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**TEMPORARY ADMINISTRATIVE ORDER**  
INCLUDING STATEMENT OF NEED & JUSTIFICATION

**ELECT 6-2021**  
CHAPTER 165  
SECRETARY OF STATE  
ELECTIONS DIVISION

**FILED**  
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& LEGISLATIVE COUNSEL

FILING CAPTION: Updates filing deadlines and implements legislative and redistricting process changes.

EFFECTIVE DATE: 09/09/2021 THROUGH 03/07/2022

AGENCY APPROVED DATE: 09/08/2021

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Filed By:  
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**NEED FOR THE RULE(S):**

This temporary rule implements legislative mandates found in Senate Bill 259 (2021) and section 7 of Senate Bill 27 (2021). Both of the bills contain emergency clauses which will be in effect for the candidacy filing period starting on September 9, 2021. These changes are also needed to respond to Oregon Supreme Court's ruling in Kotek v. Fagan, 367 Or 803 (2021). Further, the updates to the manual and associated forms set forth updated statutory deadlines and clarify processes with which candidates are required to comply.

**JUSTIFICATION OF TEMPORARY FILING:**

The Secretary of State, Elections Division (Agency), finds that the failure to act promptly will result in serious prejudice to the public interest. If these changes are not effective by September 9, 2021, candidates and the public at large may be unaware of changes made to candidacy filing processes and deadlines. Making these changes effective immediately will ensure an orderly and transparent filing process given the circumstances associated with the delay in U.S. Census data and redistricting. The Elections Division will separately be conducting a permanent rulemaking process to allow for public comment on these changes.

**DOCUMENTS RELIED UPON, AND WHERE THEY ARE AVAILABLE:**

SB 259 (2021) and SB 27 (2021) available online at [www.oregonlegislature.gov](http://www.oregonlegislature.gov) or from the Agency; Kotek v. Fagan, 367 Or 803 (2021), available at the State of Oregon Law Library or from the Agency.

AMEND: 165-010-0005

RULE TITLE: Designating the Candidate's Manual, Minor Political Party Manual and Forms

RULE SUMMARY: The changes to this rule and the associated manuals and forms update the filing deadlines for the 2022 candidacy filing period. In addition to ordinary updates of statutory deadlines, it incorporates changes to the filing period as required by Senate Bill 259 (2021) which pauses the filing period for the offices of US Representative, State Senator, and State Representative until redistricting maps are finalized. Further, it modifies the filing process for precinct committeepersons due to the circumstances surrounding the delay in U.S. Census redistricting data. The

changes also update the residency requirement section for state legislators per the Oregon Supreme Court's ruling in *Kotek v. Fagan*, 367 Or 803 (2021).

The changes also implement the legislative mandate found in section seven of Senate Bill 27 (2021) which changes the process by which the required number of signatures for Individual Electors is calculated. Additional changes were made throughout the manual and forms to provide clarity for the various processes related to candidacy filings.

**RULE TEXT:**

(1) The Secretary of State designates the State Candidate's Manual revised 09/2021 and associated forms as the procedures and forms to be used by candidates filing and running for a federal or state office as that term is defined in ORS 249.002(10).

(2) The Secretary of State designates the County, City, and District Candidate's Manual revised 09/2021 and associated forms as the procedures and forms to be used by candidates filing and running for elected office in a county, city or district.

(3) The Secretary of State designates the Political Party Manual revised 02/2020 and associated forms as the procedures and forms to be used to form a minor political party and nominate candidates for elective office. This manual also includes information on qualifying as a major political party and a party's obligation to file organizational documents.


STATUTORY/OTHER AUTHORITY: ORS 248.008, ORS 249.031, ORS 249.190, ORS 249.200, ORS 249.009, ORS 249.205, ORS 249.215, ORS 249.720, ORS 249.722, ORS 249.842, ORS 251.012, ORS 251.014, ORS 260.345, ORS 246.150, *Kotek v. Fagan*, 367 Or 803 (2021), Senate Bill 259 (2021), Senate Bill 27 (2021)

STATUTES/OTHER IMPLEMENTED: ORS 248.008, ORS 249.009, *Kotek v. Fagan*, 367 Or 803 (2021), Senate Bill 259 (2021), Senate Bill 27 (2021)

# State Candidate Manual

*Published by*

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*Adopted by*

Oregon Administrative Rule No. 165-010-0005



## Secretary of State

Elections Division Rev. 09/2021

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## Using This Manual

This manual explains the procedures and requirements for candidates for public office.

**State offices.** Elections Division of the Secretary of State's Office ("Elections Division") is the filing officer for state candidates.

**Local offices.** County clerks are the filing officers for county candidates. County clerks are also the filing officers for district candidates; the appropriate clerk is the clerk of the county where the district administrative office is located. City elections officials are the filing officers for city candidates. See the [County, City and District Candidates Manual](#) if filing for a local office.

