**Step 1: File Prospective Petition**

Complete the two forms listed below and submit them to the Elections Officer/City Administrator for approval **prior to gathering any signatures** and well in advance of the August 23rd filing deadline. There is no filing fees required to run for City of Sodaville offices.

 SEL 101 Filing of Candidacy for Nonpartisan Nomination – **prospective** petition

 SEL 121 Petitions for Nonpartisan Nomination

**Step 2: Collect Signatures**

Upon approval of the prospective petition, the Elections Officer will give the candidate a letter

authorizing the collection of signatures. **This letter must remain with the SEL121-Petition**

**during the signature gathering process.**

Mayoral and City Council candidates must submit at least **20 nominating signatures of registered voters who reside within the city limits of the City of Sodaville**. It is suggested to obtain a few extra signatures in case some signatures are disqualified.

**Oregon law requires that each petition sheet be properly certified by its circulator who must personally witness each signature.**

Submit completed signature sheets to the Elections Officer/Senior City Administrator who will then deliver to the Linn County Elections Department at the Court House in Albany for verification of the signatures. Deadline for verification is Thursday, August 23rd, by 5pm.

**Step 3. File Completed Petition**

The verified and County Certified signature sheets with the authorization letter by the Elections

Officer/City Administrator will be submitted to the Linn County Elections Department on

or before August 28, 2018 at 4pm.

**CAMPAIGN FINANCE REPORTING REQUIREMENTS**

All campaign finance reporting is handled at the Oregon Secretary of State Elections Division. A candidate quick guide on Campaign Finance Reporting has been included with this information packet. All of the forms and additional information regarding the process can be found at the Oregon Secretary of State Elections Division website <http://sos.oregon.gov/votingelections/Pages/default.aspx> 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:

1. Candidate serves as the candidate’s own treasurer;

2. Candidate does not have an existing candidate committee; AND

3. Candidate does not expect to receive or spend more than $750 during a calendar year.

(The $750 includes personal funds spent for any campaign related cost.)

If you do not meet all of the above conditions, but do not expect to receive a total of more than

$3,000 or spend a total of more than $3,000 for the entire calendar year, you must do all of the

following:

1. File a Statement of Organization with the Secretary of State Office using form SEL 220

(using the electronic ORESTAR program or by paper);

2. Establish a dedicated campaign account and file Campaign Account Information using

form SEL 223;

3. File a Certificate of Limited Contributions and Expenditures using form PC7.

If you expect to spend or receive more than $3,000 you will need to do the following;

1. Register the committee in the Secretary of State’s Election Division ORESTAR system;

2. File a Statement of Organization with the Secretary of State Elections Division using

form SEL 220 (using the electronic ORESTAR program or by paper); AND

3. Establish a dedicated campaign account and file Campaign Account Information using

for SEL223.

Please review the ***Campaign Finance Manual***for instruction and a filing schedule.

**STATEMENT OF ECONOMIC INTEREST (SEI)**

**STATE REPORTING REQUIREMENTS**

All persons holding an elected office in the City of Sodaville are required to file Statements of

Economic Interest with the Oregon Government Ethics Commission. The annual reports must be

filed by April 15 every year of the incumbency of the elected official. This is all done

electronically now and they will notify you well before the due date. Information will be

requested concerning sources of income, property, business interests and gifts related to the

office. Civil penalties may be imposed for failure to file or for insufficient information. These

forms are done online and are email noticed in March. Please contact the City Administrator’s office for additional information or go to: http://www.oregon.gov/ogec/Pages/index.aspx

**VOTERS PAMPHLET**

Linn County may be producing a voter’s pamphlet again this year. TheCity will however, post all candidate information on our website. Candidate info and picture(electronically preferred) is due to the City Administrator by September 25, 2018 at 2:00 pm.

**SIGN REGULATIONS**

Temporary Signs: Non-illuminated signs having an overall face area not exceeding 32 square

feet in all zones, are not permanently installed and are intended to be located on private property

for short periods of time (not to exceed one year). Such signs may include, but are not limited to

real estate lease and sale of the premises they are located, political signs, construction signs and

garage sale, open house, special event, and similar signs. Such signs shall only be posted for the

duration of the activity. No sign shall be extended into or extend over a street right-of-way.

**NOTE: Please have signs removed immediately after the election is over**.

**ELECTION OFFICES**

**City of Sodaville 541.258.8882**

Judy K. Smith, City Administrator/Elections Officer

30723 Sodaville Road

Lebanon, OR 97355

sodaville@cityofsodaville.org

**Linn County Clerk, Steve Druckenmiller - 541.967.3831**

300 SW 4TH AVE, Room 205
PO BOX 100
Albany, OR 97321

http://www.co.linn.or.us/elections/

**Secretary of State’s Elections Division 503.986.1518**

141 State Capitol

Salem, OR 97310-0722

http://sos.oregon.gov/voting-elections/Pages/default.aspx

www.oregonvotes.org

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

**questions.**

**THANK YOU for your interest in being on the**

**SODAVILLE CITY COUNCIL**