



Administration – City Recorders Office
117 N Molalla Avenue, PO Box 248, Molalla, Oregon 97038
Phone: (503) 759-0285 Fax: (503) 829-3676

Spring 2024

To: Prospective City Council Candidates

Thank you for your interest in running for Molalla City Council!

**Please read this document entirely, before filling out forms.
You may not begin petitioning without Election Officer approval.**

The November 5, 2024, General Election ballot will feature four Council positions. Council members with terms expiring on December 31, 2024, are:

Mayor Scott Keyser	Appointed Councilor Eric Vermillion
Council President Jody Newland	Appointed Councilor Darci Lightner

Individuals elected in November 2024 will serve four-year terms that begin on January 1, 2025, and end on December 31, 2028.

To run for city office in Molalla, an individual must be a registered voter that has lived within the city limits for at least twelve months before the November Election Day. Interested and eligible residents must first submit forms to the City – see page 4 of this packet for more details.

The City Elections Officer (City Recorder) will accept nomination papers comprising a petition beginning at 8 a.m. on June 5, 2024. Once the City Elections Officer certifies that a candidate is eligible to run, the candidate must then collect 20 valid signatures from registered Molalla voters during the filing period.

Please note that signature sheets must be approved by the City Elections Officer before they can be circulated. Completed petitions sheets are due to the City Elections Officer no later than 4:30pm on Tuesday, August 20, 2024.

As your Elections Officer, I am a resource for you. Please contact me with any questions at 503-759-0285 or recorder@cityofmolalla.com. When you are ready to file candidate papers, please contact me to ensure I am available.

Sincerely,

Christie Teets
City Recorder |
Elections Officer

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Important Dates

If you are interested in running for City Council, note these critical 2024 dates:

June 5	First day to file nomination papers with the city elections officer. Note: signature sheets must be approved <u>before</u> being circulated.
Aug. 20	City Hall deadline to submit signatures for verification to the city elections officer. NOTE: The Elections Officer takes signature sheets to Clackamas County Elections Office for verification. Please allow for travel and processing time.
Aug. 29	Last day for city candidates to file voters' pamphlet statements with the Clackamas County Elections Office.
Aug. 30	Last day to withdraw candidacy.
Nov. 5	Election Day
January 8, 2025	Oaths of Office administered at the first City Council meeting of the new year.

Qualifications for Candidacy

- Must be a resident of the City of Molalla during the twelve months immediately preceding the election.
- Must be a qualified elector (voter) in the State of Oregon.

About Molalla City Council

- City Council is composed of a mayor and six councilors.
 - All council members are elected at-large.
 - Terms are four years, unless filling an unexpired term.
 - No person shall serve more than two full consecutive terms.
- Councilors must take an oath of office before commencing duties.
 - Council meetings are held on the second and fourth Wednesdays of each month.
 - Councilors attend multiple city and regional meetings each year.
 - Councilors must file an annual statement of economic interest with the Oregon Government Ethics Commission (OGEC).

How to File for Candidacy by Petition

Find candidate forms here: <http://sos.oregon.gov/elections/Pages/electionforms.aspx>.

Step 1: Candidate nomination papers are filed with the City:

Forms SEL101 and SEL121 must be approved in writing by the city elections officer before circulating. Failure to do so will result in the rejection of signature sheets. Each candidate must determine in advance which position they plan to run for.

1. **Form SEL101:** [Candidate Filing](#)
2. **Form SEL121:** [Candidate Signature Sheet – Nonpartisan](#)

Beginning June 5, 2024, you may submit a completed Candidate Filing Form (SEL101) AND a Candidate Signature Sheet – Nonpartisan (SEL121 – submit with just the top portion completed) to the City Elections Officer at Molalla City Hall, 117 N. Molalla Avenue, Molalla.

A sample SEL101 and SEL121 form is provided on the city website.

Step 2: Once your eligibility has been verified by the City Election Officer, you will receive a letter notifying you that you are approved to begin collecting signatures.

*****Do not begin collecting signatures without this letter of approval.*****

Using SEL 121 forms, you must obtain a minimum of 20 signatures of registered voters who reside within Molalla City limits.

