



Congratulations on your decision to run for office!

Enclosed in the packet of material you will find the following:

- City Council Application Packet
- 2018 City Election Calendar
- Sisters City Charter
- State of Oregon ‘Candidates Manual’ Excerpt: Pages 21-23.
sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf
- City Election Forms – the forms you will need to run for City Council include:
 1. SEL 101 – Candidate Filing/Major Political Party or Nonpartisan
deschutes.org/sites/default/files/fileattachments/clerk039s_office/page/329/sel101.pdf
 2. SEL 121 – Petition for Nonpartisan Nomination signature Sheet
sos.oregon.gov/elections/Documents/SEL121.pdf
 3. SEL 338 – Petition Submission
sos.oregon.gov/elections/Documents/SEL338.pdf
- Candidate “Quick Guide” to Campaign Finance Reporting in Oregon
sos.oregon.gov/elections/Documents/candidatequickguide.pdf

To obtain additional information, please contact the City of Sisters Elections Officer:

Kerry Prosser
City Recorder

Phone: 541-323-5213

Fax: 541-549-0561

Email: kprosser@ci.sisters.or.us

SISTERS CITY COUNCIL APPLICATION PACKET

November 6, 2018 General Election Sisters City Council Application Packet

At the 2018 General Election, three City Council positions will appear on the ballot. The filing period for interested candidates begins on May 30, 2018. The filing process, including signature verifications must be completed by August 28, 2018 at 5:00 p.m.

Sisters City Recorder Kerry Prosser is the Elections Filing Officer for City elections. You may contact Kerry at kprosser@ci.sisters.or.us or by calling 541-323-5213.

CITY COUNCIL POSITIONS

Of the three persons elected, the two receiving the highest number of votes shall hold office for four years. The person receiving the third highest number of votes shall hold office for two years. The Mayor and Council President are elected by the Council at the beginning of odd numbered years at the first regular meeting in January and serve a term of two years.

- ❖ All positions are non-partisan.
- ❖ Council positions are elected at large meaning candidates may reside in any area of the community.
- ❖ All positions are volunteer and unpaid.
- ❖ All terms will begin on January 09, 2019.

QUALIFICATIONS AND RESIDENCY REQUIREMENTS

To qualify as a candidate you must:

- ❖ Be a registered voter of the City of Sisters and a qualified elector under the laws and constitution of the state of Oregon.
- ❖ Be a resident of the City of Sisters who has resided continuously in the City during the 12 months immediately preceding the election.

HOW TO FILE

Please review this information packet to assist you in fulfilling the requirements to appear on the November ballot. The City of Sisters follows the state guidelines for Candidates Filing by Petition (City Elections Manual pages 21-23).

Step 1: File Prospective Petition

- ❖ Complete form *SEL 101 Candidate Filing* (marked “Prospective Petition”) and *SEL 121 Candidate Signature Sheet* and file them with the City Recorder well in advance of the August 28th deadline. There are no filing fees to run for office in the City of Sisters.
- ❖ **Do not collect signatures until your petition has been approved by the City Recorder.**

Step 2: Collect Signatures

- ❖ The City Elections Officer will review the prospective petition and provide written approval authorizing the candidate to begin the collection of signatures. Any signatures gathered **prior to written approval** will be rejected.
- ❖ The City of Sisters Charter requires the petition contain a minimum of **10** qualified City of Sisters registered voters signatures. It is recommended you gather more signatures than necessary to assure you have the required number of valid signatures.
- ❖ Oregon law requires each petition sheet must be properly certified by its circulator, who must personally witness each signature.

Step 3: Submit Signature Sheets

- ❖ When ample signatures have been collected, the candidate shall submit the petitions to the Deschutes County Clerk’s Office- Elections Officer for verification of signatures.
- ❖ To complete the filing process a candidate must:
 - Ensure each signature sheet certification is signed and dated by the circulator.
 - Number each signature sheet sequentially in the space provided.
 - Submit the signature sheets with the form *SEL 338* (Petition Submission) to the Deschutes County Clerk’s Office- Elections Officer for verification allowing sufficient time for the verification process to be completed prior to the filing deadline.
- ❖ Upon verification, submit verified signature sheets with form *SEL 338* to the City Recorder.

Step 4: Complete Filing

- ❖ The City Elections Officer will notify the candidate in writing of the results of the signature verification. If it is determined there are not sufficient valid signatures and the filing deadline has not passed, the candidate may submit additional signatures,
- ❖ **The filing process, including signature verification, must be completed by August 28, 2018 at 5:00 p.m.**

WITHDRAWAL OF CANDIDACY

If for any reason a candidate decides to withdraw from the race, a candidate must file a form *SEL 150 Withdrawal of Candidacy* with the City Recorder. This form must be received no later than 5:00 p.m. on August 31, 2018 in order to not have your name appear on the ballot.

CAMPAIGN FINANCE REPORTING REQUIREMENT

All campaign finance reporting is handled by the Oregon Secretary of State Elections Division. A candidates "Quick Guide" on campaign finance reporting is included in this information packet. All the forms and information regarding the process can be found on the Oregon Secretary of State Elections Division website at www.oregonvotes.gov under Campaign Finance.

Campaign Finance Guidelines

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

- ❖ The candidate serves as the candidate's own treasurer.
- ❖ The candidate does not have an existing candidate committee.
- ❖ The candidate does not expect to receive or spend more than \$750 during a calendar year, including in-kind contributions and personal funds.

If a candidate expects to receive or spend more than \$750, the candidate should access the information available at the Oregon Secretary of State Elections Division website at www.oregonvotes.gov under Campaign Finance for further instructions.

STATEMENT OF ECONOMIC INTEREST/STATE REPORTING REQUIREMENTS

All persons holding office in the City of Sisters are required to file an annual Statement of Economic Interest with the Oregon Government Ethics Commission (OGEC). The reports must be filed by April 15th of each year of the incumbency of the elected official. Information concerning sources of income, property, business interests and gifts related to the office is requested. Civil penalties may be imposed for failure to file or for filing insufficient information. The filings are handled electronically by the OGEC. Additional information can be found on the OGEC website at www.oregon.gov/OGEC

VOTER PAMPHLET

Council candidates have the opportunity to place a candidate statement in the Deschutes County Voter Pamphlet. There is a filing fee and applications must be submitted to the Deschutes County Clerk's Office – elections Division no later than September 10, 2018 at 5:00 p.m. The necessary form is available online at: www.deschutes.org/clerk/page/candidate-measure-filing-forms Please contact the County Clerk's office for more information.