## Icons

The following icons used in this manual are to emphasize information:



**alert icon**

indicates alert; warning; attention needed



**info icon**

indicates additional information



**deadline icon**

indicates a deadline



**petition sheet icon**

indicates a reference to a signature sheet



**form icon**

indicates a reference to a form



**search icon**

indicates information located elsewhere



**ORESTAR**

secure web-based electronic reporting system

## Assistance

For help, please contact:

Elections Division  
255 Capitol St NE Suite 501  
Salem OR 97310

 **503 986 1518**  
 **503 373 7414**



**[elections.sos@oregon.gov](mailto:elections.sos@oregon.gov)**



**[www.oregonvotes.gov](http://www.oregonvotes.gov)**



**1 866 673 8683**  
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for the hearing impaired

## Getting Started

### ORESTAR

ORESTAR is the Secretary of State's secure web-based electronic reporting system for candidate filing, voters' pamphlet filing, and all campaign finance reporting.



Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Types of Public Office

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There are two types of public offices in Oregon, partisan, and nonpartisan. Any person can run for a partisan or nonpartisan office if they meet the requirements of the office and are registered to vote.

### Partisan Offices

Candidates for partisan office may run as the nominee of a major or minor political party or as nonaffiliated candidates. Major party candidates must win the primary election, in order to then run in the general election. Minor party and nonaffiliated candidates qualify for the ballot without running in the primary election; they first run for office at the general election.

#### Partisan offices include:

US President, US Senator, US Representative, Governor, Secretary of State, State Treasurer, Attorney General, State Senator, and State Representative.

### Nonpartisan Offices

Candidates for nonpartisan office do not run as the nominee of a political party. All candidates for nonpartisan office must run in the primary election. This office can be won at the Primary Election, see [ORS 249.088](#) for further details.

#### Nonpartisan offices include:

Commissioner of the Bureau of Labor and Industries (Labor Commissioner), Judge (Supreme Court, Court of Appeals, Tax Court, Circuit Court, and a County Judge who exercises judicial functions), and District Attorney.

## Qualifications for Public Office

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The qualifications for public offices differ depending on the office. Before filing, the candidate should review the constitutional and statutory requirements for the office sought.



The qualifications for most state offices are provided on [page 8](#) and [page 18](#).

## Filing Methods for Public Office

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### Primary Election

Major party candidates for partisan office, and candidates for all nonpartisan offices must file for the **primary election**.

To file for the **primary election**, candidates **must** complete and submit one of the following:

- 1 the candidate filing online through ORESTAR and pay the required filing fee, if any;



See the [ORESTAR User's Manual: Candidacy Filing](#) for instructions on filing electronically.

- 2 Form [SEL 101 - Candidate Filing - Major Political Party or Nonpartisan](#) and pay the required filing fee, if any;

or



- 3 Form [SEL 101 - Candidate Filing - Major Political Party or Nonpartisan](#) and a nominating petition containing the required number of valid signatures.

or

- 4 Form [SEL 101 - Candidate Filing - Major Political Party or Nonpartisan](#) and paying the filing fee, while the candidate also attempts to gather the required number of valid signatures on a nominating petition. This is known as filing a "prospective" petition. If the candidate then submits a nominating petition containing the required number of valid signatures by 5 pm on the filing deadline, the filing fee will be refunded.



Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

-  A prospective petition may be filed at any time but must be filed not later than 5pm on the candidate filing deadline, March 8, 2022. See the [Filing Requirements](#) section for a list of filing fees and the deadline to submit completed forms.
-  In most cases, candidates nominated at the primary election automatically move forward to the general election ballot. However, there are some offices that may be elected at the primary election, in which case the candidate would not be printed on the general election ballot.

### **General Election**

Candidates who are nominated by a Minor Party, and candidates who are not a member of any political party, must file for the **general election**.


Candidates are nominated by a Minor Party if the minor party submits a completed notarized Form [SEL 110 Candidate Filing - Minor Party](#).

Nonaffiliated candidates who are not a member of any political party can run for office by:

→ Completing and submitting Form [SEL 114 Candidate Filing - Individual Electors](#);

or

→ Holding an Assembly of Electors and submitting Form [SEL 115 Candidate Filing - Assembly of Electors](#).

-  Both Individual Electors and the Assembly of Electors processes are outlined in this manual on [pages 11-14](#).

## **Submitting Forms and Documents**


 Any required signature sheets must be personally delivered or mailed to the Elections Division.

With the exception of petition signature sheets, completed and signed forms or documents may be:

→ scanned and emailed to Elections Division at [elections.sos@oregon.gov](mailto:elections.sos@oregon.gov);

→ faxed to 503 373 7414; or

→ mailed or personally delivered to 255 Capitol St NE, Ste 501, Salem, OR 97310.

-  The Elections Division will send most correspondence via email unless specifically required to be sent via the US Postal Service.

## **Multiple Nominations to Public Office**

In Oregon, candidates can be nominated by multiple political parties. Candidates nominated by more than one party or by other nominating processes may select up to three parties or designations to be printed with their name on the general election ballot.

A candidate may designate the order in which the parties or designations will be listed, with two exceptions:

→ If a political party nominates one of its members for a partisan office, that party will be listed first, followed by no more than two additional parties.

→ If individual electors or an assembly of electors nominate a nonaffiliated candidate, “nonaffiliated” will be listed first, followed by no more than two additional parties.

