



CITY OF ROSEBURG

**CANDIDATE INFORMATION
PACKET**

**GENERAL ELECTION
NOVEMBER 3, 2020**

For the Positions of:

Mayor

Councilor, Ward 1, Position 2
Councilor Ward 2, Position 1
Councilor Ward 2, Position 2
Councilor Ward 3, Position 2
Councilor Ward 4, Position 2

**2020 CITY ELECTION INFORMATION PACKET
ROSEBURG MAYOR AND CITY COUNCIL
NOVEMBER 3, 2020 GENERAL ELECTION**

Thank you for your interest in running for a City of Roseburg elected position! Vacancies in the following City offices will be on the November 3, 2020 general election ballot; terms are also noted:

<u>Position</u>	<u>Nominated</u>	<u>Elected</u>	<u>Term</u>
Mayor:	At Large	At Large	2 Years
Ward 1 Councilor, Position 2	By Ward	By Ward	4 Years
Ward 2 Councilor, Position 1	By Ward	By Ward	2 Years
Ward 2 Councilor, Position 2	By Ward	By Ward	4 Years
Ward 3 Councilor, Position 2	By Ward	By Ward	4 Years
Ward 4 Councilor, Position 2	By Ward	By Ward	4 Years

The Mayor’s position will be for a two year term expiring December 31, 2022. All Council positions will be for a full four year term expiring December 31, 2024 with the exception of the position of Ward 2 Councilor, Position 1 which will be a two-year term to fulfil the remainder of the original term left vacant by a resignation - expiring December 31, 2022.

The first day to file for election is **June 3, 2020** and the process must be finalized by **August 25, 2020**.

A great resource if you are considering running for office has been produced by the League of Oregon Cities (LOC). Click [here](#) to the publication entitled, “So You Want to Run for Local Office”.

The information on the following pages is being provided to explain the requirements and responsibilities of candidates, and the laws governing elections in the City of Roseburg.

Qualifications for Candidates

To qualify as a candidate for Mayor or City Councilor of the City of Roseburg, the candidate must be:

1. a legal elector under the laws and constitution of the state of Oregon and a registered voter of the City of Roseburg; and
2. a resident of the City of Roseburg for one year immediately before being elected to the office being sought. **

**To run for City Councilor, the candidate must also be a resident of the ward being sought to represent when filing for candidacy. If elected, the Councilor must remain a resident of the ward throughout their term of office. For questions regarding the ward boundaries, contact the City Recorder.

Citizens may not seek candidacy in more than one City of Roseburg elective office.

Election Laws

Unless specifically addressed by the Roseburg City Charter or the Roseburg Municipal Code, all aspects of City elections are governed by state law. A copy of the Charter and applicable Code provisions are included in this packet. The State Elections Division no longer produces written elections manuals – everything must be accessed by email at elections.sos@state.or.us or on their website www.oregonvotes.org. From their website, click on “Manuals, Forms, Tutorials and Elections Laws” to find valuable information needed throughout the campaign.

Please read the [“County, City and District Candidate Manual”](#) and the [“Candidate “Quick Guide” on Campaign Finance Reporting in Oregon”](#) for information on the filing process and deadlines set by the State. A copy of the Quick Guide on campaign finance reporting is included in this packet, but candidates are encouraged to review in its entirety, the [“Campaign Finance Manual”](#) to ensure compliance with campaign finance reporting requirements. The State Elections Division office may be reached by phone at 503-986-1518; by fax at 503-373-7414.

Voters’ Pamphlet

City candidates are not eligible to submit statements for publication in the state voters’ pamphlet; however, the City of Roseburg publishes an online Voters’ Pamphlet (*City of Roseburg Election Information*). Candidates for the City of Roseburg Mayor and Council, Roseburg Public School Board, Roseburg Urban Sanitary Authority (RUSA), Umpqua Community College (UCC), and Douglas Education Service District (ESD) may submit information for the City of Roseburg Election Information. No other candidates will be

included in the City of Roseburg Election Information.

Information regarding how to submit information for the *City of Roseburg Election Information* can be accessed on the City's website at <http://www.cityofroseburg.org/your-government/election-information/> or by contacting the City Recorder by email asowa@cityofroseburg.org or phone (541-492-6866).

Requirements for Petitions of Nomination

The positions of Mayor and City Councilor for the City of Roseburg are nonpartisan positions supported by petitions of nomination. For a candidate to qualify and place their name on the ballot as a candidate for City office, they must obtain signatures from electors supporting their candidacy.

