



Election Officer location:
825 NE Main St.
Willamina, OR 97396

Candidate Filing Packet Willamina City Council

Congratulations on your decision to run for office! Enclosed in this filing packet you will find the following:

- ❖ City Election Information
 - Open City of Willamina Positions
 - Terms and Conditions
 - Qualifications and Residency Requirements
 - How to File Instructions
 - Campaign Finance Reporting Requirements
 - Statement of Economic Interest (SEI) and State Reporting Requirements
 - Voters' Pamphlet Information
 - Sign Regulations
 - Contact Information for the City Elections Officer, County Elections Supervisor and Secretary of State Elections Division
 - 2020 Schedule of Dates for Candidates

- ❖ Election Forms – The forms you will need for office include:
 - *SEL 101 – Candidate Filing for Major Political Party or Nonpartisan*
 - *SEL 121 – Petition for Nonpartisan Nomination Signature Sheet*
 - *SEL 338 – Petition Submission for Candidate, Voters' Pamphlet*
 - *SEL 220 – Statement of Organization for Candidate Committee*
 - *SEL 223 – Campaign Account Information*
 - *PC7 – Certificate of Limited contributions and Expenditures*
 - *JCVP-01 Yamhill County Local Voters' Pamphlet Candidate's Statement*
 - *SEL 150 – Candidate Filing Withdrawal*

- ❖ Willamina City Charter
- ❖ Willamina Sign Code
- ❖ Quick Reference – Restrictions on Political Campaigning for Public Employees
- ❖ Candidate "Quick Guide" on Campaign Finance Reporting in Oregon
- ❖ "So you want to run for local office..." Manual from the League of Oregon Cities (LOC)

As the Deputy City Recorder and Elections Officer I am pleased to assist you with filings and questions.

*Debbie
Bernard
Deputy City
Recorder*

November 3, 2020, General Election Willamina City Council

Applications are being accepted for the positions of Willamina Mayor and City Councilors. These positions will be voted on in the November 3, 2020, General Election. The Deputy City Recorder is the Elections Filing Officer for City of Willamina elections.

FIRST DAY FOR FILING:

June 1, 2020

LAST DAY FOR:

Candidate filing and signatures to the City Elections Officer:

August 21, 2020 at 4:00 PM

Signatures verified by the Yamhill County Elections Office

August 28, 20120 at 5:00 PM

Candidacy withdrawal

August 28, 2020

Voters' pamphlet statements with Yamhill County:

September 8, 2020

OPEN CITY OF Willamina POSITIONS

Mayor

Currently held by: Ila Skyberg

City Councilor (At-Large)

Currently held by: Rita Baller

City Councilor (At-Large)

Currently held by: Bob Burr

City Councilor (At-Large)

*Currently held by: Craig
Johnson*

TERMS AND CONDITIONS

- Length of term for the Mayor is two (2) years beginning in January 2021; term expires 12/31/2023.
- Length of term for City Councilor is four (4) years beginning in January 2021; term expires 12/31/2025.
- Willamina Mayor and City Council positions are non-paid, voluntary positions.
- All positions are nonpartisan.

QUALIFICATIONS AND RESIDENCY REQUIREMENTS

Any person holding elective office must be:

- Eighteen (18) years of age or older
- A registered voter of the State of Oregon
- A legal resident of the City of Willamina continuously during the twelve months immediately preceding the election.

HOW TO FILE

Please review this information packet. The following manuals will assist you with the process:

- 2020 Candidates Manual*
- 2020 Campaign Finance Manual*

These publications are available on the Secretary of State's web site at:
<http://sos.oregon.gov/voting-elections>

Step 1: File Prospective Petition

Complete the two forms listed below and submit them to the City Elections Officer for approval **prior to gathering** any signatures and well in advance of the August 21, 2020 local filing deadline.

SEL 101 Candidate Filing

(<http://sos.oregon.gov/elections/Documents/SEL101.pdf>)

SEL 121 Candidate Signature Sheet – Nonpartisan

(<http://sos.oregon.gov/elections/Documents/SEL121.pdf>)

Step 2: Collect Signatures

- **Upon approval of the prospective petition, the City Elections Officer will give the candidate a letter authorizing the collection of signatures.**
- The City of Willamna Charter requires you collect at least **10** nominating signatures of registered voters who reside within the City of Willamna **before submitting signatures to the City Elections Officer** for verification. This allows sufficient time for the verification process to be completed prior to the filing deadline. **Sign the first line on the first sheet of the prospective petition; this will allow the City Elections Officer to verify residency and voter requirements.**
- Candidates should collect an additional five signatures in the event that some are disqualified.
- Oregon law requires each petition sheet be properly certified by its circulator, who must personally witness each signature.
- **Do not sign and date your petition sheet(s) until all signatures have been gathered.**

Step 3: File Your Completed Petition(s)

After the signatures sheets are certified, the following form, along with the certified signature sheets and affidavits, must be filed by the candidate with the City Elections Officer no later than **August 21, 2020, 4:00 PM**.

SEL 338 Petition Submission – Candidate, Voters’ Pamphlet

(<http://sos.oregon.gov/elections/Documents/SEL338.pdf>)

Step 4: Register Campaign Committee

Prospective candidates may need to file the following forms with the Oregon Secretary of State Elections Division:

SEL 220 Statement of Organization for Candidate Committee

(<http://sos.oregon.gov/elections/Documents/SEL220.pdf>)

SEL 223 Campaign Account Information

(<http://sos.oregon.gov/elections/Documents/candidatequickguide.pdf>)

These forms are NOT required if the candidate acts as his or her own treasurer **and** expects to spend or receive less than \$750 during the entire calendar year. See the *Candidate “Quick Guide” on Campaign Finance Reporting in Oregon* included in this packet.

The filing must occur within three business days of receiving the first contribution or making an initial expenditure. These filings can be done electronically at <http://oregonvotes.org/>. At this website, you may log in and register in the *OreStar* system to receive additional instructions. For more information, contact the Elections Division at 503.986.1518.

Please review the Campaign Finance Manual for instructions and a schedule of filing deadlines. Campaign Finance forms are filed directly with the Secretary of State’s Election Division. All candidates are required to have a dedicated campaign bank account if they receive contributions or make expenditures over \$750 for a calendar year.

If you do not expect to receive a total of more than \$3,500 or spend a total of more than \$3,500 for an entire election, you may file a Certificate of Limited Contributions and Expenditures (PC 7). If at any time during the election, the total expenditures or contributions exceed \$3,500, you must file detailed contribution and expenditure reports.

STATEMENT OF ECONOMIC INTEREST (SEI) AND STATE REPORTING REQUIREMENTS

All persons holding office in the City of Willamina are required to file Statements of Economic Interest with the Oregon Government Ethics Commission (formerly the Oregon Government Standards and Practices Commission). The annual reports must be filed by April 15th every year of the incumbency of the elected official. 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. Please contact the City Recorder's Office for additional information.

VOTERS' PAMPHLET

Mayor and City Council candidates have the opportunity to place a photo and an argument in support of their candidacy in the State Voters' Pamphlet. For filing information refer to the Yamhill County Local Voter's Pamphlet Candidate's Statement (<http://sos.oregon.gov/elections/Documents/SEL150.pdf>.) The filing deadline is September 8, 2020, with the Yamhill County Clerk.

SIGN REGULATIONS

- Political signs may not exceed 4 square feet in area.
- Political signs may be used up to sixty (60) days prior to an election and must be removed by 7 days after the election.

ELECTION OFFICES

City of Willamina

Debbie Bernard
Deputy City Recorder/
Elections Officer
825 NE Main St. Willamina, OR
97396
bernardd@ci.willamina.or.us

(503) 852-7575

Yamhill County Elections

Gayle Jensen, Chief Deputy County Clerk
414 NE Evans Street
McMinnville, OR 97128-4607
jenseng@co.yamhill.or.us

(503) 434-7518

Secretary of State Elections Division

255 Capitol St. NE, Ste. 501
Salem, OR 97310

<http://www.sos.state.or.us/elections/>
(866) ORE-VOTE

WITHDRAWAL OF CANDIDACY OR NOMINATION

To withdraw from candidacy or nomination, a candidate must file the following form with the City Elections Officer no later than August 28, 2020:

SEL 150 Candidate Filing Withdrawal (<http://sos.oregon.gov/elections/Documents/SEL150.pdf>)

2020 SCHEDULE FOR CANDIDATES

DATE	DESCRIPTION OF EVENT
November 3, 2019	Candidates must have been a continuous resident of the City of Willamina by this date.
June 1 2020 (Monday)	First day for candidates to file prospective petition declaring candidacy for November General Election. Signature sheets must be approved by the City Elections Officer before being circulated.
August 21, 2020 (Friday)	Suggested deadline for candidates to submit complete filing and signatures for verification to the City Elections Officer.
August 31, 2020 (Friday)	Last day for candidate to file withdrawal of candidacy for general election.
September 7, 2020 (Monday)	Last day to file candidate statements and measure arguments for inclusion in the County Voters' Pamphlet.
NOVEMBER 3, 2020 (Tuesday)	GENERAL ELECTION DAY