POLITICAL SIGNAGE

Campaign/Political signs are allowed to be displayed without a permit provided the sign complies with the following:

- ❖ The sign shall be located on private property, with the permission of the property owner.
- ❖ The sign shall not be illuminated.

- ❖ The sign shall not be located in a manner to cause any traffic or pedestrian safety issues.
- ❖ The sign shall not be installed more than 60 days prior to the election and must be removed within 3 days after the election.
- ❖ In residential zones the sign is limited to a maximum of 6 square feet in area and if freestanding not more than 4 feet in height.
- ❖ In all other zones (commercial, industrial mixed-use, etc.) the sign shall not exceed 32 square feet in area and if freestanding, 5 feet in height.
- ❖ Signs shall be installed in a manner consistent with the Development Code.

CITY COUNCILOR JOB DESCRIPTION

The job description for members of the Sisters City Council can be compared to that of a member of a Board of Directors. The City Council is accountable to the Sisters electorate in the same way a Board is accountable to stockholders. The City Council sets public policy, as provided under the Sisters City Charter. The City is chartered under a Council/Manager form of government, meaning the Council sets policy and gives broad direction to the City Manager. The City Manager and city staff, under the City Manager’s direction, carry out that broad direction and oversee the provision of city services on a daily basis.

Council Meetings

The City Council convenes twice a month for formal meetings.

- Workshop meetings are held on the 2nd and 4th Wednesdays at 5:30 p.m., immediately preceding the regular meeting. These meetings last one hour.
- Regular meetings are held on the 2nd and 4th Wednesdays at 6:30 p.m. These are the meetings where official votes are taken on ordinances, resolutions, motions and other official actions.
- Executive Sessions are held as needed and convened under the provision of Oregon Revised Statutes (ORS)
- Joint meetings with the Deschutes County Commission are held quarterly.
- As needed, the Council will convene special meetings with community agencies and other groups.

ELECTION OFFICES

Please do not hesitate to contact the City Elections Officer for additional information or questions

Kerry Prosser
 City Recorder/Elections Officer
 PO Box 39 -520 E. Cascade Avenue-Sisters, OR 97759
 541-323-5213 kprosser@ci.sisters.or.us

City of Sisters 2018 City Council Election Calendar

May 30	Candidate information packet available
May 30	Notice in Nugget News that election packets are available
May 30	First day to file
August 14	Deadline for filing <u>prospective</u> petition ¹
August 28	Deadline for filing <u>perfected</u> petition (required)
August 31	Deadline for withdrawing a candidacy
September 10	Deadline for filing a Candidates Statement for the County Voters Pamphlet with the County Clerk's office (optional)
November 06	Election
December	Certified election results approved by City Council
January 09, 2019	New councilors take office (oath administered at first regular meeting)

¹ Prospective petition deadline is soft, for purposes of insuring candidate has sufficient time to collect signatures and get them verified by the County in order to complete filing requirements.

Preamble

We, the people of Sisters, Oregon, in order to avail ourselves of self-determination in municipal affairs to the fullest extent now or hereafter possible under the constitutions and laws of the United States and the state of Oregon, through this charter confer upon the city the following powers, subject it to the following restrictions, prescribe for it the following procedures and governmental structure, and repeal all previous charter provisions of the city.

CITY OF SISTERS CHARTER

To provide for the government of the City of Sisters, Deschutes County, Oregon; and to repeal all charter provisions of the City enacted prior to the time that this Charter takes effect.

Be it enacted by the people of the City of Sisters, Deschutes County, Oregon:

CHAPTER I NAME AND BOUNDARIES

Section 1. TITLE OF ENACTMENT. This charter may be referred to as the 2003 Sisters Charter.

Section 2. NAME OF CITY. The city of Sisters, Deschutes County, Oregon, shall continue to be a municipal corporation with the name, "City of Sisters".

Section 3. BOUNDARIES.

(1) The city includes all territory within its boundaries as they now exist or hereafter are modified pursuant to state law. The custodian of the city's records shall keep an accurate, current description of the boundaries and make a copy of it available for public inspection during regular city office hours.

(2) The City shall include all territory encompassed by its boundaries as they now exist or hereafter are modified by a majority of voters. Unless mandated by State law, any annexation delayed or otherwise, to the City of Sisters may only be approved by a prior majority vote among the electorate. (Ballot Measure 9-40, 1996).

(3) Unless mandated by State law, any future extension or expansion of city services beyond the city limits, except for emergency services, shall require prior approval by a majority vote among the electorate. (Ballot Measure 9-41, 1997).

CHAPTER II POWERS

Section 4. POWERS OF THE CITY. The city shall have all powers which the constitutions, statutes, and common law of the United States and of this state expressly or by implication grant or allow

municipalities as fully as though this charter specifically enumerated each of those powers.

Section 5. CONSTRUCTION OF CHARTER. In this charter, no specification of a power is exclusive or restricts authority that the city would have if the power were not specified. The charter shall be liberally construed so that the city may exercise fully all its powers possible under this charter and under United States and Oregon law. All powers are continuing unless a specific grant of power clearly indicates the contrary.

CHAPTER III FORM OF GOVERNMENT

Section 6. DISTRIBUTION OF POWERS. Except as this charter provides otherwise and as the Oregon Constitution reserves municipal legislative power to the voters of the city, all powers of the city are vested in the council.

Section 7. COUNCIL. The council shall be composed of five councilors elected from the city at large.

Section 8. COUNCILORS. The term of office of a councilor in office when this charter is adopted is the term of office for which the councilor has been elected before adoption of the charter (or is elected at the time of the adoption.) At each general election after the adoption, three councilors shall be elected. Of the three, the two receiving the two highest numbers of votes shall each hold office for four years, and the one receiving the next highest number of votes shall hold office for two years. At each subsequent biennial general election, three councilors shall be elected. Of the three, the two receiving the two highest numbers of votes shall each hold office for four years, and the one receiving the next highest number of votes shall hold office for two years.

Section 9. MAYOR. The term of office of the mayor in office when this charter is adopted continues until the beginning of the first odd- numbered year after that time. At the first meeting of the Council in each odd-numbered year beginning with the first odd-numbered year after the adoption of this Charter, Council shall elect one of its members to serve as mayor for a term of two years.

