



Congratulations on your decision to run for office!

The next City Council election is November 3, 2020. At that time, three seats will be up for election, those of Mayor Knapp, Councilor Akervall, and Councilor Linville. Terms of office are for 4-years.

Enclosed are the State Elections forms required to file your candidacy for City Office. The forms are also found online at: [www.sos.state.or.us](http://www.sos.state.or.us). These forms may be filled out online and then printed for your convenience. I strongly encourage you to read the [Candidate Manual](#) to become familiar with State Election requirements, available online at: <http://sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf>.

### **ELIGIBILITY**

In Wilsonville, City Council and Mayoral candidates are non-partisan positions that are elected at large. Candidates must be U.S. Citizens, have lived within the city limits for the 12 months immediately prior to the election, and be registered to vote. No person shall hold an elected office of the City if the person is an employee of the City.

### **FILING PROCESS**

Prospective Petition Election forms are to be filed with the City Recorder's office no earlier than **June 3, 2020, and the last day to file with the City is August 18, 2020**. Please note the state's deadline is different from the City's deadline to ensure that the City Recorder has sufficient time to verify signatures and provide an opportunity to correct or obtain additional signatures.

Written approval of the Prospective Petition Election forms must be received from the City Recorder's office prior to circulation of the Nomination Petition. The following forms must be submitted for approval before gathering any signatures:

- ▲ [SEL 101](#) Candidate Filing – Major Political Party or Nonpartisan
- ▲ [SEL 121](#) Candidate Signature Sheet - Nonpartisan

After receiving written approval of the petition forms, candidates may circulate their petition to gather the required signatures (see page 28 of the Candidate Manual, Guidelines for Circulation). Under [Wilsonville City Charter](#), Chapter V1 a candidate must receive at least twenty (20) signatures from registered voters residing within the City limits. It is recommended to obtain more than the required number of signatures to ensure the petition has a sufficient number of valid signatures.

Please know that to collect signatures during COVID-19 candidates have the option for signers to sign a petition twice. Once as the petition circulator and again as an elector supporting the candidate. The signer would then send the signature sheet to the candidate to collect and submit.

Candidates must take the completed nominating petition to the City Recorders office for verification by the Clackamas County Elections office. Please contact the City Recorder to schedule a time to drop off the forms. Furthermore, to ensure that the City Recorder has sufficient time to verify signatures and provide an opportunity to correct or obtain additional signatures, signature sheets must be turned in to the City Recorder not later than August 18, 2020.

Early submission is highly recommended. (See page 21 of the Candidate Manual for instructions on signature verification and petition completion.)

*The City Recorder reviews the Prospective Petition Election forms for required information and will provide written approval before the candidate may circulate the Nomination Petition.*

To complete a petition the candidate must submit the following forms with the City Recorder:

- ⤴ [SEL 338](#) Petition Submission - Candidate, Voters' Pamphlet
- ⤴ Verified signature sheets that contain the required number of valid signatures

### **CAMPAIGN FINANCE**

The Campaign Finance Manual and related forms can be found at:

<http://sos.oregon.gov/elections/Documents/campaign-finance.pdf>

Candidates that expect to spend or receive more than \$750 during a calendar year must complete and file with the Oregon Secretary of State – Elections Division the following forms:

- ⤴ [SEL 220](#) Statement of Organization for Candidate Committee

These forms should be completed and filed with the Secretary of State within **3 business days** of receiving a contribution or making an expenditure, but no later than the deadline for filing for candidacy.

Candidates may also, file the Certificate of Limited Contributions and Expenditures (PC7) if the candidate does not expect to spend or receive more than \$3,500 during the campaign. The form must be filed before the deadline of the first Contribution and Expenditure filings.

- ⤴ [PC7](#) Certificate of Limited Contributions and Expenditures

For further detail on campaign finance reporting requirements, candidates should review: [Campaign Finance Manual](#) and [ORESTAR User's Manuals](#) available at [www.oregonvotes.gov](http://www.oregonvotes.gov). Questions regarding campaign finance reporting should be directed to the State Elections office at [elections.sos@state.or.us](mailto:elections.sos@state.or.us) or by calling 503.986.1518.

## **ELECTIONS INFORMATION**

Further information regarding elections can be requested from the following:

Oregon Secretary of State Elections Division 255 Capitol Street NE, Suite 501 Salem, Oregon 97310 <a href="http://sos.oregon.gov/elections/elections.sos@state.or.us">http://sos.oregon.gov/elections/elections.sos@state.or.us</a> 503.986.1518	Clackamas County Elections Division 1710 Red Soils Court, Suite 100 Oregon City, Oregon 97045 <a href="http://www.clackamas.us/elections/elections@clackamas.us">http://www.clackamas.us/elections/elections@clackamas.us</a> 503.655.8510	Washington County Elections Division 2925 NE Aloclek Drive Hillsboro, Oregon 97124 <a href="http://www.co.washington.or.us/cgi/electhom/main.pl">www.co.washington.or.us/cgi/electhom/main.pl</a> <a href="mailto:election@washington.or.us">election@washington.or.us</a> 503.846.5800
--	---	---

Additionally, the City strongly encourages you to set-up an appointment to review important filing deadlines, paperwork, and process questions. I am available to answer questions during business hours at: [cityrecorder@ci.wilsonville.or.us](mailto:cityrecorder@ci.wilsonville.or.us)  
503.570.1506

## **ADDITIONAL MATERIALS**

Enclosed in this packet you will find the following information:

- ✓ List of [Important Dates for Candidates](#) - It is the candidates responsibility to ensure paperwork is complete and submitted on time.
- ✓ The [County, City and District Candidates Manual](#) prepared by the Secretary of State Elections Division containing information and instructions for filing as a candidate and the forms to do so. This information is also available on-line from the Secretary of State's website, [www.sos.state.or.us](http://www.sos.state.or.us).
- ✓ Copies of the following forms:
  - [SEL 101](#) Candidate Filing – Major Political Party or Nonpartisan
  - [SEL 121](#) Candidate Signature Sheet - Nonpartisan
  - [SEL 220](#) Statement of Organization for Candidate Committee
  - [SEL 338](#) Petition Submission - Candidate, Voters' Pamphlet
  - [PC7](#) Certificate of Limited Contributions and Expenditures
- ✓ Candidate “[Quick Guide](#)” on Campaign Finance Reporting in Oregon.
- ✓ The [Campaign Finance Manual](#) prepared by the Secretary of State Elections Division containing information about filing the contributions and expenditures forms, and instructions on how to do so. The laws require all contribution and expenditure reports to be filed directly with the Secretary of State using their [ORESTAR](#) system.
- ✓ [City of Wilsonville City Charter](#).
- ✓ [Wilsonville Code, Chapter 2](#), pertaining to the City Council.
- ✓ [A Guide to Lawn Signs in the City of Wilsonville](#), excerpted from Wilsonville Code Section 4.156(.10). This guide includes regulations for the placement of campaign and temporary signs. and a [map](#) showing where campaign signs may be placed. This information is also available on the City's [website](#).

This information should get you started on your way as a candidate. I would encourage you to watch the City Council meetings, via the City of Wilsonville [YouTube channel](#). The meetings are scheduled the first and third Monday of each month. Work sessions begin at 5 p.m. with the regular meeting beginning at 7 p.m.