FORMS

Candidate Filing

Major Political Party or Nonpartisan

SEL 101

rev 01/20
ORS 249.031

Filing Dates		Candidate Filing		Candidate Withdrawal	
Primary Election May 19, 2020	First Day to File	September 12, 2019	March 10, 2020	March 13, 2020	
	Last Day to File	March 10, 2020			
General Election November 3, 2020	First Day to File	June 3, 2020	August 25, 2020	August 28, 2020	
	Last Day to File	August 25, 2020			

Filing Information		
This filing is an	<input type="checkbox"/> Original	<input type="checkbox"/> Amendment

Office Information		
Filing for Office of:		
District, Position or County:		
Party Affiliation:	<input type="checkbox"/> Democratic Party	<input type="checkbox"/> Republican Party <input type="checkbox"/> Nonpartisan
Incumbent Judge (for judicial candidates only):	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Nondisclosure on file

Filing Method			
<input type="checkbox"/> 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
<input type="checkbox"/> Prospective Petition, in lieu of filing fee	Some circulators may be paid		<input type="checkbox"/> Yes <input type="checkbox"/> 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 and an email is required.			
Street Address or PO Box	City	State	Zip
Work Phone	Home Phone	Cell Phone	Fax
Email Address	Web Site, if applicable		

Race and Ethnicity Optional

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

7

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 _____ 8 _____

SOME Circulators No Circulators for this petition are being paid.

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

 Signatures must be verified by the appropriate county elections official before the petition can be filed with the filing officer.

County _____

Candidate Information	
Name	Office
Election	District or Position Number (include city if applicable)

To the Elections Official/Filing Officer, 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.

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

Sheet Number
Completed by
Candidate

Candidate Signature Sheet | Nonpartisan

Petition ID 9

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
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Candidate Signature Sheet | Nonpartisan

Petition ID 10

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
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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		
<input type="checkbox"/> State	<input type="checkbox"/> County For both county and district petitions.	<input type="checkbox"/> City

Election Type		Year			
<input type="checkbox"/> Primary	<input type="checkbox"/> General	<input type="checkbox"/> Special Election	<input type="checkbox"/> 2018	<input type="checkbox"/> 2019	<input type="checkbox"/> 2020

Petition Information	
Number	Type <input type="checkbox"/> Candidate Nominating <input type="checkbox"/> Voters' Pamphlet, Candidate <input type="checkbox"/> Voters' Pamphlet, Measure

Type of Filing	Number of Signatures Submitted
<input type="checkbox"/> Candidate Nominating	
<input type="checkbox"/> Voters' Pamphlet, Candidate	
<input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be additional submittals? <input type="checkbox"/> Yes <input type="checkbox"/> No

Statement of Organization for a Candidate Committee

SEL 220

rev 1/2018
ORS 260.039

Statement of Organization Information					
<p><i>A candidate may have only one Candidate Committee</i></p> <p>Filing a New Committee: This form, along with the Campaign Account Information form (SEL 223), must be completed and filed not later than 3 business days of first receiving a contribution or making an expenditure. The "Original" box should be marked on both forms.</p> <p>A Candidate Who Serves as the Treasurer: A candidate may either serve as the candidate's own treasurer or may appoint a separate treasurer. A candidate who serves as their own treasurer, does not have an existing candidate committee and does not expect to receive or spend more than \$750 during a calendar year is not required to establish a campaign account, file a Statement of Organization or file campaign finance transactions. However, if at any time the candidate exceeds \$750 in either contributions or expenditures in a calendar year, the candidate must then establish a campaign account, file a Statement of Organization and file contribution and expenditure transactions. See the 2018 Campaign Finance Manual for the deadline to file the committee if the \$750 threshold is exceeded. NOTE: The state voters' pamphlet fee is exempt for the purpose of calculating the \$750 threshold.</p> <p>Amendment: Any change in the information on this form must be filed not later than 10 calendar days of the change. To notify the Elections Division of a change in information, submit this form, completed in its entirety, and mark the "Amendment" box. A newly appointed treasurer must be a signer on the campaign account, therefore an amended SEL 223 must also be filed.</p> <p>Discontinuation: A committee may be discontinued if there are no outstanding debts or obligations, a zero cash balance is achieved, and the campaign account is closed. To discontinue, file a completed SEL 220 with the "Discontinuation" box marked.</p>					
This filing is an: <input type="checkbox"/> Original <input type="checkbox"/> Amendment <input type="checkbox"/> Discontinuation					
Committee Information					
Name of Committee (if changing the committee name, please include the former name)					
Committee Address No post office box and must be an address in Oregon.					
Street Address	City	State	Zip		
Campaign Phone	Extension				
Candidate Information					
Name of Candidate					
<input type="checkbox"/> Mr.	First	MI	Last	Suffix	Title
<input type="checkbox"/> Ms.					
Candidate Address No post office box.					
Street Address	City	State	Zip		
Mailing Address for Candidate Correspondence					
Street Address or PO Box	City	State	Zip		
Candidate Occupational Information					
<input type="checkbox"/> Self-Employed		Occupation (if Self-Employed, indicate the nature of the business)			
<input type="checkbox"/> Not Employed					
Employer's Name	City	State			
Candidate Contact Information					
Work Phone	Home Phone	Fax	Email Address		
Treasurer Information					
Name of Treasurer					
<input type="checkbox"/> Mr.	First	MI	Last	Suffix	Title
<input type="checkbox"/> Ms.					
Mailing Address and Contact Information for Treasurer Correspondence					
Street Address or PO Box	City	State	Zip		
Work Phone	Home Phone	Fax	Email Address		

Director Information If the committee has more than one director, attach a list of additional directors and include all required information. If two or more directors of this committee are directors of another committee, also list the name of the director, and the name and address of the other committee on the attached list.

Name of Director

<input type="checkbox"/> Mr.	First	MI	Last	Suffix	Title
<input type="checkbox"/> Ms.					

Mailing Address for Director

Street Address or PO Box	City	State	Zip
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Director Occupational Information

<input type="checkbox"/> Self-Employed	Occupation (if Self-Employed, indicate the nature of the business)		
<input type="checkbox"/> Not Employed			
Employer's Name	City	State	Work Phone

Alternate Transaction Filer Information A person other than the candidate or treasurer; this is optional.

Name of Alternate Transaction Filer

<input type="checkbox"/> Mr.	First	MI	Last	Suffix	Title
<input type="checkbox"/> Ms.					

Mailing Address and Contact Information for Alternate Transaction Filer

Street Address or PO Box	City	State	Zip
Work Phone	Email Address		

Correspondence Recipient Information A person other than the candidate or treasurer; this is optional.

Name of Correspondence Recipient

<input type="checkbox"/> Mr.	First	MI	Last	Suffix	Title
<input type="checkbox"/> Ms.					

Mailing Address and Contact Information for Correspondence Recipient

Street Address or PO Box	City	State	Zip
Work Phone	Email Address		

Office Information for Candidate

Office Sought by Candidate	District, Position, County or City	Position Number
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Candidate Election Activity

Primary 20 General 20 Other Election Date:

Party Affiliation Choose one if filing for a partisan office.

Constitution Democratic Independent Libertarian Pacific Green
 Progressive Republican Working Families Nonaffiliated Other:

Other Election Activity Complete only if the candidate will be "active" at an election where the candidate's name will not be printed on the ballot.

Election Date:

Supports or opposes multiple candidates and measures

Supports specific measure(s) or recall(s) Measure Number(s)/Candidate(s) being recalled:

Opposes specific measure(s) or recall(s) Measure Number(s)/Candidate(s) being recalled:

SEL 223 Information: Attached is a Campaign Account Information form (SEL 223) Yes No

Candidate's Attestation and, if applicable, Treasurer's Attestation

<p><i>By signing this document, I acknowledge that I am an Oregon elector, I am personally liable for any penalties imposed under ORS Chapter 260, and I attest that the information on this form is true and correct.</i></p>	<p><i>By signing this document, I acknowledge that I am an Oregon elector and I attest that the information on the form is true and correct.</i></p>
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Candidate's Signature	Date Signed	Treasurer's Signature	Date Signed
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Campaign Account Information

SEL 223

rev 1/2018
ORS 260.054

Filing a New Committee: This form, along with the appropriate Statement of Organization form (SEL 220, 221 or 222), must be completed and filed **not later than 3 business days** of first receiving a contribution or making an expenditure. The "Original" box should be marked on both forms.

Amending Information on this Form: Any change in the information on this form must be filed **not later than 10 days** of the change.

To notify the Elections Division of a change in information, submit this form, completed in its entirety, and mark the "Amendment" box. An amended SEL 220, 221 or 222 should not be filed unless the information on that form also changes.

Confidentiality: The SEL 223 and any information it contains is exempt from public records disclosure and shall be kept confidential by the Elections Division.

This filing is an: Original Amendment

Name of Oregon Financial Institution

Name of Account (must be identical to the name of committee, if changing the committee name, please include the former name)

Name of Account Holder

Names of Persons Who Have Signature Authority

First | MI | Last



Important: The information on this form is exempt from public records disclosure and shall be kept confidential by the Elections Division.

