



**CITY OF YACHATS**

**NOVEMBER 3, 2020**

**CANDIDATE'S INSTRUCTIONS AND INFORMATION**

**CITY OF YACHATS  
NOVEMBER 3, 2020  
CANDIDATE'S INSTRUCTIONS AND INFORMATION**

**Council Positions Open**

Mayor - Two year term ending December 31, 2022

Two Councilors - Four year Terms ending December 31, 2024

**Qualifications for Elective Office**

Candidates must:

1. Be registered voters at the time of election.
2. Reside in the City during the 12 months immediately preceding the election.

**Filing Procedures**

The State of Oregon publishes the Candidate Manual that serves as a guide and provides the necessary forms referenced below. One copy is attached. Additional copies may be found at the Secretary of State's web site at

<http://sos.oregon.gov/elections/Pages/lmanuals-tutorials.aspx>

**File forms with the City Elections Officer - the Deputy Recorder.**

The entire filing process must be completed by the State filing deadline on August 25, 2020. However, to ensure that all signatures are verified, and the petitions and other documents have been completed by that date the City Elections Officer has established a filing deadline for the petitions of **4:30 p.m. August 14, 2020** at City Hall. The following forms are required:

**Step 1: File Prospective Petition**

Complete the form and submit to the City Elections Officer for approval **PRIOR TO GATHERING ANY SIGNATURES** and well in advance of the August 25, 2020 filing deadline. No filing fees are required to run for City of Yachats offices.

**SEL 101 – Candidate Filing – Major Political Party or Nonpartisan**

- marked "Prospective Petition" in the section titled "Paying by Declaration or Petition" on page 1 and also mark if circulators will be paid
- enter the Office you are filing for
- marked Nonpartisan

**SEL 121 – Candidate Signature Sheet - Nonpartisan**

The City Elections Officer will review the prospective petition and provide written approval authorizing the candidate to begin the collection of signatures. Signatures gathered prior to written approval will be rejected.

During this COVID19 epidemic we are accepting non-original signatures. You have the option to collect signatures by mail and email. You can send registered voters the signature form by either mail or email, have them complete all information fields and sign, and return the signed form to you by mail or email.

**Step 2: Collect Signatures**

**The candidate should sign the first line on the first sheet of the petition.** This will allow the Elections Officer to verify residency and voter requirements.

Circulate the approved petition (SEL 121) for signatures. You must have no fewer than 20 signatures. It is recommended you gather more than the minimum necessary to assure you have the required amount of valid signatures. No voter may sign more than one petition for each vacant office. All signers must reside within the candidate's electoral district. Signatures can be original, a photocopy, a facsimile, or electronic and returned to candidate by mail or email.

#### **Step 4: County Elections Officer's signature Verification**

Signature sheets (SEL 121) with the sufficient number of required signatures are to be submitted to the City Recorder who will send them to the County Elections Office for signature verification. The County will provide proof that the signatures have been verified and return them to the City Recorder.

Please allow at least 5-7 business days for signature verifications. The number of signatures should be verified well in advance of the filing deadline. If some of the people who signed the petition are not registered voters in the City, you may need additional time to obtain more signatures before the deadline. The City Manager / Elections Officer will notify you if you need to get more signatures to qualify.

#### **Step 3: Submit Signature Sheets**

Once the number of signatures has been verified, the candidate must file the petitions along with the Petition Submission (SEL 338) to the City Manager / Elections Officer along with the submittal of signatures (SEL 121). The number of signatures entered on SEL 338 should be the number of certified signatures as verified by the County. **Deadline for submitting petitions – 4:30 p.m. on August 14, 2020**

#### **Step 4: Complete Filing**

When you have submitted the required number of signatures and the Form SEL 338, you will be asked to accept your nomination by signing and have notarized an Affidavit of Residency and an Acceptance of Nomination. A notary is available at City Hall. There is no charge for this service. At this time, you have completed your requirements for filing for the election. The City Manager / Elections Officer will certify your name to the County for listing on the ballot.

#### **Voter's Pamphlet Information**

If you wish to submit information to be printed in the County voter's pamphlet, you will need to file the information with Lincoln County Elections. Lincoln County charges a fee for submission. A photograph may be included with your information. Detailed information and necessary forms may be found at <http://www.co.lincoln.or.us/clerk/page/voters-pamphlet-forms-and-instructions>

#### **CAMPAIGN FINANCE REPORTING REQUIREMENTS**

Prospective candidates file *with the Elections Division for the Oregon Secretary of State* a Candidate's Statement of Organization (SEL 220) and Campaign Account Information (SEL 223). **These forms are not required if the candidate is acting as his or her own treasurer and expects to spend less than \$750 during a calendar year.** This filing must take place within three business days of receiving the first contribution or making an initial expenditure. These filings can be done electronically, and additional instructions can be accessed at: <http://oregonvotes.org/>. At this website you can login and register, by clicking on the *OreStar* icon, leading you to instructions that will guide you through the registration procedures. For additional information, contact the Elections Division at 1-503-986-1518.

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.

#### **Posting of Campaign Signs**

The City of Yachats has a sign code that allows the temporary placement of political signs identifying candidates for public office, or relating to political parties, ballot issues, or elections. These signs shall meet the following requirements:

- A maximum sign size of four-square feet;

- A maximum display duration of forty-five (45) days prior to the election date. Signs shall be removed within ten days after the election date;
- May be located on private property provided the property owner has given written consent to the placement of the sign.

Signs shall not obstruct walkways; the view of any official traffic control device or sign; or, rights-of-way. The sign may not imitate any official traffic control devices or signs. Signs may not be posted on telephone poles or any public structures or facilities.

The signs may not blink, rotate, swing, revolve, or otherwise attract attention through movement or flashing of parts, including devices such as strings of lights, or strings of pennants.

Portable, A-frame, and wheeled signs are not allowed.

Signs may not be painted with phosphorescent, luminescent, or sparkling paints.

### **Change in information prior to election**

If during your campaign, there is a change in the information provided on any of the forms you were required to file, new or additional forms may be required. Please contact the City Manager / Elections Officer for further information.

### **Withdrawing as a candidate**

If you desire to withdraw your name as a candidate before the election, you must complete and file a Withdrawal of Candidacy or Nomination Form (SEL 150). This form must be filed before September 3, 2020 to remove your name from the ballot. Financial reports will still be required if money received and spent is over the limits.

### **Statement of Economic Interest**

All persons holding office in the City of Yachats are required to file Statements of Economic Interest with the Oregon Government Ethics Commission. The annual reports must be filed by April 15 every year of the incumbency of the elected official. Information will be requested concerning sources of income, property, business interests and gifts related to the office. Civic penalties may be imposed for failure to file, or for insufficient information. For additional information can be found on the Oregon Government Ethics Commission website – [www.oregon.gov/OGEC](http://www.oregon.gov/OGEC) or by contacting the Commission at (503) 378-5105

Kimmie Jackson  
Deputy Recorder / Elections Officer  
441 Hwy 101 N.  
Yachats, Oregon  
541-547-3565 ex. 102  
[shannon@yachatsmail.org](mailto:shannon@yachatsmail.org)

Secretary of State's Elections Division  
(503)986-1518  
[www.sos.state.or.us/elections](http://www.sos.state.or.us/elections)  
[www.oregonvotes.org](http://www.oregonvotes.org)

Lincoln County Clerks Office  
(541) 265-4131  
[countyclerk@co.lincoln.or.us](mailto:countyclerk@co.lincoln.or.us)