When selecting political parties or other designations the following rules apply:

	Candidate is nominated by	Information and default order listed on ballot
Member of political party	Party of which candidate is a member	The ballot lists this party first, followed by two or fewer additional parties in alphabetical order. The candidate may specify a different order for the additional parties.
	Party of which the candidate is not a member	The ballot lists three or fewer parties in alphabetical order. The candidate may specify a different order. If more than three parties nominate the candidate, the candidate may choose which appear.
Not affiliated with any political party	Individual Electors or Assembly of Electors	The ballot lists “nonaffiliated” first, followed by two or fewer parties in alphabetical order. The candidate may specify a different order for the parties. If more than two parties nominate the candidate, the candidate may choose which appear.
	Any political party	Three or fewer parties are listed in alphabetical order. If more than three parties nominate the candidate, the candidate may choose which appear.

## Campaign Finance Reporting

Oregon campaign finance law requires each candidate to establish a campaign account and file a Statement of Organization designating a candidate committee, unless an exception applies.

### Exception

A candidate does not need to establish an account and file a Statement of Organization if:

- 1 The candidate is seeking a federal office. (Federal candidates may be required to report campaign finance activity with the Federal Elections Commission) **or**
- 2 The candidate:
  - ✓ serves as their own treasurer; **and**
  - ✓ does not have an existing candidate committee; **and**
  - ✓ 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, such as the candidate filing fee. It does not include state voters’ pamphlet filing fees.

If the candidate receives or spends more than \$750 in a calendar year, the candidate must:

- within **three business days** after exceeding the \$750 threshold, establish a campaign account and file a Statement of Organization; **and**
- within seven calendar days after exceeding the \$750 threshold, **either** file a Certificate of Limited Contributions and Expenditures (if eligible) **or** file all campaign transactions.

### Timing

A candidate who does not qualify for one of the exceptions described above must establish a campaign account and file a Statement of Organization on the earliest of the following:

- within **three business days** after receiving a contribution for the first time, **or**
- within **three business days** after making an expenditure for the first time, **or**
- before the deadline for filing a nominating petition, declaration of candidacy, or certificate of nomination.

### How to Establish a Campaign Account

A campaign account is a dedicated account in an Oregon bank or other Oregon financial institution, which is used to receive and spend campaign funds. For more information about establishing a campaign account, see page 10 of the [Campaign Finance Manual](#).

### How to File a Candidate Committee

Candidates who do not qualify for one of the exceptions described above must file a candidate committee electronically through ORESTAR, **or** by completing and submitting the following paper forms:



SEL 220 Statement of Organization for a Candidate Committee **and, if eligible**



PC 7 Certificate of Limited Contributions and Expenditures.

For further details on campaign finance reporting requirements, review:



The Campaign Finance Manual, and the ORESTAR User's Manuals available at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Running for a Partisan Office



Failure to follow the instructions contained in this manual may invalidate the nomination.

Major party candidates in a primary election must complete their candidacy filing in ORESTAR or by submitting a paper form. They must also either pay the filing fee or submit signatures in lieu of paying the filing fee. Minor party or nonaffiliated candidates in the general election must file paper forms.



See [Filing Requirements for Partisan Office on page 9](#) for a list of filing fees and the deadline to submit completed forms.



Candidates for US President have additional filing requirements. See [page 10](#) for filing instructions.



A person may only file for one lucrative office to be filled at the same election. All filings are invalid unless the person has withdrawn from any previous filing. ORS 249.013.

An office is considered lucrative if a salary or other compensation beyond expenses is attached to it; it is created by statute or the constitution; its holder exercises part of the sovereign power of government; it is a matter of public concern; and the position is not temporary or intermittent.



A major political party candidate who failed to receive their party's nomination at the primary election may not be the candidate of any other political party or become a nonaffiliated candidate for the same office at the general election. ORS 249.048.

A candidate must be nominated to appear on a general or special election ballot. There are four paths to nomination:

- A candidate receives the nomination of a major political party by winning its primary election;
- A recognized minor political party nominates the candidate at a nominating convention held in accordance with party bylaws and state law;
- Individual electors nominate the candidate by signing a petition containing the required number of valid signatures; **or**
- An "assembly of electors" holds a convention to nominate the candidate and files assembly minutes containing the required number of valid signatures.

This manual describes each of these paths in more detail below.



Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

# Qualifications for Partisan Office

All Candidates must be US citizens and registered voters


Office	Minimum Age	Residency and Citizenship Reqs.	Term of Office	Term Limits	Filling Vacancies During the Term
<b>President</b>	35	Must be a natural born citizen residing in the US for 14 years before the election US Const, Art II, §1	4 years US Const, Art II, §1	May serve two consecutive terms. US Const. Amend XXIII	Succession order: Vice President; Speaker of the House; others US Const., Art II, §1
<b>US Senator</b>	30	Must be a US citizen for 9 years before the election and an inhabitant of Oregon at election time US Const., Art. I, §3	6 years US Const, Art II, §1		A special election is held to fill vacancies during the term. US Const., Art I ORS 188.120
<b>US Representative</b>	25	Must be a US citizen for 7 years before the election and an inhabitant of Oregon at election time US Const., Art. I, §2	2 years US Const, Art II, §1		A special election is held to fill vacancies during the term. US Const., Art I ORS 188.120
<b>Governor</b>	30	Must be a US citizen and a resident of Oregon for 3 years before the election OR Const., Art V, §2	4 years Or Const., Art V §7	May serve up to 8 years in any 12-year period Or Const., Art V, §1	Succession order: Secretary of State; State Treasurer; President of the Senate; Speaker of the House Or Const., Art. V §8a
<b>Secretary of State</b>	18	Must be a resident of Oregon	4 years Or Const., Art VI, §1	May serve up to 8 years in any 12-year period OR Const., Art VI, §1	Governor appoints a qualified placeholder until the next general election Or Const., Art. V §16
<b>State Treasurer</b>	18	Must be a resident of Oregon	4 years Or Const., Art VI, §1	May serve up to 8 years in any 12-year period. OR Const., Art VI, §1	Governor appoints a qualified placeholder until the next general election OR Const., Art. V §16
<b>Attorney General</b>	18	Must be a resident of Oregon	4 years ORS 180.020		Governor appoints a qualified placeholder until the next general election OR Const., Art. V §16 ORS 180.040
<b>State Senator</b>	21	Must be a US citizen and an inhabitant of the district from February 2022 Kotek v. Fagan, 367 Or. 803 (2021)	4 years OR Const., Art IV, §4		County governing body appoints a qualified person from party nominees ORS 171.051
<b>State Representative</b>	21	Must be a US citizen and an inhabitant of the district from February 2022 Kotek v. Fagan, 367 Or. 803 (2021)	2 years OR Const., Art IV, §4		County governing body appoints a qualified person from party nominees ORS 171.051

# Filing Requirements for Partisan Office

Office	Major Party Fee or Required Signatures	Minor Party	Individual Electors	Assembly of Electors
<b>First Day to File</b>	September 9, 2021*	June 1, 2022	June 1, 2022	June 1, 2022
<p>*Due to the delay in receiving 2020 U.S. Census redistricting data, offices of <b>US Representative, State Senator and State Representative</b> cannot file for office until the district maps have been finalized.</p> <p> <a href="#">Subscribe to get an email when redistricting maps are finalized.</a></p>				
<b>Last Day to File</b>	March 8, 2022	August 30, 2022	August 30, 2022	August 30, 2022
<b>Last Day to Withdraw</b>	March 11, 2022	September 2, 2022	September 2, 2022	September 2, 2022
<b>Last Day to Submit Signatures for Guaranteed Verification</b>				
<b>Governor, Secretary of State, State Treasurer, State Senator and Representative or Attorney General</b>	February 22, 2022	N/A	August 16, 2022	August 16, 2022
<b>President</b>	February 27, 2024	N/A	August 13, 2024	August 13, 2024
	<p>If a candidate submits all of the required signatures on or before the “last day to submit,” the elections official will verify the signatures so the candidate may submit them instead of paying the filing fee. If the candidate submits signatures after the “last day to submit,” the elections official may not be able to verify them before the filing deadline. Candidates without sufficient verified signatures must pay the filing fee on or before the filing deadline.</p>			
<b>Fee or Signature Requirements:</b>				
<b>President</b> ORS 249.078(2)	<p><u>Fee:</u> None</p> <p><u>Signature:</u> The candidate submits 6,000 signatures by members of the candidate’s party, including at least 1,000 signatures from each of Oregon’s federal congressional districts. <b>or</b> The Secretary of State decides what candidates to place on the primary election ballot</p>	Nominating convention held in accordance with party bylaws and state law	23,744 signatures ORS 249.740	1,000 signatures obtained at a nominating convention held in one place, at one time, during a 12-hour period
<b>US Senator, Governor, Secretary of State, State Treasurer or Attorney General</b> ORS 249.068 (1)	<p><u>Fee:</u> \$150 for US Senator; \$100 for all other offices <b>or</b></p> <p><u>Petition:</u> 1,000 signatures from members of the candidate’s same political party, including at least 100 signatures from each of Oregon’s federal congressional districts.</p>	Nominating convention held in accordance with party bylaws and state law	23,744 signatures ORS 249.740	1,000 signatures obtained at a nominating convention held in one place, at one time, during a 12-hour period
<b>US Representative</b> ORS 249.068 (1)	<p><u>Fee:</u> \$100 <b>or</b></p> <p><u>Petition:</u> 1,000 signatures</p>	Nominating convention held in accordance with party bylaws and state law	1% of the average number of votes cast for all candidates for presidential electors at the last presidential election in all congressional districts	500 signatures obtained at a nominating convention held in one place, at one time, during a 12-hour period
<b>State Senator or Representative</b> ORS 249.068 (2)	<p><u>Fee:</u> \$25 <b>or</b></p> <p><u>Petition:</u> The lesser of 500 signatures <b>or</b> 2% of the average number of votes cast for presidential electors of the same political party as the candidate at the last presidential election in all electoral districts of the same type (either state senator or state representative).</p>	Nominating convention held in accordance with county bylaws and state law	1% of the average number of votes cast for all candidates for presidential electors at the last presidential election in all electoral districts of the same form	250 signatures obtained at a nominating convention held in one place, at one time, during a 12-hour period

# President

Under the US Constitution, voters do not vote directly for presidential candidates in the general election. Instead, they vote for the members of the *Electoral College*, a body of electors who meet to choose the next President and Vice President. Oregon voters who vote for President and Vice President in the general election are choosing Oregon's representatives in the Electoral College. Each political party that nominates candidates appoints electors who sign a pledge to vote for that party's candidates.

