a committee, update profile information or change passwords. Authorized users can also approve an individual's request for access to a committee's account or change a user's role.
- **Sign Out:** Logs the user out of the system. The user should close the browser after logging out.

Private Workshop Pages

The Private Workshop pages and a brief description of each follow:

- **Active Committees:** This page displays a list of active committees associated with the logged-in user. The user's role with each committee determines the function buttons that display.
- **Discontinued Committees:** This page displays a list of discontinued committees associated with the logged-in user. Only the **Campaign Finance** button displays.
- **Candidacy Filings:** This page is used by candidates and it displays a list of candidacy filings the logged-in user has filed.
- **Voters' Pamphlet Filings:** This page displays a list of Voters' Pamphlet statements and arguments the logged-in user is creating or has already filed.



Candidacy Filings Page

The Candidacy Filings page in the user's Private Workshop is used exclusively by major political party or nonpartisan candidates for state office, or candidates for US Senator or Representative in Congress. The Candidacy Filings page lists each candidacy filing the user has filed and appropriate function buttons display.

The function buttons display only if the action can be performed. For example, a candidate filing can be amended until 5pm on the candidate filing deadline. After the filing deadline, the Amend button is no longer available. See the Elections Division candidate manual for deadlines for filing for candidacy, including amending the filing, or withdrawing a candidate filing.

Function Buttons

For each candidacy filing listed in a user's Private Workshop up to three function buttons display. A brief description of the action performed by each button follows:

- **Amend:** This button allows the candidate to amend a candidacy filing.
- **Continue with Filing:** This button allows the candidate to continue with a work in progress candidacy filing. The Continue with Filing button replaces the Amend button when there is a work in progress candidacy filing.
- **Withdraw:** This button allows the candidate to withdraw a candidacy filing.
- **Delete:** This button allows the candidate to delete a work in progress candidacy filing. The Delete button replaces the Withdraw button when there is a work in progress candidacy filing.

Legend

Each candidacy filing has an arrow to the left of the election/office information identifying the status of the filing. The statuses are:

- **Pending (yellow):** Indicates that the candidate has filed a Declaration of Candidacy with the Elections Division but a determination has not been made as to whether the candidate is qualified for the office designated on the filing.
- **Qualified (green):** Indicates that the candidate has filed a Declaration of Candidacy and is qualified for the office designated on the filing.
- **Not Qualified (red):** Indicates that the candidate has filed a Declaration of Candidacy and the Elections Division determined that the candidate is not qualified for the office designated on the filing.
- **Work in Progress (blue):** Indicates that the candidate has started a Declaration of Candidacy that has not yet been filed with the Elections Division.
- **Withdrawn (black):** Indicates that the candidate had filed a Declaration of Candidacy, but has chosen to withdraw the filing.

Filing of Candidacy

This section guides a user through the process of filing a fee-based Declaration of Candidacy. The filing of candidacy must be done by the candidate and the candidate must be a registered user in ORESTAR. If the candidate is not already registered in ORESTAR, the instructions for **Creating a User Account** are located in the *ORESTAR User's Manual: Statement of Organization*.

Only major political party or nonpartisan candidates for state office, United States Senators or Representatives in Congress may file candidacy for the primary election electronically in ORESTAR. The filing fee must be paid online by credit card at the time of filing. Both VISA and MasterCard are accepted. Candidate filings that are submitted electronically can also be amended or withdrawn electronically, if necessary.

State office includes: Governor, Secretary of State, State Treasurer, Attorney General, Commissioner of the Bureau of Labor and Industries, State Senator, State Representative, Judge of the Supreme Court, Judge of the Court of Appeals, Judge of the Oregon Tax Court, Judge of the Circuit Court, District Attorney, and County Judge positions where the office holder exercises judicial functions. **See the Elections Division candidate manual for deadlines** for filing candidacy, including amending the filing, or withdrawing a candidate filing. Manuals are available at <http://www.oregonvotes.org>.

All information on a candidacy filing is public record and viewable by the public on ORESTAR. Personal information, such as residence address, home phone number and personal email address of a candidate, can be blocked from public access if the candidate has been granted a public disclosure exemption under ORS 192.445.

note

Major political party or nonpartisan candidates using the petition process to gain ballot access, candidates filing a Declaration of Candidacy to fill a vacancy in nomination for the General Election, and minor political party or independent candidates must continue to file using the paper forms. They cannot file candidacy using ORESTAR.

Filing a Declaration of Candidacy

To file candidacy, log in to ORESTAR (see page 10), access the Private Workshop page and proceed with the following:

- 1 In the left menu bar, click on **Submit New Filing >>** and File Candidacy (federal and state offices). Alternatively, use the File Candidacy (federal and state offices) link in the upper right of the Candidacy Filings page.

The Candidate Information page is the first of the Candidacy Filing entry pages. Use the tab key on the keyboard to move between fields on a single page or click in the field with the mouse pointer. Use the **Back** and **Next** buttons or click on the tabs in the tab bar to navigate between pages.

Two additional function buttons display on all Candidacy Filing entry pages:

- **Save as work in progress** allows a user to save an incomplete filing at any time and immediately continue with the filing or return at a later time to complete the filing. A work in progress filing can be accessed at a later time from a user's Private Workshop by clicking on the **Continue with Filing** button. A work in progress candidacy filing does not become public record until the user submits the filing and it is approved by the Elections Division.
- **Submit Filing** performs validation on the candidacy filing and notifies the user of any errors. If no errors are found, the candidate is presented with the Attestation page where the candidate electronically signs the candidacy filing and files it with the Elections Division.

2 Enter the following information about the candidate:

- **Name of Candidate:** The candidate's name (first, middle and last) 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:** How the candidate wishes his/her 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:** The address of the residence of the candidate, including the county.
- **Mailing Address for Candidate Correspondence:** The address where the candidate wishes to receive correspondence from the Elections Division. To use the residence address as the mailing address for candidate correspondence, click in the checkbox.

note

Most correspondence is sent via email unless the correspondence is specifically required to be sent via the US Postal Service. Email correspondence is sent to the email address listed in **Contact Information**.

- **Contact Information:** Enter work phone, home phone, fax, email address and website, if applicable. **An email address is required.**

3 Click on **Next**. The Office Information page displays.

Oregon Secretary of State
Kate Brown

Elections Division
255 Capitol St NE, Ste 501, Salem, OR 97310
503.986.1518 or 1.866.ORE.VOTE

August 30, 2011 (Version : v3.5.11.QA)

Private Workshop
Active Committees
Discontinued Committees
Candidacy Filings
Public Search
My Vote
Submit New Filing
User Management
Sign out
Elections Home

Candidacy Filing

Candidate Office Occupation Education Experience

Office Information

Back Next Save as work in progress Submit Filing

Filing for Office of :
District, Position or County :
Party Affiliation :
Incumbent Judge : Yes No

4 Enter the following information about the office the candidate is filing for. The fields are completed using drop-down menus. To complete each field, click on the down arrow and choose the appropriate value from the list.

→ **Filing for Office of:** Select the office the candidate is filing for.

→ **District, Position or County:** Select the district, position or county of the office the candidate is filing for.

→ **Party Affiliation:** Select the candidate's party affiliation. 'Nonpartisan' will automatically populate if the office selected is nonpartisan.

→ **Incumbent Judge:** If filing for a state judge position, indicate if the candidate is the incumbent judge by selecting Yes or No.

5 Click on **Next**. The Occupation Information page displays.

Oregon Secretary of State
Kate Brown

Elections Division
255 Capitol St NE, Ste 501, Salem, OR 97310
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August 30, 2011 (Version : v3.5.11.QA)

Private Workshop
Active Committees
Discontinued Committees
Candidacy Filings
Public Search
My Vote
Submit New Filing
User Management
Sign out
Elections Home
Elections History
Initiative, Referendum & Referral
Publications and Forms

Candidacy Filing

Candidate Office Occupation Education Experience

Occupation Information

Back Next Save as work in progress Submit Filing

Occupation (present employment - paid or unpaid)
Occupational Background (previous employment - paid or unpaid)

6 Enter the following information about the candidate's occupational experience:

- **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".
- **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).

7 Click on **Next**. The Education Information page displays.

The screenshot shows the 'Education Information' page in the Oregon Secretary of State's Candidacy Filing system. The header includes the name 'Kate Brown' and the date 'August 30, 2011'. The page has a navigation menu with tabs for 'Candidate', 'Office', 'Occupation', 'Education', and 'Experience'. The 'Education Information' section is active, showing a table for 'Educational Background (schools attended)' and a text area for 'Educational Background (other)'. The table has columns for 'Complete name of School (no acronyms)', 'Last grade level completed', 'Diploma/Degree/Certificate', and 'Course of Study'. There are buttons for 'Back', 'Next', 'Save as work in progress', and 'Submit Filing'.

8 Enter the following information about the candidate's education:

- **Educational Background (schools attended):** The 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.
- **Educational Background (other):** Other educational experiences of the candidate.

9 Click on **Next**. The Experience page displays.

The screenshot displays the Oregon Secretary of State's website for Kate Brown. The header includes the state seal and contact information for the Elections Division. The main navigation menu on the left lists various services like 'Private Workshop', 'Public Search', and 'My Vote'. The 'Candidacy Filing' section is active, with tabs for 'Candidate', 'Office', 'Occupation', 'Education', and 'Experience'. The 'Experience' tab is selected, showing a 'Back' button, 'Save as work in progress', and 'Submit Filing' buttons. Below these is a text area for 'Prior Governmental Experience (elected or appointed)'.

10 Enter the following information about the candidate's 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 and other elected or appointed public offices. 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".

11 When the candidacy filing has been completed, click on **Submit Filing**. The filing is validated and if no errors are found, the Attestation page displays for the candidate's electronic signature.

If errors are found during the validation process, the user is returned to the data entry screen where the first error exists. A message identifying the number of errors found displays at the top of the page. Messages identifying specific errors display above the fields in error. A user must fix all errors and click on **Submit Filing** again.

12 If filing for a state office, the candidate must certify on the Attestation page whether or not he or she has set up a candidate committee by clicking in the circle next to the appropriate statement.

Oregon Secretary of State

Kate Brown

Elections Division
255 Capitol St NE, Ste 501, Salem, OR 97310
503.986.1518 or 1.866.ORE.VOTE

January 18, 2012 (Version: v3.6.0.2.0A2)

[Private Workshop](#) >>

[Public Search](#) >>

[My Vote](#)

[Election Results](#)

[Submit New Filing](#) ∨

File New Political Committee

File Candidacy (federal and state offices)

File Voters' Pamphlet Statement/Argument

[User Management](#)

[Sign out](#)

[Elections Home](#)

[Elections History](#)

[Initiative, Referendum & Referral](#)

[Publications and Forms](#)

Attestation

Filing of Candidacy for Major Political Party

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*.

I certify 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*.

By clicking **Continue** below I, Bobby Brown, am attaching my electronic signature and hereby state that:

I will accept the nomination for the office I designated;
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 I designated;
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 filing is true to the best of my knowledge; and
The required fee accompanies my declaration of candidacy.

If I do not agree to the above I should click **Cancel** to discontinue my filing.

Warning: Supplying false information on a candidate filing 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 at the same election. Unless the person has withdrawn from the first filing, **all** filings are invalid (ORS 249.013 and 249.170).

13 Read the attestation and if agreed, click on the **Continue** button to attest with your electronic signature and proceed to the Oregon Securepay system where the online payment of the candidate filing fee is processed.

14 The Billing Information page of the online payment checkout displays.

Currently in your cart:

TOTAL:
\$100.00

Billing Information

*First name:

Middle name:

*Last name:

*Street address:

Street address:

*City:

*State:

*Zip code/Postal code:

*Country/Region:

*Phone:

*Email:

! Enter the required information from the credit card you are using to make this payment.

If you are a guest user and click back, the information above will be erased.

15 Enter and confirm your information and click on the **Continue >>** button.

16 The Shipping Information page displays. For a candidate filing, nothing is shipped to the candidate. Check the box that indicates “Shipping address same as billing address” and click **Continue >>**.

Currently in your cart:
TOTAL:
\$100.00

Shipping Information

Shipping address same as billing address

*First name:
 Middle name:
 *Last name:
 *Street address:
 Street address:
 *City:
 *State:
 *Zip code/Postal code:
 *Country/Region:
 *Phone:
 *Email:

Enter the required information for the shipping.

Continue >>

17 Enter your credit card number and select the expiration month and expiration year on the Payment Information page.

Currently in your cart:
TOTAL:
\$100.00

Payment Information

VISA **MasterCard**

* = required fields
 *Credit card type:
 *Card number:
 *Expiration:

! This is the final step in the purchase process. If you click "Submit for Payment" your credit card will be charged.
 Please wait until the confirmation page is displayed after clicking on "Submit for Payment". If you close your browser before the confirmation page is displayed, the payment may not be recorded correctly.

Cancel **Submit for Payment >>**

- 18 Click on the **Submit for Payment >>** button on the Payment Information page. The user returns to ORESTAR and a payment confirmation page displays. The information on the page is also emailed to the user.

note

Wait until you see the payment confirmation page before closing your browser.

The screenshot shows the ORESTAR interface for the Oregon Secretary of State, Kate Brown. The header includes the state seal and contact information for the Elections Division. The main content area displays the following information:

- Status : Payment Received
- Order Number : 1291
- Payment Received at : 09/01/2011 09:33:32 AM
- Amount Received : \$100.00
- Purpose : Nonpartisan Nomination for Statewide Office

A 'Continue' button is located at the bottom of the main content area. The left sidebar contains navigation links such as 'Private Workshop', 'Active Committees', 'Discontinued Committees', 'Candidacy Filings', 'Public Search', 'My Vote', 'Submit New Filing', 'User Management', 'Sign out', and 'Elections Home'.

- 19 Click on the **Continue** button to return to the Private Workshop.

Amending a Candidacy Filing

To amend a candidacy filing, proceed with the following:

- 1 Click on the **Amend** button associated with the candidacy filing on the Private Workshop. The candidacy filing data entry screens display with the data from the most recent candidacy filing.
- 2 Make the appropriate changes and click on **Submit Filing**. The Attestation page displays.
- 3 Read the attestation and click on the **File** button to attest and file the amended candidacy filing with the Elections Division.

note

A candidate filing can be amended in ORESTAR until 5pm on the candidate filing deadline for the primary election. However, the office designated on a candidacy filing cannot be amended. To change offices, the candidate must withdraw the candidacy filing and submit a new Filing of Candidacy.

Withdrawing a Candidacy Filing

To withdraw a candidacy filing, proceed with the following:

- 1 Click on the **Withdraw** button associated with the candidacy filing on the Private Workshop. The Withdrawal of Candidacy or Nomination page displays.

note

See the applicable candidate manual for deadlines for filing for candidacy, including amending the filing, or withdrawing a candidate filing.

Oregon Secretary of State
Kate Brown

Elections Division
255 Capitol St NE, Ste 501, Salem, OR 97310
503.986.1518 or 1.866.ORE.VOTE

September 1, 2011 (Version : 05/11/2011)

Withdrawal of Candidacy or Nomination

I, Bobby Brown, submit this notice of withdrawal from candidacy or nomination to the office of: Judge of the Court of Appeals, Position 3

My reason for withdrawal is:

By clicking **Continue** below I, Bobby Brown, am attaching my electronic signature and hereby state:
 THAT I withdraw my candidacy or nomination for the office stated above;
 THAT the reasons provided for withdrawal are true to the best of my knowledge.

If I do not agree to the above I should click **Cancel** to discontinue my filing.

Warning: Supplying false information on a candidate withdrawal may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to five years (ORS 260.715).

- 2 Enter the reason for the withdrawal.
- 3 Read the attestation and click on the **Continue** button to attest and file the withdrawal of candidacy with the Elections Division.

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Campaign Finance Manual

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2012

Secretary of State
Kate Brown



The 2012 Campaign Finance Manual and associated forms are adopted by Oregon Administrative Rule No. 165-012-0005.

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Getting Started

Using the 2012 Campaign Finance Manual

The 2012 Campaign Finance Manual includes information about Oregon campaign finance law. It is intended to provide committees with information about the requirements of campaign finance reporting.

ORS Chapter 260, “Campaign Finance Regulation; Election Offenses,” requires disclosure of contributions and expenditures related to any candidate, measure, or political party active in any election including initiative, referendum, and recall petition drives. It also requires the electronic filing of campaign finance transactions using ORESTAR. A person who contemplates any of the following should first study the information in this manual:

- soliciting contributions or making expenditures in support of or opposition to a candidate, measure, or political party;
- filing for candidacy;
- serving as a treasurer for a committee;
- or
- filing an initiative, referendum, or recall petition.

This manual covers only campaign finance transaction requirements and related Oregon state election law. It should not be used to guide candidates or committees in federal laws and regulations, or other local jurisdictions that may have adopted their own campaign finance reporting requirements.

See pages 81–82, “Information Sources,” for contact information on other regulatory organizations.

Defined terms

Person

“Person” is defined as an individual, corporation, limited liability company, labor organization, association, firm, partnership, joint stock company, club, organization, or other combination of individuals having collective capacity.

Political committee

Unless otherwise specified, the term “political committee” refers to all candidate committees, measure committees, political party committees, caucus committees, recall committees, and miscellaneous committees.

Petition committee

The term “petition committee” refers to all initiative, referendum, and recall committees associated with a petition’s signature gathering phase.

Transactions

The term “transactions” refers to contributions, expenditures, other receipts and disbursements, and all other committee financial activities that are required to be reported under Oregon campaign finance law.

Elections Division

The term “Elections Division” refers to the Oregon Secretary of State’s Office, Elections Division.

Icons used in this manual



alert icon

indicates alert; warning; attention needed



deadline icon

indicates a deadline



forms icon

indicates a reference to a form



info icon

indicates additional information

Using the ORESTAR User's Manuals

The system developed by the Secretary of State is called the Oregon Elections System for Tracking and Reporting (ORESTAR). ORESTAR is used to file campaign finance transactions electronically. Each committee has an "account" in ORESTAR and only the candidate, treasurer, and other authorized users designated by the candidate or treasurer have access to the account.

Two manuals have been developed to help a user navigate through ORESTAR committee organization and campaign finance reporting:

- The ORESTAR User's Manual: Statement of Organization explains how to electronically file a Statement of Organization.
- The ORESTAR User's Manual: Transaction Filing explains how to electronically file campaign finance transactions.

These manuals are available online:

www.oregonvotes.org

The Elections Division encourages all persons subject to campaign finance reporting requirements to read these manuals for guidance in creating, filing, and amending campaign finance transactions and Statements of Organization.



All campaign finance information filed with the Elections Division since January 1, 2007, is available in the ORESTAR searchable database at

www.oregonvotes.org

If you have questions about establishing a committee or filing campaign finance transactions, you may call, e-mail, or visit the Elections Division in-person for assistance. The Elections Division wants to help all committees disclose campaign finance activity accurately and timely.

For assistance, contact:

Elections Division
255 Capitol St NE, Suite 501
Salem, OR 97310-0722

 **503 986 1518**

fax 503 373 7414

orestar-support.sos@state.or.us

www.oregonvotes.org

 **1 866 673 8683**
se habla español

1 800 735 2900
for the hearing impaired

Schedule of Transaction Deadlines

Candidate and Political Action Committees for 2012 Elections

Election Day: March 13

transaction occurs:		deadline to file:
on or before December 31, 2011		30th day after date of transaction
January 1, 2012 to January 30		February 7
January 31 to March 13		7th day after date of transaction

Election Day: May 15

transaction occurs:		deadline to file:
on or before March 3		30th day after date of transaction
March 4 to April 2		April 10
April 3 to May 15		7th day after date of transaction

Election Day: September 18

transaction occurs:		deadline to file:
on or before July 7		30th day after date of transaction
July 8 to August 6		August 14
August 7 to September 18		7th day after date of transaction

Election Day: November 6

transaction occurs:		deadline to file:
on or before August 25		30th day after date of transaction
August 26 to September 24		October 2
September 25 to November 6		7th day after date of transaction

- All dates are 2012 unless otherwise noted.
- Generally, a transaction is due no later than 30 calendar days after the date of the transaction.
- For committees active in an election, transactions that occur between the 42nd day before the election and Election Day are due no later than seven calendar days after the date of the transaction. Transactions that occur prior to the 42nd day before the election and have not been reported by the 43rd day before the election are due by the 35th day before the election.
- The deadline for filing transactions is not later than 11:59:00pm of the day the transaction is due. If the deadline falls on a weekend or holiday, the transaction is due not later than 11:59:00pm on the next business day.

See “Transaction Filing Deadlines” on page 48 for more information

See “Certificate of Limited Contributions and Expenditures (PC 7)” on page 18 for information on how to calculate the deadline for filing transactions if a committee has exceeded the \$3,000 threshold after filing a Certificate of Limited Contributions and Expenditures for a calendar year.

Candidate and Political Action Committees for 2013 Elections

Election Day: March 12

transaction occurs:

on or before
December 29, 2012



deadline to file:
30th day after
date of transaction

December 30, 2012
to January 28



February 5

January 29 to
March 12



7th day after
date of transaction

Election Day: May 21

transaction occurs:

on or before
March 9



deadline to file:
30th day after
date of transaction

March 10 to April 8



April 16

April 9 to May 21



7th day after
date of transaction

Election Day: September 17

transaction occurs:

on or before
July 6



deadline to file:
30th day after
date of transaction

July 7 to August 5



August 13

August 6 to
September 17



7th day after
date of transaction

Election Day: November 5

transaction occurs:

on or before
August 24



deadline to file:
30th day after
date of transaction

August 25 to
September 23



October 1

September 24 to
November 5



7th day after
date of transaction

- All dates are 2013 unless otherwise noted.
- Generally, a transaction is due no later than 30 calendar days after the date of the transaction.
- For committees active in an election, transactions that occur between the 42nd day before the election and Election Day are due no later than seven calendar days after the date of the transaction. Transactions that occur prior to the 42nd day before the election and have not been reported by the 43rd day before the election are due by the 35th day before the election.
- The deadline for filing transactions is not later than 11:59:00pm of the day the transaction is due. If the deadline falls on a weekend or holiday, the transaction is due not later than 11:59:00pm on the next business day.

See “Transaction Filing Deadlines” on page 48 for more information

See “Certificate of Limited Contributions and Expenditures (PC 7)” on page 18 for information on how to calculate the deadline for filing transactions if a committee has exceeded the \$3,000 threshold after filing a Certificate of Limited Contributions and Expenditures for a calendar year.

Schedule of Transaction Deadlines (cont.)

Initiative Petition Committees for Calendar Year 2012

Election Day: May 15

transaction occurs:		deadline to file:
on or before March 3		30th day after date of transaction
March 4 to April 2		April 10
April 3 to May 15		7th day after date of transaction

July 6

transaction occurs:		deadline to file:
May 16 to May 24		June 1
May 25 to July 6		7th day after date of transaction

Election Day: November 6

transaction occurs:		deadline to file:
July 7 to August 25		30th day after date of transaction
August 26 to September 24		October 2
September 25 to November 6		7th day after date of transaction
November 7 to December 31		30th day after date of transaction

- All dates are 2012 unless otherwise noted.
- Generally, a transaction is due no later than 30 calendar days after the date of the transaction.
- Transactions that occur between the 42nd day before the election and Election Day are due no later than seven calendar days after the date of the transaction. Transactions that occur prior to the 42nd day before the election and have not been reported by the 43rd day before the election are due by the 35th day before the election.
- Transactions that occur before the 42nd day before the date that is four months prior to the general election (July 6) and ending on the date four months before the general election are due no later than seven calendar days after the date of the transaction.
- The deadline for filing transactions is not later than 11:59:00 pm of the day the transaction is due. If the deadline falls on a weekend or holiday, the transaction is due not later than 11:59:00 pm on the next business day.

See “Petition Committee Filing Deadlines” on page 49 for transaction deadline information for referendum and recall petition committees.

See “Certificate of Limited Contributions and Expenditures (PC 7)” on page 18 for information on how to calculate the deadline for filing transactions if a committee has exceeded the \$3,000 threshold after filing a Certificate of Limited Contributions and Expenditures for a calendar year.