By signing this document I attest that the above information is true and correct.

Candidate's Signature

Date Signed

Treasurer's Signature

Date Signed

Certificate of Limited Contributions and Expenditures

PC 7

 rev 1/2018
 ORS 260.112

Certificate Information			
<p>If a committee does not expect to receive a total of more than \$3,500 or spend a total of more than \$3,500 in a calendar year, a Certificate of Limited Contributions and Expenditures may be filed. A certificate must be filed not later than seven calendar days after receiving the first contribution or making the first expenditure in a calendar year.</p> <p>A committee must continuously maintain detailed records of all contributions received and expenditures made even if it files a certificate. If at any time during the calendar year the total contributions or total expenditures exceed \$3,500, the committee must file all transactions electronically using ORESTAR. All transactions occurring in the calendar year must be filed no later than seven calendar days after exceeding the \$3,500 threshold. Refer to the <i>Campaign Finance Manual</i> for additional information.</p>			
Committee Information			
Name of Committee			Committee ID
Candidate Information			
First Name	Last Name	Phone	
Street or PO Box	City	State	Zip
Treasurer Information			
First Name	Last Name	Phone	
Street or PO Box	City	State	Zip
Committee Type			
Candidate Committee <input type="checkbox"/>	Political Action Committee <input type="checkbox"/> Caucus <input type="checkbox"/> Measure <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Political Party <input type="checkbox"/> Recall		Petition Committee <input type="checkbox"/> Initiative <input type="checkbox"/> Recall <input type="checkbox"/> Referendum
Year Filing Certificate	Cash Balance as of January 1		
Attestation Information			
<p>I, _____ hereby certify I expect neither the aggregate contributions nor the aggregate expenditures made by or on behalf of my candidacy or committee for this calendar year to exceed \$3,500. I understand that this form must be filed no later than seven calendar days after receiving a contribution or making an expenditure in the calendar year. I also understand that if the committee exceeds \$3,500 in total contributions or total expenditures during the calendar year, I must file all transactions occurring in the calendar year not later than seven calendar days after exceeding the \$3,500 threshold.</p>			
Candidate Attestation			
<p><i>By signing this document, I attest that the information is true and correct and acknowledge that I am personally liable for any penalties imposed under ORS Chapter 260.</i></p>			
Candidate's Signature		Date Signed	
Treasurer's Attestation			
<p><i>By signing this document, I attest that the information on the form is true and correct and I acknowledge that if I am the treasurer for a political action committee or a petition committee I am personally liable for any penalties imposed under ORS Chapter 260. I also understand that if I have an appointed civil penalty designee, I am not liable for any penalties imposed under ORS 260.232.</i></p>			
Treasurer's Signature		Date Signed	

Candidate's Statement for County Voters' Pamphlet Instructions

Voters' Pamphlet Candidate Filing Fees:

1. **Special District Position:**
 - **\$25** – An office with **no** salary or other compensation beyond expenses is attached.
 - **\$100** – An office to which a salary or other compensation beyond expenses is attached.
2. **City/County/Metro Position at Primary/General Election:** – please contact your County Elections office to determine registered voters in jurisdiction/district.
 - **\$25** - Districts with fewer than 1,000 voters within the county.
 - **\$50** - Districts with 1,000 – 9,999 voters within the county.
 - **\$100** - Districts with 10,000 – 49,999 voters within the county.
 - **\$300** - Districts with 50,000 or more voters within the county.

General Instructions

1. A typewritten and signed 'Candidate's Statement for County Voters' Pamphlet' along with the appropriate filing fee must be filed with the County Elections office no later than 5 pm on the filing deadline. Postmarks do not count. No candidate information will be listed in the County Voters' Pamphlet unless these fees and the 'Candidate Statement' for County Voters' Pamphlet are filed. **Any filings received or are unsigned after 5 pm on the deadline will be rejected.** A county may choose independently to list a candidate's name in their Voters' Pamphlet.
2. Each county produces its' own individual County Voters' Pamphlet. If the Candidate's jurisdiction or district is located in more than one county a separate 'Candidate's Statement for County Voters' Pamphlet' must be filed and the fee paid to each county where the statement is to be printed.
3. **The combined count for 'Required' and 'Optional Information' must not exceed 325 words/numbers. If the statement exceeds 325 words/numbers it will be edited by the County Elections office.**
4. A candidate may submit an 'Amended Statement' or different portrait until 5 pm on the filing deadline. If a statement is amended a new completed 'Candidate's Statement for County Voters' Pamphlet' form must be submitted signed and the "Amended" box must be marked. This 'Amended Statement' and form can be faxed or a scanned copy e-mailed to the county elections office, but it must be received by 5 pm on the filing deadline. No additional fee is required.

Candidate's Statement for County Voters' Pamphlet

1. Submit signed 'Candidate's Statement for County Voters' Pamphlet' with the 'Required Information' complete on the filing form or attach a standard 8 ½" x 11" white paper containing the 'Required' and/or 'Optional Information' to the signed form. 'Required' and 'Optional Information' is to be submitted typewritten.
2. **In addition** to filing the signed original of the 'Candidate Statement for County Voters' Pamphlet', **it is recommended that the candidate e-mail the electronic text of the 'Required' and 'Optional Information' to the County Elections office. The electronic text must mirror the submitted print version exactly.**
3. The candidate or authorized agent must sign the statement.
4. The statement must consist of words/numbers only; charts or graphics may not be used (other than bullet points).

5. The 'Candidate's Statement' must begin with the 'Required Information' which includes "Occupation", "Occupational Background", "Educational Background" and "Prior Governmental Experience" – these eight words must be a part of the statement, but these eight words do not count towards the maximum word count of 325.
6. In the 'Required Information', use semicolons to separate items such as jobs, organizations, dates, etc. 'Required Information' submitted in list format will be changed to a run-on format, using commas, semicolons and colons as appropriate. The word "None" may be used in any section of the 'Required Information' if the candidate does not have relevant information for that section. The word "None" counts as part of the word count.
7. The combined total word count for 'Required' **and** 'Optional Information' **must not exceed 325 words/numbers** and the entire statement shall fit within 30 square inches of Voters' Pamphlet space. **Please hand-count your statement to ensure that your word count does not exceed the 325 maximum word/number count.**
8. Generally, anything with a white space around it counts as a word. If the word is hyphenated and the word is listed in a dictionary as one word that can be used either with or without a hyphen, it will count as one word. All other hyphenated words will count as more than one word.
9. In the 'Optional Information', standard formatting attributes, such as boldface, all caps, centering, underlining, bulleted and numbered lists may be used. These formats are not permitted in the 'Required Information'. Italics can only be used when citing the source of published material. Any other italic used will be changed to plain text. Bullets do not count towards the word count.
10. The County Elections office will not correct errors in spelling, punctuation, grammar or syntax. No corrections to these errors will be allowed after the filing deadline. **Please proof your submission before filing.**
11. If the material in the statement violates the provisions of ORS 251.415, the material in violation will be rejected. If possible, the County Elections office will notify the candidate of the rejection.

Endorsement Statement - Authorization for use of name or organization as part of the 'Candidate's Statement for Voters' Pamphlet'.

1. If the name of a person and/or title or organization is used as part of the 'Candidate's Statement in the Voters' Pamphlet', a signed 'Endorsement Statement for County Voters' Pamphlet' form **must be filed no later than 5 pm on the filing deadline.** Please see the 'Endorsement Statement' form for more information.
2. Any name (other than the candidate or committee) listed on the 'Candidate's Statement' filing form without a submitted signed 'Endorsement Statement' form or one not filed by 5 pm on the filing deadline will be removed per ORS 251.405.

Quotes from previously published sources

1. Quotes from published sources may be used. The quotation must have been disseminated to the public prior to its inclusion and the source and publication date must be provided. If this quote, from a previously published source is used, no endorsement form is necessary. The quote, source and date will all count towards the 325 maximum word count.

2. Quotes from websites can be used, but must include the date and website address as part of the statement. It is recommended that a printed copy from the website be maintained for your records from the date you are referencing in your candidate statement.
3. Italics should only be used when citing the source of a quote from a published source. Example of quotes: “*The Oregonian*, 06/21/2011” or from Mayor Smith’s website, www.mayor-smith.com 06/21/2011 or “In the latest edition of the NW Times, the paper said this about me ‘... that Joe Smith is the best person for the job.’” *NW Times*, 02/04/2014.

