



City of Keizer
930 Chemawa Road NE/P.O. Box 21000
Keizer, Oregon 97307
(503)390-3700
www.keizer.org

November 6, 2012 General Election
Keizer City Council Candidate Application Packet

At the 2012 General Election, the positions of Mayor and three Councilor positions will appear on the ballot. The filing period for interested candidates **begins on May 30, 2012. The filing process, including signature verification, must be completed by August 28th, 2012 at 5:00 p.m.**

The Keizer City Recorder, Tracy Davis is the Elections Filing Officer for the City of Keizer elections. You may contact Ms. Davis at (503)856-3412 or via email at davist@keizer.org.

OPEN CITY OF KEIZER POSITIONS

Mayor	Currently held by Lore Christopher	Two Year Term
Councilor Position #1	Currently held by David McKane	Four Year Term
Councilor Position #2	Currently held by Brandon Smith	Four Year Term
Councilor Position #3	Currently held by Mark Caillier	Four Year Term

- All positions are non-partisan.
- Council positions are elected at large – meaning candidates may reside in any area of the community.
- All positions are volunteer/non-paid.
- All terms will begin on January 7th, 2013.

QUALIFICATIONS AND RESIDENCY REQUIREMENTS

To qualify as a candidate for Mayor or a City Councilor, you must be:

- A qualified elector under the laws and constitution of the state of Oregon and a registered voter of the City of Keizer; and
- A resident of the City of Keizer who has resided continuously in the City during the 12 months immediately preceding the election they are filing for.

HOW TO FILE

Please review this information packet that will assist candidates in fulfilling the requirements to appear on the November ballot. The City of Keizer follows the state guidelines for Candidates Filing by Petition (City Elections Manual pages 32-42 – copy enclosed). The referenced filing forms are also included in this packet. Elections Manuals produced by the Oregon Secretary of State Elections Division and can be found at their website – www.sos.state.or.us.

Step 1: File Prospective Petition

Complete the two forms listed below and submit to the City Elections Officer for approval **PRIOR TO GATHERING ANY SIGNATURES** and well in advance of the August 28th filing deadline. No filing fees are required to run for City of Keizer offices.

- SEL 101 – Candidate Filing – Major Political Party or Nonpartisan (marked “Prospective Petition”)
- SEL 121 – Candidate Signature Sheet - Nonpartisan

Step 2: Collect Signatures

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.

The Keizer City Charter requires petitions to contain a minimum of **120 qualified** (Keizer registered voters) signatures. It is recommended you gather more than the minimum to assure you have the required amount necessary.

Oregon law requires that each petition sheet be properly certified by its circulator, who must personally witness each signature. Please review the guidelines for circulation of petitions on page 38 of the election manual.

Step 3: Submit Signature Sheets

When ample signatures have been collected, the candidate shall submit the petitions to the City Elections Officer for processing and verification of signatures.

When submitting the signature sheets, the candidate will:

- Ensure each signature sheet certification is signed and dated by the circulator
- Number each signature sheet sequentially in the space provided

The candidate will also submit an SEL 101 – Candidate Filing – Major Political Party or Nonpartisan (marked “Completed Petition”)

Please allow at least 5-7 business days for signature verifications. As a guideline, signature petitions should be submitted no later than August 17, 2012.

Step 4: Complete Filing

The City Elections Officer will notify the candidate in writing of the results of the signature verification. If it is determined that there are not enough valid signatures and the filing deadline has not passed, the candidate may submit additional signatures.

The filing process, including signature verification, must be completed by August 28th, 2012 at 5:00 p.m.

CAMPAIGN FINANCE REPORTING REQUIREMENTS

All campaign finance reporting is handled at the Oregon Secretary of State Elections Division. A candidate quick guide on Campaign Finance Reporting has been included with this information packet. All of the forms and additional information regarding the process can be found at the Oregon Secretary of State Elections Division website – www.sos.state.or.us under Campaign Finance.

Campaign Finance Guidelines

Each candidate 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;
- 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. (The \$750 includes personal funds spent for any campaign related costs.)

If you do not meet all of the above conditions, but do not expect to receive a total of more than \$3,000 or spend a total of more than \$3,000 for the entire calendar year, you must do all of the following:

- File a Statement of Organization with the Secretary of State Office using form SEL 220 (using the electronic ORESTAR program or by paper);
- Establish a dedicated campaign account and file Campaign Account Information using form SEL 223;
- File a Certificate of Limited Contributions and Expenditures using form PC 7.

If you expect to spend or receive more than \$3,000 you will need to do the following:

- Register the committee in the Secretary of State's Election Division ORESTAR system;
- File a Statement of Organization with the Secretary of State Elections Division using form SEL 220 (using the electronic ORESTAR program or by paper); AND
- Establish a dedicated campaign account and file Campaign Account Information using form SEL 223;

STATEMENT OF ECONOMIC INTEREST /STATE REPORTING REQUIREMENTS

All persons holding office in the City of Keizer 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 or sample forms, information can be found on the Oregon Government Ethics Commission website – www.oregon.gov/OGEC or by contacting the Commission at (503) 378-5105

VOTER'S PAMPHLET

Mayor and Council candidates have the opportunity to place a candidate statement in the Marion County Voter Pamphlet. There is a filing fee and applications must be submitted to the Marion County Elections Division no later than August 30, 2012. Application forms can be obtained from Marion County Elections or the Keizer City Elections Officer.

ELECTION SIGN REGULATIONS

Before purchasing or displaying any elections signs, please review the City of Keizer Community Development Bulletin included in this information packet.

ELECTION OFFICES

City of Keizer
Tracy Davis, MMC
City Recorder/Elections Officer
930 Chemawa Road NE
P.O. Box 21000
Keizer, Oregon 97307
(503)856-3412
davist@keizer.org

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

Marion County Elections
(503)588-5041
www.clerk.co.marion.or.us

Please do not hesitate to contact the City Elections Officer for additional information or questions.

THANK YOU FOR YOUR INTEREST IN THE CITY OF KEIZER!!!