Initiative Petition Committees for Calendar Year 2013

transaction occurs:

January 1, 2013 to
December 31, 2013

deadline to file:



30th day after
date of transaction

- All dates are 2013 unless otherwise noted.
- The deadline for filing transactions is not later than 11:59:00 pm the day the transaction is due. If the deadline falls on a weekend or holiday, the transaction is due not later than 11:59:00 pm on the next business day.

See “Petition Committee Filing Deadlines” on page 49 for transaction deadline information for referendum and recall petition committees.

See “Certificate of Limited Contributions and Expenditures (PC 7)” on page 18 for information on how to calculate the deadline for filing transactions if a committee has exceeded the \$3,000 threshold after filing a Certificate of Limited Contributions and Expenditures for a calendar year.

Introduction

Who Must Create a Committee

Candidate Committees

“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.



A candidate for federal office or the office of precinct committee person does not file a Statement of Organization or file contribution and expenditure transactions with the Elections Division.

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.



All contributions received and expenditures made during the calendar year must be filed electronically not later than seven calendar days after the \$750 threshold has been exceeded.

Political Action Committees

A political action committee is a combination of two or more individuals, or a person other than an individual, that receives a contribution or makes an expenditure for the purpose of supporting or opposing a candidate, measure, or political party. Each political action committee must establish a campaign account and file a Statement of Organization.

Who is not required to file a political action committee:

- a person who solicits and receives contributions designated to an identified candidate or political committee which are forwarded to a committee within seven business days of receipt;
- a person who makes a contribution to a candidate or committee that is required to disclose the receipt of the contribution or has filed a Certificate of Limited Contributions and Expenditures.

See “Certificate of Limited Contributions and Expenditures (PC 7)” on page 18.

or

- a group or organization formed to support or oppose a petition that has not qualified as a measure (i.e., not certified to the ballot).

However, a group or organization is required to file a political action committee when the petition is certified as a measure if they intend to support or oppose the measure.

See “Initial Assets” on page 51 for more information.

Petition Committees

A petition committee is a committee formed by the chief petitioners of an initiative, referendum, or recall petition. A petition committee is not a political committee.

A petition committee must be designated to support only one initiative, referendum, or recall petition. The treasurer must keep accounts and file reports for that single and distinct committee separate from any other petition committee or any political committee.

Chief petitioners sponsoring an initiative, referendum, or recall petition, or an appointed treasurer, must file a Statement of Organization and establish a campaign account.

Who is not required to file a petition committee:

- the chief petitioner(s) of a district formation
or
- the chief sponsor of a minor political party formation.

Introduction (cont.)

Additional Exception to Requirement of Filing a Committee

An independent expenditure is an expenditure or account payable that is incurred for a communication in support of or in opposition to a clearly identified candidate or measure. The expenditure is not made with the cooperation or prior consent of, or in consultation with, or at the request or suggestion of, a candidate, agent, or authorized committee of the candidate, or any political committee or agent of a political committee supporting or opposing a measure.

A person that makes independent expenditures is not required to file a Statement of Organization. However, when a person makes independent expenditures of their own funds totaling more than \$750 in a calendar year to support or oppose any candidate or measure, the person must file a Statement of Independent Expenditures (form PC 10) with the Elections Division. This form cannot be filed electronically using ORESTAR.

See "Form PC 10: Statement of Independent Expenditures" on page 75 for complete instructions on reporting independent expenditures.

Candidate and Treasurer Responsibilities

The treasurer must be an Oregon elector. The designated treasurer must sign and file the Statement of Organization.

For a candidate committee, the candidate may serve as the committee's treasurer or appoint a separate treasurer.

A political action committee and petition committee must have a designated treasurer on the Statement of Organization. A chief petitioner may also serve as the treasurer of a petition committee.

Duties

Both the candidate and treasurer are legally responsible for all of the following:

- establishing and maintaining a dedicated campaign account in an Oregon financial institution for depositing contributions and making expenditures;
 - signing and filing a Statement of Organization;
 - signing and filing transactions;
 - keeping detailed financial records current to within seven days after the date of receiving a contribution or making an expenditure;
- and
- preserving records as described in "Retention of Records."

See "Retention of Records" on page 53 for more information.



Signatures on Statements of Organization and transactions filed using ORESTAR are executed electronically.

The treasurer of record (i.e., the treasurer listed on the Statement of Organization) and candidate, if applicable, are legally responsible for these duties unless an amended Statement of Organization is filed appointing a new treasurer.

Liability

Both the candidate and treasurer are personally responsible for carrying out their duties and are personally liable should they fail to fulfill them. Any person designated as the alternate transaction filer is not legally responsible for any of the above duties.



The candidate and treasurer are personally liable for any violations committed by the alternate transaction filer.

Oregon election law provides for civil penalties of up to 10% of the amount of each late or insufficient filing of a transaction.

See "Penalty Matrix" on page 65 for more information.

Introduction (cont.)

When to Create a Committee

Candidate Committee

A candidate committee must file a Statement of Organization within 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. This includes personal funds spent for any campaign-related costs, such as the candidate filing fee and voters' pamphlet filing fee.

Political Action Committee

A political action committee must file a Statement of Organization within three business days of first receiving a contribution or making an expenditure.

Petition Committee

An initiative, referendum, or recall petition committee must file a Statement of Organization within three business days of first receiving a contribution or making an expenditure after filing a prospective petition with the appropriate filing officer, but no later than the date the petition is approved for circulation.

Where to File

All Statements of Organization and campaign finance transactions must be filed with the Elections Division.

A local jurisdiction (e.g., a city or county) may adopt ordinances that require a committee to also file campaign finance transactions with the local jurisdiction.

Candidates for federal offices do not file Statements of Organization or campaign finance activity with the Oregon Elections Division. They may need to report campaign finance activity with the Federal Elections Commission.

Filing a Statement of Organization

Refer to the ORESTAR User's Manual: Statement of Organization to file the Statement of Organization and campaign account information electronically.

If you are going to file paper forms, see "Instructions for Completing Forms" on page 69. Copies of the forms are included at the end of this manual. The forms and instructions may also be downloaded from the Elections Division's website.

www.oregonvotes.org

The completed forms can be printed, signed, and mailed, faxed, or hand-delivered to the Elections Division. An original paper Statement of Organization consists of one of the following three forms:

 Form SEL 220: Statement of Organization for Candidate Committee

 Form SEL 221: Statement of Organization for Political Action Committee

or

 Form SEL 222: Statement of Organization for Petition Committee

and must include:

 Form SEL 223: Campaign Account Information

Campaign Account Information

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

The following rules apply to setting up and maintaining the campaign account:

- The account must be established in a financial institution located in Oregon.
- The account must be maintained in the name of the committee.
- All expenditures made by the committee must be drawn from the campaign account and issued on a check or paid using a debit card or other form of electronic transmission. The treasurer, and candidate, if applicable, must be signers on the campaign account.



Petty cash funds are not allowed.

- Each contribution must be deposited into the campaign account not later than seven days after the date the contribution is received.
- The campaign account must not include any moneys other than contributions or other receipts received by the committee.

Amending Statement of Organization Information



Changes to the Statement of Organization

If any of the information on the Statement of Organization or any campaign account information changes, the change must be reported within 10 calendar days with the Elections Division. The amendment can be filed electronically using ORESTAR or by completing the paper forms.

When filing an amendment using the paper form, complete the entire form, not just the updated information. The amended form must be signed by the treasurer, and candidate, if applicable, and supersedes all previous filings.



A candidate must file an amended Statement of Organization to indicate they will be active in an election. Amending election activity information must be done no later than the date the candidate files a nominating petition, declaration of candidacy or certificate of nomination for that election.

Introduction (cont.)

Discontinuing a Committee

A committee may discontinue if the committee no longer intends to receive contributions or make expenditures, a zero balance is achieved, and there are no outstanding debts or obligations.

Any committee that has filed a Certificate of Limited Contributions and Expenditures for every calendar year since its original Statement of Organization was filed is not required to file contribution and expenditure transactions to discontinue, but must achieve a zero balance and have no outstanding debts or obligations when it is discontinued.

A committee having outstanding debts can achieve a zero balance by disclosing all debts (loans, personal expenditures, and accounts payable) as being repaid or forgiven.

Any remaining funds in the committee's campaign account may be:

- used to defray any expenses incurred in connection with the candidate's duties as a public office holder;
 - contributed to another committee;
 - contributed to any organization described in section 170(c) of Title 26 of the Internal Revenue Code or to any charitable organization defined in ORS 128.620;
- or
- used for any other lawful purpose.



Warning

Committee funds must not be converted to personal use by any individual.

Filing a Notice of Intent to Discontinue

Prior to discontinuing a committee's Statement of Organization and closing the committee's campaign account, a Notice of Intent to Discontinue must be filed with the Elections Division. The Notice may be filed before the committee files its final transactions to achieve a zero balance. It may be filed either electronically using ORESTAR or via paper by completing form SEL 224.

Refer to the ORESTAR User's Manual: Statement of Organization

See form SEL 224: Notice of Intent to Discontinue

Not later than 90 calendar days after the Notice is filed, the Elections Division will examine each transaction and notify the committee via e-mail of any outstanding violations of Oregon election law. If the committee has achieved a zero balance the Elections Division will include notification that the committee may discontinue and close its campaign account.

If additional transactions are filed after the Notice has been filed, the Elections Division has an additional 90 calendar days to examine the transactions and send the committee notification of any pending late or insufficient filings associated with the additional transactions. Notification is sent via e-mail with an attached Exam letter or Amendment Review Notification letter. If the committee has achieved a zero balance with the filing of the additional transactions, the Elections Division will include notification that the committee may discontinue and close its campaign account.

Completing the Discontinuation

Once a committee has filed a Notice of Intent to Discontinue and the committee has received approval to discontinue from the Elections Division, it can complete its discontinuation. This can be accomplished either by filing a paper Statement of Organization with the "Discontinuation" box checked, or by filing the discontinuation electronically using ORESTAR.

See the ORESTAR User's Manual: Statement of Organization for more information.

Filing Campaign Finance Transactions

General Information

This section discusses the requirements for filing contribution and expenditure transactions. The goal of Oregon campaign finance law is to provide full and accurate disclosure to the public in a timely manner. Reporting deadlines are set by statute and penalties may be imposed for late or insufficient reporting. After a transaction is saved in ORESTAR, you must also take steps to validate and file the transaction.



Validated transactions in ORESTAR are not automatically filed. Each transaction must be filed by the committee after it is validated.

Refer to the ORESTAR User's Manual: Transaction Filing for instructions on filing transactions.

Reporting Committee Transactions

A committee must maintain detailed records of all contributions and expenditures. If a committee expects to receive a total of more than \$3,000 or spend a total of more than \$3,000 for a calendar year, the committee must file all transactions electronically using ORESTAR.

Reporting Transaction Detail

For each transaction, detailed information about the contributor or payee must be disclosed to the public if the aggregate (total amount received from the same contributor or paid to the same payee) has exceeded \$100 in a calendar year (January 1 – December 31). The aggregate for a contributor includes transaction subtypes cash contribution, in-kind contribution, non-exempt loans, and all pledge types. The aggregate for a payee includes transaction subtypes account payable, cash expenditure, non-exempt loan payment, and personal expenditure for reimbursement.

If the aggregate is not exceeded, the transaction is disclosed as a miscellaneous transaction.

See "Calculating a Transaction's Calendar Year Aggregate" on page 44.

Filing Campaign Finance Transactions (cont.)

Certificate of Limited Contributions and Expenditures (PC 7)

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 (e.g., January 1, 2012 – December 31, 2012), the committee may file a Certificate of Limited Contributions and Expenditures. The committee may file the paper form PC 7, or file the Certificate electronically using ORESTAR.

A committee that files a Certificate is encouraged to enter its transactions into the committee's Private Workshop in ORESTAR so the system can calculate transaction totals to determine whether the committee has exceeded the \$3,000 threshold. If the threshold is exceeded, an e-mail will be sent notifying the committee that the Certificate threshold has been exceeded (i.e., the Certificate has expired) and that the transactions must be filed.



A committee that is required to report contributions during a legislative session may not file a Certificate of Limited Contributions and Expenditures.

When to File a Certificate of Limited Contributions and Expenditures

A Certificate must be filed not later than seven calendar days after receiving the first contribution or making the first expenditure in a calendar year. If a committee has already entered or filed transactions electronically in the calendar year, a certificate cannot be filed for that year. A Certificate must be filed prior to entering any transactions in ORESTAR.

What Happens if a Committee Exceeds the \$3,000 Threshold of the Certificate?

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 either the total contributions or total expenditures exceed \$3,000, the committee must file all transactions electronically using ORESTAR within seven calendar days after exceeding the \$3,000 threshold. All campaign finance transactions received or made by the committee on or after January 1 of that calendar year must be reported.

Reporting Deadlines

Oregon election law requires complete, accurate, and timely disclosure of contributions and expenditures by committees. The statutes designate specific deadlines for submitting transactions based on the date of an election and the date of the transaction; penalties may be imposed for late or insufficient reporting. Generally, a transaction is due not later than 30 calendar days after the date of the transaction, but there are certain time frames when a transaction is due no later than seven calendar days after the date of the transaction.

See “Schedule of Transaction Deadlines” on page 6 to determine when a transaction must be filed.



Warning

Criminal penalties may apply if a transaction verified as true by the treasurer or candidate is knowingly submitted with false information. See ORS 260.715(1) for more information.

Transaction Review by Elections Division

After the deadline for filing a transaction or after a transaction is filed, whichever is later, the Elections Division has 10 business days to review the transaction and determine whether the transaction includes all of the required information. If the Elections Division determines that a transaction is missing required information, the committee is notified of the insufficiency in an Exam letter sent via e-mail which provides a deadline to correct the identified insufficiencies. If the committee determines that a transaction needs to be corrected, the committee must take action to amend the transaction.

See “Examination of Transactions by the Elections Division (ORS 260.205)” on page 53.

Transaction Types

There are six transaction types that must be disclosed under campaign finance reporting requirements. The most common transaction types reported by committees are: Contribution/Pledge, Expenditure/Account Payable, Other Receipt, and Other Disbursement. There are also two other types, Other Account Receivable and Other, that may be used to report a transaction.

See the ORESTAR User's Manual: Transaction Filing for instructions on how to create, save, and file transactions in ORESTAR.

Moneys Received by the Committee

Contribution/Pledge

This section generally describes the term “contribution” under Oregon election law. Some moneys received by committees are not considered contributions. These are other receipts and are discussed in “Other Receipts” on page 23.



Each cash contribution or loan received by a committee must be deposited into the committee's campaign account not later than seven calendar days after the date the money is received.

Definition of Contribution

A contribution includes:

- the payment, loan, gift, forgiving of indebtedness, or furnishing without equivalent compensation or consideration, of money, services other than personal services for which no compensation is asked or given, supplies, equipment or any other thing of value:
 - for the purpose of influencing an election for public office or an election on a measure, or of reducing the debt of a candidate for nomination or election to public office or the debt of a political committee, or
 - to or on behalf of a candidate, political committee or measure;
- or
- any unfulfilled pledge, subscription, agreement or promise, whether or not legally enforceable, to make a contribution.

If a contribution is made for compensation or consideration of less than equivalent value, only the excess value of it is a contribution.

See “Fundraising Activities” on page 32 for more information.

Contributions Received by an Entity Other Than the Committee

If an individual or organization collects contributions on behalf of a candidate or committee, the contributions must be reported as being received from the person giving the contribution, not the collecting individual or organization. Violations may result in criminal penalties for making contributions in a false name. Any “person” engaging in this type of activity must deliver each contribution to the committee not later than seven business days after the contribution is received.



Contributions collected by an entity other than a committee, including connected organizations such as unions, associations, or online contribution services, are considered received by the committee once the contributions are in the physical custody of the committee or are electronically deposited in the committee’s campaign account, whichever is sooner.



Failure to deliver the contribution within the required seven business day deadline may result in the person meeting the definition of a political committee, which would require the formation of a political committee and the filing of all campaign finance transactions in ORESTAR. See ORS 260.044 for more information.

Collecting Contributions Online

A committee may use a web-based company to collect contributions. Each contribution must be deposited in the committee’s account within seven business days of its collection. The committee reports the entire amount contributed even if the company retains a percentage of the contribution for processing fees. Any amount retained for processing fees is a reportable expenditure.

Example

The committee receives a \$200 contribution electronically via PayPal. PayPal retains \$5 for processing the contribution. Even though only \$195 is deposited into the campaign account, the committee reports the \$200 contribution transaction and reports a \$5 expenditure transaction with PayPal as the payee.

Contribution/Pledge Subtype Review

Account Receivable Pledges (Pledge of Cash, Pledge of In-Kind, Pledge of Loan (Non-Exempt))

An account receivable pledge is an unfulfilled pledge, subscription, agreement, or promise, whether or not legally enforceable, to make a contribution. When a pledge is received, it is reported in the same manner as any other contribution.



Committees must provide all contributor information (i.e., name, address, and occupational information, if applicable) for any pledge of loan, regardless of the amount.

There is an exception to the requirement of reporting an account receivable pledge. If the contribution is received by the committee prior to the deadline to file the pledge, the pledge is not required to be filed.

Example

If a committee active at the 2012 Primary Election receives a pledge of cash on April 26, 2012, and the cash contribution is received on or before May 3, 2012 (the deadline to file the transaction), the committee is not required to file the pledge transaction. However, if the contribution is not received by May 3, 2012, the committee is required to file the pledge of cash no later than May 3, 2012, 11:59:00 pm.

Cash Contribution

A cash contribution includes cash, checks, or any legal instrument redeemable as currency, transmitted via physical or electronic means.

Transaction Types (cont.)

In-Kind Contribution

An in-kind contribution is a good or service, other than money, having monetary value. The value of this contribution is based on the fair market value of the good or service. Fair market value is the dollar amount one would expect to pay for the good or service.



When a previously reported account payable or personal expenditure for reimbursement is forgiven by the payee, a contribution transaction must be reported as an in-kind/forgiven account payable or in-kind/forgiven personal expenditure.

Loan Received (Non-Exempt)

A non-exempt loan is generally from a source other than a financial institution. All non-exempt loans received must be itemized, regardless of the amount. A committee must obtain the name and address of the lender holding the loan and the total amount of the loan; the terms of the loan, including the interest rate and repayment schedule must be disclosed when filing the transaction.



It is permissible to receive loans with an interest rate of zero and repayment schedule of "payable when funds available."

A non-exempt loan must be documented by written agreement. Outstanding loans must not be transferred to another committee.

Each endorser or guarantor of an exempt or non-exempt loan received is considered a contributor and must be reported, unless the endorser or guarantor is the candidate's spouse.

Prohibited Contributions

Anonymous Contributions



Warning

No committee shall accept anonymous contributions.

If a committee cannot identify a contributor, the contribution must be donated to an organization that can accept anonymous contributions. A committee is not required to report the receipt of the contribution if the committee has not deposited the contribution into the campaign account, and the contribution is disbursed within seven days of receipt.

If the committee has kept the anonymous contribution for more than seven days or has deposited it in the campaign account, the committee must disclose the receipt of the anonymous contribution as a cash contribution and report the donation of the contribution as a cash expenditure.

See the ORESTAR User's Manual: Transaction Filing for information on how to report an anonymous contribution.

Contributions in a False Name

It is a criminal offense to make a contribution relating to a candidate, measure, political committee, or petition committee in any name other than the person who provides the contribution (i.e., a contribution in a false name).

Likewise, it is illegal to knowingly receive a contribution in a false name or enter it into a committee's account.



Warning

A violation of contribution in a false name is a class C felony, punishable by up to five years imprisonment and/or a \$125,000 fine.

Foreign Nationals

Foreign nationals are prohibited by federal law from making political contributions to influence the election of any candidate. Only exclusive ballot measure committees may accept contributions from foreign nationals.

Foreign nationals include:

- individuals with foreign citizenship;
- immigrants not possessing a “green card;”
- foreign governments;
- foreign political parties;
- foreign corporations;
- foreign associations;
- and
- foreign partnerships.

**Contact the Federal Elections Commission
for more information.**



800 424 9530

www.fec.gov

Other Receipts

Definition of Other Receipt

An “other receipt” is money received by a committee that does not meet the definition of contribution but still is reportable.

Other Receipt Subtype Review

Interest/Investment Income

This subtype includes interest earned from bank accounts, proceeds earned from invested funds, and dividends earned on securities.

Items Sold at Fair Market Value

When a contributor receives a good or service in return for a portion of a contribution, such as dinner or a t-shirt, only the amount in excess of the fair market value of the item or service received is a contribution. The fair market value amount is a reportable other receipt.



Fair market value is the dollar amount one would expect to pay for the good or service.

Transaction Types (cont.)

Loan Received (Exempt)

Loans received (including a line of credit) from a financial institution are exempt if the loan meets all of the following conditions:

- bears the institution's usual and customary interest rate for the category of loan involved;
- is made on a basis that ensures repayment (see below);
- is evidenced by a written instrument;
- and
- is subject to a due date or amortization schedule.



Loan agreements must be preserved for at least two years after the loan transaction is filed, or until the loan is repaid, whichever is later.

The terms of the loan, including the interest rate and repayment schedule, must be disclosed. If a loan fails to meet any of the above conditions, it is a non-exempt loan and is reported as a contribution from the lending institution.

See “*Loan Received (Non-Exempt)*” on page 22.

Methods of Ensuring Repayment

A committee may use the following traditional methods of securing the loan:

- **Collateral:** A loan may be secured using assets of the candidate or committee, such as real estate, personal property, cash on deposit, certificates of deposit, or stocks. The fair market value of the assets must, on the date of the loan, equal or exceed the amount of the loan and any senior liens. The committee must ensure that the financial institution has established a “perfected security interest” in the collateral (i.e., the committee has taken steps to legally protect the institution's interest in the collateral in the event that the committee defaults on the loan);
- or
- **Endorsements or Guarantees:** An endorser or guarantor of an exempt loan is considered a contributor. However, if the committee is a candidate committee and the guarantor is the candidate's spouse, the spouse is not reported as a contributor.

Lost or Returned Check

This subtype is used when a check issued by the committee has not been cashed, the committee no longer expects it to be cashed, or the check is returned for insufficient funds.



If the committee issues a replacement check for one that has been lost or returned or for insufficient funds and the original check was disclosed using ORESTAR, the committee reports the replacement check as a cash expenditure.

Miscellaneous Other Receipts

Miscellaneous other receipts include payments to reduce a loan extended by the committee and moneys received that do not meet the definition of contribution.

Refunds and Rebates

This subtype includes a refund of a deposit, a rebate from a vendor, or a return of overpayment to a vendor. Refunds and rebates to committees must be offered in the ordinary course of business and on the same terms and conditions as those offered to nonpolitical entities.

Other Account Receivable

Definition of Other Account Receivable

Other Account Receivable is money that the committee expects to receive and is exempt from being considered a contribution. Miscellaneous Account Receivable is the only subtype used to report an Other Account Receivable. This subtype includes the receivable associated with a loan extended by a committee, or to report the fair market value of auction/fundraising proceeds that have not been collected.

Moneys Disbursed by the Committee

Expenditure/Account Payable

This section generally describes the term “expenditure” under Oregon election law. Some payments made by committees are not considered expenditures. These are other disbursements. See “Other Disbursements” on page 29.

All expenditures made by a committee must be drawn from the campaign account and either issued on a check signed by the candidate or treasurer of the committee, or by any other individual designated as a signer on the account, or paid using a committee credit card, debit card, or other form of electronic transmission. This does not prohibit a person from making a personal expenditure on behalf of the committee and receiving reimbursement from the campaign account.

Definition of Expenditure

An expenditure includes:

- payment or furnishing of money or any other thing of value;
 - incurring or repayment of indebtedness or obligation by or on behalf of a candidate, committee or person in consideration for any services, supplies, or equipment;
 - any other thing of value performed or furnished for any reason, including support of or opposition to a candidate, committee, or measure;
 - reducing the debt of a candidate for nomination or election to public office;
- or
- contributions made by a candidate or committee to or on behalf of any other candidate or committee.



Funds that are still part of the committee’s assets, such as funds transferred between checking and savings accounts or funds held for change at a fundraiser, are not considered expenditures.



A committee must not maintain a petty cash fund for making incidental expenditures. Expenditures in the form of currency are prohibited under ORS 260.054.