Portrait

1. A portrait photo is optional. It is recommended that one 5”x7” black and white portrait be submitted. Alternately, a digital file portrait in a standard file format (.tif or .jpg) may be submitted, on disk or as an attachment to an e-mail sent to the County Elections office. The digital file must clearly reference the candidate name and should be a minimum of 300 dpi. If the portrait submitted is in a format different from those recommended above, the quality of reproduction may be affected or the portrait may be unusable. The portrait must be received by the filing deadline. If a digital file is submitted, a hard copy print of the same exact portrait that was submitted must be provided by the deadline with the filing.
2. The portrait **must be less than four years old**. If the portrait is older than four years old, it will not be used in the Voters’ Pamphlet.
3. The **portrait should only show the face, neck and shoulders of the candidate**; no hands, or anything below the shoulders. Please leave extra space around the portrait so that it can be cropped to the required size.
4. The **background of the portrait must be plain** (non-textured, light gray background is recommended). Materials such as paneling, wallpaper, windows, textured walls, bookcases, flags and plants will be cropped or altered. In the portrait, a candidate may not wear clothing or jewelry which may be construed as showing membership in any organization (e.g., uniform, judicial robe, hat, lapel pin, etc). Portraits that do not meet these requirements will be cropped or altered and any additional expenses charged to the candidate.
5. It is recommended that the candidate name be written on the back of the print. Do not use a pen that will bleed through to the portrait.

Contact Information

- **Clackamas County Elections**, 1710 Red Soils Ct, Ste 100, Oregon City OR 97045-4300
 phone 503-655-8510 fax 503-655-8461 e-mail elections@co.clackamas.or.us
- **Multnomah County Elections**, 1040 SE Morrison St, Portland OR 97214-2417
 phone 503-988-3720 fax 503-988-3719 e-mail elections@multco.us
- **Washington County Elections**, 3700 SW Murray Blvd, Ste 101, Beaverton OR 97005-2365
 phone 503-846-5800 fax 503-846-5810 e-mail elections@co.washington.or.us
- **Yamhill County Elections**, 414 NE Evans St, McMinnville, OR 97218-4607
 phone 503-434-7518 fax 503-434-7520 e-mail elections@co.yamhill.or.us

**Candidate’s Statement for Voters’ Pamphlet
‘Required Information’**

(Candidate name)

TOTAL maximum of 325 hand-counted typewritten words/numbers for ‘Required’ and ‘Optional Information’, excluding bolded headings already printed on this form. All sections of the ‘Required Information’ must be completed. If there is not relevant information for a required section the word “None” should be inserted. If attaching a typewritten document with either the ‘Required’ and/or ‘Optional Information’ write “See Attached” in the appropriate section of this form.

Occupation (Present paid or unpaid employment):

Occupational Background (Any previous paid or unpaid employment):

Educational Background: (relevant schools attended)

Name of School	Educational study - Major/minor	Diploma/Degree/Certificate

Prior Governmental Experience (Elected or appointed):

‘Optional Information’

See attached for ‘Optional Information’

Candidate () checklist for ‘Candidate’s Statement for County Voters’ Pamphlet (VP)’ information:

- | | |
|---|---|
| <input type="checkbox"/> Typewritten & signed ‘Candidate’s Statement’ for County VP | <input type="checkbox"/> (Optional) ‘Optional Information’ |
| ‘Required Information’: | <input type="checkbox"/> (Optional) Portrait |
| <input type="checkbox"/> Occupation; | <input type="checkbox"/> (If applicable) Endorsement Statement #: _____ |
| <input type="checkbox"/> Occupational Background; | <input type="checkbox"/> Fee provided |
| <input type="checkbox"/> Educational Background; | <input type="checkbox"/> Word Count (325 words/numbers MAX) |
| <input type="checkbox"/> Prior Governmental Experience. | |

Candidate Filing Withdrawal

SEL 150rev 1/18 ORS 249.170, ORS 249.180
ORS 249.830, ORS 255.235

Withdrawal Deadlines

2018 Primary Election March 09, 2018	2018 General Election August 31, 2018	2019 District Election March 15, 2019
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 All information must be completed or the form will be rejected.

This filing is an Original Amendment

Filing Officer

Secretary of State County Elections Official City Recorder (Auditor)

Withdrawal from Candidacy or Nomination for Office Information

Office of:

District, Position or County:

Candidacy for Nomination: Please indicate below what party or parties you are withdrawing from:

<input type="checkbox"/> Constitution	<input type="checkbox"/> Democratic	<input type="checkbox"/> Independent	<input type="checkbox"/> Libertarian
<input type="checkbox"/> Pacific Green	<input type="checkbox"/> Progressive	<input type="checkbox"/> Republican	<input type="checkbox"/> Working Families

Candidate and Nominee Information

Name of Candidate

First	MI	Last	Suffix
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Candidate Residence/Route Address

Street Address	City	State	Zip
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Candidate Mailing Address and Contact Information: Only one phone number and an email are required.

Street Address or PO Box	City	State	Zip
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Work Phone	Home Phone	Cell Phone	Fax
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Email Address (required)	Web Site, if applicable
--------------------------	-------------------------

Withdrawal Reason-

I submit notice of withdrawal from candidacy or nomination to the above named office. My reason for withdrawal is:

By signing this document, I hereby state that:

- I withdraw my candidacy or nomination for the office stated above **and**
- The reasons provided by me on this form for withdrawal are true.



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).

Candidate's Signature

Date Signed

**WILLAMINA CITY CHARTER
OF 1993**

Willamina - Charter

CHARTER

Section

Preamble

25. Oath of Office
26. Nominations

Chapter I: Name and Boundaries

1. Title of Enactment
2. Name of City
3. Boundaries

Chapter VII: Vacancies in Office

27. Vacancies: Occurrence
28. Vacancies: Filling

Chapter II: Powers

4. Powers of the City
5. Construction of Charter Powers

Chapter VIII: Ordinances

29. Ordaining Clause
30. Adoption by Council
31. When Ordinances Take Effect

Chapter III: Form of Government

6. Distribution of Powers
7. Council
8. Council Members
9. Mayor
10. Other Officers
11. Compensation
12. Qualifications of Elective Officers

Chapter IX: Public Improvements

32. Improvements
33. Special Assessments

Chapter IV: City Council

13. Meetings
14. Quorum
15. Record of Proceedings
16. Proceedings to be Public
17. Mayor's Function at Council Meetings
18. Council President
19. Vote required

Chapter X: Miscellaneous Provisions

34. Debt
35. Existing Ordinances Continued
36. Repeal of Previously Enacted Provisions
37. Procedure for Amendment
38. Time of Effect
39. Severability

Appendix: Legal References

Chapter V: Powers and Duties of Officers

20. Mayor
21. Municipal Court and Judge
22. Recorder

Chapter VI: Elections

23. Elections
24. Votes

CHARTER OF THE CITY OF WILLAMINA, OREGON:

To provide for the government of the City of Willamina, Yamhill/Polk Counties, Oregon: And to repeal all charter provisions of the city enacted prior to the time this charter takes effect.

Be it enacted by the people of the City of Willamina, Yamhill/Polk Counties, Oregon:

Willamina - Charter

CHAPTER I

NAME AND BOUNDARIESSection 1: Title of Enactment

This enactment may be referred to as the Willamina City Charter of 1993.

Section 2: Name of City

The City of Willamina, Yamhill/Polk Counties, Oregon, shall continue to be a municipal corporation with the name City of Willamina.

Section 3: Boundaries

The city includes all territory within its boundaries as they now exist or hereafter are modified pursuant to State Law. The custodian of city records shall keep at least two accurate up-to-date descriptions of the boundaries, to be kept in separate locations. A copy shall be available for public inspection in the City Hall, during regular city office hours.

CHAPTER II

POWERSSection 4: Powers of the City

The city has all powers which the constitution, statutes and common law of the United States and of this State expressly and/or impliedly grant or allow municipalities as fully as though this charter specifically enumerated each of those powers.

Section 5: Construction of Charter Powers

In this charter, no mention of a particular power is exclusive or restricts the scope of the powers which the city would have if the particular power were not mentioned. The charter shall be liberally construed to the end that the city has all powers necessary or convenient for the conduct of its municipal affairs, including all powers that a city may assume pursuant to state laws and to the municipal home rule provisions of the state constitution.

CHAPTER III

FORM OF GOVERNMENTSection 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 city council.

Section 7: Council

The council consists of a Mayor and six (6) councilors elected from the city at large, or, in case of one or more vacancies in the council, the council members whose offices are not vacant.

Section 8: Council Members

Members of the council shall be elected for a term of four (4) years. Three council members shall be elected at each biennial general November election. The term of office for a council member elected at a biennial general November election, and qualified, shall begin at the first regular council meeting of the calendar year immediately after the election and continue until the first regular meeting of the calendar year following the next biennial election. 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 or appointed before adoption of the charter.

Section 9: Mayor

A mayor shall be elected for a term of two (2) years. The mayor shall be elected at each biennial general November election. The term of office for the mayor elected at the biennial general November election, and qualified, shall begin at the first regular council meeting of the calendar year immediately after the election and continue until the first regular meeting of the calendar year following the next biennial election. The term of office of the Mayor in office when this charter is adopted is the term of office for which the Mayor has been elected or appointed before adoption of the charter.

Section 10: Other Officers

A majority of the council may create, abolish and combine appointed city offices and, except as the majority prescribes otherwise, may fill such offices by appointment and vacate them by removal.

Section 11: Compensation

The council shall prescribe the compensation to be received by the council, mayor and other officers and employees.