Section 10. TERMS OF OFFICE. The term of office of an elective officer who is elected at a general election begins at the first council meeting of the year immediately after the election and continues until the successor to the office assumes the office.

Section 11. APPOINTIVE OFFICES. A majority of the council may:

- (1) Create, abolish, or combine appointive city offices, and
- (2) Fill such offices by appointment and vacate them by removal.

Section 12. QUALIFICATIONS OF OFFICERS. No person shall be eligible for an elective office of the city unless he or she resides in the city limits and is a qualified elector within the meaning of the state constitution and has resided in the city during the twelve months immediately preceding the election. The council shall be final judge of the qualifications and election of its own members, subject, however, to review by a court of competent jurisdiction.

CHAPTER IV COUNCIL

Section 13. RULES. The council shall, by ordinance, prescribe rules to govern its meetings and proceedings.

Section 14. MEETINGS. The council shall meet in the city regularly at least once a month at a time and place designated by council rules, and may meet at other times in accordance with the rules.

Section 15. QUORUM. A majority of the council constitutes a quorum for its business, but a smaller number may meet and compel the attendance of absent members in a manner provided by ordinance.

Section 16. RECORD OF PROCEEDINGS. A record of council proceedings shall be kept and authenticated in a manner prescribed by the council.

Section 17. PROCEEDINGS TO BE PUBLIC. No action by the council shall have legal effect unless the motion for the action and the vote by which it is disposed of take place at proceedings open to the public.

Section 18. MAYOR'S FUNCTIONS AT COUNCIL MEETINGS.

- (1) When present at council meetings the mayor shall:
 - (a) Preside over deliberations of the council,
 - (b) Preserve order,
 - (c) Enforce council rules, and
 - (d) Determine the order of business under the rules.
- (2) Notwithstanding subsection (1) of this section, the mayor may temporarily cease to chair a council meeting and delegate the functions described in subsection (1) to another council member.
- (3) The Mayor is a voting member of the council.

Section 19. COUNCIL PRESIDENT.

- (1) At its first meeting after this charter takes effect and at its first meeting of each odd-numbered year, the council shall appoint a president from its councilors.
- (2) The president shall function as mayor when the mayor is:
 - (a) Absent from a council meeting, or
 - (b) Unable to function as mayor.

Section 20. VOTE REQUIRED. Except as this charter prescribes otherwise, the express concurrence of a majority of the council members present and constituting a quorum is necessary to decide affirmatively a question before the council.

Section 21. VACANCIES: OCCURRENCES. The office of a member of the council becomes vacant:

- (1) Upon the incumbent's:
 - (a) Death,
 - (b) Adjudicated incompetence,
 - (c) Recall from the office, or
 - (d) Conviction of a felony
- (2) Upon declaration by the council of the vacancy in case of the incumbent's:

- (a) Failure, following election or appointment to the office, to qualify for the office within ten days after the time for his or her term of office to begin,
- (b) Absence from the city for 30 days without the council's consent or from all meetings of the council within a 60 day period;
- (c) Ceasing to reside in the city,
- (d) Ceasing to be a qualified elector under state law, or
- (e) Resignation from the office.

Section 22. VACANCIES: FILLING. A vacancy in the council shall be filled by appointment by a majority of the council. The appointee's term of office begins at the time of his or her qualifying for the office after the appointment and until expiration of the term of the predecessor who has left the office vacant. During a council member's inability to serve on the council during a member's absence from the city, a majority of the other council members may by appointment fill the vacancy pro tem.

CHAPTER V POWERS AND DUTIES OF OFFICERS

Section 23. MAYOR. The mayor shall appoint, with council approval:

- (1) Members of committees established by council rules, and
- (2) Other persons required by the council to be so appointed.
- (3) The mayor, or in his or her absence or inability to act, the council president, shall sign all ordinances and resolutions; and all other official documents, including but not limited to contracts and deeds, unless the council has specifically authorized other city personnel to sign such official documents.

Section 24. CITY MANAGER.

- (1) The city manager is the administrative head of the city government.
- (2) A majority of the council shall appoint and may remove the manager. The appointment shall be without regard to political considerations and solely on the basis of administrative qualifications.
- (3) The manager need not reside in the city or the state when appointed, but promptly thereafter shall reside within the Sisters School District boundaries during tenure of office.
- (4) Upon accepting the appointment, the manager shall furnish the city a bond in an amount and with a surety approved by the council. The city shall pay the bond premium.
- (5) The manager shall be appointed for a definite or indefinite term and may be removed by the council at its pleasure. Within six consecutive months after a vacancy occurs in the office, the council shall fill the vacancy by appointment.
- (6) The manager shall:
 - (a) Attend all council meetings unless excused by the council or mayor,
 - (b) Keep the council advised of the affairs and needs of the city,
 - (c) See that the provisions of all ordinances are administered to the satisfaction of the council,
 - (d) See that all terms of franchises, leases, contracts, permits, and privileges granted by the city are fulfilled,
 - (e) Appoint, supervise, control, discipline and remove city personnel, except appointees of the mayor or council,
 - (f) Organize and reorganize the departmental structure of city government,

- (g) Prepare and transmit to the council an annual city budget,
 - (h) Supervise operation of all city-owned public utilities and property, and
 - (i) Perform other duties as the council prescribes consistent with this charter.
 - (j) Shall serve as the City Recorder. The recorder shall serve ex officio as clerk of the council unless excused by the council, keep an accurate record of its proceedings, function as the custodian of public records, and sign all orders on the treasury. In the recorder's absence from a council meeting, the mayor shall appoint a clerk of the council pro tem who, while acting in that capacity, shall have all the authority and duties of the recorder.
- (7) The manager may not control:
- (a) The council
 - (b) The municipal judge in the judge's judicial functions; or,
 - (c) Except as the council authorizes, appointive personnel of the city whom the manager does not appoint.
- (8) The manager and other personnel whom the council designates may sit with the council but may not vote on questions before it. The manager may take part in all council discussions.
- (9) When the manager is absent from the city or disabled from acting as manager, or when the office of manager becomes vacant, the council shall appoint a manager pro tem who has the powers and duties of manager, except that the manager pro tem may appoint or remove personnel only with approval of the council. No person may be manager pro tem more than six consecutive months.
- (10) No council member may directly or indirectly, by suggestion or otherwise, threaten or coerce the manager or a candidate for the office of manager in the appointment, discipline, or removal of personnel or in decisions regarding city property or contracts. A violator of this prohibition may be removed from office by a court of competent jurisdiction. In council meeting, members of the council may discuss with, or suggest to, the manager anything pertinent to city affairs.