Transaction Types (cont.)

Expenditure/Account Payable Subtype Review

Account Payable

An account payable is an amount owed by the committee to a creditor for the purchase of goods or services, or the committee's pledge to make a contribution, whether or not legally enforceable.

There is an exception to the requirement of reporting an account payable. If the committee makes the expenditure to pay the payable prior to the deadline to file the payable, the account payable is not required to be reported.

Example

If a committee active at the 2012 Primary Election incurs an account payable on April 26, 2012, and the payable is paid on or before May 3, 2012 (the deadline to file the transaction), the committee is not required to file the payable and is only required to file the expenditure. However, if the payable is not paid by May 3, 2012, the committee is required to file the payable no later than May 3, 2012, 11:59:00 pm and then must file a separate transaction when the payable is paid.

Cash Expenditure

Cash expenditures are expenditures by the committee in the form of check, credit card, debit card, or other electronic transmission.

Loan Payment (Non-Exempt)

Non-exempt loan payments are any expenditures made to reduce an outstanding non-exempt loan balance. All non-exempt loan payments must be itemized regardless of the amount.

Personal Expenditure for Reimbursement

An expenditure by a person from the person's funds, made on behalf of a committee, is a personal expenditure for reimbursement if the person expects to be reimbursed. The expenditure made by the person is required to be reported, in addition to the transaction made to reimburse the person for the person's expenditure. The name of the person making the personal expenditure also is required to be disclosed when reporting a personal expenditure for reimbursement.

How to Report Expenditures Benefiting Multiple Committees

If a person or a committee makes an expenditure that is in support of, or in opposition to, more than one candidate or committee, the fair market value of that expenditure is apportioned among the benefiting candidates or committees as in-kind contributions.

Example: Booth at the Fair

A county central committee rents a booth at the county fair for \$120. During the fair, the committee distributes campaign materials for six candidates. The cost of the booth is reported by the central committee as subtype cash expenditure in the amount of \$120 to the county fair, with the in-kind expenditure information for each candidate, which includes the committee name and the amount apportioned to each candidate. In this case the amount apportioned to each candidate is one-sixth of the total cost. Each candidate reports an in-kind contribution of \$20 from the central committee.

Example: Fundraising Dinner

Jane Doe is a candidate for state senate and is holding a fundraiser for herself. Featured guests at the fundraiser are the two house candidates in her senate district from the same political party, Tom Jones and Fred Brown. Jane mails an invitational flyer to a district-wide list of potential supporters at a cost of \$500. Because both Tom and Fred are also on the ballot, Jane's invitation benefits their candidacies as well. Her \$500 expenditure is reported for each candidate which includes the committee name and amount apportioned to each candidate. In this case the amount apportioned to each candidate is \$125, as each of their districts is one-half the size of Jane's.

Prohibited Personal Use of a Committee's Campaign Funds

All committees are prohibited from using campaign funds for any person's personal use. "Personal" means any use of a committee's funds to fulfill a personal commitment, obligation, or expense that would exist irrespective of the campaign or duties as a public office holder, or duties involved with a political or petition committee.

Examples of prohibited personal use include, but are not limited to:

- the purchase of household food items or supplies;
- clothing, other than items of de minimis value used in the campaign (e.g., t-shirts or baseball caps with campaign logos on them);
- mortgage, rent, or utility payments for real or personal property that is owned by any individual and used for campaign purposes, to the extent the payments exceed the fair market value of the property usage;
- admission to a sporting event, concert, theater, or other form of entertainment, unless part of a specific campaign or office holder activity;
- dues, fees, or gratuities at a country club, health club, recreational facility, or vacation property, unless they are part of the costs of a specific fundraising event that takes place on the club's or facility's premises;
- dues to professional or civic organizations in which the membership is not integrally related to the candidate's election or duties as a public office holder or an individual's duties related to a political or petition committee;
- loans made to any individual for the individual's personal use;

- any judgment awarded under ORS 18.005, or any civil penalty imposed by an agency as defined in ORS 183.310, or imposed by a local government as defined in ORS 174.116.
 - any legal expense incurred in any civil, criminal or other legal proceeding or investigation that relates to, or arises from, the course and scope of the duties of a person as a candidate, public official, treasurer, chief petitioner, or director;
- or
- salary to a person, unless the person is providing bona fide services to the committee or the candidate's public office. Candidates must not pay themselves a salary or otherwise compensate themselves for lost income or for professional services rendered to their committees.



The committee must be reimbursed for any committee assets (e.g., computer, furniture, etc.) converted to personal use.



See "Allowable Legal Expenses" on page 28 for when it is acceptable to use committee funds to pay legal expenses and judgments.

Transaction Types (cont.)

Exceptions to the Personal Use Prohibition

Public Office Holder Expenses

A candidate who is an office holder may use campaign funds for expenses incurred as an office holder if directly related to an office holder's official duties, including:

- mileage for the office holder's personal vehicle (not exceeding current federal rate);
- service and fuel for a leased or purchased vehicle;



When reporting expenditures relating to vehicle usage, a claim may be made for either payment of mileage or expenses related to use of the vehicle (e.g., gas, maintenance), but not both.

- the purchase or lease of office equipment, supplies, or vehicles;
 - room rental for public meetings;
 - telephone expenses;
 - salary or expenses associated with employees performing official business;
 - gifts of nominal value and donations of a nominal amount made on a significant event such as a holiday, graduation, marriage, retirement, or death, unless made to a member of the candidate's family;
- or
- any other expenses incurred to perform the office holder's official duties.

If a governmental body or any other person later reimburses a campaign for a specific expenditure made from campaign funds, or for personal expenditures made by a person, the reimbursement must be deposited into the campaign account and reported as a miscellaneous other receipt. See "Miscellaneous Other Receipts" on page 24.

Allowable Legal Expenses

Committee funds may be used for legal expenses relating to a public official, a candidate for public office, the director or treasurer of any political committee, or the treasurer or chief petitioner of any petition committee in the following circumstances:

- legal expenses in connection with a legal proceeding under ORS Chapter 260 (Campaign Finance Regulation; Elections Offenses), except for a legal proceeding brought under ORS 260.407 and 260.409;
- or
- payment for any civil penalty imposed under ORS Chapter 260 (Campaign Finance Regulation; Elections Offenses), except for any penalty imposed for a violation of ORS 260.407 or 260.409.

Other Disbursements

Definition of Other Disbursement

An “other disbursement” is money spent by a committee that does not meet the definition of expenditure but is still reportable.

Other Disbursement Subtype Review

Loan Payment (Exempt)

This subtype is used to report a payment on the principal of an exempt loan. Any interest payment on an exempt loan is a reportable cash expenditure.

Nonpartisan Activity

Nonpartisan activity is used to report activity designed to encourage individuals to vote or to register to vote, regardless of party affiliation.

Return or Refund of Contribution

This subtype is used if a contribution is returned more than seven days after receipt or is deposited in the campaign account prior to the refund being issued.



Contributions received by the committee and returned to the contributor within seven days of receipt without being deposited in the campaign account are non-reportable.

A contribution received by a committee subject to reporting contributions received during a legislative session that is returned within two days of receipt without being deposited in the campaign account is also non-reportable.

Miscellaneous Other Disbursement

This subtype is used when the committee needs to record a transaction for either of the reasons listed below, or if the committee makes expenditures using campaign funds for a purpose that is not political and does not meet the definition of an expenditure.

Investment Loss

Miscellaneous Other Disbursement is used to report a loss on an investment.

Slate Cards and Sample Ballots

A state or local political party committee may prepare and distribute a slate card, sample ballot, or other printed list naming candidates for any public office.



If any committee other than a political party committee makes expenditures to produce slate cards and sample ballots, those transactions are reported as cash expenditures.

The preparation and distribution costs are reported as a Miscellaneous Other Disbursement by the political party committee if the list of candidates meets both of the following criteria:

- contains the names of at least three candidates running for election to any public office within the state;
- and
- is not distributed through public advertising such as broadcast media, newspapers, magazines, or billboards.

If the criteria are not met, the committee will report the transactions associated with the preparation and distribution of the candidate list as expenditures.

Transaction Types (cont.)

Other Transactions

Definition of Other Transactions

A committee uses transaction type Other when an account payable is no longer owed, a non-exempt loan is forgiven, a pledge is deemed uncollectible, or if the committee's campaign account balance does not match the cash balance reported in ORESTAR. Some of these transactions may require an association.

See the ORESTAR User's Manual: Transaction Filing for instructions on associating transactions.

Other Transactions Subtype Review

Account Payable Rescinded

A previously reported account payable that is no longer owed because the payable is disputed.

Cash Balance Adjustment

A transaction adjusting the committee's cash balance on its Account Summary.

Loan Forgiven (Non-Exempt)

A previously reported non-exempt loan received that is forgiven by the lender.

Uncollectible Pledge of Cash

A pledge of cash that is determined to be uncollectible.

Uncollectible Pledge of In-Kind

A pledge of an in-kind contribution that is determined to be uncollectible.

Uncollectible Pledge of Loan

A pledge of a non-exempt loan that is determined to be uncollectible.

Common Campaign Activities and Examples

Personal Expenditures

Non-committee funds spent (including charges on a non-committee credit card) on behalf of a committee are reportable.

- If the person making the personal expenditure does not want reimbursement, the expenditure is reported as an in-kind contribution from the person.

or

- If the person wants reimbursement for a personal expenditure two transactions must be filed:
 - The first transaction discloses where and when the person spent their personal funds. The transaction type is Expenditure/Account Payable and the transaction subtype is Personal Expenditure for Reimbursement.
 - The second transaction discloses the reimbursement to the person from committee funds. The transaction type is Expenditure/Account Payable and the transaction subtype is Cash Expenditure. The purpose of this transaction must always be the ORESTAR purpose Reimbursement for Personal Expenditure.

Example

Jane Smith, who is a volunteer working with a committee, goes to Costco on March 1, 2012, and writes a personal check for \$212.00 to purchase items for the committee's fundraiser. The committee writes check #200 from the campaign account to pay Jane back on March 10, 2012.

Jane's personal expenditure is reported as follows:

Transaction Date: **3/1/2012**

Transaction Type: **Expenditure/Account Payable**

Transaction Subtype: **Personal Expenditure for Reimbursement**

Payer of Personal Expenditure: **Jane Smith**

Contributor/Payee: **Costco**

Amount: **\$212.00**

Transaction Purpose(s): **Fundraising Event Expenses**

The committee's expenditure to reimburse Jane is reported as follows:

Transaction Date: **3/10/2012**

Transaction Type: **Expenditure/Account Payable**

Transaction Subtype: **Cash Expenditure**

Contributor/Payee: **Jane Smith**

Payment Method: **Check**

Check Number: **200**

Amount: **\$212.00**

Transaction Purpose(s): **Reimbursement for Personal Expenditure**



If a person is not reimbursed for reported personal expenditures and decides to "forgive" the amount owed, the transaction type is Contribution/Pledge, and the transaction subtype is In-Kind/ Forgiven Personal Expenditures.

Transaction Types (cont.)

Mileage

Expenditures made to pay a person for mileage are reported as subtype Cash Expenditure and transaction purpose Travel Expenses. The transaction is required to also include “Mileage” in the Description field. Mileage is not reported as a personal expenditure for reimbursement.



When reporting expenditures relating to vehicle usage, a claim may be made for either payment of mileage or expenses related to use of the vehicle (e.g., gas, maintenance), but not both.

Reporting Credit/Debit Card Transactions

If a committee uses a credit or debit card issued to the committee for any expenditure, the committee must report the charge as transaction type Expenditure/Account Payable and subtype Cash Expenditure. The payee is the business paid with the credit/debit card, not the credit card company. The date of the transaction is the date the credit/debit card was used, not the date of the credit card or debit card statement or the date payment is made to the credit card company.



The committee does not report any payments made directly to the credit card company. Any credit card fees or late payment penalties are reportable expenditure transactions.

Fundraising Activities

If a contributor attends a fundraising event and receives goods or services, such as a dinner or a t-shirt, only the amount in excess of the fair market value is a contribution. The committee should determine the fair market value of the goods or services received by the contributor and report that amount as an Other Receipt.



Moneys received on a single day which qualify as fair market value receipts may be totaled and reported as one transaction.

The amount in excess of the fair market value is considered a contribution and is reported as subtype Cash Contribution. The committee shall inform the contributor of the amount considered a cash contribution for Oregon income tax credit purposes.

Example

If a contributor pays \$50 to attend a fundraising dinner and the value of the dinner is \$20, only \$30 of the payment for the dinner is reported as a contribution. The \$20 for the dinner is reported as transaction type Other Receipt because it is not considered a contribution.

All expenses incurred in holding the fundraising event are reportable transaction subtypes Cash Expenditure, Personal Expenditure for Reimbursement, or Account Payable.

Fundraiser When Tickets are Sold through a Third Party

A committee may sell tickets to a fundraising event utilizing a business vendor such as Ticketmaster. If the cost of the ticket is more than the fair market value of the event, the committee must ensure that the contributor information is collected. If the aggregate amount of contributions from the contributor exceeds \$100 for the calendar year, the contributor information (name, address, and occupational information) must be disclosed. Any fee or commission retained by the vendor is a reportable expenditure.

Example

A committee holds a concert as a fundraising event. The ticket cost is \$250; the fair market value is \$100. The vendor retains a 5% handling fee (\$12.50).

There are three transactions to report:

- Transaction Type: **Contribution/Pledge**
Transaction Subtype: **Cash Contribution**
Amount: **\$150.00**
- Transaction Type: **Other Receipt**
Transaction Subtype: **Items Sold at Fair Market Value**
Amount: **\$100.00**
- Transaction Type: **Expenditure/Account Payable**
Transaction Subtype: **Cash Expenditure**
Amount: **\$12.50**

Auctions

A committee may conduct an auction as a fundraising activity. Items or services donated for the auction are reported as in-kind contributions. The amount of the in-kind is based on the fair market value of the item or service. The amount of the winning bid, up to the fair market value, is reported as transaction type Other Receipt and subtype Items Sold at Fair Market Value. Any amount paid that exceeds the fair market value of the item is reported as a Cash Contribution.

Example

On February 2, 2012, Jane Smith donates three nights at her beach house to the committee's silent auction. The fair market value is \$450.00.

The In-Kind Contribution transaction is reported as follows:

Transaction Date: **2/2/2012**

Transaction Type: **Contribution/Pledge**

Transaction Subtype: **In-Kind Contribution**

Contributor/Payee: **Jane Smith** (address and occupational information is required because the aggregate contributions from Jane have exceeded \$100 for 2012)

Amount: **\$450.00**

Transaction Purpose(s): **Fundraising Event Expenses**

Tom Johnson's winning bid of \$750 is reported by creating two transactions: a Cash Contribution transaction in the amount of \$300 and an Items Sold at Fair Market Value transaction in the amount of \$450.

The Cash Contribution transaction is reported as follows:

Transaction Date: **The date the committee receives the money from Tom, typically the date of the auction**

Transaction Type: **Contribution/Pledge**

Transaction Subtype: **Cash Contribution**

Contributor/Payee: **Tom Johnson** (address and occupational information is required because the aggregate contributions from Tom have exceeded \$100)

Amount: **\$300.00**

The Items Sold at Fair Market Value transaction is reported as follows:

Transaction Date: **The date the committee receives the money from Tom, typically the date of the auction**

Transaction Type: **Other Receipt**

Transaction Subtype: **Items Sold at Fair Market Value**

Contributor/Payee: *This is not a required field when reporting Items Sold at Fair Market Value*

Amount: **\$450.00**

Transaction Types (cont.)

Fundraising Dinners

A committee may organize a fundraising dinner with an established cost per person.

Money received to attend the dinner (up to the fair market value) is reported as transaction type Other Receipt, subtype Items Sold at Fair Market Value. Any amount paid that exceeds the fair market value of the dinner is reported as a Cash Contribution.

If the cost of the dinner is paid by the committee, the costs are reported as transaction type Expenditure/Account Payable, subtype Cash Expenditure. If the dinner is donated to the committee at no cost, the cost of the dinner is reported as transaction type Contribution/Pledge, subtype In-Kind Contribution.

Raffles

The Department of Justice regulates licensing for raffles. For licensing requirements and procedures, contact the Department of Justice, Charitable Activities Section.

See "Information Sources" on page 80 for contact information.

Money collected from the sale of raffle tickets is reported as transaction type Other Receipt and subtype Items Sold at Fair Market Value, assuming that each raffle ticket is sold for the fair market value of the prize or less. Any amount paid for a raffle ticket that exceeds the prize's fair market value is reported as transaction type Contribution Pledge, subtype Cash Contribution.

If the raffle prize is donated to the campaign, the prize is reported as an In-Kind Contribution. If the prize is purchased with campaign funds, the purchase of the prize is reported as transaction type Expenditure/Account Payable, subtype Cash Expenditure.

Fundraising Cautions

Two common campaign activities that potentially involve “undue influence” and thus may violate election law (ORS 260.665) are:

- giving something of value to a voter;
- and
- providing refreshments at a political gathering.

Giving Something of Value

Oregon election law, with some exceptions, prohibits giving something of value for no charge with the intent of influencing how a person votes or other political activity. Campaign buttons, bumper stickers, posters, brochures, doorknob hangers, and campaign literature have no use or value independent of a political campaign. These items may be given away at no charge.

Items of very nominal value may be given away for free during a political campaign. The item must be customarily and readily available to the public without any charge by businesses in the electoral district in which the distribution is planned.

Generally, allowable items, clearly imprinted with the candidate or political committee name and campaign information, include very inexpensive types of:

- balloons
- bookmarks
- calendars (such as plastic or magnetic)
- emery boards
- fans (paper or plastic)
- flags (novelty with campaign information)
- ink pens
- litterbags (paper or plastic)
- matchbooks
- pencils
- penny candy (such as that thrown at a parade)
- refrigerator magnets or “mini-magnets”
- rulers (small wood or plastic)
- shopping bags (paper or plastic)

The distribution of these types of items is not undue influence, if the committee ensures:

- very small quantities of an item are given to any one person;
- the distribution of the item is incidental to the political activity;
- the distribution is not publicized;
- and
- an item of minimal value does not contain a connected offering for something of value.

The following items must not be given away for free:

- calculators
- flashlights
- frisbees
- hats
- postage stamps
- toys
- t-shirts

If an item does not meet all the standards of the allowable items, the campaign must charge at least the cost of the item. Contact the Elections Division prior to the free distribution of an item not noted above.

Providing Refreshments at a Political Gathering

Incidental refreshments (e.g., coffee, tea, and cookies), may be served at a political gathering at no charge.



Free food or refreshments cannot be the featured attraction to induce people to attend a political event.

If more food is being served than what would be conservatively defined as incidental to the event, there must be a charge equivalent to at least the actual cost of the food or refreshments.

Transaction Types (cont.)

Non-Reportable Activities

There are some activities that are exempt from the definitions of contribution and expenditure, and are not required to be reported. They are:

Publications and Television or Radio Commentaries

News stories, commentaries, and editorials distributed through the facilities of a broadcasting station, newspaper, magazine, or other periodical publication are not considered contributions unless the facility is owned by a political committee. A publication must be published at regular intervals with consistent circulation.

Any expenditures made by a broadcasting station, newspaper, magazine, or other periodical publication to facilitate a debate or forum where a candidate or committee representative is invited to be a participant are not reportable.

However, if a special publication is produced and the purpose is to support or oppose a candidate, measure, political party, political committee, or petition committee, any expenses associated with producing the publication are either expenditures or contributions, and must be reported unless the publication qualifies as an independent expenditure.

If the expenditure is “independent,” it is reported by the publisher on the Statement of Independent Expenditures form (PC 10). This includes payment to an entity for the publication that is then inserted into another publication for dissemination to the public, either for purchase or given away free of charge.

Volunteer Activities

Generally, volunteer activities are non-reportable. An individual may volunteer personal services to a committee without making a contribution as long as the individual is not compensated by anyone for the services.

Corporate and Labor Membership Organization Communications

Corporations, labor organizations, and membership organizations may communicate with members, shareholders, or employees without such activity being considered a contribution, as long as the labor or membership organization or corporation is not organized primarily for the purpose of influencing an election.

Receptions

An individual may volunteer to hold a reception or coffee for a political committee. Costs incurred by the individual who is using his or her residence, including a community room associated with the residence, for invitations, food, and beverages provided at the reception are not reportable expenses.

If more food is being served than what would be defined as incidental, there must be a charge equivalent to at least the actual cost of the food or refreshments. Free food or refreshments cannot be the featured attraction to induce people to attend the reception.

Legal and Accounting Services

Legal and accounting services provided free to a political committee are not reportable if:

- the services are provided solely for the purpose of helping the campaign comply with ORS Chapter 260 (Campaign Finance Regulations, Election Offenses);
- and
- the person paying the individual performing the service is the regular employer of the individual performing the service.

Unreimbursed Travel Expenses

Unreimbursed travel expenses incurred by an individual, including a candidate, made on behalf of a political committee are not reportable. An individual working on a political committee's campaign (including a candidate, a paid staff member, or a volunteer) may voluntarily use the individual's own funds to pay for transportation expenses without making a contribution.

If a person provides travel services free of charge to a political committee and the person does not travel with or on behalf of the committee, the activity is reported as an in-kind contribution. If the person expects to be reimbursed, the activity is reported as a personal expenditure for reimbursement.

Vendor Discounts on Food and Beverages

A vendor of food or beverages may sell food or beverages to a political committee campaign at a discounted rate. The discount is not a reportable in-kind contribution as long as the amount charged is at least equal to the vendor's cost for the food or beverage.

Use of Internet Services

Generally, electronic transmissions have no intrinsic monetary value. Sending e-mail messages, creating or maintaining a website, or adding links on an existing webpage are not considered in-kind contributions or independent expenditures by a person performing the e-mail distributions or working the websites.

Therefore, if the effort to produce a website, or to transmit an e-mail, even to a large list of recipients, is provided by an unpaid volunteer, and no money is spent to add hardware, software, hosting fees, domain registration or internet access, or to acquire an e-mail list, there is no reportable contribution.

If, however, an unpaid volunteer makes expenditures to provide the service (e.g., produce a website or distribute an e-mail), including wages or other payment to an individual or firm, those costs are reportable in-kind contributions. If the committee makes expenditures to produce a website or transmit an e-mail, those are reportable expenditures.

Transfer of Funds to Earn Interest

Transfers of funds between checking and savings accounts or for investment purposes are non-reportable because the funds remain part of the committee's assets.

Return or Refund of Contributions

Contributions received by the committee and returned to the contributor within seven days of receipt without being deposited in the campaign account are non-reportable.

A contribution received by a committee subject to reporting contributions received during a legislative session that is returned within two days of receipt without being deposited in the campaign account also is non-reportable.

Change for a Fundraiser

The withdrawal of money and the deposit of the money back to the committee's account for the purpose of making change at a fundraiser are non-reportable.

Using ORESTAR to File Transactions

The following describes and defines information that must be disclosed when adding a particular transaction type/subtype in ORESTAR.

Refer to the ORESTAR User's Manual: Transaction Filing for instructions on filing transactions.

ORESTAR Data Fields

For each transaction, the following fields are available for filing a transaction: Transaction Date, Transaction Type, Transaction Subtype, Payer of Personal Expenditure, Contributor/Payee, Payment Method, Check Number, Amount, Calendar Year Aggregate, Interest Rate, Repayment Schedule, Description, Occupation Letter Date, Notes, Transaction Purpose(s), Transaction Association, Co-signer Obligation, and In-Kind or Independent Expenditure Information.

Transaction Date

The information below describes what date to report for a transaction, based on the transaction type or subtype.

Contribution/Pledge

Cash Contribution or Loan Received (Non-Exempt)

The date the contribution or loan was received in the committee's physical custody.



It is not the date the check was written, the postmark on the envelope, the date the contribution was placed in the recipient's post office box, or the date the contribution was deposited in the committee's campaign account.

If the contribution is received by Electronic Funds Transfer (EFT), the transaction date is the date the contribution is credited to the committee's account.

In-Kind Contribution

The date the committee first has knowledge of the in-kind contribution, the forgiven account payable, or the forgiven personal expenditure.