Section 12: Qualifications of Elective Officers

No person is eligible for an elective office of the city unless at the time of the officer's election, the officer is a qualified elector within the meaning of the state constitution, is a resident of the city and has been a resident of the city during the twelve months immediately preceding the election. No person shall hold an elective office of the city if the person is an employee of the city. The council is the final judge of the qualifications and election of its own members. No person may be a candidate at a single election for more than one elective office of the city.

CHAPTER IV**CITY COUNCIL****Section 13: Meetings**

The council shall hold a regular meeting at least once each month in the city at the time and place which it designates. It shall adopt rules for the government of its members and proceedings. The mayor or three council members may call special meetings of the council by giving written notice to all members of the council then in the city. Special meetings may be held at any time by the common consent of all members of the council at any regular meeting. Meetings shall be held in accordance with applicable state law.

Section 14: Quorum

A majority of members of the council shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in a manner prescribed by council.

Section 15: Record of Proceedings

A record of council proceedings shall be kept and authenticated in a manner prescribed by council.

Section 16: Proceedings to be Public

Except as state law provides otherwise, the deliberations and proceedings of the council shall be public.

Section 17: Mayor's Function at Council Meetings

When present at council meetings the mayor shall:

1. Preside over deliberations of the council,
2. Preserve order,
3. Enforce council rules, and
4. Determine the order of business under the rules

The mayor shall vote only to break a tie.

Section 18: Council President

At its first meeting of each odd-numbered year, the council shall elect a council president from its membership. The president shall function as mayor when the mayor is absent from a council meeting, or unable to function as mayor. The president, when acting as Mayor, shall vote only to break a tie.

Section 19: 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 a question before the council.

CHAPTER V**POWERS AND DUTIES OF OFFICERS****Section 20: Mayor**

The mayor shall appoint the committees and chairman of each committee provided by the rules of the council. The mayor may sign all approved records of proceedings of the council and counter sign all orders on the treasury. The mayor shall have no veto power and shall sign all ordinances passed by the council within five days after their passage. Upon the approval of the council, all bonds of city officers and all bonds for licenses, contracts and proposals shall be endorsed by the mayor.

Section 21: Municipal Court and Judge

If the council creates the office of Municipal Judge and fills it by appointment, the appointee shall hold, within the city at a place and time that the council specifies, a court known as the Municipal Court of the City of Willamina, Yamhill/Polk Counties, Oregon.

Except as this charter or city ordinances prescribe to the contrary, proceedings of the court shall conform to the general laws of this state governing justices of the peace and justice courts.

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.

The Municipal Court has original jurisdiction over every offense that an ordinance of the city makes punishable. The court may enforce forfeitures and other penalties that such ordinances prescribe.

The Municipal Judge may:

1. Render judgements and, for enforcing them, impose sanctions on persons and property within the court's territorial jurisdictions;
2. Order the arrest of anyone accused of an offense against the city;
3. Commit to jail or admit to bail anyone accused of such an offense;
4. Issue and compel obedience to subpoenas;
5. Compel witnesses to appear and testify and jurors to serve in the trial of matters before the court;
6. Penalize contempt of court;
7. Issue process necessary to effectuate judgements and orders of the court;
8. Issue search warrants; and
9. Perform other judicial and quasi-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. Notwithstanding this section, the council may transfer some or all of the functions of the municipal court to an appropriate state court.

Section 22: Recorder

If the council creates the office of City Recorder and fills it by appointment, the appointee shall serve ex-officio as secretary to the council, attend all council meetings unless excused by the council or mayor; keep an accurate record of its proceedings, 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 shall have all the duties of the recorder.

The recorder shall:

1. Keep the council advised of the affairs and needs of the city;
2. See that the provisions of all ordinances are administered to the satisfaction of the council;
3. See that all terms of franchises, leases, contracts, permits and privileges granted by the city are fulfilled;
4. Prepare and transmit to the council an annual city budget;
5. Supervise city contracts;
6. Perform other duties as the council prescribes consistent with this charter.

CHAPTER VI

ELECTIONS

Section 23: Elections

Except as this charter or a city ordinance prescribes to the contrary, a city election shall conform to state law applicable to the election.

Section 24: Votes

The person receiving the greatest number of votes cast for any of the candidates for the office of mayor at the election at which the office is filled is elected to the office of mayor. The three persons receiving the greatest number of votes cast for any of the candidates for the office of councilor at the election at which the office is filled are elected to the office of councilor. In the event of a tie vote, the successful candidate shall be determined by a public drawing of lots in a manner prescribed by the council.

Section 25: Oath of Office

Before assuming city office, an officer shall take an oath or shall affirm that he or she will faithfully perform the duties of the office and support the constitution and laws of the United States and of the State of Oregon.

Section 26: Nominations

A qualified elector who has resided in the city during the twelve months immediately preceding an election may apply for a place on the ballot in the manner prescribed by ordinance.

Editor's note:

Nomination procedures, see § 34.01 of this code

CHAPTER VII

VACANCIES IN OFFICE

Section 27: Vacancies: Occurrence

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
2. Upon declaration of the council of the vacancy in case of the incumbent's:
 - A. Failure, following election or appointment to qualify for the office within ten (10) days after the time for the 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;
 - E. Conviction of a criminal offense; or
 - F. Resignation from the office.

Section 28: Vacancies: Filling

A vacancy in the council shall be filled by appointment by a majority of the council. The appointee's term of office runs from 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 absence from the city, a majority of the other council members may, by appointment, fill the vacancy pro-tem.

CHAPTER VIII

ORDINANCESSection 29: Ordaining Clause

The ordaining clause of an ordinance shall be:

"The City of Willamina, Oregon ordains as follows:"

Section 30: 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 in open council meeting on two different days before being adopted by 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 express 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 reading requests, that the ordinance be read in full or
- B. At least one week before the reading:
 - (1) A copy of the ordinance is provided for each council member,
 - (2) Three copies of the ordinance are available for public inspection in the office of the custodian of city records, and;
 - (3) Notice of their availability is given by written notice posted at the city hall and two other public places in the city.

4. 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.

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

6. After adoption of an ordinance, the custodian of city records and the mayor shall endorse it with its date of adoption and the endorsers' names and titles of office.

Section 31: When Ordinances Take Effect

An ordinance enacted by the council shall take effect on the thirtieth day after its enactment. When the council deems it advisable, however, an ordinance may provide a later time for it to take effect, and in case of an emergency, it may take effect immediately.

CHAPTER IX

PUBLIC IMPROVEMENTSSection 32: Improvements

The procedure for making, altering, vacating or abandoning a public improvement shall be governed by ordinance, or the applicable general laws of the state. Action on any proposed public improvement, except an improvement unanimously declared by the council to be needed at once because of an emergency, shall be suspended for six months upon a remonstrance thereto by the owners of two-thirds of the land to be specially assessed therefor. In this section, "owner" shall mean the record holder of legal title or where land is being purchased under a land sale contract recorded in writing by the record holder of legal title to the land, the purchaser shall be deemed the "owner."

Section 33: Special Assessments

The procedure for levying, collecting and enforcing the payment of special assessments for public improvements or other services to be charged against real property shall be governed by general ordinance.

CHAPTER X

MISCELLANEOUS PROVISIONSSection 34: Debt

The city's indebtedness shall not exceed debt limits imposed by state law.

Section 35: Existing Ordinances Continued

All ordinances of the city consistent with this charter and in force when it takes effect shall remain in effect until amended or repealed.

Section 36: Repeal of Previously Enacted Provisions

All charter provisions of the city enacted prior to the time that this charter takes effect are hereby repealed.

Section 37: Procedure for Amendment

Amendments to this charter may be made by procedures as specified under applicable state election laws.

Section 38: Time of Effect

This charter takes effect immediately upon its approval by a majority of the voters of the city.

Section 39: 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.

Charter

APPENDIX

LEGAL REFERENCES

This reference list is to be used as a brief guide to laws referred to in the charter. It is not to be construed as complete listing of all pertinent Constitutional, State, Federal and/or case law pertaining to the subjects named.

<i>Section</i>	<i>Subject</i>	<i>Legal Reference</i>
Section 3	Boundaries	O.R.S. 222.460 to 222.750
Sections 4, 5, 6	Powers	Or. Const., art. IV, sec 1(5); art. XI, sec.2 O.R.S. 221.410(1)
Section 12	Qualifications	Or. Const., art II, sec.2
Section 13	Meetings	O.R.S. 192.610 to 192.710
Section 16	Proceedings to be public	O.R.S. 192.660
Section 21	Municipal Court and Judge	O.R.S. 224.140, O.R.S. 226.010, O.R.S. 448.295, O.R.S. 836.205, O.R.S. 3.132, O.R.S. 51.035
Section 23	Elections	Or. Const., art II O.R.S. Chapters 246 to 260
Section 32	Improvements	O.R.S. Chapters 223 and 271
Section 34	Debt limit	O.R.S. Chapters 287 to 288 O.R.S. 223.295
Section 37	Amendment	Or. Const., art II O.R.S. Chapters 246 to 260

Willamina - Charter



CHAPTER 34: CITY POLICIES

Section

General Policies

- 34.01 Nomination procedures for nonpartisan city offices
- 34.02 Economic Improvement District
- 34.03 Public contract procedures; adopted

Public Improvements

- 34.15 Initiation of proceedings; report
- 34.16 Council action on report
- 34.17 Resolution and notice of hearing
- 34.18 Manner of doing work
- 34.19 Hearing
- 34.20 Call for bids
- 34.21 Assessment ordinance
- 34.22 Method of assessment; alternative methods of financing
- 34.23 Remedies
- 34.24 Notice of assessment
- 34.25 Lien records, foreclosure proceedings
- 34.26 Errors in assessment calculations
- 34.27 Deficit assessment
- 34.28 Rebates
- 34.29 Abandonment of proceedings
- 34.30 Curative provisions
- 34.31 Reassessment

Real Estate Compensation

- 34.45 Real estate compensation
- 34.46 Process for review of claims

GENERAL POLICIES

§ 34.01 NOMINATION PROCEDURES FOR NONPARTISAN CITY OFFICES.