 The Electoral College convenes the Monday after the second Wednesday in December after a presidential election, December 16, 2024.

Voters who vote for major party presidential candidates in a primary election are also not voting for the candidates directly. Instead, they are expressing their preference for candidates to be considered at the party's national nominating convention. Each major party selects convention delegates from Oregon in proportion to the preferences of the primary voters. State law binds the delegates to follow the preferences of the primary voters they represent unless and until certain conditions occur. See ORS 248.355.

## Ballot Access for Presidential Candidates

Candidates gain access to the ballot to run for President and Vice President in the following ways.

## Major Political Party Candidates


ORS 249.078

Oregon voters who are registered as members of a major political party select their preferred candidates for President at Oregon's *primary election*. Thereafter, the major political parties select their presidential nominees, generally from the candidates nominated by state caucuses or state primary elections nationwide. The major political parties generally select candidates for Vice-President after selecting a presidential nominee.

### Primary Election Ballot

Major party presidential candidates do not submit a declaration of candidacy or pay a filing fee in order to appear on the primary election ballot. These candidates have two paths to the primary election ballot: (1) the Secretary of State places candidates on the primary election ballot if the Secretary determines their candidacy is generally advocated or is recognized in national news media, or (2) candidates can file a nominating petition.

To file by petition, each candidate must file a completed nominating petition containing the required number of valid signatures. The candidate must collect at least 6,000 signatures from active members of the relevant major political party; this must include 1,000 signatures from each of Oregon's federal congressional districts. A candidate can gather and submit signatures at any time before the March 12, 2024, filing deadline. However, to guarantee signature verification before the filing deadline, candidates should submit signatures on or before February 27, 2024.

 To file a nominating petition, candidates must complete and submit the [SEL 101 Candidate Filing – Major Political Party or Nonpartisan](#) form and select the “prospective petition” option on the form.

### General Election Ballot

Major party candidates for President and Vice-President gain access to the ballot after receiving the nomination of their party.

## Minor Political Party Candidates

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ORS 249.705

Minor political parties nominate presidential candidates at nominating conventions that comply with party bylaws and state law. Those candidates then appear on the general election ballot.

Candidates that are nominated by a recognized minor political party must complete and file:



Form [SEL 110 Candidate Filing – Minor Political Party](#) with a notarized Candidate Nomination Certificate executed by a party officer.

## Nonaffiliated Candidates

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ORS 249.720, 249.35 and 249.740

Nonaffiliated candidates for the offices of President and Vice President may be nominated to appear on the general election ballot by either submitting signatures from Individual Electors or from an Assembly of Electors. Before obtaining any signatures, the chief sponsor of the Individual Electors nominating petition, or the presiding officer of the Assembly of Electors must receive written approval to circulate. Candidates can begin the signature sheet approval process before the first day to file as a candidate for the general election.

### Individual Electors



The chief sponsor of a nominating petition by Individual Electors must file Form [SEL 114 Candidate Filing – Individual Electors](#).

The required number of signatures from Individual Electors is 1% of the number of votes cast in the state for all candidates for presidential electors at the most recent presidential election.

Form [SEL 114 Candidate Filing – Individual Electors](#) must be completed, signed and submitted for all candidates. Candidates include President, Vice President and all Electors of President and Vice President.



See the [Individual Electors process on page 13](#) for the remaining steps in filing for office using this method.

or

### Assembly of Electors



The presiding officer of an Assembly of Electors must file Form [SEL 115 Candidate Filing – Assembly of Electors](#).

The presiding officer must submit 1,000 signatures obtained at a nominating convention held on a single day during a single 12-hour period. The assembly can be held any time between June 5, 2024, and August 27, 2024. However, it should be held to allow for sufficient time for the signature verification process to be completed before the filing deadline.

Form [SEL 115 Candidate Filing – Assembly of Electors](#) must be completed, signed and submitted for all candidates. Candidates include President, Vice President and all Electors of President and Vice President.



See the [Assembly of Electors process on page 13](#) for the remaining steps in filing for office using this method.


# Partisan Offices

## Major Political Party Candidates

Most major political party candidates may file for partisan office by submitting a declaration of candidacy and paying the filing fee **or** by submitting a completed nominating petition containing the required number of valid signatures.



Due to the delay in receiving 2020 U.S. Census redistricting data, district boundaries may not be finalized by September 9, 2021. As a result, offices of **US Representative**, **State Senator** and **State Representative** cannot file for office until the district maps have been finalized.

 Subscribe to get an email when redistricting maps are finalized.



Major political party candidates must have been registered to vote as a member of that political party by September 9, 2021. Exceptions are allowed if the candidate's registration is inactive or the candidate will turn 18 between September 9, 2021, and March 8, 2022. ORS 249.046.

## Filing by Fee

*ORS 249.056*

Only candidates who file in a primary or special election may file their candidacy by fee.

Candidates may file in two ways:



online through ORESTAR. See the [ORESTAR User's Manual: Candidate Filing](#).

or



by completing form [SEL 101 Candidate Filing – Major Political Party or Nonpartisan](#).

## Filing by Nominating Petition

*ORS 249.008, 249.020, 249.031, 249.035, and 249.061-249.076*

A candidate may submit petition signatures instead of paying a filing fee.