- While 20 valid signatures are what is *required*, it is recommended that you gather a few more in case some are deemed invalid (the signer is not registered to vote, resides outside City limits, etc.).
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Step 3: Submit your completed signature pages **AND Form [SEL 338](#) to the **City Elections Officer** who will submit them to the County Clerk for verification.**

Once all of your forms have been verified and you have 20 verified signatures, your name will be submitted to the County Clerk to appear on the ballot, and you will receive notification from the City Elections Officer.

If a candidate does not submit enough valid signatures, the candidate may continue to collect additional signatures until the filing deadline.

Step 4

- Campaign! Get out and meet people, speak at community groups, talk to your neighbors and friends, let them know you are running for office and why. You can do all of this without spending a penny.
- If you choose to set up campaign financing, see **Step 5**.
- If you choose to distribute temporary campaign signs, please see page 6 of this packet, Political Sign Info.

Step 5: Required Campaign Financing

As required by State law, candidates must follow campaign finance reporting requirements. Visit <https://sos.oregon.gov/elections/Pages/campaign-finance.aspx> to review the campaign finance reporting manuals. Be sure to review the contribution and expenditure reporting requirements and observe the filing deadlines. *For detailed information regarding who must file and when, refer to the candidate manual or check with the local elections officer in the State Elections Division at 503-986-1518, or Clackamas County elections at 503-655-8510.*

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

- The candidate serves as the candidate's own treasurer;
- The candidate does not have an existing candidate committee; AND
- The candidate does not expect to receive or spend more than \$750 during the calendar year. (The \$750 includes in-kind contributions and personal funds spent for any campaign related costs.)

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

- File a Statement of Organization with the Secretary of State Office using **Form SEL220** (using the electronic ORESTAR program or by paper);
- File a Certificate of Limited Contributions and Expenditures using Form PC 7, if applicable.

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

- Register the committee in the Secretary of State's Election Division ORESTAR system;
- File a Statement of Organization with the Secretary of State Elections Division using **Form SEL220** (using the electronic ORESTAR program or by paper); AND
- Establish a dedicated campaign account and file Campaign Account Information using **Form SEL223**;

Withdrawal of Candidacy

To withdraw from the election, a candidate must file the SEL150 Candidate Filing Withdrawal form with the city elections officer no later than August 30, 2024, for the Nov. 5, 2024, General Election. Form SEL150 may be downloaded here:

<https://sos.oregon.gov/elections/Pages/candidate-filing-withdrawal-sel-150.aspx>

County Voters' Pamphlet

Each candidate is responsible for their own voters' pamphlet submission with the Clackamas County elections office. This generally includes a photo, brief biography, and an issues statement. Molalla City Council positions are considered paid positions, so the county charges a fee for candidate submissions. This fee (\$50) is considered an expense and must be included on State campaign expenditure reports.

Political Signs and Printed Material

(The Do's and Don'ts)

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

How long can the political signs be displayed?

The City requests the signs be removed within ten days after the election.

Political Signs and Printed Material – continued

Identification on Political Material

The State does not enforce identification requirements. The State elections division does, however, we strongly recommend that identification be voluntarily included so the public knows who is authorizing the publication.

Still Have Sign Questions?

Please contact the Code Enforcement Officer at 503-829-6855 or check online at www.cityofmolalla.com Municipal Code [Chapter 18](#).

Be aware that the Oregon Department of Transportation (ODOT) has some stringent regulations. If you are considering posting political signs along OR 211 or OR 213, contact ODOT before doing so.

Miscellaneous

All election forms that are filed with the city are a matter of public record and will be released if requested.

Please contact City Recorder, Christie Teets at 503-759-0285 or recorder@cityofmolalla.com if you have questions about the election process.

Internet Resources

- Molalla City Council Elections:
<https://www.cityofmolalla.com/cityrecorder/page/elections-2024-so-you-want-run-local-office>
- Molalla City Charter and Municipal Code: <https://ecode360.com/MO4970>
- Clackamas County Elections Office: www.clackamas.us/elections
- State of Oregon Elections Division:
<https://sos.oregon.gov/elections/Pages/laws-rules-publications.aspx>
- Subscribe to City Council meeting email notices:
www.cityofmolalla.com/newsletter/subscriptions