

## Information for City Council Candidates

### QUALIFICATIONS FOR CANDIDACY

- Registered to vote in Oregon
- Resided in the city continuously during the twelve months immediately preceding the election or appointment

### HOW TO FILE

Please review the *Campaign Finance Manual* and *Candidate's Manual* (see pg. 19 for *nonpartisan office*). Forms and publications are available on the Secretary of State's web site at <http://sos.oregon.gov/elections/Pages/electionforms.aspx>.

#### **Step 1: Register Your Campaign Committee**

Prospective candidates must file with the Secretary of State's Office a Candidate's Statement of Organization (SEL 220) and Campaign Account Information (SEL 223) within three business days of receiving the first contribution or making an initial expenditure. (A candidate that 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 does not need to register). Please review the Candidate Quick Guide to determine if you must file:

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

#### **Step 2: File Your Prospective Petition**

**(Do not collect signatures until your petition has been approved by the City Recorder)**

Complete the two forms listed below and file them with the City Recorder. **You may file prospective petitions starting on June 4, 2014.**

- SEL 101 Candidate Filing
- SEL 121 Candidate Signature Sheet

All signature sheets must be approved, in writing, before circulating. Failure to do so will result in the rejection of those signature sheets.

#### **Step 3: File Your Completed Petition**

Circulate the approved petition (SEL 121) for signatures (do not sign the petition at the bottom until you are done getting signatures). City Code requires 150 valid signatures to place a candidate on the ballot. Submit signatures to the county clerk for verification before filing them with the City Recorder.

After the signatures have been verified by the county clerk, file the completed petition with the City Recorder (verified signature sheets and SEL 338). Petitions with at least 150 verified signatures must be filed no later than August 26, 2014.

**WITHDRAWAL OF CANDIDACY OR NOMINATION**

To withdraw from candidacy or nomination, a candidate must file a Withdrawal of Candidacy or Nomination (SEL 150) with the City Recorder. This form must be filed no later than 5 p.m. on August 29, 2014 to have the candidate’s name removed from the ballot for the 2014 General Election.

**VOTERS’ PAMPHLET**

If you would like to include information about your candidacy in a voters’ pamphlet, you have several options:

League of Women Voters - The League of Women Voters publishes a voters’ pamphlet for each general election. Visit <http://www.lwvdeschutes.org/> for more information.

Deschutes County – The County publishes a voters’ pamphlet for the general election. You cannot submit your candidate’s statement until after the City Recorder certifies your name for the ballot. That is done after the deadline to withdraw as a candidate (August 29 and must be completed by September 8).

**ELECTION OFFICES**

**City of Bend** ..... 541-388-5517  
Robyn Christie, City Recorder  
710 NW Wall Street  
Bend, OR 97701

**Deschutes County Elections** ..... 541-388-6546  
1300 NW Wall Street, 2nd Floor  
Bend, OR 97701  
<http://www.deschutes.org/Clerks-Office/Elections.aspx>

**Oregon State Elections Division** ..... 503-986-1518  
141 State Capitol  
Salem, OR 97310  
<http://oregonvotes.gov>