Section 25. MUNICIPAL COURT AND JUDGE.

- (1) The council may create the office of municipal judge and fill it by appointment. The judge shall hold court within the city at a place and time specified by the judge.
- (2) Except as this charter or city ordinance prescribes to the contrary, proceedings of the court shall conform to general laws of this state governing justices of the peace and justice courts.
- (3) All area within the city and to the extent provided by state law, area outside the city is within the territorial jurisdiction of the court.
- (4) The municipal court has original jurisdiction over every offense that an ordinance of the city makes punishable or as otherwise punishable under state law.
- (5) The municipal judge may render and enforce judgments, impose sanctions on persons and property with the court's jurisdiction, issue process for the arrest of any person accused of an offense against the ordinances of the city, to commit any such person to jail or admit that person to bail pending trial, to issue subpoenas, to compel witnesses to appear and testify in court on the trial of any matter before the court, to compel obedience to such subpoenas, to issue and process documents necessary to carry into effect the judgments of the court, to punish witnesses and others for contempt of court, to perform all other judicial functions prescribed by ordinance. The council may authorize the municipal judge to appoint municipal judges pro tem for terms of office set by the judge or the council.
- (6) Notwithstanding this section, the council may transfer some or all of the functions of the municipal court to an appropriate state, county, or justice court.
- (7) The council shall establish, and may adjust, the compensation of the municipal judge.

CHAPTER VI ELECTIONS

Section 26. REGULAR ELECTIONS. Regular city elections shall be held at the same times and places as biennial general state elections, in accordance with applicable state election laws.

Section 27. NOTICE OF REGULAR ELECTIONS. The recorder shall post the notice of election filed with the county in three conspicuous places in the city. The notice shall state the officers to be elected, the ballot title of each measure to be voted upon, and the time and place of the election.

Section 28. SPECIAL ELECTIONS. The council shall provide the time, manner, and means for holding any special election provided that special elections shall be conducted in accordance with the general election laws of the state. The recorder shall provide notice of each special election in the same manner as regular elections.

Section 29. REGULATION OF ELECTIONS. Except as this charter provides otherwise and as the council provides otherwise by ordinances relating to elections, the general laws of the state shall apply to the conduct of all city elections, recounts of the returns therefrom, and contests thereof.

Section 30. CANVASS OF RETURNS. In all elections held in conjunction with state and county elections, the state laws governing the filing of returns by the county clerk shall apply. Not later than ten days after the election, the council shall meet and canvass the returns at the first regular meeting after receipt of the election results. The results of all elections shall be made a matter of record in the journal of the proceedings of the council. The journal shall contain a statement of the total number of votes cast at each election, the votes cast for each person elected to office, the office to which he or she has been elected, and a reference to each measure enacted or approved. Immediately after the canvass is completed, the recorder shall make and sign a certificate of election of each person elected and deliver the certificate to him within one day after the canvass. A certificate so made and delivered shall be prima facie evidence of the truth of the statements contained in it.

Section 31. TIE VOTES. In the event of a tie vote for candidates for an elective office, the successful candidate shall be determined by a public drawing of lots in a manner prescribed by the council.

Section 32. OATH OF OFFICE. Before entering into the duties of his or her office, each officer shall take an oath or shall affirm that he or she will support the constitutions and laws of the United States and of the state of Oregon and that he or she will faithfully perform the duties of his or her office.

Section 33. NOMINATIONS. A qualified elector who shall have resided in the city during the 12 months immediately preceding the election may be nominated for an elective city position. Nomination shall be by petition specifying the position sought in a form prescribed by the council. Such petition shall be signed by not fewer than 10 electors. No elector shall sign more than one petition for each vacant position. If he does so, his signature shall be valid only on the first sufficient petition filed for the position. The nomination petition shall be assembled, circulated and filed with the recorder in accordance with county election procedures. The recorder shall make a record of the exact time at which each petition is filed and shall take and preserve the name and address of the person by whom it is filed. If the petition is

not signed by the required number of qualified electors, the recorder shall notify the candidate and the person who filed the petition within five days after the filing. If the petition is insufficient in any other particular, the recorder shall return it immediately to the person who filed it, certifying in writing wherein the petition is insufficient. Such deficient petition may be amended and filed again as a new petition, or a substitute petition for the same candidate may be filed within the regular time for filing nomination petitions. The recorder shall notify an eligible person of his nomination, and such person shall file with the recorder his written acceptance of nomination, in such form as the council may require, within five days of notification of nomination. Upon receipt of such acceptance of nomination, the recorder shall cause the nominee's name to be printed on the ballots. The petition of nomination for a successful candidate at an election shall be preserved in the office of the recorder until the term of office for which the candidate is elected expires.

CHAPTER VIII ORDINANCES

Section 34. ORDAINING CLAUSE. The ordaining clause of an ordinance shall be, "The City of Sisters ordains as follows:".

Section 35. ADOPTION BY COUNCIL

(1) Except as subsection (2) of this section allows adoption at a single meeting and subsection (3) of this section allows reading by title only, an ordinance shall be fully and distinctly read before being adopted by the council.

(2) Except as subsection (3) of this section allows reading by title only, the council may adopt an ordinance at a single meeting by the unanimous vote of all council members present, provided the ordinance is read first in full and then by title.

(3) A reading of an ordinance may be by title only if:

(a) No council member present at the meeting requests to have the ordinance read in full,
or

(b) At least one week before the reading:

(i) A copy of the ordinance is provided for each council member.

(ii) A copy of the ordinance is available for public inspection in the office of the custodian of city records.

(iii) Written notice is posted that the ordinance is available for public inspection.

(iv) An ordinance read by title only has no legal effect if it differs substantially from its terms as it was filed prior to the reading unless each section so differing is read fully and distinctly in open council meeting before the council adopts the ordinance.

(v) Upon the adoption of an ordinance, the ayes and nays of the council members shall be entered in the record of council proceedings.

