

## SISTERS CITY COUNCIL INFORMATION PACKET

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### November 5, 2024, General Election Sisters City Council

At the November 5, 2024 General Election, three City Council positions will appear on the ballot. The filing period for interested candidates begins on June 5, 2024. The filing process, including signature verifications, must be completed by August 27, 2024, at 5:00 pm

Kerry Prosser is the Elections Official for the City.

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### 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 Council elects the Mayor and Council President 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 within the City limits.
- ❖ All positions are volunteer and unpaid.
- ❖ All terms will begin on January 08, 2025.

### QUALIFICATIONS AND RESIDENCY REQUIREMENTS

To qualify as a candidate, you must:

- ❖ Be a registered voter of the City of Sisters (Precinct 30) 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 21-22](#)).

**Step 1: File Prospective Petition**

- ❖ Complete form [SEL 101 Candidate Filing](#) and [SEL 121 Candidate Signature Sheet](#) and file them with the Elections Official well in advance of the August 27<sup>th</sup> deadline. There are no filing fees to run for office in the City of Sisters.
- ❖ **Do not collect signatures until the City Elections Official has approved your petition.**

**Step 2: Collect Signatures**

- ❖ The City Elections Official will review the prospective petition and provide written approval authorizing the candidate to begin the collection of signatures. Any signatures gathered **before written authorization** 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 ensure 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 sufficient signatures have been collected, the candidate shall submit the petitions to the Deschutes County Clerk's Office- Elections Official 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 Official for verification, allowing sufficient time for the verification process to be completed before the filing deadline.
- ❖ Upon verification, submit verified signature sheets with form [SEL 338](#) to the City Elections Official.

**Step 4: Complete Filing**

- ❖ The City Elections Official 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 27, 2024, at 5:00 pm**

<b>WITHDRAWAL OF CANDIDACY</b>
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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 Elections Official. This form must be received no later than 5:00 p.m. on August 30, 2024, 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. All the forms and information regarding the process can be found on the Oregon Secretary of State Elections Division website at [www.oregonvotes.gov](http://www.oregonvotes.gov) under Campaign Finance.

As required by state law, candidates must follow campaign finance reporting requirements. Visit <http://sos.oregon.gov/elections/Pages/manuals-tutorials.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 state elections division at 503-986-1518

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

## 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 15 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](http://www.oregon.gov/OGEC)

## VOTER PAMPHLET

Council candidates can 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 August 29, 2024, at 5:00 pm Please contact the County Clerk's office for more information.

## POLITICAL SIGNAGE

Campaign/Political signs can 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 three 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.

<b>CITY COUNCILOR JOB DESCRIPTION</b>
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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 establishes 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 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays at 5:30 pm immediately preceding the regular meeting.
- Regular meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays at 6:30 pm At these meetings 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 twice a year.
- As needed, the Council will convene special meetings with community agencies and other groups.




<b>ELECTION OFFICES</b>
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The City Elections Official is available as a resource during your candidacy. Please contact them with any questions about the election process.

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 541-323-5213 [kprosser@ci.sisters.or.us](mailto:kprosser@ci.sisters.or.us)

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 <b>Conduct of Elections</b>	<b>March 12</b>	<b>May 21</b>	<b>August 27</b>	<b>November 5</b>
<b>Last day to mail ballots to military/overseas voters</b>	January 27	April 6	July 13	September 21
<b>First day to mail ballots to out of state voters</b>	February 12	April 22	July 29	October 7
<b>Last day to register to vote</b>	February 20	April 30	August 6	October 15
<b>First day to mail ballots</b>	February 21	May 1	August 7	October 16
<b>Last day to mail ballots to voters without daily mail service</b>	February 23	May 3	August 9	October 18
<b>Last day to mail ballots</b>	February 27	May 7	August 13	October 22
<b>Last day required to mail absentee/replacement ballots</b>	March 7	May 16	August 22	October 31

 <b>Candidates</b>	<b>March 12</b>	<b>May 21</b>	<b>August 27</b>	<b>November 5</b>
<b>Last Day for County Elections Official to Publish</b>				
→ notice of district board election (ORS 255.075)	December 2	February 1	May 18	July 18
<b>Last Day for a County, City or District <u>Candidate</u> to file with Local Elections Official</b>				
→ a declaration of candidacy and required filing fee	January 11	March 12	June 27	August 27
or				
→ a verified nominating petition containing 100% of the required number of signatures				
→ a statement for inclusion in county voters' pamphlet if the candidate is a candidate for county office	January 16	March 14	July 1	August 29
→ a statement for inclusion in county voters' pamphlet if the candidate is a candidate for city or district office	January 16	March 25	July 1	September 9
<b>Last Day for <u>Local Governing Body</u> to File with County Elections Official</b>				
→ Statements of Offices and Candidate Filings	January 11	March 21	June 27	September 5
 <b>County and City Candidates:</b> Candidates for county and city offices, unless otherwise provided for by charter or ordinance, are elected at the primary or general election. If a county or city charter provides for candidates to be elected at an election other than the primary or general election but does not specify a deadline or adopts the statutory filing deadline, ORS 249.722 applies.				
 <b>District Candidates:</b> The enabling statutes, or principal act, of a district specifies how board members are elected. Most districts, as defined in ORS 255.012, elect board members at the regular district election which is held in May of odd numbered years or at the Primary or General Election. The March and August deadlines included above, are only applicable if the election is a district's first election to elect board member (ORS 255.235(2)(a)). They are not included in the daily calendar.				

 <b>Measures</b>	<b>March 12</b>	<b>May 21</b>	<b>August 27</b>	<b>November 5</b>
<b>Last Day for County, City or District Governing Body to File with Local Elections Official</b>				
→ ballot title for publication of notice	Dec 22, 2023	March 1	June 7	August 16
or				
→ referral text for drafting of ballot title				
<b>Last Day for Local Governing Body to File with County Elections Official</b>				
→ Form SEL 801 Notice of Measure Election - County	January 11	March 21	June 27	September 5
 Form may only be filed upon completion of the ballot title challenge process.				
→ Form SEL 802 Notice of Measure Election - City	January 11	March 21	June 27	September 5
 Form may only be filed upon completion of the ballot title challenge process.				
→ Form SEL 803 Notice of Measure Election – District	January 11	March 21	June 27	September 5
 Form may not be filed until after the deadline for the immediately preceding election has passed and only upon completion of the ballot title challenge process.				
<b>Last Day to File with County Elections Official</b>				
→ arguments for inclusion in county voters' pamphlet	January 16	March 25	July 1	September 9