Generally, all signatures must be of active registered voters within the district and from members of the same major political party as the candidate. There is an exception for an election after a change in boundaries due to reapportionment. In that case, signatures collected for the offices of US Representative, State Senator, and State Representative do not need to be collected from a particular district or from members of the same political party.



See the [Filing by Prospective Petitions Requirements and Guidelines](#) section on pages 26-31 for the remaining steps in filing for office using this method.



Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Minor Political Party Candidates

ORS 249.705

Minor political parties may nominate candidates for any partisan office in a general or special election, including federal and state offices, as long as the party has been established within the electoral district and maintains the necessary requirements to be a minor political party. A minor political party must qualify as a minor political party *statewide* to nominate candidates for statewide or national offices, including US President, US Senator, US Representative, Governor, Secretary of State, State Treasurer, or Attorney General.

Minor political party candidates do not appear on the primary election ballot.



Contact the Elections Division for a list of recognized minor political parties in Oregon and the districts in which they are established or visit [www.oregonvotes.gov](http://www.oregonvotes.gov)

A minor political party nominates candidates, including candidates for US President, by convening nominating conventions that comply with party bylaws and state law. Candidates that are nominated by a recognized minor political party complete and file the following form with the Elections Division:



SEL 110 Candidate Filing – Minor Political Party with a notarized Candidate Nomination Certificate executed by a party officer.

## Nonaffiliated Candidates

Candidates who are not members of any political party may file for partisan office in a general or special election in two ways: (1) by submitting a completed Individual Electors nominating petition containing the required number of valid signatures, **or** (2) by holding an Assembly of Electors and filing the assembly minutes that contain the required number of valid signatures of active Oregon voters.

Nonaffiliated candidates for partisan office do not appear on the primary election ballot.

The name of a candidate nominated to the ballot through either the Individual Electors or Assembly of Electors process will appear on the general or special election ballot with the designation of nonaffiliated.



To qualify for nomination by Individual Electors, or to conduct an Assembly of Electors, the candidate must be registered to vote as a nonaffiliated voter as of March 3, 2022.

## Individual Electors

ORS 249.740

To be nominated by individual electors, a candidate must submit the required number of valid signatures from active Oregon registered voters in the district where the candidate is running for office. If the boundaries of a district changed due to reapportionment, candidates running in that district may collect signatures from any active registered voter in Oregon.



Candidates may begin collecting signatures before the first day to file candidacy for the general election.



Before obtaining signatures, candidates must file form [SEL 114 Candidate Filing – Individual Electors](#), select the “prospective petition” option on the form, and designate the petition circulators’ pay status. See [Filing by Prospective Petition Requirements and Guidelines](#) on pages 26-31.



The Elections Division will provide signature sheet templates for candidates filing by individual electors process. The templates will include the petition number, candidate name, name of office for which the candidate is running, the election for which the candidate is filing, and the district or position number.





Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

# Assembly of Electors


ORS 249.735-249.737

An Assembly of Electors is a nominating convention of active Oregon registered voters who gather in one place, on a single day during a single 12-hour period. A presiding officer conducts the assembly, and the assembly secretary records nominations in the minutes. The minutes also include the signatures of the assembly participants. Those signatures are submitted to the Elections Division.

-  The presiding officer must coordinate the date, time, and place of the assembly with the Elections Division, so elections staff can attend and supervise the nominating convention.
-  See the [Filing Requirements](#) section for a list of required signatures and the deadline to submit completed forms.

The assembly process can begin before the first day to file candidacy for the general election. However, candidates should hold an assembly by August 16, 2022. Holding an assembly on or between June 1, 2022, and August 16, 2022 allows enough time for the Elections Division to verify signatures before the August 30, 2022 candidate filing deadline. If the candidate submits signatures after August 16, 2022, the Elections Division may not be able to verify them before the filing deadline. Candidates whose signatures are not verified by the filing deadline will not appear on the ballot.

## 1 File a Prospective Petition

-  The candidate or presiding officer must file Form [SEL 115 Candidate Filing – Assembly of Electors](#). Only the candidate should sign the form.

## 2 Receive Approval to Schedule the Assembly

If the form is complete, the Elections Division will give written approval to schedule the Assembly of Electors.

## 3 Determine the Logistics for the Assembly

The candidate or presiding officer must coordinate with the Elections Division to:


- Determine a mutually convenient time to conduct the assembly
- and**
- Review assembly requirements.

## 4 Publish a Notice of Assembly

Next, the candidate or presiding officer must publish a notice of Assembly of Electors at least once, in at least three newspapers of general circulation in the electoral district for which the assembly will nominate a candidate.


The notice must contain:


- The time and place of the assembly;
- The office or offices for which nominations will be made; **and**
- The names and addresses of at least 25 active registered voters who want to have the assembly and who are eligible to participate.

-  Before publishing the notice, the candidate or presiding officer may submit the 25 names to the Elections Division to confirm that they are active registered voters.

## 5 File the Notice of Assembly

To receive final approval to convene the assembly, the candidate or presiding officer must file a copy of the published notice with the Elections Division.


 The candidate or presiding officer must publish the notice and file it with the Elections Division no later than ten days before the nominating convention. ORS 249.735(3).