(vi) After adoption of an ordinance, the custodian of city records shall endorse it with its date of adoption and the endorser's name and title of office.

Section 36. EFFECTIVE DATE. An ordinance takes effect 30 days after adoption by the council or on a later day as the ordinance prescribes. An ordinance adopted to meet an emergency may take effect as soon as adopted.

CHAPTER IX PUBLIC IMPROVEMENTS

Section 37. CONDEMNATION. Any necessity of taking property for the city by condemnation shall be determined by the council and declared by a resolution of the council describing the property and stating the uses to which it shall be devoted.

Section 38. IMPROVEMENTS. (1) The procedure for making, altering, vacating, or abandoning a public improvement shall be governed by general ordinance or, to the extent not so governed, by the applicable state law. Proposed action on a public improvement that is not declared by two-thirds of the council present to be needed at once because of an emergency shall be suspended for six months upon a remonstrance by owners of land to be specially assessed for the improvement. The number of owners necessary to suspend the action shall be prescribed by general ordinance. A second such remonstrance suspends the action only with the consent of the council. (2) In this section "owner" means the record holder of legal title or, as to land being purchased under a land sale contract that is recorded or verified in writing by the record holder of legal title, the purchaser.

Section 39. SPECIAL ASSESSMENT. The procedure for fixing, levying, and collecting special assessments against real property for public improvements or other public services shall be governed by general ordinance.

Section 40. BIDS. Contracting procedures for public improvements shall comply with the general laws of the state for public improvement contracts.

CHAPTER X MISCELLANEOUS PROVISIONS

Section 41. TORTS. In no event shall the city be liable for damages for an injury to person, a damage to property, or a death, caused by a defect or a dangerous condition in a public thoroughfare, site, or facility, unless the city has had actual notice prior to the injury, damage, or death that the defect or condition existed and has had a reasonable time thereafter in which to repair or remove it. In no case shall more than \$500 be recovered as damages for an injury, damage, or death resulting from such a defect or dangerous place. No action shall be maintained against the city for damages growing out of such injury, damage, or death unless the claimant first gives written notice to the council within 30 days after the injury, damage or death is sustained, stating specifically the time when, the place where, and the circumstances under which it was sustained, and that he will claim damages therefor of the city in an amount which is specified. But in no event shall the action be started until 30 days have elapsed after the presentation of this notice to the council.

Section 42. SYSTEM DEVELOPMENT CHARGES.

(1) The purpose of this charter provision is to insure that new development bear the full cost of existing and future capital improvements affected by the development.

(2) The City of Sisters shall impose system development charges upon new development associated with public capital improvements, including connections to such improvements, to the extent allowed by State law and subject to any limitations provided by federal and state constitutions and the laws of the State of Oregon. System development charges shall include reimbursement fees to the City of

Sisters for the costs of increased usage of existing capital improvements by new developments. System development charges shall also include improvement fees for an equitable share of projected capital improvements required to increase the capacity of improvements associated with new developments. Applicants for new development permits shall pay system development charges determined in accordance with a methodology designed to allocate to new development the full cost of existing and proposed capital improvements to the extent associated with the new development. Payment of system development charges may be deferred at the discretion of the city to no later than issuance of a certificate of occupancy. The system development charges and the methodology for their determination shall be periodically updated to reflect amendments to the City of Sisters capital improvement plan and other relevant factors.

(3) The City of Sisters may waive system development charges for affordable housing provided by non-profit organizations. In exchange for a waiver, the housing shall be affordable for a period of fifty (50) years. Violation of this agreement shall require full payment of system development charges.

(4) As used in this provision, all definitions of terms shall be as defined by the laws of the State of Oregon, and, in addition, "development" means: The first establishment of a use involving the construction or the placing of structure upon a parcel of land that was not occupied by any structure prior to that event; or any construction, alteration or change of occupancy which increases the usage of any capital improvement or which creates additional demand upon existing capital improvements.

(5) If any part of this charter provision violates the Constitution of the United States, or the Constitution of Oregon, or the laws of either, it alone will be invalidate, and the remainder of this charter provision shall remain in force.

(6) The City of Sisters shall implement this charter provision within 180 days of its passage. (Ballot Measure 9-62, 1998).

Section 43. DEBTS. The city's indebtedness may not exceed debt limits imposed by state law. A city officer or employee who creates or officially approves indebtedness in excess of this limitation is jointly and severally liable for the excess. A charter amendment is not required to authorize city indebtedness.

Section 44. CONTINUATION OF ORDINANCES. Insofar as consistent with this charter, and until amended or repealed; all ordinances in force when the charter takes effect retain the effect they have at that time.

Section 45. REPEAL. All charter provisions adopted before this charter takes effect are hereby repealed

Section 46. SEVERABILITY. The terms of this charter are severable. If a part of the charter is held invalid; that invalidity does not affect another part of the charter, except as the logical relation between the two parts requires.

Section 47. TIME OF EFFECT. This charter takes effect November 5, 2003.

City Candidates

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

The city elections official will verify qualification for a candidate prior to their name being placed on the ballot. If the candidate does not qualify for the position, the filing will be rejected and any fees will be refunded.

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

Filing Requirements

	Primary Election	General Election
First Day to File	September 7, 2017	May 30, 2018
Last Day to File	March 6, 2018	August 28, 2018
Last Day to Withdraw	March 9, 2018	August 31, 2018
Office	Fee	Required Signatures
City Office Contact the local elections official to determine which election the office will appear on and for any applicable charter or ordinance provisions that may supersede this information.	Set by charter or ordinance or	The lesser of either 500 signatures or 1% of the number of votes cast in the district for governor at the last election where the Governor was elected to a full term. Signatures must be obtained from 10% of the precincts in the city.

Filing Methods for City Candidates

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

File by Fee

ORS 249.056

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

- Form SEL 101 Candidate Filing – Major Political Party or Nonpartisan
- and

→ pay the required filing fee, if any.

City candidate filing fees may be set by a city charter or ordinance. Check with your city elections official for more information.

File by Petition




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

All signatures must be from active Oregon registered voters within the district.

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

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 and 260.993


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

-  SEL 101 Candidate Filing – Major Political Party or Nonpartisan marked “Prospective Petition”
- and**
-  SEL 121 Candidate Signature Sheet – Nonpartisan.
-  See Circulator and Petition Sheet Requirements on page 27.