Pursuant to Section 2.02.030 of the Roseburg Municipal Code, candidates for the office of Mayor are required to obtain at least fifty signatures from City electors; and for the office of City Councilor, at least twenty signatures from City electors residing in the same ward in which the candidate resides. Candidates are encouraged to obtain more than the required number of signatures to ensure a sufficient number are qualified. Nomination petitions must be filed with the City Recorder not less than seventy days before the election. The 2020 deadline for filing petitions with the City Recorder is **5:00 p.m. on Tuesday, August 25, 2020.** **Candidates may not begin gathering signatures until they have submitted the required paperwork and received authorization from the City Recorder.**

How to File for Candidacy

The City Recorder serves as the Elections Filing Officer for City of Roseburg elections. All documents, excluding financial documents, must be filed with the City Recorder, 900 SE Douglas Avenue, Roseburg, OR 97470. **Before filing for candidacy, please call ahead to schedule an appointment with the City Recorder (541-492-6866) to review the required filing forms and process.**

- **[SEL 101 - "Candidate Filing – Major Political Party or Nonpartisan"](#)**: All elected City positions are nonpartisan and this form identifies the candidate and office being sought. Filing this form with the City Recorder declares candidacy. Both pages must be completed, signed and dated. Under "Filing Method", the box labeled "Prospective Petition" must be marked, as well as the box "No" circulators will be paid.
- **[SEL 121 - "Candidate Signature Sheet - Nonpartisan"](#)**: This form is used to

circulate and obtain signatures from electors supporting the candidate, and can only be circulated *after* it has been approved by the City Recorder. The candidate will complete only the top portion of the form which identifies them as the candidate and the position for which they are filing. The City Recorder will then “certify it for circulation” and make copies for the candidate to circulate for signatures. The candidate will be asked to sign as the first person on line 1 of the form providing an example of how people are supposed to sign the form. ***The candidate may only collect signatures on the copied signature sheets provided and approved by the Recorder.***

- **City of Roseburg “Certification of Qualifications” form:** This form certifies the candidate meets the qualifications to run for office in the City of Roseburg and is provided by the City Recorder.

Collecting Signatures & Signing Off As Circulator

To ensure a sufficient number of signatures, it is strongly recommended that the candidate obtain more than the required number. The person circulating the petition (usually the candidate) must personally witness each signature collected - failure to comply with this requirement could result in rejection of the petition signature sheets and a felony conviction. Each person signing the signature sheet must be an active registered voter. They must print their name and street address (no P.O. boxes); and all signatures must be originals. Married women must use their first names rather than sign as "Mrs. John ...". Only 10 signatures are allowed per sheet, but the candidate may use as many copies of the form as needed provided the copies are those **provided and approved by the City Recorder**. Each signature sheet must be numbered sequentially in the space provided. *After* all signatures have been obtained, the circulator who obtained the signatures must sign and date the form.

Filing Completed Signature Sheets

Once a sufficient number of signatures has been collected, the completed signature sheets and [Form SEL 338 “Petition Submission”](#), must be filed with the City Recorder for signature verification. It is strongly suggested that the candidate sign the forms as soon as they are confident enough signatures have been obtained. The City Recorder will have the County Clerk’s Office compare all signatures obtained against voter registration cards. When all signatures are verified, the County Clerk’s Office will return the signature sheets to the City Recorder along with a statistic sheet indicating the number of signatures approved and the number denied. The City Recorder will notify the candidate of the results. If enough valid signatures have not been received, and the filing deadline has not passed, additional signatures may be collected and submitted. Once it’s confirmed that a sufficient number of qualified signatures have been collected, the

candidate will file the **City of Roseburg “Acceptance of Nomination”** form with the City Recorder.

When all of these steps have been completed, the candidate will be qualified to have their name placed on the ballot.

Campaign Contribution & Expenditure (C&E) Reporting

Under ORS 260.035, once a candidate has received *or spent* money (including personal funds) toward their campaign, they must set up a campaign finance committee within three business days.

Further, Oregon election law requires any candidate who receives or spends more than \$750.00 towards their campaign during a calendar year to file certain forms electronically with the Secretary of State, Elections Division using ORESTAR, a searchable database system which can be accessed at the Elections Division’s website: www.oregonvotes.org.

If preferred, the candidate can complete the paper form and file it with the State Elections Division by mail, fax or hand delivery. If the candidate exceeds \$750.00 in contributions or expenditures, they must establish a special bank account for their campaign, form a Candidate Committee *within 3 business days after exceeding the \$750.00 threshold* and file all transactions, reporting campaign contributions and expenditures, not later than seven calendar days after the threshold has been exceeded. If the candidate stays under \$3,500.00 in total contributions and/or expenditures for the entire election, they may be eligible for *limited* C&E reporting; however, if that amount is exceeded anytime while the account is active, the C&E reporting becomes more complicated. All forms that must be filed can be found on the above referenced website. **All C&E reporting must be done through the State Elections Division – the forms cannot be submitted to the local elections official.**

The first form the candidate must file with the State Elections Division is the [SEL 220 “Statement of Organization”](#). This forms must be filed **within three days of receiving a contribution or making an expenditure**. **The only exception** to the requirement to establish a candidate committee and a dedicated bank account is if *the candidate meets all three of the following conditions*:

1. The candidate serves as the candidate’s own campaign treasurer;
2. The candidate does not have an existing campaign committee; **and**
3. The candidate does not expect to receive or spend more than \$750.00 during a calendar year.

