

CITY OF CENTRAL POINT CANDIDATE APPLICATION PACKET 2012 GENERAL ELECTION

OPEN POSITIONS (4)

Mayor, Council Member from Ward IV, and two At-Large positions.

REQUIREMENTS

At the time of election to City office, a candidate must be a qualified elector as defined in Section 2, Article II of the Oregon Constitution and shall have been a resident within the city limits of the City of Central Point for the twelve-month period immediately preceding the November, 2012, election. A candidate seeking office for a Ward position must be a resident of the ward for which they file. (See enclosed map).

The 2012 City election is regulated by State election law and the City of Central Point city charter and ordinances. Candidates are required to comply with the election requirements of these regulations. Election forms and petitions must be completed properly and submitted within the designated filing period. The City will reject filings that are incomplete or improperly submitted. Deficient election forms or petitions may be corrected and resubmitted within the designated period.

Central Point Municipal Code 2.10.010 (D) designates the City Recorder as the Elections Official.

FILING PERIOD

Monday, July 9, 2012, through Tuesday, August 28, 2012, during normal business hours, 8:30 a.m. to 4:30 p.m., Monday through Friday.

All election forms and petitions should be filed in advance of the final filing day so that the City has enough time to review the forms for completeness and the County can verify the signatures on petitions. If deficiencies in the election forms and petitions are found, they must be corrected and resubmitted to the City Recorder by the close of business on the final filing day.

FORMS & PETITIONS

Step 1: CHECKLIST FOR FILING A *PROSPETIVE* PETITION: Complete and return the following forms to the City Recorder prior to gathering signatures on or after July 9, 2012.

- **Certification of Qualified Elector/Residency (City Form):** This form states that the candidate is a qualified elector, has been a resident of the City of

Central Point for the twelve-month period immediately preceding the election, and is a resident of the Ward position they are filing for.

- **File Prospective Petition (SEL 120):** This is a state form for any candidate running for nonpartisan positions. This form will be filed twice with the City. The first time with the “Filing for Candidacy by **PROSPECTIVE** petition” box checked. The City Recorder can make a copy of this form prior to you checking the *Prospective* box and signing it. This way you do not need to fill out the information twice.
- **Petition for Nonpartisan Nomination Signature Sheet (SEL 121):** Candidates must fill out the information at the top of the form, the Petition ID number is not necessary for candidate nominations. When the Recorder verifies all prospective petitions are correct, a letter authorizing signature gathering will be provided. The City Recorder will have the candidate sign the first line of one of the petitions. This process verifies the candidate is a qualified elector.
- **Statement one or more/no petition circulators will be paid (SEL 301):** This form must be filed with the SEL 120 as a prospective petition. It states whether any petition circulator will be paid money or other valuable consideration for obtaining signatures of registered voters.

Step 2: GATHER AT LEAST 20 SIGNATURES:

After approval by the City Recorder the petition signature sheets (SEL 121) must be signed by a minimum of twenty (20) registered voters who reside within the City of Central Point or, in the case of candidates for a Ward Council seat, within the boundaries of that Ward (See attached map). Completed signature sheets must be submitted to the City Recorder for verification by the County Election Official.

It is suggested that petition circulators obtain at least twenty-five (25) or more signatures in case some are disqualified. Signatures on petitions must be identical to the way they appear on voter registration cards filed at the County Elections Office.

The City Recorder will take the signature sheets to the Jackson County Elections office for verification. Once they are verified by the County Elections Office you will be contacted to complete your filing or gather more signatures.

**Step 3: CHECK LIST FOR SUBMITTING COMPLETED PETITION:
Complete and return the following forms prior to August 28, 2010 at
5:00 p.m.**

- **File Completed Petition (SEL 120):** The second time the “Filing for Candidacy by *COMPLETED* petition” box will be checked with a current signature and date.
- **Statement One or More/No Petition Circulators Will be Compensated (SEL 301):** The second time the *COMPLETED* petition box will be checked.