Approval to Circulate

After receiving the completed forms the elections official reviews for required information and if complete will provide written approval to circulate the prospective nominating petition that includes:

- petition number;
- number of signatures required; and
- filing deadline.

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

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.

City candidate must have the lesser of either:

- 500 signatures
- or**
- 1% of the votes cast in the electoral district for all candidates for Governor at the last election where the Governor was elected to a full term.. The signatures must be obtained from at least 10% of the precincts in the city.

City charter or ordinance may have different requirements.

Complete Filing

To complete the filing process a candidate must:

- 1 ensure each signature sheet certification is signed and dated by the circulator;
 - 2 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**
- 3 file the signature sheets with Form SEL 338 Petition Submission – Candidate, Voters’ Pamphlet.

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.

Candidate Filing Timeline

 If a city does not elect candidates at a primary election, the first day to file for office is May 30, 2018, and the deadline is 5 pm on August 28, 2018, for the November 6, 2018 General Election.

District Candidates

ORS 255.235

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

Qualifications for District Offices

Contact the Elections Division for what procedures apply to candidates for a newly created district board. 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 Agriculture 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.

Filing Requirements for District Offices

Contact your county elections official to ensure all statutory requirements are met.

All signatures must be of active Oregon registered voters within the district.

	Primary Election	General Election	Regularly Scheduled District Election
 First Day to File	January 25, 2018	July 19, 2018	February 9, 2019
 Last Day to File	March 6, 2018	August 28, 2018	March 21, 2019
 Last Day to Withdraw	March 6, 2018	August 28, 2018	March 21, 2019
Office	Fee	Required Signatures	
District Office	\$10	or	The lesser of either 25 signatures or 10% of the total number of active registered voters in the district
 District board members are elected at the regular district election in May of each odd-numbered year. Contact the local elections official for any applicable by-laws that may supersede this information.			

 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

Candidate Filing

Major Political Party or Nonpartisan

SEL 101

rev 01/18
ORS 249.031

Filing Dates		Candidate Filing	State Voters' Pamphlet	Candidate Withdrawal
Primary Election May 15, 2018	First Day to File Last Day to File	September 7, 2017 March 06, 2018	January 15, 2018 March 8, 2018	March 9, 2018
General Election November 6, 2018	First Day to File Last Day to File	May 30, 2018 August 28, 2018	July 9, 2018 August 28, 2018	August 31, 2018

Filing Information

This filing is an Original Amendment

Filing Officer Secretary of State County Elections Official City Recorder (Auditor)

Office Information

Filing for Office of:

District, Position or County:

Party Affiliation: Democratic Party Republican Party Independent Party Nonpartisan

Incumbent Judge (for judicial candidates only): Yes No Nondisclosure on file

Filing Method

Fee

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

Prospective Petition, in lieu of filing fee Some circulators may be paid Yes No

Candidate Information

Name of Candidate

First	MI	Last	Suffix	Title
-------	----	------	--------	-------

How you would like your name to appear on the ballot

Candidate Residence / Route Address

Street Address	City	State	Zip	County
----------------	------	-------	-----	--------

Candidate Mailing Address and Contact Information Only one phone number is required.

Street Address or PO Box	City	State	Zip
--------------------------	------	-------	-----

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

Email Address	Web Site, if applicable
---------------	-------------------------

Occupation (present employment) If no relevant experience, None or NA must be entered.

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

Educational Background (schools attended) If no relevant experience, None or NA must be entered.

Complete name of School (no acronyms)	Last Grade completed	Diploma/Degree/Certificate	Course of Study
---------------------------------------	----------------------	----------------------------	-----------------

Educational Background (other) Attach a separate sheet if necessary.

Prior Governmental Experience (elected or appointed) If no relevant experience, None or NA must be entered.

Campaign Finance Information Not applicable to candidates for federal office.

Candidate Committee This section should not be amended at a later date.

- Yes, I have a candidate committee.
- No, I do not expect to spend or receive more than \$750 during each calendar year. The \$750 includes personal funds spent for any campaign-related costs, such as the candidate filing fee; however state voters' pamphlet filing fees are not included when calculating contribution or expenditure totals. 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 Campaign Finance Manual.
NOTE: If you have previously filed for office please check with the Elections Division to verify if you have an existing candidate committee.
- No, but will be filing a Statement of Organization for Candidate Committee (SEL 220).


Candidate Attestation

By signing this document, I hereby state that:

- I will accept the nomination for the office indicated above;
- I will qualify for said office if elected;
- All information provided by me on this form is true to the best of my knowledge; **and**
- No circulators will be compensated based on the number of signatures obtained by the circulator on a prospective petition

For Major Political Party Candidates

- if not nominated, I will not accept the nomination or endorsement of any political party other than the one named
- I have been a member of said political party, subject to the exceptions stated in ORS 249.046, for at least 180 days before the deadline for filing a nominating petition or declaration of candidacy (ORS 249.031). Does not apply to candidates filing for the office of US President.

 **Warning**
Supplying false information on this form may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715). A person may only file for one lucrative office or not more than one precinct committee person at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. (ORS 249.013 and ORS 249.170)

Candidate Signature

Date

Candidate Signature Sheet | Nonpartisan

Petition ID _____

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

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

i Signatures must be verified by the appropriate county elections official before the petition can be filed with the filing officer. Candidates should allow ample time for the verification process to be completed before 5pm on the filing deadline day.

County _____

Candidate Information	
Name	Office
Election	District or Position Number

To the Secretary of State of Oregon/County Elections Official/City Recorder, We the undersigned voters, request the candidate's name be placed on the ballot at the election listed above for nomination to the office indicated.

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

Signature	Date Signed mm/dd/yy	Print Name	Residence or Mailing Address street, city, zip code
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

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

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

Circulator Signature _____ Date Signed mm/dd/yy _____

Sheet Number

Sheet will be numbered by group submitting the petition.

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

Petition Submission

Candidate, Voters' Pamphlet

SEL 338

rev. 01/18

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

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

Filing Officer

State County For both county and district petitions. City

Election Type**Year**

Primary General Special Election 2018 2019 2020

Petition Information**Number****Type**

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

Type of Filing**Number of Signatures Submitted** Candidate Nominating Voters' Pamphlet, Candidate Voters' Pamphlet, Measure**Candidate**

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

Name**Contact Phone****Email Address****Signature****Date Signed****Measure Argument Filer**

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

Name**Contact Phone****Email Address****Signature****Date Signed****For office use only****Submittal number****Number of signatures accepted**

Is the petition complete? Yes No

Will there be additional submittals? Yes No

Campaign Finance Reporting in Oregon

Candidate "Quick Guide"

Congratulations on your decision to run for office! We hope this guide provides tips and answers to frequently asked questions by first-time candidates.