Pledge

The date the cash contribution, in-kind contribution, or loan is pledged to the committee.

Other Receipts

Interest/Investment Income

The date that the committee receives the statement reporting the amount of interest earned or investment income.

Items Sold at Fair Market Value

The date funds are received for the item sold at fair market value.

Lost or Returned Check

The date the committee orders a stop payment on the check, the date the committee reissues a replacement check, or the date the committee no longer expects the check to be cashed, whichever occurs first.

Loan Received (Exempt)

The date the loan is received in the committee's physical custody.

Miscellaneous Other Receipt

The date the miscellaneous other receipt is received in the committee's physical custody.

Refunds and Rebates

The date the refund of an expenditure or rebate is received in the committee's physical custody.

Other Account Receivable

Miscellaneous Account Receivable

The date the committee makes an expenditure for a loan, or the date of the auction to report the fair market value of auction/fundraising proceeds that have not yet been collected.

Expenditure/Account Payable

Cash Expenditure or Loan Payment (Non-Exempt)

The date written on the check, the date an electronic check is issued, or the date the committee's credit or debit card is used.



It is not the date of the credit card statement or the date of payment to the credit card company.

- Bank Service Charge: The transaction date is the date the committee receives the statement reporting the service charge amount.
- Electronic Funds Transfer (EFT): If the expenditure is made by EFT, the transaction date is the date the expenditure is withdrawn from the committee's account.



It is not the date the committee receives the bank statement that reports the amount of the electronic funds transfer.

Personal Expenditure for Reimbursement

The date a person makes an expenditure (by cash, check, credit card, debit card, etc.) from personal funds on behalf of the committee and expects repayment in the future.

Account Payable

The date an order for goods or services is placed, even if an invoice is not received, or the date of a pledge to make a contribution.

Other Disbursement

The transaction date for an Other Disbursement is the date written on the check, the date the committee's credit or debit card is used, or the date of the EFT.

The date for reporting a loss on an investment is the date the committee receives the statement reporting the loss.

Other Transaction Type

Account Payable Rescinded

The date the committee determines that the payable is disputed and no longer owed.

Loan Forgiven (Non-Exempt)

The date the loan is forgiven or paid by another person.

Uncollectible Pledge of Cash, In-Kind, Loan

The date the committee determines the pledge is not collectible.

Cash Balance Adjustment

The date the committee determines the committee's campaign account balance does not match the cash balance as reported on the committee's Account Summary in ORESTAR.

Transaction Type

A committee must choose a transaction type when creating each transaction.

Transaction Subtype

The transaction subtype choices that display in ORESTAR when creating a transaction are based on the transaction type that has been selected.

Payer of Personal Expenditure

The name of the person that makes an expenditure from the person's funds on behalf of the committee and wants reimbursement.

Using ORESTAR to File Transactions (cont.)

Contributor/Payee

This field discloses the person who is the source of money, goods, or services received by the committee, or to whom the committee is making an expenditure. This field is not required when reporting Interest/Investment Income, Items Sold at Fair Market Value, Nonpartisan Activity, or a Cash Balance Adjustment. The information that populates this field is based on the Address Book entry for the transaction.

See “ORESTAR Address Book” on page 46 and the ORESTAR User’s Manual: Transaction Filing for the instructions for completing an Address Book entry.

Contribution/Pledge

The full name of the person making the contribution or pledge to the committee.

The person signing the check is considered the contributor unless the signer is the trustee of a trust, or is the accountant for, or is otherwise exercising power of attorney for, the actual contributor.

However, if contributors specify that one check represents two or more contributions from a jointly-held checking account (e.g., in the memo bar of the check or by separate letter), a separate transaction is entered for each contributor.

Expenditure/Account Payable

The name to whom payment is made or owed.

If the committee uses a credit or debit card issued in the committee name, the payee is the business or individual accepting the card as payment.

See “Reporting Credit/Debit Card Transactions” on page 32 for reporting credit or debit card purchases.

When reporting a personal expenditure for reimbursement, the payee is the business or individual receiving the personal funds.

When reporting the payment to reimburse a person for personal expenditure the payee is the individual receiving reimbursement.

See “Personal Expenditures” on page 31 for more information.

If a committee uses a payroll processing business (e.g., Paychex) to process its payroll, the committee reports the name of the payroll company as the payee.

Other Receipt

The name of the source of the Other Receipt is required for transaction subtypes Loan Received (Exempt), Miscellaneous Other Receipt, Lost or Returned Check, and Refunds and Rebates. It is optional for Interest/Investment Income and Items Sold at Fair Market Value.

Other Disbursement

The name of the payee is required for transaction subtypes Loan Payment (Exempt), Miscellaneous Other Disbursement, or Return or Refund of Contribution. It is optional for Nonpartisan Activity.

Other Accounts Receivable

The name of the person from whom the committee expects to receive money.

Payment Method

A payment method must be indicated for transaction subtype Cash Expenditure and Loan Payment (Non-Exempt). The following payment methods are available: Check, Credit Card, Debit Card, Electronic Check, and Electronic Funds Transfer.

Check Number

The number of the check issued by the committee. Do not enter a check number unless the payment method is Check or Electronic Check and the transaction subtype is Cash Expenditure or Loan Payment (Non-Exempt). Do not report voided checks.

Amount

The amount of the transaction. The amount for an Account Payable transaction can be an estimate or “price quote.” If the amount billed or invoiced is different from the amount reported as an account payable, do not amend the amount of the account payable transaction.

Calendar Year Aggregate

This field is required if a committee has opted out of the ORESTAR system-calculated aggregate function and applies only to transaction types Contribution/Pledge and Expenditure/Account Payable.

See “Calculating a Transaction’s Calendar Year Aggregate” on page 44 for more information.

Interest Rate

This field is required when disclosing transaction subtypes Loan Received (Non-Exempt), Loan Received (Exempt), or Cash Expenditure when the transaction purpose is Loan Extended. If there is no interest rate attached to the loan, enter “0” (zero).

Repayment Schedule

This field is required when disclosing transaction subtypes Loan Received (Non-Exempt), Loan Received (Exempt), or Cash Expenditure when the transaction purpose is Loan Extended. If there is no repayment schedule, indicate “payable when funds available.”

Description

This field is used to enter a detailed description of the transaction purpose.

It must be completed if any of the following pre-defined transaction purposes are used: General Operational Expenses, Public Office Holder Expenses, or Travel Expenses.

See “Transaction Purpose(s)” on page 42 for more information.

Occupation Letter Date

Complete this field if a letter is sent requesting a contributor’s occupational information.

See “Address and Occupational Information for a Contribution” on page 47 for more information.

Notes

This field is used to record additional information about a transaction. Do not use this field for information that is required to be in the Description field.

If a committee amends an In-Kind Contribution received from another committee after the due date for the transaction, the recipient committee must include information in the transaction’s Notes field to explain why the transaction is being amended.

Using ORESTAR to File Transactions (cont.)

Transaction Purpose(s)

Each Expenditure/Account Payable and In-Kind Contribution transaction must have a Transaction Purpose, unless a purpose is provided in the Description field. Multiple transaction purposes may be used except when reimbursing a person for personal expenditures. The following transaction purposes available are:

Broadcast Advertising

Expenditures made to an agent or directly to a radio or TV station for advertising.

Cash Contributions

Contributions made to other committees or organizations.

Fundraising Event Expenses

Expenditures associated with holding a fundraiser, including payments to restaurants, hotels, caterers, other food and refreshment vendors, entertainers, and speakers.

General Operational Expenses

General campaign operating expenses, including filing fees, bank service charges, purchase or rental of office equipment and furniture for the campaign, and office supplies. When this purpose is used, a committee must also provide additional purpose information in the Description field (e.g., office supplies, furniture).

Interest Payment

Interest paid to a financial institution or other lender for a loan.

Literature, Brochures, Printing

Expenditures for the preparation and production of campaign literature and printed solicitations, including expenditures for mailing lists, design, photography, copy, layout, printing, and reproduction.

Loan Extended

An expenditure made by a committee that is a loan to another individual, committee, or organization. The interest rate and repayment schedule must be disclosed.

Management Services

Includes fees and commissions paid to campaign management companies, agents, and campaign consultants.

Newspaper and Other Periodical Advertising

Expenditures made to an agent or directly to a newspaper or other periodical for advertising.

Other Advertising

Expenditures associated with the production and purchase of advertising (e.g., billboards, yard signs, voters' pamphlets, websites, and campaign materials).

Petition Circulators

Payments made to individuals for collection of signatures on a petition or to an agent that pays petition circulators.

Postage

Expenditures for stamps, postage, United Parcel Service, Federal Express, and direct mail services.

Preparation and Production of Advertising

Payments associated with the preparation or production of advertising.

Public Office Holder Expense

Expenditures associated with allowable public office holder expenses such as gifts of nominal value, conference registration fees, membership dues, constituent services, staff wages, office rent, mileage, gas, and travel. When this purpose is used, a committee must also provide additional purpose information in the Description field.

Reimbursement for Personal Expenditures

Payments made to a person for reimbursement of a personal expenditure made on behalf of the committee. The personal expenditure made by the person must be reported as a separate transaction.

See "Personal Expenditures" on page 31 for more information.

Surveys and Polls

Expenditures associated with surveys and polls, including reports on election trends, voter surveys, telemarketing, and telephone banks.

See OAR 165-012-0050 for reporting the contribution of poll results.

Travel Expenses

Expenditures associated with travel. When this purpose is used, a committee must also provide additional purpose information in the Description field (e.g., lodging, airfare, meals, gas, mileage).

Utilities

Expenditures for utilities (e.g., telephone, internet access, electricity).

Wages, Salaries, Benefits

Expenditures associated with campaign staffing, including wages, employment taxes, insurance, and payments to temporary employment agencies.

Transaction Association

An associated transaction is a transaction that is connected to, or dependent upon, another transaction that has previously been entered in ORESTAR. For example, a cash expenditure that is a partial or full payment of a previously entered account payable transaction must be associated to reduce the outstanding account payable balance on the committee's Account Summary.

See the ORESTAR User's Manual: Transaction Filing for detailed instructions about which transactions may need to be associated and how to complete a transaction association.

Co-Signer Obligation

Each endorser or guarantor of an exempt or non-exempt loan received is considered a contributor and must be reported, unless the guarantor is the candidate's spouse.

See the ORESTAR User's Manual: Transaction Filing for detailed instructions about completing the co-signer obligation information when entering a transaction.

In-Kind or Independent Expenditure Information

An expenditure that is an in-kind contribution to another candidate or committee, or an independent expenditure supporting or opposing a candidate or measure, must:

- be identified as either an in-kind expenditure or independent expenditure;
- identify the candidate(s) or committee(s) supported or opposed by the expenditure; and
- include the amount apportioned to each candidate or committee.

See the ORESTAR User's Manual: Transaction Filing for detailed instructions about completing the in-kind or independent expenditure information.

Filing Transactions

After a transaction is entered and saved, you must also take steps to validate and file the transaction.

Refer to the ORESTAR User's Manual: Transaction Filing for instructions on validating and filing transactions after they have been entered and saved in the committee's Private Workshop.

Using ORESTAR to File Transactions (cont.)

Calculating a Transaction's Calendar Year Aggregate

The calendar year aggregate is the total amount of contributions received from one contributor or the total expenditures paid to the same payee during a calendar year (January 1 – December 31). When the calendar year aggregate for a contributor or payee exceeds \$100, the committee must disclose in detail the contributor (name, address, and occupational information) or payee information (e.g., name, address).

Committees that choose to allow ORESTAR to track and calculate the calendar year aggregate totals for contributors and payees must enter every contribution and expenditure. ORESTAR determines whether the contribution or expenditure should be disclosed in detail or included in the appropriate “miscellaneous \$100 and under” category. It automatically populates the calendar year aggregate for the contributor or payee on each transaction.

Opting Out of the System Calculated Aggregate

A committee can “opt out” of the system-calculated aggregates, but if a committee chooses to “opt out,” the committee is required to enter a calendar year aggregate amount on each transaction if the aggregate for that contributor/payee exceeds \$100.

The calendar year aggregate for a contributor includes cash contributions, non-exempt loans received, co-signer obligations (except obligations of the candidate's spouse), in-kind contributions, and account receivable pledges. The calendar year aggregate does not include outstanding loans or unfulfilled pledges carried over from a prior calendar year. The amount of a non-exempt loan received or co-signer obligation is part of the contributor's calendar year aggregate until the loan is repaid in full.

The calendar year aggregate for a payee must include accounts payable, cash expenditures, non-exempt loan payments, and personal expenditures for reimbursement.

Detailed contributor or payee information is not disclosed until the aggregate contributions from a single contributor or aggregate expenditures to a single payee exceed \$100 in a calendar year.



If a committee “opts out” of the system-calculated aggregate for a calendar year, it may not “opt in” until the next calendar year. If a committee chooses to opt back in to the system the following year, it must do so prior to entering any transactions in ORESTAR for the new calendar year.

See the ORESTAR User's Manual: Transaction Filing for information on opting out of the system-calculated aggregate.

A committee that “opts out” of the ORESTAR system-calculated aggregate or uses software other than ORESTAR to generate transactions must ensure that the data accurately report all contributor/payee information for:

- Any contribution over \$100. Also, for those contributors whose aggregate contributions to the committee have exceeded \$100 in the calendar year, the committee must disclose in detail (i.e., name, address, and occupational information) all contributions (including those of \$100 or less) from that date forward;
 - Any expenditure over \$100. Also, for those payees whose aggregate expenditures received from the committee have exceeded \$100 in the calendar year, the committee must disclose in detail (i.e., name, address) all expenditures (including those of \$100 or less) from that date forward;
- and
- Any non-exempt loan received or non-exempt loan payment, regardless of the amount.

All contributions from contributors and expenditures made to payees whose aggregate has not exceeded \$100 for the calendar year must be combined and listed in the appropriate miscellaneous category, based on the transaction subtype and transaction date. Miscellaneous contribution and expenditure category totals must be calculated on a daily basis.

Example: Calculating Expenditure Aggregates

For a committee active in the 2012 Primary Election:

On January 8, 2012, the committee makes a \$50 cash expenditure, and at the same time makes a credit card purchase for \$25 to the same payee, making the payee's calendar year aggregate \$75.

The \$75 must be included in "miscellaneous cash expenditures \$100 and under" amount for January 8, 2012, and must be filed electronically no later than February 7, 2012.

On February 23, 2012, the committee makes another \$50 cash expenditure to the same payee, making the payee's calendar year aggregate \$125. This \$50 expenditure transaction must be disclosed in detail (because the aggregate for the payee has exceeded \$100 in the calendar year) and filed electronically no later than March 24, 2012.

Example: Calculating Contribution Aggregates

For a committee active in the 2012 Primary Election:

On January 8, 2012, individual A makes a \$50 cash contribution and at the same time makes an in-kind contribution valued at \$25 to the same committee, making the contributor's calendar year aggregate \$75.

The \$50 must be included in "miscellaneous cash contributions \$100 and under" amount and the \$25 must be included in "miscellaneous in-kind contributions \$100 and under" amount for January 8, 2012, and must be filed electronically no later than February 7, 2012.

On February 23, 2012, individual A makes another \$50 cash contribution to the same committee, making the contributor's calendar year aggregate \$125. This \$50 contribution transaction must be disclosed in detail (because the aggregate for the contributor has exceeded \$100 in the calendar year) and filed electronically no later than March 24, 2012.

On April 15, 2012, individual A makes a cash pledge of \$100 to the same committee, making the contributor's calendar year aggregate \$225. The \$100 contribution transaction must be disclosed in detail (because the aggregate for the contributor has exceeded \$100 in the calendar year) and filed electronically no later than April 23, 2012. (The 7th calendar day after the transaction date is April 22, 2012, but because it is a Sunday the deadline is the next business day.)

Using ORESTAR to File Transactions (cont.)

ORESTAR Address Book

ORESTAR has an Address Book which stores information about each contributor and payee associated with a committee. The committee must create a single Address Book entry for each person. Political or petition committees registered with the Oregon Elections Division are automatically populated in each committee's Address Book. The entry includes the person's name and address. The occupational information is also required if the entry is associated with an individual.

An Address Book type is required for each transaction, except for transaction subtypes Interest/Investment Income, Items Sold at Fair Market Value, Nonpartisan Activity, or Cash Balance Adjustment.



A committee must create only one entry in the committee's ORESTAR Address Book. If a person is both a contributor and payee, only one entry is created.

See the ORESTAR User's Manual: Transaction Filing for detailed information in creating, saving and editing Address Book entries.

Address Book Type

For each Address Book entry a type must be selected.

Business Entity

Includes for-profit and professional corporations, cooperatives, partnerships, limited liability companies, sole proprietorships, and governmental entities.

Candidate's Immediate Family

Includes the candidate, the candidate's spouse and any child, parent, grandparent, brother, half-brother, sister, or half-sister of the candidate, and the spouses of such persons, but does not include family members of the candidate's spouse.

Individual

Labor Organization

Other

Includes clubs, associations, nonprofit corporations, tribal organizations, and trusts.

Political Committee

Committees filed in the State of Oregon or any other jurisdiction, including candidate committees, petition committees, and political action committees.

Political Party Committee

A committee established by a major or minor political party in Oregon, including county central committees.

Name

The name for an Address Book record is determined by the designated Address Book type.

See the ORESTAR User's Manual: Transaction Filing for specific instructions on how to select a committee name from the display list.



Do not use acronyms in place of the full name of the contributor or payee unless the acronym is the registered business name of the contributor or payee.

Address and Occupational Information for a Contributor

Address of Contributor

The address includes street number and name or post office box, city, state, and zip code. For individual contributors, address means the place where the individual receives correspondence (e.g., personal residence, post office box, or place of employment). For a contributor with a foreign address the address must include the street address, city/province/region, country, and postal code.

Occupation

Oregon election law requires occupational information for each individual contributor. Occupation is the nature of the individual's primary job or business. Indicate "Not-Employed" for individuals such as students, retired people, and volunteers. If the individual is self-employed, indicate "Self-Employed." The occupation must indicate the type of business (e.g., real estate broker, cosmetics salesperson). Titles, industry names, or other generic descriptors that do not convey the nature of the work performed are not sufficient.

Employer

Employer's name and address is the company's legal name and the physical location address by city and state. Do not use acronyms unless the registered name of the employer includes the acronym. Employer information is not required for an individual who is self-employed or not employed.

Obtaining Missing or Insufficient Occupational Information

If a committee receives a contribution that does not identify both components of the contributor's occupational information, the committee must send a letter or e-mail to the contributor within seven days after receiving the contribution asking the contributor to provide this information.



A separate letter or e-mail must be sent for each transaction in which the occupational information is not submitted.

If a contribution transaction must be filed before the occupational information is received, documentation showing the occupational information was requested within seven days of receipt of the contribution is required. Documentation consists of both of the following:

- reporting the date the letter was mailed or e-mailed to the contributor;
- and
- retaining a copy of the dated letter addressed or e-mail sent to the contributor as part of the committee's records.

See "*Retention of Records*" on page 53.

Address for a Payee

The payee's address is the city and state where the payee is located, or county if the payee is not located in a city. For payee in a foreign country, the address is the city/province/region, and country.

Using ORESTAR to File Transactions (cont.)

Transaction Filing Deadlines

General Information for Filing Transactions

If a committee is not eligible to file a Certificate of Limited Contributions and Expenditures, all transactions must be reported on a continuous basis, with each transaction having its own filing deadline. ORESTAR automatically calculates transaction due dates. A transaction is due no later than 11:59:00 pm on the day of the deadline to file a transaction. In addition, there are some specific reporting deadlines for contributions received during a legislative session and for petition committee transactions.

Generally, a transaction is due no later than 30 calendar days after the date of the transaction, but there are certain time frames when a transaction is due no later than seven calendar days after the date of the transaction.

Refer to pages 6–9 for the “Schedules of Transaction Deadlines.”

See page 49 for “Petition Committee Filing Deadlines” and page 51 for “Initial Assets.”

Active in an Election

A political committee is active in an election when it solicits contributions or makes expenditures to support or oppose a candidate or measure printed on the ballot for that election or files a Statement of Organization designating activity at the election. This includes candidate committees where the candidate’s name is not printed on the ballot.



All committees are considered active for a primary or general election unless the committee indicates it will not be active at the election. For a special election, a committee must amend its Statement of Organization to indicate that it will be active at the election.

A political committee is also considered active in an election if it:

- makes an expenditure to a measure committee and the recipient measure committee’s current Statement of Organization indicates that it is supporting or opposing a measure;
 - makes an expenditure to a candidate committee and the recipient candidate committee’s current Statement of Organization designates activity at the election;
 - makes an expenditure that is identified as an in-kind contribution benefiting a candidate or measure committee, and the candidate or measure committee’s current Statement of Organization designates activity at the election;
- or
- makes an expenditure and identifies it as an independent expenditure supporting or opposing a candidate or measure active at the election.

Additionally, if a candidate or measure committee reports the receipt of a contribution from another committee and the candidate or measure committee’s current Statement of Organization indicates activity at an election, the contributing committee is considered active at the election.

For committees active in an election, transactions that occur between the 42nd day before the election through Election Day are due no later than seven calendar days after the date of the transaction. Transactions that occur prior to the 42nd day before the election are due 30 days after the transaction date. However, if a transaction occurs prior to the 42nd day before the election and has not been filed by the 43rd day before the election, the transaction is due by the 35th day before the election.

How does a committee indicate that it is not active at the primary or general election?

If a committee is not active, the committee must access the election activity log in the committee’s Private Workshop in ORESTAR and indicate the committee is not active.

See the ORESTAR User’s Manual: Statement of Organization for instructions on inactivating a committee for an election.

Contributions Received During Legislative Session

There is a separate and distinct deadline to file any contribution (cash, in-kind, pledge, or non-exempt loan of any amount) received during a legislative session by:

- a legislative or statewide official, or a candidate for a legislative or statewide office at a future election;
- the Governor, Governor-elect, and any candidate for Governor at a future election;
- or
- a controlled committee (controlled by an individual subject to legislative reporting), or a legislative caucus committee.

“Statewide official” includes Secretary of State or Secretary of State-elect, State Treasurer or State Treasurer-elect, Attorney General or Attorney General-elect, and the Commissioner of the Bureau of Labor and Industries or the Commissioner-elect of the Bureau of Labor and Industries. This filing requirement also applies to the Governor, Governor-elect, and any candidate for Governor at a future election.

Contributions that are returned or refunded to the contributor within two business days, without being deposited into the campaign account, are not required to be reported.



A committee subject to these reporting requirements may not file a Certificate of Limited Contributions and Expenditures.

Legislative Session Reporting Deadlines

Contributions received from January 1 to adjournment (Sine Die) during an annual session, and during any special session of the Legislative Assembly must be filed according to the legislative session reporting deadlines.



Annual Legislative Session

Contributions received January 1 through the day before the regular legislative session begins are due no later than 11:59:00 pm of the second business day after the first day of the session. Contributions received on or after the first day of session are due no later than the second business day following the date the contribution is received.

Special Legislative Session

Contributions received during any special session of the Legislative Assembly are due no later than 11:59:00 pm of the second business day following the date the contribution is received.

For the Governor, Governor-elect or any candidate for Governor at a future election, the two-day reporting schedule does not end at Sine Die; two-day reporting continues until 30 business days after adjournment of a annual legislative session. This extension does not apply to a special legislative session.

Petition Committee Filing Deadlines

This section of the manual describes the transaction filing deadlines for initiative, recall, and referendum petition committees and Statement of Organization filing requirements if the petition qualifies for the ballot.

Using ORESTAR to File Transactions (cont.)

Initiative Petition Committee Transaction Filing Deadlines

Generally, a transaction is due not later than 30 calendar days after its occurrence. However, in an even-numbered year, a transaction is due not later than 11:59:00 pm seven calendar days after the transaction's occurrence during three specific time frames:

- the 42nd day before the date of the primary election and ending on the date of the primary election
- the 42nd day before the date that is four months prior to the general election and ending on the date four months before the general election
- the 42nd day before the date of the general election and ending on the date of the general election

If a transaction occurs prior to the 42nd day before the election and has not been filed by the 43rd day before the election, the transaction is due by the 35th day before the election.

See the "Initiative Petition Committees for Calendar Year 2012" on page 8.