(A) A qualified elector who has resided in the city during the 12 months immediately preceding an election may apply for a place on the ballot by following the general procedure set forth in O.R.S. 249.002 through 249.048, and 249.061 through 249.076.

(B) The nominating petition shall be returned to the City Elections Officer with the names and signatures of at least 10 qualified registered voters residing inside the city limits.

(C) No elector shall sign more than 1 petition for each office to be filled at the election (for example, the elector may sign 1 petition for each of the 3 Council posts, but only 1 for the Mayor's post). If he or she does so, his or her signature shall be valid only on the first sufficient petition filed for the office. (Ord. 565, passed 1-27-1994)

Cross-reference:

Similar provisions, see Charter § 26

§ 34.02 ECONOMIC IMPROVEMENT DISTRICT.

(A) The City Council for the city makes and enters the following findings of fact based upon the oral and written testimony received at the public hearing:

2.206 SIGNS

2.206.01 Purpose

The purpose of these sign regulations is to help implement the Willamina Comprehensive Plan, to provide equitable signage rights, reduce signage conflicts, promote traffic and pedestrian safety, increase the aesthetic value and economic viability of the city, all by classifying and regulating the location, size, type and number of signs and related matters, in a content-neutral manner.

2.206.02 Definitions

For the purposes of this Chapter, the following definitions shall apply:

Alteration or Altered: Any change in the size, shape, method of illumination, position, location, construction, or supporting structure of a sign. A change in sign copy or sign face alone shall not be considered an alteration.

Area: The area of a sign shall be the entire area within any type of perimeter or border which encloses the outer limits of any writing, representation, emblem, figure, or character. If the sign is enclosed in a frame or cabinet the area is based on the inner dimensions of the frame or cabinet surrounding the sign face. When a sign is on a base material and attached without a frame, such as a wood board or Plexiglas panel, the dimensions of the base material are to be used. The area of a sign having no such perimeter, border, or base material shall be computed by enclosing the entire area within a parallelogram or a triangle of the smallest size sufficient to cover the entire message of the sign and computing the area of the parallelogram or a triangle. For the purpose of computing the number of signs, all writing included within such a border shall be considered one (1) sign, except for multi-faced signs on a single sign structure, which shall be counted as one (1) sign per structure. The area of multi-faced signs shall be calculated by including only one-half (1/2) the total area of all sign faces.

Awning: A shelter supported entirely from the exterior wall of a building and composed of non-rigid materials, except for the supporting framework.

Building Face: The single wall surface of a building facing a given direction.

Building Frontage: The portion of a building face most closely in alignment with an adjacent right-of-way or fronting a parking lot when so defined, as allowed in this chapter. A gasoline service station may use the overhanging canopy as a substitute for building frontage when computing the allowable sign area. The longest side of the canopy shall be used to compute the allowable sign area.

Canopy Sign: A sign hanging from a canopy or eave, at any angle relative to the adjacent wall, the lowest portion of which is at least eight (8) feet above the underlying grade.

Construct: Build, erect, attach, hang, place, suspend, paint in new or different word, affix, or otherwise bring into being.

Finish Ground Level: The average elevation of the ground (excluding mounds or berms, etc. located only in the immediate area of the sign) adjoining the structure or building upon which the sign is erected, or the curb height of the closest street, which ever is the lowest.

Flashing Sign: A sign any part of which pulsates or blinks on and off, except time and temperature signs and message signs allowed by conditional use.

Free-Standing Sign: A sign supported by one or more uprights, poles or braces placed in or upon the ground, or a sign supported by any structure primarily for the display and support of the sign.

Incidental Signs: A sign which is normally incidental to the allowed use of the property, but can contain any message or content. Such signs can be used for, but are not limited to, nameplate signs, warning or prohibition signs, and directional signs not otherwise allowed.

Indirect Illumination: A source of illumination directed toward such sign so that the beam of light falls upon the exterior surface of the sign.

Integrated Business Center: A group of two or more businesses which are planned or designed as a center, and share a common off-street parking area or access, whether or not the businesses, buildings or land are under common ownership.

Internal Illumination. A source of illumination from within a sign.

Joint Use Sign: When two (2) or more businesses combine part or all of their total allowed sign area into free-standing sign for each common frontage of such business.

Message Sign: A sign which can change its message electronically and is designed to display various messages, including but not limited to signs displaying time and temperature.

Multi-faced Sign: A sign which has two (2) or more identical sign faces, contained in a single sign structure.

Mural: An illustration (with or without words or numbers) which is painted or otherwise applied (without projections) to an outside wall of a structure.

Nonconforming Sign: Any sign which lawfully exists prior to the effective date of this chapter but, which due to the requirements adopted herein, no longer complies with the height, area and placement regulations or other provisions of these regulations.

Owner: As used in these regulations, "owner" means owner or lessee of the sign. If the owner or lessee of the sign cannot be determined, then "owner" means owner or purchaser of the land on which the sign is placed.

Portable Sign: Any sign that is not originally designed to be permanently affixed to a building, structure, or the ground. A sign originally designed, regardless of its current modification, to be moved from place to place. These signs primarily include, but are not limited to, A-frame or sandwich board signs, signs attached to wood or metal frames and designed to be self supporting and movable, and also including trailer reader boards. Portable signs are not to be considered temporary signs as defined and used in this chapter.

Projecting Signs: A sign the face of which is not parallel to the wall on which it is mounted, projecting more than twelve (12) inches from a structure.

Real Estate Sign: A sign for the purpose of rent, lease, sale, etc. of real property, building opportunities, or building space.

Roof Line: Either the eaves of the roof or the top of the parapet, at the exterior wall. (A "mansard roof" is below the top of a parapet and is considered a wall for sign purposes.)

Roof Sign: A sign or any portion of which is displayed above the highest point of the roof, whether or not such sign also is a wall sign.

Rotating/Revolving Sign: A sign, all or a portion of which, moves in some manner.

Sign: Any writing, including letter, word, or numeral; pictorial presentation, including mural, illustration or decoration; emblem, including device, symbol or trademark; flag, including banner or pennant; or any other device, figure or similar thing which is a structure or any part thereof, or is attached to, painted on, or in any other manner represented on a building or structure or device; and is used to announce, direct attention to, or advertise; and is visible from any public right-of-way.

Sign Face: Surface of a sign containing the message. The sign face shall be measured as set forth in the definition for "Sign Area."

Sign Height: The distance from the finish ground level, to the top of the sign or the highest portion of the sign structure or frame, whichever is greater.

Sign Structure: The supports, uprights, braces, framework and other structural components of the sign.

Street Frontage: That portion of a property which abuts a paved street right-of-way and measured by the lineal distance of the property adjacent to such right-of-way.

Temporary Business: A business of a temporary nature authorized through a Temporary Business Permit issued by the City of Willamina.

Temporary Sign. A sign not permanently affixed to a structure on a property. These signs primarily include, but are not limited to, canvas, cloth, or paper banners or posters hung on a building wall or on a permanent pole such as on a free-standing sign support.

Wall Sign: A sign attached to, erected against or painted on a wall of a building or structure, with the exposed face of the sign in a plane approximately parallel to the face of said wall and not projecting more than twelve (12) inches. A sign painted on an awning in which the face of the sign is approximately parallel to and within three and a half (3.5) feet of the wall shall also be considered a wall sign.

2.206.03 General Provisions

- A. **Conflicting Standards**: Signs shall be allowed subject to the provisions of this subsection, except when these provisions conflict with the specific standards for signs in the subject district.
- B. **Signs Subject to State approval**: All signs visible to the traveling public from state highways are subject to the regulations and permit requirements of the State of Oregon Highway Division of the Department of Transportation.
- C. **Uniform Sign Code**: All signs shall comply with the provisions of the Uniform Sign Code of the Uniform Building Code, except as otherwise provided in this section.
- D. **Sign Clearances**: A minimum of eight (8) feet above sidewalks and fifteen (15) feet above driveways shall be provided under free standing or wall mounted signs.