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

Who Must File a Candidate Committee?

If you	Then
<ul style="list-style-type: none"> → Serve as your own treasurer and → Do not have an existing candidate committee and → Do not expect to spend or receive more than \$750 during the entire calendar year (including in-kind contributions and personal funds) 	<ul style="list-style-type: none"> ✓ Relax. No action is necessary because under Oregon Election Law you are not required to establish a candidate committee if you meet all of the criteria. However, you must keep track of all contributions and expenditures because if you exceed the \$750 threshold you must establish a committee and open a dedicated bank account not later than three business days after exceeding the threshold. NOTE: Any fee paid for filing a candidate's statement for inclusion in the state voters' pamphlet is not included for the purpose of calculating the \$750 threshold. Additionally, you must either file a Certificate of Limited Contributions and Expenditures (PC 7) or all transactions that have occurred in the calendar year. See information below to determine if you are eligible to file a Certificate.
<ul style="list-style-type: none"> → Do not expect to receive a total of more than \$3,500 or spend a total of more than \$3,500 for the entire calendar year 	<ul style="list-style-type: none"> ✓ File a Statement of Organization and establish a dedicated bank account – either by using ORESTAR or by submitting the paper forms Statement of Organization for Candidate Committee (SEL 220) and Campaign Account Information form (SEL 223) ✓ File a Certificate of Limited Contributions and Expenditures either by using ORESTAR or by submitting the paper form (PC 7) not later than seven days after first receiving a contribution or making an expenditure
<ul style="list-style-type: none"> → Expect to spend or receive more than \$3,500 	<ul style="list-style-type: none"> ✓ File a Statement of Organization and establish a dedicated bank account – either by using ORESTAR or by submitting the paper forms Statement of Organization for Candidate Committee (SEL 220) and Campaign Account Information form (SEL 223) ✓ File campaign finance transactions using ORESTAR

What starts the whole process?

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

Once I become a candidate, then what?

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

May I serve as my own treasurer?

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

Must I have a dedicated campaign account?

Oregon law requires you to establish a dedicated campaign account if you are required to file a Statement of Organization. The account must be established in a financial institution located in Oregon that ordinarily conducts business in Oregon. One important reminder—when establishing your campaign account, the name of the committee and the name of the account must be the same.

Campaign Finance Reporting in Oregon (cont.)

Candidate "Quick Guide"

How do I file?

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

Electronic Filing

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

What if I don't own a computer?

A Statement of Organization (SEL 220), Campaign Account Information (SEL 223) and Certificate of Limited Contributions and Expenditures (PC 7) may be filed using the paper forms. If you are not eligible to file a Certificate, contribution and expenditure transactions must be reported electronically using ORESTAR. You may want to check with your local library or other public facilities in your area to see if they provide a computer terminal for public use.

When do I report contribution and expenditures?

Generally, the deadline for filing a transaction is not later than 30 calendar days after the date of the transaction. For committees active in an election, beginning on the 42nd day before the date of the election and through the date of the election, a transaction is due not later than 7 calendar days after the date of the transaction. The campaign finance reporting requirements and additional transaction deadlines are available in the Campaign Finance Manual. Information on how to electronically file transactions is detailed in the ORESTAR User's Manual: Transaction Filing.

Are my campaign finance transactions public record?

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

Are there campaign contribution and expenditure limits?

No, Oregon does not have contribution and expenditure limits.

How do I discontinue my committee?

In order to discontinue your committee, you must: Achieve a zero balance and file a Statement to Organization discontinuing the committee.

Where do I get copies of forms and instructional manuals?

All publications and forms are available online at www.oregonvotes.gov, or may be requested from the Elections Division at 503 986 1518.

Need additional help?

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

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



County Clerk's Office

Nancy Blankenship, County Clerk

PO Box 6005, Bend, OR 97708-6005
1300 NW Wall St., Suite 202, Bend, OR 97703-1960
Fax (541) 383-4424
Recording (541) 388-6549
Elections (541) 388-6547
www.deschutes.org

Dear City Candidate:

Congratulations on your decision to run for public office. Serving your community is a gratifying and worthwhile endeavor. Good luck with your campaign!

Deschutes County will be producing a Voters' Pamphlet for the November 6, 2018 General Election. The Pamphlet will be inserted into the State Voters' Pamphlet and will be distributed to every residence in Deschutes County and available at <https://www.deschutes.org/clerk/page/current-upcoming-elections>.

If you wish to be included in the pamphlet, the filing form titled "**Candidate Statement for County Voters' Pamphlet 2018**" is available online at <http://www.deschutes.org/clerk/page/candidate-measure-filing-forms>. The filing fee is based on the cities' voter registration, see below.

Voter Registration	Filing Fee
Between 1,000 - 9,999	\$50
Between 10,000 - 49,999	\$100
Over 50,000	\$300

City	February 2018 Voter Registration
Bend	62,442
La Pine	1,228
Redmond	19,098
Sisters	1,805

Filing deadline: 5 pm, Monday, September 10, 2018
Submit to: Deschutes County Clerk's office, 1300 NW Wall St, Ste 202
Email: Electronic version of your candidate statement in a word processing format to nancyb@deschutes.org. The text will be directly copied into the Voters' Pamphlet.

Please feel free to contact the County Clerk's office if you have any questions.

CANDIDATE’S STATEMENT FOR COUNTY VOTERS’ PAMPHLET (2018)

Name of Candidate _____

Office _____

District _____

Position/Zone No. _____

Part One: Required Information (shall be typed)

OCCUPATION (Present Employment – Paid or Unpaid)

OCCUPATIONAL BACKGROUND (Previous Employment – Paid or Unpaid)

EDUCATIONAL BACKGROUND (Schools Attended, Last Grade Completed; Degree(s), if any)

PRIOR GOVERNMENTAL EXPERIENCE (Elected or Appointed)

By signing this form I HEREBY CERTIFY THAT all information supplied by me about my occupation, occupational and educational background, and prior governmental experience is true to the best of my knowledge.