The following explains the Campaign Finance Forms that are filed with the State:

[SEL 220 – “Statement of Organization”](#): This form is filed with the Elections Division

to designate a Candidate Committee and provide information relating to the dedicated campaign account Oregon candidates are required to establish if they spend or receive more than \$750.00 in campaign funds. The SEL 220 must be filed within three (3) business days of first receiving a contribution or making an expenditure - whichever occurs first. The candidate can only have one Candidate Committee and can serve as their own treasurer or appoint someone to serve as their treasurer. The candidate will be required to file two copies of the SEL 220 form: the first one must be marked “Original” when *initially* filed with the State; the second one must be marked “Discontinuation” and filed when the candidate closes out their Committee and campaign account. If the candidate needs to amend any information disclosed on the SEL 220, they will also use this form and mark the “Amendment” box. **All changes on the Statement of Organization must be reported within 10 calendar days of the change.**

Use of petty cash for campaign expenditures is not allowed. Candidates must pay expenses with either a check or a debit card from the dedicated bank account.
Note: See the Campaign Finance Manual for more information regarding these requirements.

PC 7 – “Certificate of Limited Contributions & Expenditures”: If the candidate spends or receives more than \$750.00, but less than \$3,500.00 for campaign purposes during the calendar year, the State Election Division may allow filing of a PC7 form – Certificate of Limited Contributions and Expenditures – when the “Original” SEL 220 form is filed, but it *must* be filed no later than the deadline for filing a first pre-election report. It is important to remember that filing the PC7 does not relieve the candidate of the responsibility to maintain campaign receipt and expenditure records. It is also important to note that interest earned on the account, or fees assessed are considered activity and must be reported. A committee that has filed a PC7 is encouraged to enter its transactions into the committee’s Private Workshop in ORESTAR so the system can calculate transaction totals to determine when it has exceeded the \$3,500 threshold. We strongly encourage candidates to contact the State Elections Division for further instructions.

Detailed Contribution and Expenditure Reporting

Candidates who receive or spend more than \$3,500.00 for election purposes must file timely detailed contribution and expenditure reports. If the candidate anticipates reaching this level, they need to study the “Campaign Finance Manual”. The Secretary of State’s Elections Division will mail one copy of the manual at no charge upon the candidate’s request. Transactions are reported on a continuous basis with each transaction having its own filing deadline which will be automatically calculated by ORESTAR. Generally, a transaction is due no later than 30 calendar days after the date of the transaction. Note: See the Transaction Schedules for the November 3, 2020 election in the Campaign Finance Manual.

The candidate and the treasurer jointly share the responsibility and liability for filing the campaign finance forms and reports. Civil penalties of up to 10% of the amount of the transaction may be charged for late or insufficient reporting. Detailed records of all contributions and expenditures must be kept current to within seven days after the date of receiving or expending funds throughout the election. All records must be retained for at least two years after the date of the election. The candidate is required to submit these reports even if their candidacy is withdrawn or they fail to obtain enough signatures to place their name on the ballot. State designated filing deadlines for all election forms must be strictly adhered to.

Statement of Economic Interest Information

Oregon Revised Statute Chapter 244 requires certain officials to file annual Statements of Economic Interest (“SEI”) with the Oregon Government Ethics Commission (“OGEC” or “Commission”) by April 15th of each year. City officials subject to this requirement include the City Manager, Municipal Judge, **Mayor, City Councilors** and Planning Commission Members who will be in office on April 15 of the filing year. Each filer is required to create an account and will be notified in early March of each year to log into their account and complete their filing. Questions regarding the filing process can be directed to the City Recorder, or the OGEC at 503-378-5105 or ogec.mail@oregon.gov.

Posting of Campaign Signs

The posting of political campaign signs must be done in compliance with State and Roseburg Municipal Code regulations relating to posting of signs in the public way. In summary, these rules state that political signs may be posted on private property if the property owner's permission is obtained prior to posting. Signs may not be posted on public property including public right-of-ways, fences or trees located in the public right-of-way, utility poles, public parks, scenic areas or bridges. The overall size of the sign may not exceed 32 square feet and the entire message must be contained on one sign. Fragmentation of messages on separate sign panels is prohibited. All signs must be removed within 3 days after Election Day. Any sign that fails to comply with these rules is considered a public and private nuisance and may be removed.

How to Withdraw as a Candidate

If the candidate decides to withdraw as a candidate during their campaign, they must complete and file a [“Candidate Filing Withdrawal Form \(SEL 150\)”](#), which is provided in this packet. To be removed from the November ballot, the candidate must file SEL 150 no later than 5:00 p.m. on Friday, August 28, 2020.

Questions and/or Concerns

For any questions or concerns regarding the election or the responsibilities as a candidate, please contact Amy Sowa, City Recorder/Elections Officer at 541-492-6866, or asowa@cityofroseburg.org

GOOD LUCK WITH YOUR CAMPAIGN!!!