 If the published notice is not filed on time or does not meet the requirements described above, the Assembly of Electors will be cancelled. The candidate or presiding officer may reschedule the assembly in coordination with the Elections Division and may hold the assembly once all the requirements are met.

## 6 Get Affidavits to Prove the Notice was Published

The candidate or presiding officer must get an affidavit from each of the newspapers where the notice is published, to prove that the notice was published as required. Each affidavit should attach a copy of the notice and be signed by one of the following:

- the newspaper's owner; **or**
- the newspaper's editor; **or**
- the newspaper's publisher; **or**
- the newspaper's manager; **or**
- the newspaper's advertising manager; **or**
- the principal clerk of the owner **or** editor **or** manager; **or**
- the newspaper's printer or the printer's foreperson.

 The candidate or presiding officer should *not* submit the affidavit with the filed notice. They should keep it and submit it to the Elections Division when they file the completed petition after the Assembly of Electors.

## 7 Receive Approval to Hold the Assembly

Once the candidate or presiding officer files a copy of the published notice (see Step 5, above), the Elections Division will review it for completeness. If complete, the Elections Division will give approval, in writing, to hold the Assembly of Electors. The approval document will include:

- the petition number; **and**
- the number of required signatures; **and**
- the filing deadline; **and**
- a signature sheet template, to use for gathering signatures.

## 8 Hold the Assembly of Electors

The presiding officer is advised to invite more than the required number of participants, to ensure that the minutes include enough valid signatures from active voters. After starting the assembly, the presiding officer must explain that:

- the nominating convention is held in one day in one location and must be completed within twelve hours or the process must begin again;
  - the assembly participants must be active registered voters in the electoral district(s) for which the assembly is nominating a candidate(s);
  - the assembly may only nominate candidates for offices published in the notice;
  - the candidate who receives the highest number of votes for an office will be the assembly's nominee for that office;
  - only assembly participants who are active registered voters may sign the signature sheets;
- and**

- once the required number of active registered voters are present to participate, they must remain in the assembly until candidates have been nominated, signature sheets are signed, and the convention is adjourned.

## 9 Filling a Vacancy in Nomination(s)

If a vacancy in nomination occurs, it may be filled in either of the following ways:

- The presiding officer may reconvene the assembly following the same rules as the original assembly. **or**
- The original assembly must vote to appoint the committee to whom the assembly will delegate the authority to fill vacancies. A committee designated by the original assembly may select a nominee to fill the vacancy. The assembly is considered the same assembly if the presiding officer and secretary are the same as during the original assembly. The committee only has the authority to select a nominee to fill the vacancy if the petition has the required number of signatures.



The presiding officer, or the committee, must file with the Elections Division a certificate of nomination designating the nominee to fill the vacancy.

## 10 Adjourn the Assembly of Electors

After the assembly has completed the nomination process and selected the committee to fill vacancies, if any, the assembly is adjourned. The Elections Division collects all completed signature sheets and stamps each sheet under the last signature line signed to ensure no additional signatures are added. The signature sheets will be returned to the presiding officer.


## 11 Complete the Petition, Signature Verification

To complete the petition process the candidate or presiding officer must submit to the Elections Division:

-  Notarized form [SEL 115 Candidate Filing – Assembly of Electors](#) with the Certificate of Nomination executed by the presiding officer and secretary of the assembly;
-  The Certificate of Nomination may be executed and notarized on a copy of the [SEL 115](#) originally submitted. If executed and notarized on a new [SEL 115](#) all sections of the form must be completed in their entirety.
  - signature sheets that contain at least 100% of required number of signatures;
  - and**
  - proof of published notice affidavit(s).

The Elections Division must receive signature sheets for verification no later than **August 16, 2022**, to ensure sufficient time for the verification process to be completed prior to **5 pm** on the filing deadline of **August 30, 2022**. Candidates are advised that signature sheets received after August 16, 2022 might not be processed in time for the candidate to be printed on the ballot. Before submitting the signature sheets for verification, the presiding officer must:

- ensure each signature sheet certification is signed and dated by the circulator
- and**
- sort the signature sheets by county, if required.

-  The Elections Division verifies the original signatures against the voters' registration record.

## 12 Signature Tally

The Elections Division tabulates the number of valid signatures contained on the accepted signature sheets and notifies the candidate and presiding officer of the final tally.

# Nonpartisan Office

## Candidates for Nonpartisan Office

The Elections Division is the filing officer for all statewide nonpartisan offices, as well as the offices of Judge of the Circuit Court, District Attorneys, and County Judges who exercise judicial functions. The procedures for filing for nonpartisan office are explained in the following sections. Please review the procedures thoroughly and follow the instructions completely.



Failure to follow the instructions contained in this manual may invalidate the nomination.

Candidates for nonpartisan office in the primary election must file their candidacy:



online through ORESTAR. See the [ORESTAR User's Manual: Candidate Filing](#).

or



by completing the Form SEL 101 Candidate Filing – Major Political Party or Nonpartisan.

See [Filing Requirements for Nonpartisan Offices](#) on page 19 for the filing fees and candidacy filing deadlines.



To ensure ballot access, a candidate may file a prospective petition and pay the filing fee. If the candidate submits the required number of valid signatures by 5 pm on the filing deadline, the filing fee will be refunded.