2.206.04 Permit Review Procedures

- A. Permit Required. No property owner, lessee or contractor shall construct or alter any sign without first obtaining a valid sign permit. Sign permits shall be required for all property in the C-1, C-2 and M-1 zones.
- B. Permit Fees. Permit fees shall be established from time to time by City Council resolution.
- C. Application Requirements. An application for a sign permit shall be made on a form prescribed by the City. The application shall include, at a minimum, a sketch drawn to scale indicating the proposed sign and identifying existing signs on the premises, the sign's location, graphic design, structural and mechanical design and engineering data which ensures its structural stability. The application shall also contain the names and address of the sign company, person authorizing erection of the sign and the owner of the subject property.

The City recorder, after consultation with city engineer and planner shall issue a permit for a sign if the proposal complies with the provisions of subsection D of this Section and the sign is not in violation of the provisions of these regulations or other provisions of the Willamina Zoning Ordinance. Sign permits mistakenly issued in violation of these regulations or other provisions of the Willamina Zoning Ordinance are void. The City recorder, after consultation with city engineer and planner may revoke a sign permit if he/she finds that there was a material and misleading false statement of fact in the application for the permit.

- D. Design, Construction, and Maintenance. All signs shall be designed, constructed, and maintained according to the following standards:
 - 1. All signs shall comply with the applicable provisions of Uniform Building Code in effect at the time of the sign permit application and all other applicable structural, electrical and other regulations. The issuance of a sign permit under these regulations does not relieve the applicant of complying with all other permit requirements.
 - 2. Except for banners, flags, temporary signs, and window signs conforming in all respects with the requirements of these regulations, all signs shall be constructed of permanent materials and shall be permanently attached to the ground, a building, or other structure by direct attachment to a rigid wall, frame, or structure.

3. All signs shall be maintained in a good structural condition and readable at all times.
4. The owner shall be responsible for its erection and maintenance and its compliance with the provisions of these regulations or other laws or Ordinances regulating signs.

2.206.05 Nonconforming Signs

- A. Alteration of Nonconforming Sign Faces. Alteration or replacement of nonconforming signs are subject to the provisions of Section 3.109 of this Ordinance.
- B. Abandoned Signs. All signs for a business shall be removed within thirty days after that business ceases to operate on a regular basis, and the entire sign structure or structures shall be removed within twelve (12) months of such cessation of operation.

2.206.06 Signs Generally Permitted

The following signs and sign work are permitted in all zones. These signs shall not require a permit, and shall not be included when determining compliance with total allowed area:

- A. Painting, change of sign face or copy and maintenance of signs legally existing on the effective date of this Ordinance. If structural changes are made, the sign shall conform in all respects with these regulations.
- B. Temporary signs and portable signs (excluding trailer reader board signs) that do not exceed sixteen (16) square feet in area. No lot may display temporary signs for more than ninety (90) days in any 365 day period. Only one (1) temporary sign per lot may be displayed at a time.
- C. Real estate signs not exceeding 32 square feet which advertise the sale, rental or lease of premises upon which the sign is located. Real estate signs may be used up to two (2) years without a permit.
- D. Signs posted by or under governmental authority including legal notices, traffic, danger, no trespassing, emergency and signs related to public services or safety.
- E. One (1) sign not over 32 square feet for a residential development or subdivision, and located at each street entrance to the development.
- F. Incidental signs that do not exceed six (6) square feet.

- G. Flags on permanent flag poles which are designed to allow raising and lowering of the flags.
- H. Signs within a building.
- I. In a C-1, C-2, M-1 and PAI zones, signs painted or hung on the inside of windows.

2.206.07 Prohibited Signs

The following signs are prohibited:

- A. Balloons or similar types of tethered objects.
- B. Trailer reader board signs.
- C. Roof signs.
- D. Signs that emit odor, visible matter, or sound, however an intercom system for customers remaining in their vehicles, such as used in banks and "drive thru" restaurants, shall be allowed.
- E. Signs that use or employ side guy lines of any type.
- F. Signs that obstruct any fire escape, required exit, window or door opening used as a means of egress.
- G. Signs closer than 24 inches horizontally or vertically from any overhead power line or public utility guy wire.
- H. No vehicle or trailer shall be parked on a public right-of-way or public property, or on private property so as to be visible from a public right-of-way which has attached thereto or located thereon any sign or advertising device for the basic purpose of providing advertisement of products or directing people to a business or activity located on the same or nearby premises. This provision applies where the primary purpose of a vehicle is for advertising purposes and is not intended to prohibit any form of vehicular sign, such as a sign attached to a motor vehicle which is primarily used for business purposes, other than advertising.
- I. Rotating/revolving signs, except by conditional use permit, and except as allowed in Section 2.206.09
- J. Flashing signs, except by conditional use permit, and except as allowed in Section 2.206.09.

- K. Signs that obstruct required vision clearance area or obstruct a vehicle driver's view of official traffic control signs and approaching or merging traffic, or which present a traffic hazard.
- L. Signs that interfere with, imitate, or resemble any official traffic control sign, signal or device, emergency lights, or appears to direct traffic, such as a beacon light.
- M. Signs attached to any pole, post, utility pole or placed on its own stake and placed into the ground in the public right-of-way.
- N. Message Signs, except by conditional use permit.
- O. Any sign on unimproved property, unless allowed as a temporary sign.

2.206.08 Signs in Non-Commercial Zones

The following regulations apply to signs in the R-1, R-2, R-3, and P zones:

- A. Sign types. The following sign types are allowed:
 - 1. Wall, canopy and window signs subject to the limitations in 2.206.06.
 - 2. Free-standing signs subject to the limitations in 2.206.03.
 - 3. Temporary displays consisting of any sign type for a period not to exceed twenty-one (21) days in any 365 day period, however the owners or responsible parties of such displays shall be responsible for any public or private nuisance.
- B. Maximum number. Any combination of wall, canopy or free-standing signs not exceeding the sign area and height limitations of this Section; plus signs allowed in Section 2.206.06.
- C. Maximum total sign area for property on which the building or buildings are located:
 - 1. Single-family and two-family (duplex) dwelling - 1.5 square feet except as allowed by Section 2.206.06.
 - 2. Multiple family dwelling - 32 square feet provided total sign area on a free-standing sign shall be limited to a maximum of 24 square feet.

3. Public and semi-public - 64 square feet provided total sign area on a free-standing sign shall be limited to a maximum of 48 square feet.
4. The sign area for a free-standing sign may be increased up to the maximum total sign area permitted in sections (1), (2), and (3) above, with a conditional use permit consistent with the decision criteria in Section 2.206.10.

D. Maximum sign height:

1. Wall, canopy or window sign – eight (8) feet.
2. Free-standing sign - six (6) feet.

E. Location:

1. Wall, canopy or window sign - shall be set back from the property lines of the lot on which it is located, the same distance as the building containing the permitted use; provided that wall signs may project into the required setback space up to 1.5 feet.
2. Free-standing sign - where fences are allowed.

- F. Illumination. Signs may only be indirectly illuminated by a concealed light source, shall not remain illuminated between the hours of 11:00 p.m. and 6:00 a.m., (except by conditional use permit) and shall not flash, blink, fluctuate or produce glare.

2.206.09 Signs in Commercial and Industrial Zones

The following regulations apply to signs in the C-1, C-2 and M-1 zones.

A. Signs for businesses not in integrated business centers:

1. Total allowed area. One and one-half (1.5) square feet of total allowed sign area for each lineal foot of building frontage, up to a maximum total allowed area of 150 square feet. Free standing signs are permitted only as set forth below and in Section 2.206.06.
2. Type, maximum number and size of signs. Within the total allowed area, one (1) free standing sign per street frontage, and a total of no more than two (2) wall or canopy signs. Regardless of

total allowed area, each free-standing sign shall be limited to a maximum of 100 square feet in area.

3. Maximum sign height:
 - a. Wall and canopy signs - shall not project above the parapet or roof eaves.
 - b. Free-standing signs - maximum total height of twenty (20) feet.
4. Location:
 - a. Wall or canopy signs - may project up to three (3) feet into the public right-of-way provided there is a vertical clearance of at least eight (8) feet above a sidewalk.
 - b. Free-standing sign - no limitation except shall not project over street right-of-way and shall comply with requirements for vision clearance areas, standard zoning setbacks and special street setbacks.

B. Signs for integrated business centers:

1. **Total allowed area:** For wall and canopy signs on individual businesses within an integrated business center, one and one-half square feet of total allowed sign area for each lineal foot of building frontage for the individual business, up to a total maximum of 150 square feet per business. Individual businesses may not assign their unused allowed area to other businesses in the integrated business center. Free standing signs are permitted only as set forth below and in Section 2.206.06.
2. In addition to this allowed area, for each integrated business center, one (1) free-standing sign per street frontage not exceeding 100 square feet in area.
3. Maximum sign height:
 - a. Wall and canopy signs - shall not project above the parapet or roof eaves.
 - b. Free-standing signs - maximum total height of twenty (20) feet.

4. Location:
 - a. Wall signs - may project up to three (3) feet from the building.
 - b. Free-standing sign - no limitation except shall not project over street right-of-way and shall comply with requirements for vision clearance areas, standard zoning setbacks and special street setbacks.