Recall and Referendum Petition Committee Transaction Filing Deadlines

For a recall petition committee, a transaction is due not later than seven days after its occurrence beginning on the date the completed prospective petition is filed with the filing officer and ending on the deadline for submitting signatures for verification.

For a referendum petition committee, a transaction is due not later than seven calendar days after its occurrence beginning on the date the petition committee timely files its Statement of Organization with the Elections Division and ending on the deadline for submitting signatures for verification.

Beginning on the day after the deadline for submitting signatures, a transaction is due not later than 30 calendar days after its occurrence. All transactions must be filed electronically and are due no later than 11:59:00 pm on the deadline for filing the transaction.

Filing Requirements if a Petition Qualifies to the Ballot

If the filing officer determines that a sufficient number of signatures have been submitted to qualify the petition for the ballot, and the petitioner intends to be active at the election, a political committee must be formed. The petitioner must complete paper forms Statement of Organization for Political Action Committee (SEL 221) and Campaign Account Information (SEL 223) or file the information electronically using ORESTAR.

Refer to the appropriate election date in the "Schedule of Transaction Deadlines" on pages 6-7.

If a recall committee is formed to support a recall, a transaction is always due not later than the 7th calendar day after its occurrence through the date of the election.

Initial Assets

A committee is considered as having “initial assets” if it has money on hand at the time it files its original Statement of Organization.

Generally, an individual, a combination of individuals, or a person other than an individual, may not receive a contribution or make an expenditure for the purpose of supporting or opposing a candidate, petition, or measure until filing a Statement of Organization. Therefore, a newly-formed committee will ordinarily have no initial assets.

However, groups in the four specific circumstances listed below are not prohibited from receiving contributions or making expenditures before filing an original Statement of Organization, as long as the group keeps records of all transactions occurring prior to the filing of the Statement of Organization and are prepared to file those transactions. Initial asset transactions are all types of transactions, including any accounts receivable and accounts payable that are still outstanding at the time the Statement of Organization is filed.



The deadline to file initial asset transactions is the same as the deadline to file the first transaction that occurs after the original Statement of Organization is filed, assuming that the Statement of Organization is filed timely. Refer to the appropriate Schedule of Transaction Filing Deadlines or contact the Elections Division to determine the deadline for filing initial asset transactions.

The requirement to disclose and file initial asset transactions applies to the following groups:

A chief petitioner of an initiative, referendum, or recall petition that has not filed the prospective petition. The treasurer or chief petitioner must file the Statement of Organization to create a petition committee not later than three business days after receiving the first contribution or making the first expenditure after the prospective petition is filed. Any transactions that occurred before the Statement of Organization was filed must be filed in ORESTAR as initial assets.

Persons, other than a chief petitioner, supporting or opposing petition drives. The treasurer must file a Statement of Organization not later than three business days after receiving the first contribution or making the first expenditure after the petition qualifies as a measure and has been certified to the ballot. Any transactions that occurred before the Statement of Organization was filed must be filed in ORESTAR as initial assets.

Persons supporting or opposing a measure that has been referred by a governing body but the notice of measure election has not been filed with the county or a recall that has not qualified to the ballot. The treasurer must file the Statement of Organization not later than three business days after receiving the first contribution or making the first expenditure after the measure or recall is certified to the ballot. Any transactions that occurred before the Statement of Organization was filed must be filed in ORESTAR as initial assets.

A candidate that does not expect to receive or spend more than \$750 to support his or her candidacy in a calendar year. If the candidate exceeds the \$750 threshold, he or she must file a Statement of Organization not later than three business days after exceeding the threshold. Any transactions that occurred before the Statement of Organization was filed must be filed in ORESTAR as initial assets.

Example

A committee's Statement of Organization designating support of a measure on the May 15, 2012 election is filed on February 2, 2012 (the same day the measure is certified to the ballot.) At the time of filing the Statement of Organization, the committee had \$500 on hand (initial assets). The first transaction that occurred after February 2 is a contribution received on February 5. Because the transaction date is on or before March 3, the February 5 contribution must be filed not later than 30 days after February 5, which in this case is March 6.

Because the committee had money on hand when it filed its original Statement of Organization it must file all its initial asset transactions, i.e., all transactions that occurred prior to February 2. All the initial asset transactions must be filed no later than March 6, the same deadline for filing the first transaction that occurred after the original Statement of Organization.

Enforcement Procedures and Civil Penalties

Enforcement Procedures and Civil Penalties

The following are enforcement actions for transactions that are not submitted by the deadline or for campaign finance activities that do not comply with ORS Chapter 260.



Warning

Criminal penalties may apply if a transaction verified as true by the treasurer or candidate is knowingly submitted with false information.

See ORS 260.715(1) for additional information.

Inspection of Accounts and Retention of Records (ORS 260.055)

Inspection of Accounts of Contributions and Expenditures

Accounts kept by a committee may be inspected under reasonable circumstances at any time before the election to which the accounts refer or during the period of retention by any candidate or treasurer of any committee active in the same electoral contest. The right of inspection may be enforced by writ of mandamus issued by any court of competent jurisdiction. The Elections Division and other elections filing officers have no role in these requests made by candidates or treasurers.



Oregon election law requires all accounts of contributions and expenditures to be current not later than the seventh day after the contribution is received or expenditure is made. Failure to do so may subject the committee to civil penalties.

Retention of Records

Committees must preserve and retain supporting documentation for each transaction required to be filed or for transactions occurring when a committee has filed a Certificate of Limited Contributions and Expenditures. Documentation must be kept for at least two years after the date the transaction is filed, or if a committee has filed a Certificate, two years after the date of the transaction. Documentation consists of:

- copies of all contribution checks, money orders, credit card, and electronic transfers (including the use of online or web-based collection of contributions), and all documentation regarding contributors;
- copies of all correspondence relating to the campaign's activity;
- currency and coin count sheets or copies of bank deposit tickets which show cash deposits;
- original receipts and invoices for all expenditures, including personal expenditures for reimbursement;
- copies of all checks issued on the committee's dedicated campaign account, including cancelled and voided checks;
- statements and records of all investments and investment accounts held by the committee;
- payroll records and tax reports;
- electronic transaction documents;
- and
- a copy of any letter or e-mail sent to a contributor requesting occupational information.

Additionally:

- Bank statements must be retained for at least two years after the date the statement is issued by the financial institution.
- A written loan agreement must be retained for at least two years after the loan transaction is filed or until the loan is repaid, whichever is later.



In addition to the records mentioned above, the chief petitioners of any state initiative or referendum petition who compensate petition circulators, either directly or indirectly (through an agent), are also required to maintain detailed accounts.

See OAR 165-014-0100 for additional information.

Examination of Transactions by the Elections Division (ORS 260.205)

After the deadline for submitting a transaction or after a transaction is filed, whichever is later, the Elections Division has 10 business days to review the transaction and determine whether the transaction includes all the information required by law.

The treasurer, candidate, alternate transaction filer, and the correspondence recipient are sent an Exam letter via e-mail that either indicates the transaction is sufficient or identifies any of the transaction's insufficiencies that need to be corrected. An Exam letter must be completed and e-mailed not later than the 10 business day review deadline. The Exam letter includes a deadline for providing amendments to correct any insufficient information. The deadline is 14 business days from the date of the Exam letter or the due date for a transaction, whichever is later. A committee should check e-mail or the ORESTAR Documents tab for Exam letters on a regular basis.

Enforcement Procedures and Civil Penalties (cont.)

Amending Transactions

A transaction may be amended by filing an amendment to the transaction in ORESTAR. An amended transaction may be filed at any time. An amended transaction must be filed if some element of the previously filed transaction is inaccurate.

If the committee is notified on an Exam letter that a transaction is insufficient, the candidate, treasurer, or alternate transaction filer must file an amended transaction to correct any insufficiency. If the amended transaction is filed by the deadline provided in the Exam letter, and the insufficiency is corrected, the transaction will be considered sufficient and no penalty is assessed. If the committee believes that the transaction is sufficient the Elections Division should be contacted via a phone call or in writing explaining why the transaction is sufficient.

See ORESTAR User's Manual: Transaction Filing for instructions on how to file amended transactions.



If the candidate or treasurer fails to provide the information requested in the Exam letter by the amendment deadline, the committee may be subject to a civil penalty.

Not later than 90 days after an amended transaction is filed, the Elections Division will examine the amended transaction and send an Amendment Review Notification letter to the candidate, treasurer, alternate transaction filer, and correspondence recipient. If an amended transaction is filed and is insufficient, that transaction may be subject to a civil penalty.

Exam and Amendment Review Notification letters are sent using the e-mail addresses provided by the candidate, treasurer, alternate transaction filer, and correspondence recipient on the committee's current Statement of Organization.



If the e-mail (with the attached Exam or Amendment Review Notification letter) is returned as undeliverable for any reason, such as the e-mail address has not been updated in the Statement of Organization, or the user has a spam blocker protecting the address which results in non-delivery of the e-mail, or any other reason outside of the Elections Division's control, the committee may be found in violation for filing an insufficient transaction.

Complaints Regarding Late or Insufficient Transactions (ORS 260.205)

Any elector may file with the Elections Division a complaint that a transaction is insufficient or that a person has failed to file a transaction. The complaint should state the reasons for believing that a transaction is late or insufficient and any documentation to support the allegation. The complaint must be in writing and filed no later than 90 calendar days after the date the relevant transaction is filed or should have been filed, whichever is later. Anonymous complaints will not be investigated.

Review of Documentation for Committees (ORS 260.215)

The Elections Division performs “spot check” transaction reviews twice during each calendar year. The twice yearly review applies to contribution and expenditure transactions filed during the months of January through June and July through December. The Elections Division randomly selects 10% of committees with transactions filed during the six-month period, and then randomly selects and reviews 1% of the transactions filed by each committee selected during that time frame. At least one and not more than 10 transactions must be reviewed for each committee undergoing a spot check.

The Elections Division will send the committee a Spot Check Review letter identifying the transactions that have been randomly selected and providing a deadline to submit the documentation. The following types of documentation are required to be submitted if requested:

For transaction type Contribution/Pledge, the following rules apply:

- for a cash contribution, a copy of the front of a contributor’s check or money order, or record of credit card charge or electronic funds transfer;
- for a loan received (even if from the candidate), the written loan agreement, including terms of loan (i.e., interest rate and repayment schedule);
- for an in-kind contribution, the notice from the contributor or documentation from the committee indicating the date of the in-kind contribution, and the value of item donated or nature of expenditure made on behalf of the committee;
- for missing occupational information, the letter or e-mail sent to the contributor requesting occupational information.

For transaction type Expenditure/Account Payable, the following rules apply:

- for a cash expenditure,
 - If payment method is check, a copy of the front of the check
 - If payment method is credit card, a copy of the credit card receipt
 - If payment method is debit card, a copy of the debit card receipt
 - If payment method is electronic check or electronic funds transfer, a copy of the bank statement disclosing the date the funds were debited from the committee’s account and the payee’s name, or a statement/invoice from the vendor disclosing the date debited from account;
- for a loan extended, in addition to the applicable documentation listed above, a copy of the written loan agreement, including terms of loan (i.e., interest rate and repayment schedule);
- for an expenditure for wages, a copy of the committee check, or electronic check stub, credit card receipt, or electronic transfer record by which expenditure was made (such as a copy of the invoice issued by the payroll company, reporting the date the money was withdrawn, and if that is not available, a copy of the bank statement that reports the date the money was withdrawn);
- for an account payable, a copy of the invoice, contract, or confirmation of order;
- for subtype personal expenditure for reimbursement, a copy of the invoice, receipt, copy of front of personal check, or cash receipt, itemized credit/debit card receipt or bank/credit card statement indicating the payee’s name, amount, and date of expenditure.

Enforcement Procedures and Civil Penalties (cont.)

After the deadline to provide the documentation, the Elections Division will review the documentation to determine whether it is sufficient. If any of the documentation is insufficient (e.g., the committee fails to provide the documentation or the documentation does not match the corresponding data elements of the transaction), the Elections Division will send a Spot Check Documentation Second Request letter identifying which transactions lack sufficient documentation or which transactions may need to be amended because an element of the transaction (e.g., the date, payee/contributor name, or amount of the transaction) does not match the documentation. The second letter will provide a deadline to file sufficient documentation or to amend the transaction, whichever is applicable.



The committee may be subject to a civil penalty for filing documentation after the deadline stated in the Spot Check Documentation Second Request letter or for filing an amendment to the transaction after the transaction due date.

See *OAR 165-013-0010* for more information on *Spot Check Review*.

Subpoena Authority (ORS 260.218)

The Elections Division, in reviewing contribution and expenditure transactions, may issue subpoenas to compel the committee to produce records, documents, books, papers, memoranda, or other information necessary to determine the sufficiency of transactions filed.

If a person fails to comply with a subpoena, a judge of the circuit court of any county shall, on application of the Elections Division, compel obedience by proceedings for contempt as in the case of disobedience of the requirements of a subpoena issued from the circuit court.

Court Proceedings to Compel Filing of Correct Statements (ORS 260.225)

The Secretary of State, an elections filing officer, or an elector may file a petition in the circuit court to compel committees to file contribution and expenditure transactions. The petition must be filed in the circuit court for the county in which the principal office of the appropriate elections filing officer is located.

If the court determines that the petition filed is frivolous or the court does not compel the filing of any transaction, the candidate, treasurer, or person against whom the petition was filed is entitled to recover reasonable attorney fees for trial and appeal expenses.

Civil Penalties for Failure to File Timely or Sufficient Transactions (ORS 260.232)

The Secretary of State may impose civil penalties for failure to file a timely or sufficient transaction, Certificate of Limited Contributions and Expenditures, or Statement of Independent Expenditures.

The maximum penalty that may be imposed by statute is 10% of the amount of each late or insufficient transaction. The Secretary of State has established penalty matrices that are used to calculate penalties for late and insufficient transactions. The penalty calculation is based on the amount of the transaction and how many business days the transaction was submitted late.

See the *"Hearing Procedures"* on pages 59 and *"Penalty Matrix"* on pages 65-68.

Complaints Regarding Other Election Law Violations (ORS 260.345)

Any elector may file a written complaint with the Elections Division alleging that a violation of an election law or rule adopted by the Secretary of State has occurred. The complaint should state the reason for believing that the violation occurred and provide evidence relating to it. The complaint must be filed no later than 90 calendar days after the election at which the violation is alleged to have occurred or 90 calendar days after the violation itself is alleged to have occurred, whichever is later. Anonymous complaints will not be investigated.

Contributions in False Name (ORS 260.402)

It is a criminal offense to make a contribution relating to a candidate, measure, political committee, or petition committee in any name other than the person who provides the contribution (i.e., a contribution in a false name).

Likewise, it is illegal to knowingly receive a contribution in a false name or enter it into a committee's account.



Warning

A violation of contribution in a false name is a class C felony, punishable by up to five years imprisonment and/or a \$125,000 fine.

Prohibited Personal Use of Campaign Funds (ORS 260.407)

Campaign funds may not be converted to any person's personal use. The Secretary of State may impose a penalty of \$1,000 for each infraction of personal use, plus the amount converted to personal use. Campaign funds may not be used to pay any penalty imposed for personal use of campaign funds.

Campaign Funds May Not be Used to Pay a Candidate for Professional Services (ORS 260.409)

A candidate committee may not use campaign funds to make expenditures to or on behalf of a candidate for the rendering of professional services by the candidate.

Enforcement Procedures and Civil Penalties (cont.)

Civil Penalties for Other Campaign Finance Violations (ORS 260.995)

The Secretary of State may impose civil penalties for certain campaign finance offenses in addition to late or insufficient reports. Other campaign finance offenses include:

- failure to file a Statement of Organization within three business days of receiving a contribution or making an expenditure;
 - failure to file an amended Statement of Organization within 10 days of a change in information;
 - failure to establish a dedicated campaign account within three business days of receiving a contribution or making an expenditure;
 - converting campaign funds to any person's personal use;
- and
- using a candidate committee's campaign funds to compensate the candidate for professional services performed by the candidate.

The maximum penalty for each violation of these offenses is \$250, except for personal use of campaign funds by a person which carries a penalty of \$1,000, plus the amount of funds wrongfully converted. Campaign funds may not be used to pay any penalty assessed for a violation of personal use of campaign funds or a violation for using campaign funds to pay a candidate for professional services.

See "Prohibited Personal Use of a Committee's Campaign Funds" on page 27 for additional information.

Refer to OAR 165-013-0010 for specific penalties and procedures.

Legislative Assembly Not Subject to Civil Process During Session (Article IV, §9, Oregon Constitution)

Article IV, Section 9 of the Oregon Constitution provides that State Senators and State Representatives shall not be subject to any civil process during any session of the Legislative Assembly. Therefore, members of the Legislative Assembly do not receive notices of proposed civil penalty during a legislative session. Notices are sent to legislators after final adjournment (Sine Die).

Hearing Procedures

Hearing Procedures for Penalty Cases (ORS 260.232)

If the Secretary of State determines that a committee is in violation of Oregon election law, the treasurer, and candidate, if applicable, is sent a Notice of Proposed Civil Penalty (proposed penalty notice) that informs them of the potential penalty and provides an opportunity to request a hearing if there is a mitigating circumstance that directly caused the late or insufficient filing.

See “Mitigating Circumstances” on page 63 for a list of the mitigating circumstances that may be considered in reducing or waiving a civil penalty.

The notice is sent by regular mail to the committee treasurer and correspondence recipient. In the case of a candidate committee, it is sent to the candidate with a copy mailed to the treasurer and correspondence recipient.

Late and insufficient violations will be processed by calendar month. Each case for a given month will include late violations (transactions that are filed late in that particular month) and insufficient violations (transactions that are not sufficiently corrected by the exam response due date in that particular month).

Example

A transaction is due on April 15, 2012. The transaction is not filed until May 1, 2012. This violation will be part of the May cases.

A transaction is identified as insufficient on an Exam letter, with a response due date of May 10, 2012. The transaction is not corrected until June 15, 2012, this violation will also be part of the May cases.

If the total calculated penalty for a case is less than \$50, a proposed penalty notice will not be issued and there will be no violation found.

Responding to Proposed Penalty Notice

When a person receives a proposed penalty notice, he or she can either:

- choose to pay the penalty;
- or
- contest the charges by either submitting notarized testimony, or requesting an in-person or telephone hearing with an administrative law judge.



A hearing request can be filed only by the person subject to the civil penalty, or an attorney representing the person.

If the committee does not contest the penalty, the Elections Division will issue a default final order imposing the civil penalty.

If the committee chooses to pay the penalty:

- Payment can be submitted by check made payable to the Secretary of State or paid by credit card over the phone.
- Payment may be mailed to the Elections Division, at any time after the proposed penalty notice is issued, but must be received not later than 60 calendar days after the default final order is issued.
- If necessary, the person may contact the Elections Division to discuss payment plan options.

Enforcement Procedures and Civil Penalties (cont.)

To submit notarized testimony to contest the penalty the following must occur:

- The person must submit a signed Hearing Request Form and an answer to the violations; the request and answer must be received by the Elections Division not later than 20 calendar days after the service date on the proposed penalty notice.
- The answer must include an admission or denial of each factual matter alleged in the proposed penalty notice.

A worksheet is available on the back of the Hearing Request Form and may be used to complete the answer. You may make additional copies of the form if necessary.

- The answer must identify any mitigating circumstance that applies and indicate specifically what facts or transactions the mitigating circumstance applies to.

If the person has evidence of a mitigating circumstance, or other relevant evidence, this can be submitted with the answer as exhibits.

Except for good cause shown to the administrative law judge, factual matters alleged in the proposed penalty notice and not denied in the answer will be deemed admitted by the party.

- The answer and any additional response must be notarized by a commissioned Notary Public and constitutes notarized testimony.
- The testimony may be mailed, faxed, or attached to an email to the Elections Division.

To request an in-person or telephone hearing to contest the penalty the following must occur:

- The person must submit a signed Hearing Request Form and an answer to the violations; the request and answer must be received by the Elections Division not later than 20 calendar days after the service date on the proposed penalty notice.
- The person must choose whether they want the hearing by telephone or in-person on the Hearing Request Form, and sign where indicated.

A worksheet is available on the back of the Hearing Request Form and may be used to complete the answer. You may make additional copies of the form if necessary.

- The answer must include an admission or denial of each factual matter alleged in the proposed penalty notice.
- The answer must identify any mitigating circumstance that applies and indicate specifically what facts or transactions the mitigating circumstance applies to.

If the person has evidence of a mitigating circumstance, or other relevant evidence, this can be submitted with the answer as exhibits.

Except for good cause shown to the administrative law judge, factual matters alleged in the penalty notice and not denied in the answer will be deemed admitted by the party.

- The Hearing Request form and answer may be mailed, faxed or attached to an email to the Elections Division.

Contested Case Process

If a person submits the Hearing Request Form and answer, the hearing will be conducted by an administrative law judge with the Office of Administrative Hearings by following the Notarized Testimony Process or the In-Person or Telephone Hearing Process.

Notarized Testimony Process

If the person has timely submitted the signed Hearing Request Form designating the submission of notarized testimony, the Elections Division will refer the case and forward the person's notarized testimony to the Office of Administrative Hearings. If the person submits notarized testimony in lieu of requesting an in person or telephone hearing, the person is waiving their right to an in-person or telephone hearing.

When the Elections Division Submits Testimony

The Elections Division may submit notarized testimony and any exhibits to the Office of Administrative Hearings and to the individual who submitted the notarized testimony. The Elections Division's notarized testimony will be sent via e-mail to the e-mail address provided on the Hearing Request Form. The Elections Division may mail its notarized testimony to the party's last known mailing address if the party's e-mail address is unknown or the e-mail is returned as undeliverable.

Opportunity for Rebuttal Testimony

The person may, but is not required to, respond to the Elections Division's testimony by submitting notarized rebuttal testimony. The rebuttal testimony is limited to issues raised in the person's original testimony and the Elections Division's testimony. The rebuttal testimony must be received not later than five business days from the date of service of the Division's testimony (i.e., the date the testimony was e-mailed or mailed). The notarized testimony "hearing" is deemed closed the day after the deadline for the person to submit rebuttal testimony.

In-Person or Telephone Hearing Process

If the person has timely submitted the signed Hearing Request Form designating an in-person or telephone hearing, the Elections Division will refer the hearing request, including the party's answer and Hearing Request Form, to the Office of Administrative Hearings.

Scheduling a Hearing

The Office of Administrative Hearings will schedule a hearing not later than 45 calendar days after the deadline for requesting a hearing. A 15 calendar-day extension may be granted if requested in writing by the person subject to the civil penalty. The Office of Administrative Hearings will send a Notice of Hearing to the parties scheduling the hearing.

Submitting Exhibits

Not less than five business days prior to the commencement of the hearing, each party, including the Elections Division, must deliver copies of the exhibits it intends to offer into evidence at the hearing. Exhibits must be delivered to the administrative law judge, all parties, and the Elections Division. Delivery of the exhibits may be accomplished by any of the following means, or by other means of similar nature: hand delivery, first class or certified mail, fax, professional delivery service, or e-mailed in a PDF format to elec-hearings@sos.state.or.us. Nothing precludes any party from seeking to introduce documentary evidence in addition to evidence described above during a telephone or in-person hearing. The administrative law judge shall receive such evidence, subject to the applicable rules of evidence, only if inclusion of the evidence in the record is necessary to conduct a full and fair hearing.

Enforcement Procedures and Civil Penalties (cont.)

Conduct of In-Person or Telephone Hearing

If the hearing is in-person, it will be held in a hearing room at the Office of Administrative Hearings in Salem. If the hearing is by telephone, the parties will call the phone number provided in the Notice of Hearing sent by the Office of Administrative Hearings. The hearing will be presided over by an administrative law judge. The administrative law judge will describe the hearing process at the beginning of each hearing. The parties will then be given the opportunity to give opening statements, present and examine witnesses, and give closing statements.



If the party that requested the hearing does not appear within 15 minutes of the time set for a hearing, the administrative law judge will declare the party in default unless the party gives notice of a reason for the inability to appear at the designated time and requests and receives a continuance.