ADDITIONAL INFORMATION

5. **Campaign Finance Forms (SEL 220, SEL 223, and PC 7):** See the Candidate “Quick Guide” on Campaign Finance Reporting in Oregon provided in this folder. All campaign finance forms are to be filed with the State of Oregon at <http://www.sos.state.or.us/elections>. The name of the program is called ORESTAR. There are penalties for not following these guidelines.

If a candidate files an SEL 220 or PC7 with the state, please provide a copy to the City Recorder for our record.

6. **Withdrawal of Candidacy or Nomination (SEL 150)**

If a candidate wishes to withdraw his/her candidacy or nomination, this form must be filed with the City Recorder no later than close of business on August 27, 2012.

VOTERS PAMPHLET

The Clerk of Jackson County will prepare, print and distribute a County Voters’ Pamphlet for the 2012 General Election. Candidates intending to file a statement for publishing in the Voters’ Pamphlet must do so at the Jackson County Elections Department no later than close of business on September 10, 2012. The fee for submitting information to the County for the voters’ pamphlet is \$50 for Central Point.

CAMPAIGN PUBLICATIONS

In accordance with Oregon Revised Statute 260.522, no candidate or principal campaign committee may print, post, broadcast, mail, circulate or otherwise publish any written matter, photograph or broadcast relating to the candidate’s campaign unless it contains the name and address of the candidate or principal campaign committee responsible for the publication and a statement that the publication was authorized by the candidate or principal campaign committee. The phrase “Authorized by” must be included in the statement, although the phrase “Paid for by” may also be used.

CAMPAIGN SIGNS

Lawn campaign signs do not require a City sign permit. However, signs or posters exceeding five (5) square feet announcing the candidate and city office sought shall be approved by the Community Development Department. All signs shall be removed within ten (10) days after the election.

STANDARDS AND PRACTICES LAWS

The State of Oregon has adopted Standards and Practices laws that govern the financial compensation of public officials and the disclosure of potential and actual conflicts of interest. An excerpt of these laws is enclosed.

GENERAL INFORMATION

- The terms of office for the City's open positions shall commence on January 1, 2013.
- The Central Point City Council conducts its regular meetings on the second and fourth Thursday of each month at 7:00 p.m.
- The City Council conducts Study Sessions on the Third Monday of each month at 6:00 p.m.
- The City Council also meets as part of the Budget Committee in the March or April.
- The City Council also performs duties as the Development Commission (Urban Renewal Agency). Currently those meetings start at 6:00 pm prior to a City Council meeting. Dates will vary.

CAMPAIGN FINANCE GUIDELINES

Filing of financial documents is done with the Oregon Secretary of State, Elections Division. Filing is done electronically, and all the information you will need regarding this process can be found at the state's website:

www.sos.state.or.us/elections/

Please review the *Campaign Finance Manual* for instructions and filing schedule.

All candidates must establish a campaign account and file a Statement of Organization designating a candidate committee, UNLESS the candidate meets all three of the following conditions:

- The candidate serves as the candidate's own treasurer; AND
- The candidate does not have an existing candidate committee; AND
- The candidate does not expect to receive OR spend more than \$750 during a calendar year.

ATTACHMENTS

1. Certification of Qualified Elector/Residency (City Form)
2. Filing of Candidacy for Nonpartisan Nomination (SEL 120)
3. Petition for Nonpartisan Nomination Signature Sheet (SEL 121)

4. Statement One or More/No Petition Circulators Will be Compensated (SEL 301)
5. Candidate's Statement of Organization (SEL 220)
6. Campaign Account Information (SEL 223)
7. Withdrawal of Candidacy or Nomination (SEL 150)
8. Certificate of Limited Contributions and Expenditures (PC7)
9. Election Ward Map
10. City of Central Point Charter of 1982 (2010 City Charter recommendation available upon request)
11. Jackson County Voters' Pamphlet Information
12. Central Point City Council Rules and Code of Ethics

QUESTIONS

The information supplied within the City of Central Point Election Packet pertains to candidates for City office in most situations. If you have other questions or need additional information please contact the City Recorder Deanna Casey at 541-664-3321 ext. 231, or call the Jackson County Elections Office at 541-774-6148.