

**Filing Packets are available for pick-up from the City Recorder located at City Hall – 219 E. Historic Columbia River Highway**

Please call Sarah Skroch, City Recorder, at 503-674-7258 if you have any questions, or email [sarah.skroch@troutdaleoregon.gov](mailto:sarah.skroch@troutdaleoregon.gov)



# City of Troutdale November 6, 2018 General Election



## City Council Candidate Filing Information

### City Council Positions on the November 6, 2018 General Election Ballot

- ★ Council Position 1
- ★ Council Position 3
- ★ Council Position 5

All positions are 4-year terms beginning January 1, 2019 through December 31, 2022.

### Qualifications for Candidacy

To qualify to run for Troutdale City Council, you must be a registered voter who has resided in the City of Troutdale during the six months immediately preceding the election.

### Important Dates

The following dates are critical for those that are running for office:

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|---------------------------|--|
| <b>May 6, 2018</b>        | Any person running for City office must have been a registered voter and resident of the City of Troutdale by this date. |
| <b>May 30, 2018</b>       | First day to file nomination papers comprising of a petition with the City Elections Official.                           |
| <b>August 28, 2018</b>    | Last day to file nomination papers of a petition with the City Elections Official.                                       |
| <b>August 31, 2018</b>    | Last day to withdraw candidacy   |
| <b>September 6, 2018</b>  | Final day for City Elections Official to submit names of candidates for the November 6, 2018, General Election.          |
| <b>September 10, 2018</b> | Last day to file candidate statements for City positions with the County Elections Office for the Voters' Pamphlet.      |
| <b>November 6, 2018</b>   | Election Day.  |

## About the City Council

- The City Council is comprised of a Mayor and six (6) Councilors.
- Each Councilor position is numbered one (1) through six (6).
- Each candidate running for a Councilor position declares the position # for which he/she is running.
- A candidate may run for only one position.
- All Council members are elected at-large.
- Terms are four (4) years.
- Council members must take an Oath of Office before commencing duties.
- Council members must file an annual "Statement of Economic Interest" with the Oregon Government Ethics Commission (OGEC). These forms are submitted electronically but I have included the sample form from 2014 so you can see the types of questions that are asked (see Tab #8).
- City Council positions are non-paid, voluntary positions. The Mayor may elect to receive a stipend in the amount of \$500 per month and Councilors may elect to receive a stipend in the amount of \$50/month.

## How to File for Candidacy

The most commonly used candidate filing forms for City Council are included in the front cover of this binder. You may also download them directly from the State Elections Division website at <http://sos.oregon.gov/elections/Pages/electionforms.aspx>.

### Step #1 - Register Your Campaign Committee

Perspective candidates file the following documents within three (3) business days of receiving a campaign contribution or making an expenditure unless you meet the exemption criteria outlined below. These forms are filed online through the **Secretary of State, Elections Division** (see Campaign Finance Section below for more details):

1. **Form SEL 220 – Statement of Organization for Candidate Committee**
2. **Form SEL 223 – Campaign Account Information.**

**EXEMPTION CRITERIA:** These forms are not necessary for candidates that meet **ALL** three (3) of the following criteria: **1)** the candidate serves as their own treasurer; **2)** the candidate does not have an existing candidate committee; and **3)** the candidate does not expect to receive or spend more than \$750 during a calendar year.

### Step #2 - Filing a Prospective Petition

File the following two (2) forms with the City Elections Official (City Recorder):

1. **Form SEL 101 – Candidate Filing – Major Political Party or Nonpartisan**, with a check mark in the box "Prospective Petition, in lieu of filing fee" and designate the circulator pay status.  
*Troutdale Municipal Code does not allow candidates to file by fee (declaration)*

## 2. Form SEL 121 – Candidate Signature Sheet / Nonpartisan.

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### Step #3 – Approval to Circulate

The City's Elections Official will review the prospective petition for required information. If the prospective petition is sufficient the Elections Official will give written approval to circulate the petition. **Failure to obtain written approval prior to circulating petitions will result in the rejection of the signature sheets.**

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### Step #4 – The Candidate Circulates the Signature Sheets

The candidate (or circulator) circulates the approved signature sheets (**SEL 121**) for signatures following the guidelines in the Candidates Manual (see Tab #4). The City of Troutdale Charter requires each candidate to obtain at least twenty-five (25) signatures of registered voters in the City of Troutdale. I **strongly** recommend that you obtain more than 25 signatures, as some of the signatures may be invalid.

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### Step #5 – Signature Verification

Once you have completed circulating your signatures sheets (**SEL 121**), you'll need to make sure that the circulator has completed the Circulator Certification section on each petition page and that each of signature sheets have been numbered. When you have verified that all of the signature sheets are completed, you are ready to submit them to the City Elections Official for signature verification by Multnomah County.

To ensure that the City's Elections Official has sufficient time to verify the signatures, we encourage you to complete the signature gathering process and **submit your signature sheets by August 13, 2018 or earlier** to allow enough time to complete the filing process before the deadline of August 28, 2018.

Petitions with an insufficient number of signatures will be returned to the candidate to acquire more signatures provided that the filing deadline has not passed. This is another reason to submit your signature sheets early.

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1. Form SEL 338 – Petition Submission – Candidate.
2. Signature sheets certified by Multnomah County Elections Office with a minimum of 25 valid signatures.

**The deadline for candidates to withdraw is 5:00pm on August 31, 2018.**

## Campaign Finance Reporting Requirements

All campaign finance reports are filed with the Secretary of State, Elections Division

All campaign finance transactions, include those outlined in Step #1 above, are filed electronically using the Secretary of State's online filing system, ORESTAR ([www.oregonvotes.gov](http://www.oregonvotes.gov)).

The Campaign Finance Manual and the ORESTAR User Manuals will provide you with all of the information and instructions you need to comply with the contribution and expenditure reporting requirements. These manuals can be found online at <http://sos.oregon.gov/elections/Pages/manuals-tutorials.aspx> Please review the Schedule of Transaction Filing Deadlines for Candidates and Political Action Committees located on page 19 of the Campaign Finance Manual. (The statute provides for civil penalties for filing any late or insufficient transactions – see page 50 of the Campaign Finance Manual.)

### Voters' Pamphlet

Candidates can file a statement in the Voters' Pamphlet with Multnomah County Elections Division using the form titled – Candidate's Statement for County Voters' Pamphlet (copy included in the front pocket of your binder).

City Candidates' deadline to file a Voters' Pamphlet statement **is September 10, 2018 at 5:00pm.** City candidates must wait to file their Voters' Pamphlet statement until the City of Troutdale certifies the list of candidates to Multnomah County, which must occur no later than September 6, 2018. This provides a very small window. The City will make every attempt to submit the list of candidates to the County immediately following the deadline for candidates to withdraw (August 31<sup>st</sup> at 5pm). You should be able to submit your Voters' Pamphlet statement beginning on September 4<sup>th</sup>.

Please feel free to call the City Recorder before you head down to the Multnomah County Election's office to verify that the list of candidates that will appear on the November 6, 2018 General Election Ballot has been submitted to the County.

### Elections Offices

City of Troutdale  
Sarah Skroch, City Recorder  
219 E. Historic Columbia River Hwy.  
Troutdale, OR 97060  
503-674-7258  
Email: [sarah.skroch@troutdaleoregon.gov](mailto:sarah.skroch@troutdaleoregon.gov)  
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1040 SE Morrison Street  
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State of Oregon, Elections Division  
255 Capitol St. NE, Suite 501  
Salem, OR 97310-0722  
503-986-1518  
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