Opportunity to Opt Out of In-Person or Telephone Hearing

A person that requests an in-person or telephone hearing may decide that he or she does not want to appear at the hearing, but still wants to contest the penalty. The person may submit notarized testimony and other evidence for entry into the hearing record before the administrative law judge in lieu of attending the in-person or telephone hearing. The Elections Division must receive the testimony no later than three business days before the day of the scheduled hearing.

The Elections Division may also submit notarized testimony. The Elections Division testimony must be received by the Office of Administrative Hearings not later than 5:00 pm on the scheduled date of the hearing. If the Elections Division fails to submit notarized testimony, the Elections Division exhibits become part of the case file and may establish the basis for liability.

This process is separate and distinct from the Notarized Testimony Process discussed above and applies only when a party requests an in-person or telephone hearing and later decides not to appear at the hearing and instead chooses to provide notarized testimony and evidence.

Proposed and Final Orders

Proposed Order

Not later than 30 calendar days after the hearing is closed, the Office of Administrative Hearings sends the administrative law judge's proposed order to the treasurer, candidate, and the Elections Division. The administrative law judge's proposed order will provide a deadline to file written exceptions to the proposed order. If the Elections Division chooses to amend the proposed order issued by the administrative law judge, the Elections Division will send an amended proposed order to the treasurer, candidate, and correspondence recipient, which will provide a deadline to file written exceptions to the amended proposed order.

Final Order

After reviewing and considering the written exceptions, if any, the Elections Division will issue a final order no later than 90 calendar days after the hearing is closed. If the final order imposes a civil penalty, the party has 60 calendar days to pay the penalty or file an appeal. If necessary, the person may contact the Elections Division to establish a payment plan.

Judicial Review of a Final Order or Default Final Order

After the issuance of a final order or default final order, a candidate or treasurer is entitled to judicial review of the order. Judicial review may be obtained by filing a petition for review with the Oregon Court of Appeals within 60 calendar days of the service date of the order.

Mitigating Circumstances

If a hearing is requested and testimony is provided regarding mitigating circumstances that caused the late or insufficient filing, the administrative law judge and the Secretary of State may consider reducing, in whole or in part, the civil penalty, based on the facts presented by the testimony.

The only mitigating circumstances that may be considered in a late or insufficient filing case are:

- The lateness or insufficiency of a transaction is the direct result of clearly-established fraud, embezzlement, or other criminal activity against the committee, committee treasurer, or candidate, as determined in a criminal or civil action in a court of law or independently corroborated by a report of a law enforcement agency or insurer, or the sworn testimony or affidavit of an accountant or bookkeeper or the person who actually engaged in the criminal activity. This mitigating circumstance is not available to the candidate or treasurer who was the perpetrator of the wrongdoing described above.

If the criminal or civil action in a court of law results in a monetary judgment (including restitution) in favor of the candidate or committee treasurer, the Elections Division civil penalty must be paid if the judgment is collected.

- The lateness or insufficiency of a transaction is the direct result of fire, flood, utility failure, or other calamitous event, resulting in physical destruction of, or inaccessibility to, committee records.

“Calamitous event” means a phenomenon of an exceptional character, the effects of which could not have been reasonably prevented or avoided by the exercise of due care or foresight.

- The lateness or insufficiency of a transaction is the direct result of failure of a professional delivery service to deliver documents in the time guaranteed for delivery by written receipt of the service provider. This does not include delivery by fax.
- The lateness or insufficiency of a transaction is the direct result of an error by the elections filing officer.

One additional circumstance that will only be considered in a late filing case is:

- the lateness of a transaction is the direct result of a valid personal emergency of the candidate or treasurer. In this case, independent written verification must be provided.

A valid personal emergency is an emergency, such as a serious personal illness or death in the immediate family of the candidate or treasurer, which caused the transaction to be late. Personal emergency does not include a common cold or flu, or a long-term illness where other arrangements could have been made.

Only the circumstances listed above, if proven by the committee, may be considered in reducing a penalty.

Responsibility for Penalty Payment

For political action committees or petition committees, the treasurer is personally liable for penalties imposed for late or insufficient filings of contribution and expenditure transactions. For candidate committees, the candidate and the treasurer are jointly liable for penalties imposed.

Penalties for Late Transactions

The treasurer responsible for a late filing penalty is the treasurer of record (i.e., the treasurer listed on the Statement of Organization) at the time the transaction is due. The liability for the civil penalty remains with the treasurer, and the candidate, if applicable, even if the late transaction is filed by the designated alternate transaction filer.

Enforcement Procedures and Civil Penalties (cont.)

Penalties for Insufficient Transactions

The treasurer responsible for an insufficient filing penalty is the treasurer who filed the original transaction that was insufficient. The liability for the civil penalty remains with the treasurer, and the candidate, if applicable, even if the insufficient transaction is filed by the designated alternate transaction filer.

Penalties for Cash Balance Adjustment Transactions

The treasurer responsible for a cash balance adjustment transaction is the treasurer who filed the cash balance adjustment transaction. The liability for the civil penalty remains with the treasurer, and the candidate, if applicable, even if the cash balance adjustment transaction is filed by the designated alternate transaction filer.

Penalties for Late Statement of Independent Expenditures

The individual responsible for filing a late Statement of Independent Expenditures (PC 10) is the individual who signed the PC 10.

Payment for Violations of Prohibited Use of Committee Funds

The penalty for personal use of committee funds (ORS 260.407) must be paid from the personal funds of the person found in violation of the wrongful conversion.

The penalty for using a candidate's committee funds in consideration for the rendering of professional services by the candidate (ORS 260.409) may be paid from any source except the candidate's committee funds.

Payment of Civil Penalties

Uncontested civil penalties may be paid at any time after receiving the proposed penalty notice, but are due no later than 60 days after a final order is mailed, unless an appeal is filed. Payment should be made to the Secretary of State. Civil penalties are paid into the State Treasury and credited to the General Fund.

Penalties (for all violations other than prohibited use of committee funds) may be paid from any source. A penalty may be paid from committee funds and reported as an expenditure.

Penalty Matrix: Late Filings

Late Filing Defined

Penalties may be assessed for any:

- contribution or expenditure transaction that is filed after its due date;
- cash balance adjustment transaction;
- Certificate of Limited Contributions and Expenditures (PC 7) filed after its due date;
- or
- Statement of Independent Expenditures (PC 10) filed after its due date.

A transaction is considered late in any of the following circumstances:

- A transaction is not filed by the due date for the transaction.
- A change is made to the name of the contributor or payee after the transaction due date, resulting in a different contributor or payee being associated with the transaction. The transaction is considered late from the transaction due date to the date the amended transaction changing the contributor or payee is filed.
- A change is made to the date of the transaction resulting in a due date that is prior to the date the transaction was originally filed. The transaction is considered late from the date the transaction should have been filed to the date the transaction was originally filed.
- A change (increase or decrease) is made to the amount of a previously filed transaction after the transaction due date. The amount of the change is late from the transaction due date to the date the amended transaction changing the amount is filed.
- A previously reported transaction is deleted after the transaction due date. The transaction is considered late from the transaction due date to the date the transaction deletion is filed.
- A cash balance adjustment transaction is filed because the committee is unable to reconcile the calculated cash balance based on transactions filed with the Secretary of State with the committee's bank balance.
- The transaction type is amended from any transaction type other than a contribution or expenditure to a contribution or expenditure, and the original transaction was filed after the deadline. The transaction is considered late from the transaction due date to the date the original transaction is filed.

Enforcement Procedures and Civil Penalties (cont.)

Exceptions to What Constitutes a Late Filing

If a candidate committee, political action committee, or petition committee receives updated information that an in-kind contribution received from another committee and reported in a transaction is inaccurate or otherwise insufficient, the committee that received the in-kind contribution must file an amended transaction.

The amended transaction may be filed without penalty if it is filed not later than the date that the transaction is required to be filed, or if the filing deadline has passed, not later than 30 calendar days after the committee received the updated information. This applies only to an in-kind contribution that needs to be deleted, or to a change to the date, amount, or contributor name associated with the transaction. If an amendment to the in-kind contribution transaction must be filed, the committee must detail the reason for the changes in the Notes field of the transaction.

This exception does not apply to a candidate committee, political action committee, or petition committee that knew, or reasonably should have known, that the information reported in the transaction was inaccurate or insufficient at the time of filing. The exception also does not apply:

- to an original in-kind contribution transaction that is filed late;
- to an amended in-kind contribution transaction which results in an insufficiency of the transaction;
- if the in-kind contributor is amended from a committee to a person;
- or
- if the in-kind contributor is amended from a person to a committee.



Warning

Criminal penalties may apply if transactions verified as true by the candidate or treasurer are knowingly submitted with false information.

See ORS 260.715(1) for more information.

Penalties

The penalty for a late transaction is ½% of the amount of the transaction or ½% of the amount of the change (for an increase or decrease in transaction amount) multiplied by the number of business days the transaction is filed late.

The penalty for a late Certificate of Limited Contributions and Expenditures (PC 7) is \$15 for each business day the Certificate is filed late.

The penalty for a late Statement of Independent Expenditures (PC 10) is ½% of the total expenditures multiplied by the number of business days the PC 10 is filed late.

The penalty for a cash balance adjustment transaction is 10% of the amount of the transaction.

Maximum Penalties

The maximum penalty for each late transaction, except for a change in transaction amount, is 10% of the amount of the transaction. The maximum penalty for a change in transaction amount is 10% of the net change or 10% of the current transaction amount, whichever is less.

The maximum penalty for a late Certificate of Limited Contributions and Expenditures is \$300.

The maximum penalty for a late Statement of Independent Expenditures (form PC 10) is 10% of the total amount reported on PC 10.

Waiver of Penalty and Violation

If a transaction is late as a direct result of an error by the Elections Division, the violation is waived and no penalty is assessed.

For any committee subject to reporting contributions during a legislative session, if a transaction is late and should have been filed during the three business day grace period for filing an original Statement of Organization, the violation is waived and no penalty is assessed, as long as the transaction is filed within five business days from receiving the contribution.

If the total penalty for a case is less than \$50, a proposed penalty notice will not be issued and there will be no violation found.

Penalty Matrix: Insufficient Filings

Insufficient Filings Defined

A transaction is insufficient when a contribution (cash, in-kind, loan received, or pledge) or expenditure (cash, loan payment, personal expenditure, or account payable) is missing one or more of the following items of required information or an item of information provided is not sufficient:

- contributor's name;
- contributor's address (not including zip code);
- contributor's occupational information;
- name of payee;
- payee's address (city and state);
- purpose of expenditure;
- or
- terms of loan made or received.

After the deadline for filing a transaction or after a transaction is filed, whichever is later, the Elections Division has 10 business days to review the transaction and determine whether the transaction includes all of the information required by law.

The treasurer, candidate, alternate transaction filer, and correspondence recipient are sent an Exam letter via e-mail that either indicates the transaction is sufficient or identifies any of the transaction's insufficiencies that need to be corrected. The letter includes a deadline for providing amendments to correct any insufficient information.

See *"Amending Transactions"* on page 54.



The deadline to amend an insufficient transaction is 14 business days from the date of the Exam letter or from the due date for a transaction, whichever is later.

Enforcement Procedures and Civil Penalties (cont.)

If the requested information is filed by the amendment deadline provided in the Exam letter and is deemed sufficient, there is no penalty for insufficiency. If the treasurer fails to provide the information requested in the Exam letter by the amendment deadline, the committee will be subject to a penalty.

Not later than 90 calendar days after an amended transaction is filed, the Elections Division will examine the amended transaction and send an Amendment Review Notification letter to the committee. If an amended transaction is filed and is insufficient, that transaction may result in a civil penalty.

Penalties

The penalty is \$10 per item for all missing or insufficient items, except for the failure to provide the terms of a loan, which is 1% of the loan amount.

Omitted or insufficient information submitted after the amendment deadline but prior to the deadline for a candidate or treasurer to request a hearing will result in a 50% per item reduction of the penalty, if the information is deemed sufficient. If a hearing is requested, the omitted or insufficient information may be submitted up to the date of the hearing, and if deemed sufficient, will result in a 50% per item reduction of the penalty.

Maximum Penalties

The maximum penalty for each insufficient transaction is 10% of the amount of the transaction.

Waiver of Penalty and Violation

If an insufficiency is the direct result of an error by the Elections Division, the violation is waived and no penalty is assessed.

If the total penalty for a case is less than \$50, a proposed penalty notice will not be issued and there will be no violation found.



Warning

Criminal penalties may apply if transactions verified as true by the candidate or treasurer are knowingly submitted with false information.

See ORS 260.715(1) for more information.

Instructions for Completing Forms

Forms that are filed by paper must be typed or printed in ink. The Elections Division provides PDF fillable forms online.

www.oregonvotes.org

Forms can be completed by tabbing through the form and entering the required information. The completed forms can be printed, signed, and filed with the Elections Division. The original form may be mailed, faxed, or hand-delivered. A fax copy is acceptable as long as it is legible, in which case the original does not need to be filed. The paper forms are included in this manual.

Completing the Statement of Organization (Original, Amendment, or Discontinuation)

This section explains how to complete each field of information on a Statement of Organization when the paper form is submitted. There are three types of Statements of Organization:

-  Form SEL 220: Statement of Organization for Candidate Committee
-  Form SEL 221: Statement of Organization for Political Action Committee
-  Form SEL 222: Statement of Organization for Petition Committee

Refer to the ORESTAR User's Manual: Statement of Organization if you choose to file a Statement of Organization electronically.

A committee must also establish a dedicated campaign account in order to have a complete filing, whether the filing is via paper or electronically using ORESTAR.

See "Completing the Campaign Account Information" (SEL 223) on pages 74, and the ORESTAR User's Manual: Statement of Organization for instructions on filing campaign account information.

These instructions use icons to identify the committee type(s) to which a field of information applies. The icons are:

-  Candidate Committee
-  Political Action Committee
-  Petition Committee

If any of the required information on the forms is incomplete, the Elections Division will notify the committee by phone, e-mail, or in writing of the deficiencies on the forms. The forms will not be processed or considered filed until the required information is provided.



Do not include on a Statement of Organization the address, phone number, or email address of a person who has obtained an exemption from disclosure as a public record.

Type of Filing

When filing a Statement of Organization to create a new committee, mark the Original box. When updating information on the Statement of Organization mark the Amendment box. When discontinuing the committee mark the Discontinuation box.

See page xx for more information on filing a Notice of Intent to Discontinue.



Form SEL 224: Notice of Intent to Discontinue

Name of Committee

Abbreviation or Acronym

Any abbreviated name or acronym the committee uses to identify itself.

Committee Address

Provide the street address of a residence, office, headquarters, or similar location where the candidate or a responsible officer of the committee can be located. The address must be in Oregon. Do not use a post office box number.

Instructions for Completing Forms

Campaign Phone Number

Name of Candidate

Candidate Address

Provide the street address of a residence, office, headquarters, or similar location where the candidate can conveniently be located. Do not use a post office box number. Do not disclose the address of a person who has obtained an exemption from public disclosure.

Candidate Mailing Address

Provide an address where the candidate wishes to receive written correspondence from the Elections Division. This is the address the Elections Division will use unless an amended Statement of Organization is filed.

Candidate Phone and Fax Numbers

Provide work and home phone numbers for the candidate. The work number is the number where the candidate can be reached during normal business hours. Provide the candidate's fax number, if the candidate has one. Do not disclose the phone number of a person who has obtained an exemption from public disclosure.

Candidate E-mail Address

A candidate e-mail address is required, and will be used by the Elections Division to communicate with the candidate. Do not disclose the email address of a person who has obtained an exemption from public disclosure.

Occupation of Candidate

Provide the nature of the primary occupation of the candidate.

See "Occupation" on page 47 for how the Elections Division defines occupation.

Employer's Name and Address

If the candidate is not self-employed, provide the business name and address (city and state), of the employer. If the candidate is self-employed, check the "Self-Employed" box. If the candidate is not employed (including retired, student, or volunteer), check the "Not Employed" box.

Name of Office Sought

List the office sought by the candidate. Include the county, district, position, department or zone number, if applicable.

Candidate Election Activity

Designate the specific election in which the candidate will participate. A candidate nominated at the primary election must amend the Statement of Organization to indicate participation in the general election.

Political Party Affiliation

Check the box that indicates the candidate's party affiliation. A candidate running for a nonpartisan office should not complete this section.

Other Election Activity

If the candidate is active at an election in which her or his name is not on the ballot, an amended Statement of Organization must be filed to designate the election date, and whether the candidate committee opposes or supports a specific measure or candidate.

See "Active in an Election" on page 48 for more information.

Name of Treasurer

The treasurer must be an Oregon elector. A candidate or chief petitioner may serve as the committee's treasurer.

Treasurer Mailing Address

Provide an address where the treasurer wishes to receive written correspondence from the Elections Division. This is the address the Elections Division will use unless an amended Statement of Organization is filed.

Treasurer Phone and Fax Numbers

Provide work and home phone numbers for the treasurer. The work number is the number where the treasurer can be reached during normal business hours. Provide the treasurer's fax number, if the treasurer has one.

Treasurer E-mail Address

This is required, and will be used by the Elections Division to communicate with the treasurer.

Name of Alternate Transaction Filer   

Designating an individual as the alternate transaction filer is optional. This is an individual designated to file transactions but who does not have liability for late or insufficient transactions. This individual must be someone other than the candidate or treasurer.

Mailing and E-mail Address for Alternate Transaction Filer   

This is required if an alternate transaction filer has been designated.

Name of Individual Designated as Correspondence Recipient  

Designating an individual as the correspondence recipient is optional. The individual designated will receive notices and other correspondence provided by the Elections Division. This individual must be someone other than the candidate or treasurer.

Mailing and E-mail Address of Correspondence Recipient  

This is required if a correspondence recipient has been designated.

Committee Directors  

A committee director is any person who directly and substantially participates in decision-making on behalf of the committee concerning the solicitation or expenditure of funds. The officers of a political party shall be considered the directors of any political party committee of that party, unless otherwise provided in the party's bylaws. If any individual meets the definition of director, that person must be designated as a director on the Statement of Organization.

A candidate committee is not required to have committee directors. A candidate may not be designated as a director. A political action committee must designate at least one director, other than the treasurer, on its Statement of Organization.

If two or more of the directors are also directors of another political committee, list the names of those directors and the name and address of the other political committee.

Name of Director**Director Address**

Provide the street address of a residence, office, headquarters, or similar location where the director can conveniently be located.

Director Phone

Provide a phone number where the director can be reached during normal business hours.

Occupation of Director 

Provide the nature of the primary occupation of the director.

See "Occupation" on page 47 for how the Elections Division defines occupation.

Employer's Name and Address 

If the director is not self-employed, provide the business name and address (city and state), of the employer. If the director is self-employed, check the "Self-Employed" box. If the director is not employed (including retired, student, or volunteer), check the "Not Employed" box.

 Candidate Committee

 Political Action Committee

 Petition Committee

Instructions for Completing Forms (cont.)

Type of Political Action Committee ⓘ

Identify the type of committee.

A “miscellaneous committee” is a committee that supports or opposes one or more of the following:

- specific candidate(s);
- entire ticket of a political party;
- or
- candidate(s) and measure(s).

A “measure committee” is a committee that exclusively supports or opposes one or more measures that are certified to the ballot. A measure committee must not contribute money to candidates, miscellaneous committees, political parties, caucus committees, recall committees, or fund independent expenditures in support of or in opposition to candidates. If a measure committee wishes to make such expenditures, it must amend its Statement of Organization to become a miscellaneous committee.

A “political party committee” is a major or minor political party qualified under ORS Chapter 248 or a committee established by a major or minor party under party bylaws (e.g., county central committees).

A “caucus committee” is a committee affiliated with either chamber of Oregon’s Legislative Assembly.

A “recall committee” is a committee supporting or opposing a person subject to a recall election. A recall committee cannot be formed until a recall election is certified to the ballot.

Election Activity ⓘ

If the committee is supporting or opposing a measure, candidate, or recall candidate, designate the specific election in which the committee will participate. Otherwise, leave blank.

Political Party Name/Title or Number of Measure/Recall Candidate’s Name ⓘ

List the name of the political party, the measure number or title of the measure, or the name of the recall candidate the committee intends to support or oppose. For a recall committee, “support” means the committee supports the recall of the candidate and “oppose” means the committee opposes the recall of the candidate (i.e., wants the candidate to remain in office).

Type of Petition Committee ⓘ

Identify the type of petition (initiative, referendum, or recall) the committee is sponsoring. Include the jurisdiction.

Date Prospective Petition Filed ⓘ

A committee sponsoring a local petition must indicate the date the completed prospective petition was filed.

Date of Election ⓘ

A committee sponsoring a state initiative or referendum petition must identify the election in which the measure will appear if the petition is successful.

Subject or Ballot Title of Petition/Name of Public Official for Recall ⓘ

Provide information identifying the specific petition the committee is sponsoring. For a recall petition, also include the office holder’s name, office, position number, if applicable, and the city, county, or district.

Chief Petitioners

Provide the name, address, and phone number for each chief petitioner. A petition committee must have at least one chief petitioner but may have up to three chief petitioners. However, for a recall petition, there must be only one chief petitioner.

Nature of Political Action Committee

Provide a description of the general nature of the committee.

Example

“Support all candidates and measures advocating health care for all.”

“Supports candidates that oppose tax increases.”

Controlled Committee

All caucus committees are controlled committees. A “controlled committee” is a political action committee that, in connection with the making of contributions or expenditures:

- is controlled directly or indirectly by a candidate or by another controlled committee;
- or
- acts jointly with a candidate or another controlled committee.

A candidate controls a political action committee if:

- the candidate, the candidate’s agent, a member of the candidate’s immediate family, or any other political committee that the candidate controls has a significant influence on the actions or decisions of the political action committee;
- or
- the candidate’s committee and the political action committee both have the candidate or a member of the candidate’s immediate family as a treasurer or director.

Answer yes or no to the question, “Is this committee a controlled committee?” and if yes, identify the federal, state, or local candidate or candidates who control the committee.

Signatures of Candidate and Treasurer

A candidate and treasurer must sign and date each Statement of Organization filed. In signing the Statement of Organization, the candidate and treasurer are attesting they understand the potential liability of being a candidate or treasurer.

 Candidate Committee

 Political Action Committee

 Petition Committee

Instructions for Completing Forms (cont.)

Completing Form SEL 223: Campaign Account Information

Instructions for completing each item of information on SEL 223 appear below. This form is part of the Statement of Organization and must be filed with the original Statement of Organization.

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

For instructions on filing the Campaign Account Information form electronically, refer to the ORESTAR User's Manual: Statement of Organization.

Name of Committee

Name of Oregon Financial Institution

Account Number

Name of Account

This must be identical to the official name of the committee identified on the Statement of Organization.

Name of Account Holder

For a candidate committee, the account holder must include the candidate or the name of the candidate committee. If the candidate is an account holder, other individuals may also be listed as account holders, as long as they have signature authority.

For a political action or petition committee, the account holder must include the treasurer, or the name of the committee or the affiliated organization that administers the account. If the treasurer is an account holder, other individuals may also be listed as account holders, as long as they have signature authority.

Names of Persons Who Have Signature Authority

The candidate and treasurer must be signers on the campaign account. Other signatories may also be designated.

Signatures of Candidate and Treasurer

A treasurer and candidate, if applicable, must sign and date each Campaign Account Information form filed, including amendments. In signing the form, the candidate and treasurer are attesting the information provided is true and correct.

Completing Form SEL 224: Notice of Intent to Discontinue

Prior to discontinuing a committee's Statement of Organization and closing the committee's campaign account, a Notice of Intent to Discontinue must be filed with the Elections Division.

Complete all fields on the form. The form can be filed and signed by the candidate or treasurer for a candidate committee, or by the treasurer for a political action or petition committee. Completing and filing this form does not discontinue a committee. After the SEL 224 is processed, the committee must file a Statement of Organization to complete the committee's discontinuation.

See "Discontinuing a Committee" on page 16 for more information.

Forms That Must Be Filed Using Paper

The following forms cannot be filed electronically in ORESTAR and must be filed using the paper forms available online at

www.oregonvotes.org

Copies of the forms also are included in this manual.

