



*City of Sutherlin*  
**Candidate Application Packet**  
**Sutherlin City Council**  
2016 General Election  
(November 08, 2016)

Applications are being accepted for the positions of Sutherlin Mayor and City Councilors. These positions will be voted on in the November 08, 2016 General Election. **To have signatures verified you must submit by the FILING DEADLINE at 5pm, AUGUST 25, 2016 with the Elections Officer/City Recorder. Final day for verified and completed signature petitions, SEL 101 and SEL 121 is Tuesday, AUGUST 30, 2016 AT 4PM, delivered by the City Elections Officer.**

**OPEN CITY OF SUTHERLIN COUNCIL POSITIONS**

Mayor	Currently held by	Todd McKnight
City Councilors	Currently held by	Wes Anderson Forrest Stone Karen Meier

All positions are nonpartisan.

**TERMS AND CONDITIONS**

Mayor's term:	Two years beginning January 2017 – December 31, 2018
Council term:	Four years beginning January 2017 – December 31, 2020

Sutherlin Mayor and City Council positions are non-paid, voluntary positions.

**QUALIFICATIONS AND RESIDENCY REQUIREMENTS**

- Any person holding elective office must be a registered voter of the State of Oregon.
- Any person elected to office must have been a legal resident of the City of Sutherlin continuously during the twelve months immediately preceding the election.

**HOW TO FILE**

**Please review this information packet, which includes Sutherlin Municipal Code sections pertaining to filing for office. The following manuals will also assist you with the process:**

2016 Candidates Manual / 2016 Campaign Finance Manual

These publications are available on the Secretary of State's web site at:

<http://sos.oregon.gov/voting-elections/Pages/default.aspx>

### **Step 1: File Prospective Petition**

Complete the two forms listed below and submit them to the Elections Officer/City Recorder for approval **prior to gathering any signatures** and well in advance of the August 25th filing deadline. No filing fees are required to run for City of Sutherlin offices.

SEL 101	Filing of Candidacy for Nonpartisan Nomination – <b>prospective</b> petition
SEL 121	Petition for Nonpartisan Nomination

### **Step 2: Collect Signatures**

Upon approval of the prospective petition, the City Recorder will give the candidate a letter authorizing the collection of signatures. **This letter must remain with the SEL121-Petition during the signature gathering process.**

Mayoral and City Council candidates must submit at least **20 nominating signatures of registered voters who reside within the city limits of Sutherlin.** I suggest obtaining a few extra signatures in case some signatures are disqualified.

**Oregon law requires that each petition sheet be properly certified by its circulator, who must personally witness each signature.**

Submit completed signature sheets to the Elections Officer/City Recorder who will then deliver to the Douglas County Elections Department, at the Court House in Roseburg, for verification of the signatures. Deadline for verification is August 25, by 5pm.

### **Step 3. File Completed Petition**

The verified and County Certified signature sheets with the authorization letter by the Elections Officer/City Recorder will be submitted by the same to the Douglas County Elections Department on or before August 30, 2016 at 4pm.

## **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. <http://sos.oregon.gov/voting-elections/Pages/default.aspx> 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:

1. Candidate serves as the candidate's own treasurer;
2. Candidate does not have an existing candidate committee; AND

3. 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 cost.)

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:

1. File a Statement of Organization with the Secretary of State Office using form SEL 220 (using the electronic ORESTAR program or by paper);
2. Establish a dedicated campaign account and file Campaign Account Information using form SEL 223;
3. File a Certificate of Limited Contributions and Expenditures using form PC7.

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

1. Register the committee in the Secretary of State's Election Division ORESTAR system;
2. 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
3. Establish a dedicated campaign account and file Campaign Account Information using for SEL223.

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

## **STATEMENT OF ECONOMIC INTEREST (SEI) AND STATE REPORTING REQUIREMENTS**

All persons holding an elected office in the City of Sutherlin 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. This is all done electronically now and they will notify you well before the due date. Information will be requested concerning sources of income, property, business interests and gifts related to the office. Civil penalties may be imposed for failure to file or for insufficient information. These forms are done online and are email noticed in March. Please contact the City Recorder's office for additional information or go to: <http://www.oregon.gov/ogec/Pages/index.aspx>

## **VOTERS PAMPHLET**

Douglas County will not be producing a voter's pamphlet again this year due to budget cuts. The City will however, post all candidate information on our website. Candidate info and picture is due to City Recorder by September 26, 2016 at 5pm.

## **SIGN REGULATIONS**

Sutherlin Development Code regulates the type and placement of Election signs:

Temporary Signs: Non-illuminated signs having an overall face area not exceeding 32 square feet in all zones, are not permanently installed and are intended to be located on private property for short periods of time (not to exceed one year). Such signs may include, but are not limited to real estate lease and sale of the premises they are located, political signs, construction signs and garage sale, open house, special event, and similar signs. Such signs shall only be posted for the duration of the activity. No sign shall be extended into or extend over a street right-of-way.

Please have signs removed immediately after the election is over.

## ELECTION OFFICES

### **City of Sutherlin 541.459.2856**

Debbie Hamilton, CMC, City Recorder/Elections Officer  
126 E. Central Avenue  
Sutherlin, OR 97479  
[d.hamilton@ci.sutherlin.or.us](mailto:d.hamilton@ci.sutherlin.or.us)

### **Douglas County Elections 541.440.425252**

Patricia Hitt, County Clerk  
Douglas County Courthouse  
1036 SE Douglas – Room 124  
PO Box 10  
Roseburg, OR 97470  
<http://www.co.douglas.or.us/clerk/elections.asp>

### **Secretary of State's Elections Division 503.986.1518**

141 State Capitol  
Salem, OR 97310-0722  
<http://sos.oregon.gov/voting-elections/Pages/default.aspx>  
[www.oregonvotes.org](http://www.oregonvotes.org)

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

**THANK YOU for your interest in the  
SUTHERLIN CITY COUNCIL**