C. Additional signs. Within the limitations of this subsection, the signs below do not require a permit and are not included in calculating allowed area and number of signs:

1. When a business has two public entrances, each on a separate building wall, there is permitted one additional wall sign not to exceed ten (10) square feet in area for the wall where the entrance is not the primary entrance.
2. Directional signs, such as "Exit" or "Entrance", are allowed either as wall or freestanding signs. Such signs shall be limited to three (3) square feet in area and two (2) per driveway. Free standing directional signs shall be limited to a height of six (6) feet.
3. Order signs describing products and/or order instructions to a customer, such as menu boards on the exterior of a drive-thru restaurant are allowed as follows: One (1) per business limited to forty (40) square feet in area and a maximum height of eight (8) feet. Any order sign greater than ten (10) square feet in area and/or six (6) feet in height must be screened from adjacent streets by a sight obscuring fence, wall or hedge.

D. Signs for temporary businesses. Temporary businesses may display temporary or portable signs, other than trailer mounted reader boards or any sign that includes flashing or rotating lights or moving parts. The cumulative size of all such signs may not exceed 32 square feet. All temporary signs must be placed within ten (10) feet of the structure or vehicle used for the temporary business and may not be placed within any public right-of-way.

2.206.10 Conditional Use Permits - Signs

Applications for conditional use permits for residential free standing signs, flashing signs, rotating/revolving signs, or message signs shall be processed according to the procedure set forth in Section 3.100 of the this Ordinance. The

criteria to be reviewed and applied in conditional use permit proceedings are set forth in this Section.

- A. The following criteria shall be used to review and decide conditional use permit applications for flashing, rotating/revolving, and message signs:
1. The proposed sign is located in a C-1 or C-2 zone.
 2. The proposed sign, as conditioned, will not significantly increase or lead to street level sign clutter, or to signs adversely dominating the visual image of the area.
 3. The proposed sign, as conditioned, will not adversely impact the surrounding area to a significant degree.
 4. The proposed sign will not present a traffic or safety hazard.
 5. If the application is for a flashing and/or message sign, no rotary beacon lights, zip lights, strobe lights, or similar devices shall be allowed. No chaser effect or other flashing effect consisting of external lights, lamps, bulbs or neon tubes are allowed. Only flashing effects by way of internal illumination are allowed.
 6. If the application is for a rotating/revolving sign, such sign cannot flash or be illuminated by intermittent light. Rotating/revolving signs shall revolve at a speed no greater than five (5) revolutions per minute.
 7. The total allowed sign area for a business shall be reduced by twenty-five percent (25%) if the business has a flashing, rotating/revolving, or message sign.
 8. The proposed sign will comply with all other regulations, including, but not limited to height and placement restrictions.
- B. The following criteria shall be used to review and decide conditional use permit applications for residential freestanding signs:
1. The proposed sign, as conditioned, will not adversely impact the surrounding area to a significant degree.
 2. The proposed sign will not present a traffic or safety hazard.
 3. The proposed sign will comply with all other regulations, including, but not limited to height and placement restrictions.

4. The proposed sign is incidental to the permitted or valid non-conforming use of the property.

2.206.11 Variances - Signs

Any allowance for signs not complying with the standards set forth in these regulations shall be by variance. Variances to this Section will be processed according to the procedures in Section 3.104. However, the criteria in Section 3.104 shall not be used, but instead the following criteria shall be used to review and decide sign variance applications:

- A. There are unique circumstances of conditions of the lot, building or traffic pattern such that the existing sign regulations create an undue hardship;
- B. The requested variance is consistent with the purpose of the chapter as stated in Section 2.206.01; and
- C. The granting of the variance compensates for those circumstances in a manner equitable with other property owners and is thus not a special privilege to any other business. The variance requested shall be the minimum necessary to compensate for those conditions and achieve the purpose of this chapter.
- D. The granting of the variance shall not decrease traffic safety nor detrimentally affect any other identified items of public welfare.
- E. The variance will not result in a special advertising advantage in relation to neighboring businesses or businesses of a similar nature. The desire to match standard sign sizes (for example, chain store signs) shall not be listed or considered as a reason for a variance.
- F. The variance request shall not be the result of a self-imposed condition or hardship.



ORS 260.432 Quick Reference— Restrictions on Political Campaigning for Public Employees rev 12/13

Generally, ORS 260.432 states that a public employee* may not, while on the job during working hours, promote or oppose election petitions, candidates, political committee or ballot measures. Additionally, no person (including elected officials) may require a public employee (at any time) to do so.

*A “public employee” includes public officials who are not elected, whether they are paid or unpaid (including appointed boards and commissions).

As used in this Quick Reference

We use the phrase “advocate(s) a political position” to mean—

promote or oppose an initiative, referendum or recall petition, candidate, political committee or ballot measure.

The term “impartial” means equitable, fair, unbiased and dispassionate.

See the Secretary of State’s detailed manual on ORS 260.432 for specific factors to assist in ensuring impartiality in communications about ballot measures. It is posted on the website under Election Laws, Rules and Publications, Manuals and Tutorials.

For more detailed information about ORS 260.432 and information about other election laws, contact:

Elections Division	phone	503-986-1518
Secretary of State	fax	503-373-7414
255 Capitol St NE, Suite	tty	1-800-735-2900
Salem, OR 97310	web	www.oregonvotes.gov

Prohibited Activities

A public employee, while on the job during work hours may not:

- prepare or distribute written material, post website information, transmit emails or make a presentation that advocates a political position
- collect funds, prepare filing forms or correspondence on behalf of candidates or political committees
- produce or distribute a news release or letter announcing an elected official’s candidacy for re-election (except for an elections official doing so as an official duty) or presenting an elected official’s political position
- make outgoing calls to schedule or organize campaign events or other political activity on behalf of an elected official or political committee (however, a scheduler may, as part of official duties, take incoming calls about the official’s availability and add an event to the schedule)
- grant unequal access to public facilities to candidates or political committees
- direct other public employees to participate in political activities, when in the role of a supervisor
- draft, type, format or edit a governing body’s resolution that advocates a political position (except to conform the resolution to a standard format)
- prepare or give recommendations to the governing body urging which way to vote on such a resolution
- sign such a resolution, except if the signature is only ministerial and clearly included to attest the board took the vote
- announce the governing body’s position on such a resolution to the media
- include the governing body’s position or vote on such a resolution in a jurisdiction’s newsletter or other publication

A public employee who provides voter registration assistance under the federal National Voter Registration Act (NVRA) must not, when performing voter registration services, influence a client’s political choices. This means no display of political preferences, including a restriction that no political buttons may be worn. ORS 247.208(3)

Allowable Activities

A public employee, while on the job during working hours may:

- prepare and distribute impartial written material or make an impartial presentation that discusses election subjects (using the guidelines provided in the Secretary of State's detailed manual on ORS 260.432.)

The Secretary of State's Elections Division is also available for an advisory review of draft material about ballot measures produced by government agencies.

- perform standard job duties, such as taking minutes at a public meeting, maintaining public records, opening mail, inserting a proposed resolution into a board agenda packet, etc.
- impartially advise employees about possible effects of a measure, but not threaten them with financial loss to vote a particular way
- address election-related issues while on the job, in a factual and impartial manner, if such activity is legitimately within scope of employee's normal duties
- as staff of an elected official, handle incoming calls about the official's availability for political events
- prepare neutral, factual information for a governing body to use in determining what position to take on an issue (planning stage of a governing body's proposed issue before certified as a measure to a ballot is not subject to ORS 260.432)
- in a clerical manner, incorporate amendments into a finalized version of a governing body's resolution on an issue respond to public records request for information, even if the material advocates a political position
- wear political buttons subject to applicable employer policies unless the public employee is providing voter registration services under NVRA, where additional restrictions apply - see note on previous page about ORS 247.208(3)

A public employee, on their own, off duty time, may send letters to the editor that advocate a political position and may participate in any other lawful political activity.

It is advised that a salaried public employee keep records when appropriate in order to verify any such political activity that occurs while off duty.

Prohibited and Allowable Activities for Elected Officials*

*includes a person appointed to fill a vacancy in an elective public office

Elected officials may:

- advocate a political position at any time. Elected officials are not considered a "public employee" for purposes of ORS 260.432. ORS 260.432(4)(a).
- vote with the other elected officials of a governing body (such as a school board, city council or county commission) to support or oppose a measure, and publicly discuss such a vote—but must not use the public employee staff time to assist in this, except for ministerial functions
- perform campaign activity at any time, however must take caution not to involve any public employee's work time to do so

Elected officials may not:

- in the role of a supervisor, request a public employee—whether the public employee is on or off duty—to perform any political activity
A request made by a person in a position of supervisor or superior is viewed as a command for purposes of this election law.
- have an opinion piece or letter advocating a political position published in a jurisdiction's newsletter or other publication produced or distributed by public employees

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 form Statement of Organization for Candidate Committee (SEL 220) ✓ 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 form Statement of Organization for Candidate Committee (SEL 220) ✓ 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) 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: (1) Achieve a zero balance and (2) File a Statement of 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 or via email at orestar-support.sos@oregon.gov

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