Form PC 3: Cash Expenditures and Loan Payments Form

This form must be completed and filed if a corporation's major source of revenue is paid-in-capital and the primary purpose of the corporation is to support or oppose a candidate, measure, or political party. It is filed with form PC 12. Instructions for completing form PC 3 are printed on the back of the form.

Form PC 10: Statement of Independent Expenditures

A person who makes independent expenditures of more than \$750 for the calendar year to support or oppose any candidate or measure must file form PC 10 with the Elections Division.

An independent expenditure is an expenditure for a communication in support of, or in opposition to, a clearly identified candidate or measure. The expenditure must not be made with the cooperation or with the prior consent of, or in consultation with, or at the request or suggestion of, a candidate or any agent or authorized committee of the candidate, or any political committee or agent of a political committee supporting or opposing a measure. Words expressing advocacy, such as "vote for" or "defeat," are not required to make a communication a reportable expenditure. Instead, the standard is whether the communication:

- clearly identifies the candidate or measure;
- taken in its context, clearly and unambiguously urges the election or defeat of the candidate or passage or defeat of the measure;

- as a whole, seeks action rather than simply conveying information;
- and
- it is clear what action the communication advocates.

Examples of independent expenditures include:

- a person independently paying for an argument in a voters' pamphlet;
- or
- a person independently purchasing a newspaper ad, poster, or other political material supporting or opposing a candidate or measure.

An independent expenditure is not:

- a contribution made directly to a committee and reported by the committee;
- an expenditure reported as an in-kind contribution by a committee;
- or
- a contribution to a candidate who has not filed a Statement of Organization.



The deadline to file the PC 10 is not later than seven calendar days after the total amount of the independent expenditures exceeds \$750 in a calendar year.

Contact the Elections Division if you have any further questions regarding whether a particular expenditure is an independent expenditure.

Form PC 12: Statement of Corporate Paid-In-Capital

A corporation must file a PC 12 when the major source of revenue for the corporation is paid-in-capital and the primary purpose of the corporation is to support or oppose a candidate, measure, or political party, and the corporation has made a contribution or an expenditure for that purpose.

Both of the following shall be filed by the corporation:

Form PC 12: Statement of Corporate Paid-In-Capital
and

information on the nature and amount of all expenditures made by the corporation by using form PC 3: Cash Expenditures and Loan Payments

Depending on the type of organization and the organization's activities, the corporation may also be required to file a Statement of Organization for Political Action Committee form (SEL 221) and Campaign Account Information form (SEL 223).

Form PC 13: Affidavit for Out-of-State Political Committee Contribution

A committee may accept a contribution from an out-of-state political committee. The contribution shall be reported in the same manner as any other contribution and no additional information is required when the transaction is filed.

However, if the contribution is more than \$100, the committee must be prepared to file additional information if it is requested by the Elections Division. During the six months after the deadline for filing the contribution, any person may request that the Elections Division ask for additional information on any out-of-state political committee contribution that exceeds \$100. The Elections Division will notify the committee of the request. After notification, the committee must provide the Elections Division, within 10 business days, either:

A notarized PC 13 Affidavit for Out-of-State Political Committee Contribution.

The affidavit states that, to the best of the treasurer's knowledge, the contributing out-of-state political committee did not make contributions to committees in Oregon that exceeded two-thirds, in total amount, of all the out-of-state political committee's contributions anywhere in the country during the calendar year for which the statement is filed;

or

In lieu of the affidavit, the treasurer of the committee may file a written statement that includes the name, address, and occupational information of each individual or each political committee that contributed more than \$100 of the out-of-state political committee contribution. This statement must be certified as true by an officer of the contributing out-of-state political committee.

OAR 165-012

Notice

This reprint of OAR 165-012-0050 and 165-012-0240 is not adopted as part of OAR 165-012-0005, the 2012 Campaign Finance Manual, but is reprinted here to assist readers of the manual. The Elections Division, in reprinting these rules, endeavors to provide the most up-to-date versions of the rules. Rules, however, may change during the period that the Campaign Finance Manual will be in effect. Before relying on any specific rule, contact the Elections Division to determine if that version is still correct.

OAR 165-012-0050 Contribution of Polls, Allocation of Polling Expenses

- (1) The purpose of this rule is to establish procedures for reporting the contribution of poll results, the allocation of polling expenses, the valuation of poll results, and the reporting of in-kind contributions of poll results.
- (2) This rule does not apply to:
 - (a) Individuals mentioned in a poll who are not candidates; and
 - (b) Polls conducted internally by a campaign or entity that are not contributed.
- (3) For purposes of this rule and, except where otherwise defined:
 - (a) "Committee" refers to all candidates/candidate committees, measure committees, political party committees, miscellaneous committees, petition committees or an agent of a committee.
 - (b) "Contributor" means a purchaser of a poll or agent who gives the poll results to one or more nonpurchaser candidates or non-purchaser committees.
 - (c) "Date of purchase" means the date that a person pays for a poll.
 - (d) "Person" includes an agent of the person.
 - (e) "Poll:"
 - (A) Means a questioning of selected participants regarding one or more candidates or issues that comprises one or more questions, whether the questioning is commissioned or conducted by volunteers; and
 - (B) Includes a sample of participants that is a self-contained subset of all participants under paragraph (A) of this subsection.
 - (f) "Purchaser" means a person or committee that requests or otherwise commissions and pays for a poll.
 - (g) "Receipt" means in the custody of a candidate or committee. Examples of custody include but are not limited to physical or electronic possession or possession by means of telephonic, email or facsimile communication.
 - (h) "Results" means the raw data of a poll or any compiled conclusions and analysis supported by the raw data.
- (4) The purchase of the results of a poll by a committee is an expenditure by the committee.
- (5) The acceptance of the results of a poll that have a value under section 9 of this rule by a committee is an in-kind contribution by the contributor and an in-kind expenditure in the amount determined under sections 8 and 9 of this rule and must be reported by:
 - (a) The recipient committee; and
 - (b) If the contributor is required to file statements of contributions received and expenditures made under ORS 260.057, ORS 260.076, ORS 260.112 or ORS 260.118, the contributor.
- (6) A committee accepts the results of a poll if the committee:
 - (a) Requests the poll results; or
 - (b) Obtains the poll results from the contributor.
- (7) A contributor of poll results shall retain records for two years sufficient to support the valuation of poll results and any allocation of poll costs.
- (8) The contributor of a poll shall determine:
 - (a) The percentage of the poll's overall cost to be allocated to each of the committees directly or indirectly affected by the poll (Divide the number of questions in the sample received by a committee by the total number of questions asked in the sample); and

OAR 165-012-0050 Contribution of Polls, Allocation of Polling Expenses (cont.)

- (b) The base amount of in-kind contribution to each recipient committee (Multiply the overall cost of the poll by a particular committee's percentage of the overall cost as calculated under subsection (a) of this section).
- (9) For purposes of valuing poll results accepted by a committee:
- (a) A poll shall have no value to any recipient committee if the poll is simultaneously released to each candidate who is running for nomination or election to an office covered by the poll.
- (A) The provisions of this subsection may be used only if a poll covers more than one candidate.
- (B) If any individual files for an office covered by a contributed poll within 90 days of the poll being valued under this subsection, the contributor must give the individual the poll results not later than the 30th day after the date the individual files for the office.
- (b) A poll shall have no value to any recipient committee if the poll is released (prior to or simultaneously with delivery to a candidate covered in the poll or any committee) to:
- (A) The newspaper of largest circulation in the district from which a candidate or candidates are running, or if the district is statewide, to at least ten of the largest daily circulation newspapers in the state; and
- (B) At least one broadcast media outlet licensed for commercial operations by the FCC whose primary broadcast coverage encompasses the district in which a candidate or candidates are running.
- (c) A poll that is not valued under subsections (a) or (b) of this section shall be valued according to the valuation schedule provided in this subsection. Except as provided in subsection (d) of this section, poll results received by a committee within the following time periods after the last (closing) day that the purchaser or other entity conducting the poll accepts data from which the poll results will be compiled (for example, the day the last oral questions are asked or the day that the purchaser stops accepting mail returns) shall have the corresponding value to the recipient as an in-kind contribution:
- (A) One to 15 days after the closing day, 100 percent of the:
- (i) Recipient candidate committee's base amount of in-kind contribution for a poll calculated under section 8(b) of this rule;
- (ii) Overall cost of a poll for all other recipient committees.
- (B) 16 to 60 days after the closing day, 50 percent of the:
- (i) Recipient candidate committee's base amount of in-kind contribution for a poll calculated under section 8(b) of this rule; or
- (ii) Overall cost of a poll for all other recipient committees.
- (C) Sixty one to 180 days after the closing day, five percent of the:
- (i) Recipient candidate committee's base amount of in-kind contribution for a poll calculated under section 8(b) of this rule; or
- (ii) Overall cost of a poll for all other recipient committees.
- (D) More than 180 days after the closing day, no value to the recipient committee.
- (d) Notwithstanding subsection (c) of this section, a poll conducted and completed more than 180 days prior to the next election to be held after the poll is conducted and completed shall have no value to any recipient committee. "Conducted and completed" means that all questions, in any format, have been asked and further replies are not being accepted by the purchaser or other entity in charge of gathering data from which the poll results will be compiled, and that the poll results have been compiled.
- (10) A committee that has accepted the results of a poll believing that the results have no value or a particular value is liable for any fees or penalties owed as a result of having to report the acceptance as a previously unreported or underreported in-kind contribution and expenditure if the results of the poll are subsequently determined to have value or a higher value to the committee.

OAR 165-012-0240 Administrative Discontinuation of Political Committee

- (1) The Elections Division may administratively discontinue a political or petition committee when:
 - (a) The committee has not filed any transactions under ORS 260.057 for one calendar year; and
 - (b) The committee's ending cash balance reflected in ORESTAR is not more than \$3000.
- (2) Not later than 30 days before administratively discontinuing a committee under this section, the Elections Division shall attempt to notify the committee of the proposed discontinuation.
 - (a) For a candidate committee:
 - (A) By first class mail sent to the mailing address reported on the most recent Statement of Organization for the candidate and by first class mail to the most recent mailing address for the candidate reported in the Oregon Centralized Voter Registration System. If both addresses are the same, only one letter shall be sent; and
 - (B) By first class mail to the mailing address reported on the most recent Statement of Organization for the treasurer, if applicable.
 - (b) For a political committee notice will be sent by first class mail sent to the mailing address reported on the most recent Statement of Organization for the treasurer and by first class mail to the most recent mailing address for the treasurer reported in the Oregon Centralized Voter Registration System. If both addresses are the same, only one letter shall be sent.
 - (c) For a petition committee:
 - (A) By first class mail sent to the mailing address reported on the most recent Statement of Organization for the chief petitioner and by first class mail to the most recent address for the chief petitioner in the Oregon Centralized Voter Registration System. If both addresses are the same, only one letter shall be sent; and
 - (B) By first class mail to the mailing address reported on the most recent Statement of Organization for the treasurer, if applicable.
- (3) The notice shall inform the committee that it will be discontinued by the Elections Division unless the committee informs the Elections Division of reasons why the committee does not meet the criteria of this rule for administrative discontinuation. The committee must inform the Elections Division in writing of the reasons not later than 20 days after the service date of the letter. The written notice shall also include:
 - (a) Notification that the statement of organization will be administratively discontinued 30 days from the date of the letter; and
 - (b) The applicable reasons for discontinuation listed in subsection (1) of this section.

Information Sources

Campaign Finance Reporting

For questions regarding Oregon's campaign finance reporting requirements contact:

**Secretary of State
Elections Division**

255 Capitol Street NE, Suite 501
Salem, OR 97310-0722

 **503 986 1518**

 **866 673 8683**

fax 503 373 7414

email orestar-support.sos@state.or.us

www.oregonvotes.org

Federal Elections

For questions regarding federal candidates or committees or federal election regulations contact:

Federal Election Commission

999 E Street NW
Washington, DC 20463

 **800 424 9530**

fax 202 219 8500

www.fec.gov

Federal Communications

For questions regarding federal regulations on radio and television broadcasts contact:

Federal Communications Commission

445 12th Street SW
Washington, DC 20554

 **888 225 5322**

fax 866 418 0232

www.fcc.gov

Oregon Government Ethics

For questions regarding enforcement of Oregon's government ethics and lobbyist registration laws contact:

Oregon Government Ethics Commission

3218 Pringle Road SE, Suite 220
Salem, OR 97302-1544

 **503 378 5105**

fax 503 373 1456

www.oregon.gov/ogec

The ethics laws cover such matters as disclosure of conflicts of interest, use of public office for personal gain, and statements of economic interest. The lobby regulation laws provide guidelines and specify certain requirements for lobbyists.

Special Districts

For information on Special Districts contact:

Special Districts Association of Oregon

727 Center Street NE
Salem, OR 97301

 **503 371 8667**

 **800 285 5461**

www.sdao.com

Tax Credits

For information about income tax credits for political contributions contact:

Oregon Department of Revenue

Revenue Building
955 Center Street NE
Salem, OR 97301

 **800 356 4222**

 **503 378 4988**

www.oregon.gov/DOR

IRS Reporting Requirements

For questions regarding IRS reporting requirements for political committees contact:

Internal Revenue Service



800 829 1040

www.irs.gov/charities/political/index.html

Raffle License

For questions regarding applying for a raffle license or status as a nonprofit entity contact:

Department of Justice Charitable Activities Section

1515 SW 5th Ave., Suite 410
Portland, OR 97201



971 673 1880

fax 971 673 1882

email charitable.activities@doj.state.or.us

www.doj.state.or.us/charigroup/index.shtml

Political Signs

For questions regarding political signs that are visible from state highways contact:

Oregon Department of Transportation

355 Capitol Street NE
Salem, OR 97301-3871



888 275 6368

fax 503 986 3432

www.oregon.gov/ODOT/index.shtml

Business Registration

For information about business registration and business regulations contact:

Business Information Center

Public Service Building
255 Capitol Street NE, Suite 151
Salem, OR 97310-1327



503 986 2200

email corporation.division@state.or.us

www.filinginoregon.com

Employer/Employee Responsibilities

For information about independent contractors and employer/employee responsibilities contact:

Oregon Employment Department Tax Section

875 Union Street NE
Salem, OR 97311-0030



503 947 1488

fax 503 947 1487

email taxinfo@emp.state.or.us

www.oregon.gov/employ/tax

Definitions

As used in this manual, unless the context requires otherwise, the following terms mean:

Account Payable

An amount owed to a creditor for goods or services, or a pledge to make a contribution, whether or not legally enforceable.

Account Receivable

Unfulfilled pledge, subscription, agreement or promise of contribution made to a candidate or political committee.

Address

Includes street number and name, rural route number or post office box, city, state, and zip code. For individual contributors, address means that place where the individual receives personal financial correspondence: personal residence, post office box, or place of employment. For payees, address is the city and state where the payee is located, or county if the payee is not located in a city.

Agent

Any person who has:

- actual oral or written authority, either express or implied, to make or to authorize the making of expenditures on behalf of a candidate or on behalf of a political committee supporting or opposing a measure;
- or
- been placed in a position within the campaign organization where it would reasonably appear that in the ordinary course of campaign-related activities the person may authorize expenditures.

Aggregate

The total amount of contributions, including cash contributions, non-exempt loans received, co-signer obligations (except obligations of the candidate's spouse), in-kind contributions, and account receivable pledges received from the same contributor in a calendar year.

The total amount of expenditures, including accounts payable, cash, personal expenditures for reimbursement, and non-exempt loan payments made to the same payee in a calendar year.

Amendment

An addition, correction, or deletion of information to a transaction already filed.

Business Days

Calendar days excluding weekends and legal holidays as provided in ORS 187.010 and 187.020).

Calendar Year

January 1 - December 31.

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.

City Offices

The elected public offices of a city which may be voted on only by the registered voters of the city. City offices typically include a Mayor, City Councilors, a municipal Judge, and other officers the city council considers necessary for the conduct of business. The offices may vary depending upon the city’s charter and ordinances. Contact the city elections filing officer for any questions regarding city offices.

Committee

A political committee or petition committee.

Committee Director

Any person who directly and substantially participates in decision-making on behalf of a political committee concerning the solicitation or expenditure of funds and the support of or opposition to candidates or measures. The officers of a political party are considered the directors of any political party committee of that party, unless otherwise provided in the party’s bylaws.

Committee Identification Number

The number assigned to Oregon committees registered with the Elections Division.

Contribution

A contribution includes:

the payment, loan, gift, forgiving of indebtedness, or furnishing without equivalent compensation or consideration, of money, services other than personal services for which no compensation is asked or given, supplies, equipment, or any other thing of value:

- for the purpose of influencing an election for public office or an election on a measure, or of reducing the debt of a candidate for nomination or election to public office or the debt of a political committee, or
 - to or on behalf of a candidate, political committee, or measure;
- or

any unfulfilled pledge, subscription, agreement or promise, whether or not legally enforceable, to make a contribution.

If a contribution is made for compensation or consideration of less than equivalent value, only the excess value of it is a contribution.

Definitions (cont.)

Controlled Committee

A political action committee that, in connection with the making of contributions or expenditures:

- is controlled directly or indirectly by a candidate or another controlled committee;
- or
- acts jointly with a candidate or another controlled committee.

A candidate controls a political action committee if:

- the candidate, the candidate's agent, a member of the candidate's immediate family, or any other political action committee that the candidate controls has a significant influence on the actions or decisions of the political action committee;
- or
- the candidate's committee and the political action committee both have the candidate or a member of the candidate's immediate family as a treasurer or director.

Corporation

Includes for-profit, nonprofit, and professional corporations.

County Offices

The elected public offices of a county which may be voted on only by the registered voters of the county. County offices typically include County Commissioners, County Assessor, County Clerk, County Sheriff, and County Treasurer.

The offices may vary depending upon the county's charter and ordinances. Contact the county elections filing officer for any questions regarding county offices.

District Offices

The elected public offices of a special district (such as a school or water district) which may be voted on only by the registered voters of the special district. District offices typically include a board of directors.

The offices may vary depending upon the district's statutory requirements. Contact the county elections filing officer for any questions about district offices.

Electoral District

An area within the state, county, city, or district that is designated to be governed or represented by a particular elected public office.

Elector

A registered voter in the State of Oregon.

Exempt Loan

Any loan of money made by a financial institution, other than any overdraft made with respect to a checking or savings account, if the loan:

- bears the institution's usual and customary interest rate for the category of loan involved;
- is made on a basis which assures repayment;
- is evidenced by a written instrument;
- and
- is subject to a due date or amortization schedule.

Expenditure

An expenditure includes:

- payment or furnishing of money or furnishing of any other thing of value;
 - incurring or repayment of indebtedness or obligation by or on behalf of a candidate, committee or person in consideration for any services, supplies, or equipment;
 - any other thing of value performed or furnished for any reason, including support of or opposition to a candidate, committee, or measure;
 - reducing the debt of a candidate for nomination or election to public office;
- or
- contributions made by a candidate or committee to or on behalf of any other candidate or committee.

Fair Market Value

Fair market value is the dollar amount one would expect to pay for goods or services.

Federal Offices

President, Vice President, United States Senator, and United States Representative.

Financial Institution

A financial institution conducting business in Oregon.

Forgiven Loan

A loan which a lender determines need not be repaid.

Initiative Petition

A petition by electors to initiate a measure for approval or rejection.

In-Kind

A good or service, other than money, having monetary value.

Legislative Official

Any member or member-elect of the Legislative Assembly.

Loan Co-Signer or Guarantor

A person who guarantees a loan of monetary value for a candidate or a committee.

Local Initiative or Referendum

Any initiative or referendum filed with a county, city, or special district elections office.

Local Office or Measure

Any office or measure to be voted upon by the registered voters of a county, city, or special district.

Measure

Includes any of the following submitted to the people for their approval or rejection at an election:

- an Act or part of an Act of the Legislative Assembly
- a county, city or special district legislation
- a proposed law
- a proposition or question
- a proposed revision or amendment to the Oregon Constitution

Measure Committee

A political committee organized exclusively to support or oppose one or more measures certified to a ballot in Oregon.

Definitions (cont.)

Membership Organization

A trade association, cooperative, corporation without capital stock, or a local, national, or international labor organization that:

- is composed of members, some or all of whom are vested with the power and authority to operate or administer the organization, pursuant to the organization's articles, bylaws, constitution, or other formal organizational documents;
 - expressly states the qualifications and requirements for membership in its articles, bylaws, constitution, or other formal organizational documents;
 - makes its articles, bylaws, constitution, or other formal organizational documents available to its members upon request;
 - expressly solicits persons to become members;
 - expressly acknowledges the acceptance of membership, such as by sending a membership card or including the member's name on a membership newsletter list;
- and
- is not organized primarily for the purpose of influencing the nomination for election, or election, of any individual to public office.

Nonaffiliated Candidate

A candidate filing for a partisan office by Assembly of Electors or Individual Electors and who is not affiliated with any party. A nonaffiliated candidate cannot have been a member of any political party during the last 180 days before the deadline for filing the certificate of nomination.

Nonpartisan Office

An office for which the candidate does not run under the name of any political party. Nonpartisan offices include: Judge (Supreme Court, Court of Appeals, Tax Court, Circuit Court, and County Judge who exercises judicial functions), Commissioner of the Bureau of Labor and Industries, any elected office of a metropolitan service district under ORS Chapter 268, Justice of the Peace, County Clerk, County Assessor, County Treasurer, Sheriff, District Attorney, and any office designated nonpartisan by a home rule charter. Special District offices are also nonpartisan.

OAR

Oregon Administrative Rules.

Occupational Information

The nature of an individual's primary job or business, whether paid or unpaid, and, if the individual is employed by another person, the employer's company name and address, by city and state.

ORESTAR

Oregon Elections System for Tracking and Reporting (ORESTAR) is the Elections Division web-based campaign finance reporting system.

ORS

Oregon Revised Statutes.

Other Disbursements

Moneys disbursed by the candidate or committee that do not meet the definition of "expenditure."

Other Receipts

Moneys received by a candidate or committee that do not meet the definition of "contribution."

Partisan Office

An office for which the candidate may be nominated by a major or minor political party, or as a nonaffiliated candidate.

Person

An individual, corporation, limited liability company, labor organization, association, firm, partnership, joint stock company, club, organization, or other combination of individuals having collective capacity.

Petition Committee

A petition committee is a committee formed by the chief petitioner(s) of an initiative, referendum, or recall petition during the signature gathering phase.

Political Action Committee

A political action committee is a combination of two or more individuals, or a person other than an individual, that receives a contribution or makes an expenditure for the purpose of supporting or opposing a candidate, measure, or political party.

Political Committee

Defined by statute as a combination of two or more individuals, or a person other than an individual, that has received a contribution or made an expenditure for the purpose of supporting or opposing a candidate, measure, or political party. Expenditure does not include a contribution to a candidate or political committee required to report the contribution or an independent expenditure that is required to be reported. Political committee also includes an individual that solicits and receives a contribution, unless all contributions received by the individual are designated to a committee and forwarded to that committee within seven business days of receipt. A petition committee is not a political committee.

Political Party Committee

A political committee organized by a political party which has appropriately filed its organizational documents with the Secretary of State under ORS 248.007 or 248.009. Includes county central committees.

Professional Delivery Service

Includes common carriers such as the United States Postal Service, Federal Express, and UPS. Other businesses that in the course of their work may be responsible for delivering documents, such as accounting or contribution and expenditure transaction preparation services, are not considered professional delivery services.

Prospective Petition

Candidate:

The information and filing forms, except signatures and other identification of petition signers, required to be contained in a completed petition.

Local (City, County, and District):

The information and filing forms, except signatures and other identification of petition signers, required to be contained in a completed petition.

Statewide:

A prospective initiative, referendum, or recall petition, which has been filed and accepted by the Elections Division's office, but has not received written approval to circulate from the Elections Division.

Public Office

Any national, state, county, city, or district office or position, except a political party office, filled by an elector.

Recall Petition

A petition by electors to place a question on a special recall election ballot regarding whether a specified public officer should be removed from office.

Referendum Petition

A petition by electors to approve or reject legislation adopted by the Oregon Legislature or the governing body of a county, city, or district.

Definitions (cont.)

Registered Voter

A resident of the State of Oregon who:

- is a US citizen;
- is 17 years of age or older (a ballot will not be sent until an election occurs on or after the 18th birthday);
- and
- is registered more than 20 calendar days before the election

State Measure

A measure to be voted on by the electors of the entire state.