Any person, who supplies any information in this part, knowing it to be false, is subject upon conviction to imprisonment for up to five years or a fine of \$125,000 or both.

X _____
Candidate’s Signature Date

CANDIDATE'S STATEMENT FOR COUNTY VOTERS' PAMPHLET (2018)

Part Two: Optional Information (shall be typed)

X
Signature of Candidate or Person responsible for the content of Part Two (Optional Information) of the Candidate's Statement.

<p>For Office Use Only</p> <p>Word Count: Part One Total: _____ Part Two Total: _____ Grand Total: _____ (325 Maximum)</p>

Instructions

1. **The Candidate's Statement shall be typed. The text of the statement will be printed as submitted.**
2. Use semicolons (;) to separate items such as jobs, organizations, dates, etc.
3. The word "None" must be used in any section which does not contain any information. The word "None" shall count as part of the word/number count.
4. The combined word count total for **Part One** and **Part Two** shall not exceed 325 words/numbers, including the eight words in the heading of **Part One** (Occupation, Occupational Background, etc.).
5. **Part One** (Required Information) shall be signed by the candidate and **Part Two** (Optional Information) shall be signed by either the candidate or the person responsible for the content of that section.
6. All information cited or quoted from previously published material **shall include** the source and date of publication. (Example: *The Oregonian*, January 2, 2006.)
7. Any endorsement by an individual or an organization, which was not previously made public, shall be accompanied by a Statement of Endorsement.
8. The Election Official shall reject any Candidate Statement (ORS 251.415) which:
 - a. Contains any obscene, profane or defamatory language;
 - b. Incites or advocates hatred, abuse or violence toward any person or group; or
 - c. Contains any language which may not legally be circulated through the mails.
9. The Candidate's Statement will not be accepted without the filing fee:

County and City Offices	
Electoral District's Active Voter Registration	Candidate Fee
Less than 1,000 within the county	\$25
1,000 to 9,999 within the county	\$50
10,000 to 49,999 within the county	\$100
50,000 and over within the county	\$300

Special Districts	
Salaried Position	\$100
Non-Salaried Position	\$25

10. If a candidate desires to provide a photograph, the candidate shall provide **two (2) identical photographs (black and white)**, not later than 5:00 p.m. on the filing deadline. 5" x 7" portrait style photographs are recommended.

Photographs Must:

- a. Be less than four (4) years old when it is filed;
- b. Be reproducible to a finished black and white picture which is not smaller than 1.5 inches by 1.75 inches;
- c. Have a plain background (Note: A grey background reproduces the best); and
- d. Show the face, neck and shoulders only.

Photographs Must Not:

- a. Include the hands or anything held in the hands;
- b. Show the wearing of a judicial robe, hat, or military, police or fraternal uniform; or
- c. Show the uniform or insignia of any organization.

- 11. Any cost incurred for retouching the photograph(s) to meet the requirements will be billed to the candidate.
- 12. The Candidate’s Statement will not be returned to the candidate for proofreading.
- 13. The Candidate’s Statement, photograph(s) and filing fee **shall be filed no later than 5:00 p.m. on the filing deadline shown in the table below.**

ELECTION:	March 13, 2018	May 15, 2018	September 18, 2018	November 6, 2018
Deadline for candidates that file candidacy with County Clerk’s Office:	January 16, 2018	March 19, 2018	July 23, 2018	September 10, 2018

- 14. The required and optional information may be submitted on a separate piece of paper with the **Part One** form completed, **and both** signed and dated. Indicate on the form in the area designated for required information “SEE ATTACHED”. **The Attachment must be signed and dated.**
- 15. 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. If a refund is made, the Candidate’s Statement will not be printed in the Voters’ Pamphlet.
- 16. Candidate’s Statements shall become public record on the 4th business day after the filing deadline (ORS 251.430).
- 17. 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 statement and photograph in more than one county’s voters’ pamphlet, you must contact each individual county for information on the appropriate forms.

Return this completed form to:

Nancy Blankenship
Deschutes County Clerk
1300 NW Wall Street, Suite 202
PO Box 6005
Bend, OR 97708-6005

Please email an electronic version in a word processing format to **Nancyb@deschutes.org**. The text will be directly copied into the Voters’ Pamphlet.

Endorsement Statement for Deschutes County Voters' Pamphlet

ORS 251.405

Primary Election 20____

General Election 20____

Special Election _____

(date)

Statement of Endorsement for:

Candidate's Statement: _____
(name of candidate)

Measure Argument: _____
(measure # and name of person who furnished argument)

In this box, type or print the name of person and/or organization person is authorized to represent exactly as it should appear in the voters' pamphlet statement or argument. An organization's name should be used only if the organization is endorsing the argument or statement. The person's title must also be listed if it is to appear in the voters' pamphlet statement or argument.

I, _____ (printed name), consent to the use of my name or the name of the organization I am authorized to represent exactly as it appears in the box above.

Signature of Individual

Date Signed

Note: Submitting A False Signature On This Statement Is A Violation Of ORS 251.405.

For Office Use Only

Instructions

If the name of a person or organization is used in your statement or argument as supporting or endorsing the statement or argument, you must either:

1. Use the name of the person or organization with a quotation made by the person on behalf of the person or by an authorized person on behalf of an organization. The quotation must have been disseminated to the public prior to its inclusion in the statement or argument and it must be identified in the statement or argument by its source (such as the name of the newspaper in which it appeared) and date of dissemination/publication. Examples for identifying the source of a quote are:

James Joyce, *The Oregonian*, 1/22/90

Bob Dole, *Time Magazine*, July 7, 1997

John F. Kennedy, *Profiles in Courage*, 1960

OR:

2. File a Statement of Endorsement signed by the person, or by an authorized person on behalf of an organization, stating that the person consents to the use of the name of the person or organization in the statement or argument. An organization's name should only be used if the organization is endorsing the statement or argument.

This Statement of Endorsement should be filed with the statement or argument it relates to and must be filed no later than the voters' pamphlet filing deadline.

Note: If a Statement of Endorsement is not received, the person or organization whose name is mentioned will be edited from the statement or argument. If the information contained in the endorsement designation box on the front of this form does not match what is printed in the statement or argument, the statement or argument will be edited to match the Statement of Endorsement form.