State Offices

Governor, Secretary of State, State Treasurer, Attorney General, Commissioner of the Bureau of Labor and Industries, Judge (Supreme Court, Court of Appeals, Tax Court, Circuit Court, and any County Judge who exercises judicial functions), State Senator, State Representative, or District Attorney.

Treasurer

A person appointed by a committee to manage and report the contributions and expenditures of the committee.

A treasurer shall perform all the duties prescribed for a candidate committee, political committee, or petition committee under ORS 260.005 and 260.035 to 260.159.

Undue Influence

Application of force, violence, restraint, or the threat of it, inflicting injury, damage, harm, loss of employment, or other loss or threat of it, or giving or promising to give money, employment, or other thing of value, done with the intent to induce a person to engage or refrain from engaging in specific kinds of political activity listed in ORS 260.665(2). Depending on the conduct the person applying undue influence intends to induce, a violation of ORS 260.665 is punishable by imposition of a civil penalty or as a class C felony.



Forms

SEL 220

Statement of Organization for Candidate Committee

SEL 221

Statement of Organization for Political Action Committee

SEL 222

Statement of Organization for Petition Committee

SEL 223

Campaign Account Information

SEL 224

Notice of Intent to Discontinue

PC 3

Cash Expenditures and Loan Payments

PC 7

Certificate of Limited Contributions and Expenditures

PC 10

Statement of Independent Expenditures

PC 12

Statement of Corporate Paid-In-Capital

PC 13

Affidavit for Out-of-State Political Committee Contribution

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)

Committee Address (no post office box)	City	State	Zip Code
---	-------------	--------------	-----------------

Campaign Phone

Candidate Information

Name of Candidate

Mr. Ms.

Candidate Address (no post office box)	City	State	Zip Code
---	-------------	--------------	-----------------

Mailing Address for Candidate Correspondence	City	State	Zip Code
---	-------------	--------------	-----------------

Work Phone	Home Phone	Fax	Email Address (required)
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Occupation of Candidate

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

Mailing Address for Treasurer Correspondence	City	State	Zip Code
---	-------------	--------------	-----------------

Work Phone	Home Phone	Fax	Email Address (required)
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Alternate Transaction Filer Information (optional)**Name of Alternate Transaction Filer** (must be someone other than the candidate or treasurer) Mr. Ms.**Mailing Address for Alternate Transaction Filer****City****State****Zip Code****Email Address** (required if designating an Alternate Transaction Filer)**Work Phone****Information for Correspondence Recipient Designated to Receive Notices Sent Under ORS Chapters 246-260** (optional)**Name of Correspondence Recipient** (must be someone other than the candidate or treasurer) Mr. Ms.**Mailing Address for Correspondence Recipient****City****State****Zip Code****Email Address** (required if designating a Correspondence Recipient)**Work Phone****Other Election Activity** **Supports or opposes multiple candidates and measures** (if this is marked there is no requirement to name the candidates or measures.) **Supports specific measures or recall**

Measure number(s): _____

Candidate(s) being recalled: _____

 Opposes specific measures or recall

Measure number(s): _____

Candidate(s) being recalled: _____

Committee Director(s)

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.

Name of Committee Director**Address** including zip code**Phone Number****Occupation****Employer's Name****City and State of Employer** **Self-Employed** **Not Employed**

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.

SEL 223**Attached is a Campaign Account Information Form** (SEL 223) **Yes** **No***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.***Candidate's Signature****Date Signed****Treasurer's Signature** if different than candidate**Date Signed****Important**

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

For Office Use Only

Initials

Committee ID Number

Date SEL 223 Received

Statement of Organization for Political Action Committee**SEL 221**

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.

Committee Directors: All political action committees must designate at least one committee director who is not the treasurer. The treasurer may be a committee director if the treasurer meets the definition of "committee director" in ORS 260.005(2), but the treasurer may not be the only committee director. If a committee has more than two directors, attach a list of additional directors and include all the information required on the form for each director.

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 committee may discontinue by disclosing all transactions that achieve a zero cash balance and filing a completed SEL 221 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 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)

Abbreviation or Acronym

Committee Address (no post office box)

City

State

Zip Code

Campaign Phone

Treasurer Information

Name of Treasurer

Mr. Ms.

Mailing Address for Treasurer Correspondence

City

State

Zip Code

Work Phone

Home Phone

Fax

Email Address (required)

Alternate Transaction Filer Information (optional)

Name of Alternate Transaction Filer (must be someone other than the treasurer)

Mr. Ms.

Mailing Address for Alternate Transaction Filer

City

State

Zip Code

Email Address (required if designating an Alternate Transaction Filer)

Work Phone

Information for Correspondence Recipient Designated to Receive Notices Sent Under ORS Chapters 246-260 (optional)

Name of Correspondence Recipient (must be someone other than the treasurer)

Mr. Ms.

Mailing Address for Correspondence Recipient

City

State

Zip Code

Email Address (required if designating a Correspondence Recipient)

Work Phone

Type of Political Action Committee (select only one)

Caucus Committee

Recall Committee

Measure

→ Exclusively support or oppose one or more measures on a ballot

Political Party

→ A major or minor party defined in ORS Chapter 248
→ A committee established by a major or minor party under party bylaws

Miscellaneous

Support or oppose one or more of the following:
→ Specific candidates
→ Entire ticket of a political party
→ Candidate in a recall election
→ Multiple candidates and measures

Election Activity

Primary 20 ____ General 20 ____ Other Election Date: _____

Political Party Name/Title and Number of Measure/Recall Candidate's Name

	<input type="radio"/> Support	<input type="radio"/> Oppose
	<input type="radio"/> Support	<input type="radio"/> Oppose
	<input type="radio"/> Support	<input type="radio"/> Oppose

Nature of Political Action Committee**Committee Information**

Is this committee a controlled committee? Yes No

If yes, identify the individual(s) who controls the committee:

Committee Director(s)

If the committee has more than two directors, attach a list of additional directors and include all the information required on the form for each director.

1 Name of Committee Director	Address including zip code		
Phone Number	Occupation		
Employer's Name	City and State of Employer	<input type="radio"/> Self-Employed <input type="radio"/> Not Employed	

2 Name of Committee Director	Address including zip code		
Phone Number	Occupation		
Employer's Name	City and State of Employer	<input type="radio"/> Self-Employed <input type="radio"/> Not Employed	

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.

SEL 223

Attached is a Campaign Account Information Form (SEL 223) Yes No

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.

Treasurer's Signature

Date Signed

For Office Use Only

Initials _____ Committee ID Number _____

Date SEL 223 Received

Statement of Organization for Petition Committee**SEL 222**

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, and no later than the date the petition is approved for circulation. The "Original" box should be marked.

Chief Petitioners: A petition committee must list all chief petitioners of the petition. A recall committee may only have one chief petitioner.

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: The treasurer may discontinue the committee by disclosing all transactions that achieve a zero cash balance and filing a completed SEL 222 with the "Discontinuation" box marked. Discontinuation of a state initiative or referendum petition committee prior to the deadline for submitting signatures for verification can occur only if the petition is withdrawn.

Note: Prior to discontinuing a committee must file a Notice of Intent to Discontinue (form SEL 224) either electronically using ORESTAR or by filing 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)

Abbreviation or Acronym

Committee Address (no post office box)

City

State

Zip Code

Campaign Phone

Treasurer Information

Name of Treasurer

Mr. Ms.

Mailing Address for Treasurer Correspondence

City

State

Zip Code

Work Phone

Home Phone

Fax

Email Address (required)

Chief Petitioner Information (a recall committee may only have one chief petitioner)

Name of Chief Petitioner

Work Phone Number

Fax Number

1

Address

City

State

Zip Code

Name of Chief Petitioner

Work Phone Number

Fax Number

2

Address

City

State

Zip Code

Name of Chief Petitioner

Work Phone Number

Fax Number

3

Address

City

State

Zip Code

Alternate Transaction Filer Information (optional)

Name of Alternate Transaction Filer (must be someone other than treasurer)

Mr. Ms.

Mailing Address for Alternate Transaction Filer

City

State

Zip Code

Email Address (required if listing an Alternate Transaction Filer)

Work Phone

Type of Petition Committee (mark both type of petition **and** jurisdiction)

Type of Petition:

Initiative

Referendum

Recall

Jurisdiction:

State

County

City

Special District

Additional Information

Date Prospective Petition Filed (mm/dd/yy) (only required for a local petition)

Date of Election (mm/dd/yy) (only required for state petition)

Subject or Ballot Title of Petition/Name of Public Official for Recall

(including office, position number, if applicable, and the district, county, or city)

SEL 223

Attached is a Campaign Account Information Form (SEL 223)

Yes

No

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.

Treasurer's Signature

Date Signed

For Office Use Only

Initials

Committee ID Number

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

Notice of Intent to Discontinue**SEL 224**

rev 1/12

Prior to discontinuing a committee's registration and closing the committee's dedicated bank account, the treasurer or candidate, if applicable, must file the Notice of Intent to Discontinue (form SEL 224) with the Elections Division. The notice may be filed before the committee files its final transactions to achieve a zero balance. Not later than 90 days after form SEL 224 is filed, the Elections Division will examine each transaction filed under ORS 260.044, 260.057, 260.083, 260.102, 260.112 or 260.118 and notify the committee via email of any outstanding violations of any Oregon Election Law.

If additional transactions are filed after filing the Notice of Intent to Discontinue, the Elections Division has an additional 90 days to examine the statements and send the committee a notification of any pending late or insufficient transactions associated with the additional transactions. Notification is sent via email with an attached exam letter or amendment review report. If the committee has achieved a zero balance with the filing of the additional transactions, the Elections Division will include notification that the committee may discontinue.

If the committee has filed all transactions and achieves a zero balance when form SEL 224 is filed, the committee will receive an email identifying any outstanding violations of Oregon Election Law. The email will also inform the committee that it can be discontinued.

Committee Information**Name of Committee** use full name**Committee ID Number****Candidate's Name** if applicable**Day Phone Number****Treasurer's Name** if different than candidate**Day Phone Number****Mailing Address, P.O. Box or Street****City****State****Zip Code**

I, _____,

name of candidate or treasurer

hereby certify that I intend to discontinue the committee and close the campaign account. I understand that I may not discontinue the committee or close the campaign account until I receive notification from the Elections Division that a final review of all statements filed under ORS 260.057 has been completed.

Signature of Candidate or Treasurer**Date Signed****For Office Use Only**

Initials

Date Email Generated

Pending Other C&E Violation Cases

Other Election Violations

Pending Insufficient/Late

Committee Discontinued

Final Notice to Committee

PC 3 Cash Expenditures and Loan Payments

rev 1/12

→ Please type or print legibly in black or blue ink; list only one entry per line

Name of Corporation	page _____	of _____
----------------------------	-------------------	-----------------

Corporation Mailing Address	City	State	Zip Code
------------------------------------	-------------	--------------	-----------------

Day Phone _____

Purpose Codes	Expenditure Types
B Broadcast Advertising (Radio, TV) C Cash Contributions F Fundraising Event Expenses G General Operational Expenses I Interest Payment L Literature, Brochures, Printing LE Loan Extended M Management Services N Newspaper and Other Periodical Advertising	CA Cash LP Loan Payment AP Accounts Payable
O Other Advertising (yard signs, buttons, etc.) P Postage PO Public Office Holder Expenses R Reimbursement for Personal Expenditures T Travel Expenses U Utilities S Surveys and Polls W Wages, Salaries, Benefits Y Petition Circulators Z Preparation and Production of Advertising	

Date	Check #	Name and Address of Payee* and Committee ID # if applicable <small>*address includes city, or county if no city, and state</small>	Purpose	Exp. Type	Amount of Expenditure	Paid to A/P [Ⓞ]
1					\$	<input type="radio"/>
2					\$	<input type="radio"/>
3					\$	<input type="radio"/>
4					\$	<input type="radio"/>
5					\$	<input type="radio"/>
6					\$	<input type="radio"/>
7					\$	<input type="radio"/>
8					\$	<input type="radio"/>
9					\$	<input type="radio"/>
10					\$	<input type="radio"/>

Page Totals
 Add all expenditures with the same expenditure type (do not include the aggregate amount in the totals)

Cash (CA)	Accounts Payable (AP)	Loan Payment (LP)
\$ _____	\$ _____	\$ _____

Complete only for last page

Cash (CA)	Loan Payment (LP)
\$ _____	\$ _____

PC 3 Cash Expenditures and Loan Payments

→ Please type or print legibly in black ink; list only one entry per line

Definitions and Instructions

Amount of Expenditure: Amount of check, credit or debit card charge, account payable, or the total amount of miscellaneous cash expenditures or miscellaneous accounts payable.

Check #: The number of the check. If the expenditure or was charged on a committee credit or debit card, enter "credit card" or "debit card." If the expenditure is an electronic funds transfer, enter "EFT." Check number is not required for miscellaneous cash expenditures.

Date: The date the expenditure or account payable was incurred, or loan payment was made or owed. Date must include the month, day and year.

Expenditure Type: Select the appropriate expenditure type from the list provided on the form. Designate only one expenditure type for each entry.

Name and Address of Payee: The name and address of the vendor or individual to whom payment was made or is owed. Address is the city, or county if the payee is not located in a city, and state where the payee is located. If the payee is a state political committee, also list the six-digit ID number assigned to the committee by the Elections Division. Do not use acronyms in place of the full name of the payee.

Page Totals: Add all code CA expenditures and enter the amount on the Cash line in the Page Totals box. Add all code LP expenditures and enter the amount on the Loan Payment line in the Page Totals box. Total all AP and enter the amount on the Accounts Payable line in the Page Totals Box.

Paid to Accounts Payable: Check this box if the expenditure is a payment of a previously reported account payable.

Purpose: Use a purpose code from the list below or provide a written description of the purpose of the expenditure. If one or more of the following purpose codes, other than G, PO, or T, are used to describe an expenditure purpose, no other description is generally required. A purpose code or description is not required for miscellaneous cash expenditures or accounts payable. The exceptions when using the following purpose codes are:

- If an in-kind expenditure or made on behalf of another committee, the purpose description must include the purpose of the expenditure, state that it is an in-kind contribution and name the recipient candidate or committee. If the expenditure supports or opposes multiple candidates or committees, specify the amount attributable to each candidate or committee.
- If an expenditure is an independent expenditure on behalf of a candidate or measure, the purpose description must include the purpose of the expenditure, state that it is an independent expenditure, name the candidate or measure and indicate support or opposition. If the expenditure supports or opposes multiple candidates or measures, specify the amount attributable to each candidate or measure.

Abbreviations and Codes

B Broadcast Advertising: Expenditures made to an agent or directly to a radio or a TV station for advertising.

C Cash Contributions: Contributions made to other committees or organizations.

F Fundraising Event Expenses: Expenditures associated with holding a fundraiser, including payments to restaurants, hotels, caterers, other food and refreshment vendors, entertainers, and speakers.

G General Operational Expenses: General campaign operating expenses, including filing fees, bank service charges, purchase or rental of office equipment and furniture for the campaign, and office supplies. When code G is used, a committee must also describe the type of expenses (e.g., office supplies, furniture).

I Interest Payment: Interest paid to a financial institution or other lender for a loan.

L Literature, Brochures, Printing: Expenditures for the preparation and production of campaign literature and printed solicitations, including expenditures for mailing lists, design, photography, copy, layout, printing, and reproduction.

M Management Services: Includes fees and commissions paid to campaign management companies, agents, and campaign consultants.

N Newspaper and Other Periodical Advertising: Expenditure made to an agent or directly to a newspaper or other periodical for advertising.

O Other Advertising: Expenditures associated with the production and purchase of advertising (e.g., billboards, yard signs, voters' pamphlets, websites and campaign materials).

P Postage: Expenditures for stamps, postage, United Parcel Service, Federal Express and direct mail services.

R Reimbursement for Personal Expenditures: Payments made to a person for personal expenditures made on behalf of the committee (including credit card charges). The personal expenditure made by the person must be reported as a separate transaction.

S Surveys and Polls: Expenditures associated with surveys and polls, including election trends, voter surveys, telemarketing, and telephone banks.

T Travel Expenses: Expenditures associated with travel. When code T is used, a committee must also describe the type of expenses (e.g., lodging, airfare, meals, gas, mileage).

U Utilities: Expenditures for utilities (e.g. telephone, internet access, electricity).

W Wages, Salaries, Benefits: Expenditures associated with campaign staffing (including wages, employment taxes, insurance, and payments to temporary employment agencies).

Y Petition Circulators: Payments made to individuals for collection of signatures on a petition or to an agent that pays petition circulators.

Z Preparation and Production of Advertising: Payments associated with the preparation or production of advertising.

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

PC 10 Statement of Independent Expenditures

rev 1/12

→ Please type or print legibly in black or blue ink; list only one entry per line

Name of Individual or Organization making the Independent Expenditure (use full name)

Address, Street/Route

City

State

Zip Code

Work Phone Number

Name of Person Responsible for filing PC 10

Address, Street/Route

City

State

Zip Code

Date	Name and Address of Payee* <small>*address includes city, or county if no city, and state</small>	Purpose & Support/Oppose Information	A/P	Amount of Expenditure	Paid to A/P
1			<input type="radio"/>	\$	<input type="radio"/>
2			<input type="radio"/>	\$	<input type="radio"/>
3			<input type="radio"/>	\$	<input type="radio"/>
4			<input type="radio"/>	\$	<input type="radio"/>
5			<input type="radio"/>	\$	<input type="radio"/>
6			<input type="radio"/>	\$	<input type="radio"/>
7			<input type="radio"/>	\$	<input type="radio"/>
8			<input type="radio"/>	\$	<input type="radio"/>
9			<input type="radio"/>	\$	<input type="radio"/>
10			<input type="radio"/>	\$	<input type="radio"/>

I hereby certify the above listed expenditures were made for the candidates or measures specified. 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.

for office use only

Signature of person responsible for filing PC 10

Date Signed

PC 10 Statement of Independent Expenditures

Independent Expenditure Information

An independent expenditure is an expenditure or account payable that is incurred for a communication in support of or in opposition to a clearly identified candidate or measure. The expenditure must not be made with the cooperation or with the prior consent of, or in consultation with, or at the request or suggestion of, a candidate or any agent or authorized committee of the candidate, or any political committee or agent of a political committee supporting or opposing a measure.

A person, other than a committee, who obligates or spends the person's own funds of more than \$750 for the calendar year to support or oppose any candidate or measure must file a Statement of Independent Expenditures (PC 10) with the Elections Division.

"Person" includes an individual, corporation, limited liability company, labor organization, association, firm, partnership, joint stock company, club, organization or other combination of individuals having collective capacity. It does not include a political or petition committee.

The deadline to file the PC 10 is not later than seven calendar days after the total amount of the independent expenditure exceeds \$750 in a calendar year. The individual responsible for the penalty that is associated with filing a late PC 10 is the individual who signs the PC 10. If you need assistance contact the Elections Division at 503.986.1518.

Form Field Instructions

Date: The date the expenditure was made or account payable is incurred. Date must include the month, day and year.

Name and Address of Payee: The name and address of the vendor or individual to whom payment was made. Address is the city, or county if the payee is not located in a city, and state where the payee is located.

Amount of Expenditure: Amount of check, cash transaction, credit or debit card charge, or account payable.

Purpose & Support/Oppose Information: Use a purpose code from the list below or provide a written description of the purpose of the expenditure. If one or more of the following purpose codes, other than T, are used to describe an expenditure purpose, no other description is generally required. Name the candidate or measure and indicate support or opposition. If the expenditure supports or opposes multiple candidates or measures, specify the amount attributable to each candidate or measure.

A/P: Mark this if the "independent expenditure" is owed as an account payable. This may be an estimated amount.

Paid to A/P: Mark this if payment is made to an account payable previously reported on a PC 10.

Abbreviations

B Broadcast Advertising

Expenditures made to an agent or directly to a radio or tv station for advertising.

L Literature, Brochures, Printing

Expenditures for the preparation and production of campaign literature and printed solicitations, including expenditures for mailing lists, design, photography, copy, layout, printing, and reproduction.

N Newspaper and Other Periodical Advertising:

Expenditures made to an agent or directly to a newspaper or other periodical for advertising.

O Other Advertising

Expenditures associated with the production and purchase of advertising (e.g. billboards, yard signs, voters' pamphlets, websites, and campaign materials).

P Postage

Expenditures for stamps, postage, United Parcel Service, Federal Express and direct mail.

S Surveys and Polls

Expenditures associated with surveys and polls, including reports on election trends, voter surveys, telemarketing, and telephone banks.

T Travel Expenses

Expenditures associated with travel. When code T is used, a committee must also describe the type of expenses (e.g., lodging, airfare, meals, gas, mileage.)

Z Preparation and Production of Advertising

Payments associated with the preparation or production of advertising.

PC 12 Statement of Corporate Paid-in-Capital

rev 1/12

→ Please type or print legibly in black or blue ink; list only one entry per line

Name of Corporation				page _____ of _____	
Corporation Mailing Address, P.O. Box or Street		City	State	Zip Code	
Name of Authorized Representative of Corporation					
Address, Street/Route		City	State	Zip Code	

Date Received	Name and Address of Shareholder	Occupation of Shareholder	Amount of Paid-in-Capital
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
7			\$
8			\$
9			\$
10			\$

Page Total

Paid-in Capital
\$

Signature of Authorized Representative of Corporation **Date Signed**

for office use only

PC 12 Statement of Corporate Paid-in-Capital

→ *Please type or print legibly in black or blue ink; list only one entry per line*

Instructions

A corporation must file a Statement of Corporate Paid-in-Capital (PC 12) when:

- the major source of revenue for the corporation is paid-in-capital
- the primary purpose of the corporation is to support or oppose any candidate, measure or political party

and

- the corporation has made a contribution or an expenditure for that purpose

The Statement of Corporate Paid-in-Capital and Cash Expenditures and Loan Payments form (PC 3), including information on the nature and amount of all expenditures of money and in-kind contributions made by the corporation, must be filed no later than seven calendar days after the contribution is received or the expenditure is made.

Definitions

Amount of Paid-in-Capital: The amount paid by the shareholder.

Date: The date the transaction occurred. Date must include the month, day and year.

Name and Address of Shareholder: The name and complete address of each shareholder, including residence or mailing address, city, state and zip code.

Occupation of Shareholder: The job held by the shareholder, even if it is unpaid. If the shareholder is self-employed or is the business owner, the nature of the business must be provided.

Page Total: Add all paid-in-capital amounts on the page and enter the amount in the Page Total box.

PC 13 Affidavit for Out-of-State Political Committee Contributions

rev 1/12

→ Please type or print legibly in black ink

I, _____ am the candidate/treasurer
name of candidate or treasurer

for the _____
name of committee

I hereby certify, to the best of my knowledge and belief, the out-of-state political committee named below did not make contributions to candidates and treasurers of committees in Oregon that exceeded two-thirds, in total amount, of all the out-of-state political committee's contributions anywhere in the country during the calendar year of _____.

Out-of-State Committee Information

Name of Out-of-State Political Committee

Address of Out-of-State Political Committee, Street/Route

City

State

Zip Code

Principal Interest of Out-of-State Political Committee

Signature (of Candidate or Treasurer of Political Committee or Petition Committee Receiving Contribution)

Date Signed

State of Oregon, County of _____ subscribed before me

this _____ day of _____, 20____ by _____.

Signature of Notarial Officer

Date Commission Expires

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Campaign Signs . . .

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.
4. May not be placed in locations that obstruct motorists' or pedestrians' vision, such as street corners or next to driveways.
5. May not be placed in the public right-of-way or on public property, such as parks or schools.
6. Shall be kept neat, clean, and in good repair. Signs not in good repair shall be removed or repaired immediately.
7. May not be attached to trees, shrubbery, utility poles, or traffic control signs or devices.
8. May not obstruct or obscure primary signs on adjacent properties.

Signs on cars . . .

1. Shall not project beyond the original frame of the vehicle more than ¼ inch.
2. Shall not be larger than six square feet. Car wraps are exempt from the size requirements.
3. Shall not be parked in a right-of-way for extended periods of time to be used as a portable sign