A prospective petition may be filed at any time, but no later than 5 pm on the candidate filing deadline, March 8, 2022. See the [Filing Requirements](#) section for filing fees and deadline to submit completed forms.

## Nomination and Election

*ORS 249.088 and 249.091*

In some circumstances, nonpartisan candidates may be elected at the primary election, without running in the general election.

In general, nonpartisan candidates may be elected at the primary when they receive the majority of the votes cast. There are two exceptions:

- When an office is on the ballot to fill a vacancy, and the office would not have been on the ballot in that year except for the vacancy, **or**
- When the office, by law, must be elected at the general election.



Offices that must be elected at the general election only appear on the primary election ballot if three or more candidates file for the office. If one of the candidates receives a majority of the votes at the primary, that candidate will appear on the general election ballot. If none of the candidates receives a majority of the votes at the primary, the *two* candidates with the most votes will appear on the general election ballot. When only one or two candidates file for an office that must be elected at the general election, those candidate(s) will not appear on the primary ballot, but will appear on the general election ballot for that office.



Candidates *must file no later than the filing deadline for the primary election*, even if the office will only appear on the general election ballot.



Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

# Qualifications for Nonpartisan Candidates

All Candidates must be US Citizens and Registered Voters

Office	Age	Residency	Term of Office	Special Requirements	Vacancies
<b>Commissioner of the Bureau of Labor and Industries</b>	18	Must be a citizen of Oregon and a resident of Oregon for 5 years before the election ORS 651.030	4 years ORS 651.030		Governor appoints a qualified placeholder until a successor is elected
<b>Supreme Court Judge</b>	No older than 75	Must be a resident of Oregon for 3 years before election or appointment ORS 2.020	6 years (must retire at end of calendar year in which the judge turns 75) Or Const., Art VII §1 and 1a	Must be admitted to practice law in the Oregon Supreme Court at time of election or appointment ORS 2.020	Governor appoints a qualified placeholder until a successor is elected
<b>Appeals Court Judge</b>	No older than 75	Must be an elector of county of residence ORS 2.540	6 years (must retire at end of calendar year in which the judge turns 75) Or Const., Art VII §1 and 1a	Must be admitted to practice law in Oregon ORS 2.540	Governor appoints a qualified placeholder until a successor is elected
<b>Tax Court Judge</b>	No older than 75	Must be a resident of Oregon ORS 305.455	6 years (must retire at end of calendar year in which the judge turns 75) Or Const., Art VII §1 and 1a ORS 305.452	Must be admitted to practice law in the Oregon Supreme Court and have been engaged in active practice for 3 years before election or appointment ORS 305.455	Governor appoints a qualified placeholder until a successor is elected
<b>Circuit Court Judge</b>	No older than 75	Must be a resident of Oregon for 3 years before filing for candidacy or appointment; must have a residence or principal office in the judicial district where the judge will serve, or an adjacent district, for at least one year before filing for candidacy or appointment ORS 3.041	6 years (must retire at end of the calendar year in which the judge turns 75) OR Const., Art VII §1 and 1a	Must be a member of the Oregon State Bar at time of election or appointment ORS 3.050	Governor appoints a qualified placeholder until a successor is elected
<b>District Attorney</b>	18	Resident of Oregon	4 years ORS 8.610	Must be admitted to practice law in the Oregon Supreme Court at time of election or appointment ORS 8.630	Governor appoints a qualified placeholder until a successor is elected
<b>County Judge Who Exercises Judicial Functions</b>	No older than 75	Resident of the county for one year before election ORS 204.016	6 years (must retire at end of the calendar year in which the judge turns 75) OR Const., Art VII §1 and 1a		Governor appoints a qualified placeholder until a successor is elected

ⓘ An incumbent circuit court judge may use the location where they preside to satisfy the principal office requirement.

# Filing Requirements for Nonpartisan Office

	Primary Election	General Election
First Day to File	September 9, 2021	June 1, 2022
Last Day to File	March 8, 2022	August 30, 2022
Last Day to Withdraw	March 11, 2022	September 2, 2022
Office	Fee	Required Signatures
Labor Commissioner Supreme Court Judge, Appeals Court Judge or Tax Court Judge	\$100	Or The lesser of either (a) 1,000 signatures or (b) 1% of the number of votes cast for Governor in Oregon at the most recent election in which a candidate for Governor was elected to a full term.  The signatures must include those of at least 100 electors registered in each of Oregon’s federal congressional districts.
Circuit Court Judge, District Attorney or County Judge Who Exercises Judicial Functions	\$50	Or The lesser of either (a) 500 signatures or (b) 1% of the number of votes cast for Governor in the district at the most recent election at which a candidate for Governor was elected to a full term.

## Nonpartisan Office

### Filing at the Primary Election

#### Filing by Fee

ORS 249.056

Candidates for nonpartisan office in the primary election must:



File their candidacy through ORESTAR



See the ORESTAR User’s Manual: Candidate Filing for instructions on filing electronically.

or



File form SEL 101 Candidate Filing – Major Political Party or Nonpartisan form and either pay the required filing fee or file a completed nominating petition containing the required number of valid signatures.



#### Filing by Nominating Petition

ORS 249.008, 249.020, 249.031, 249.035, and 249.061-249.076

All signatures must be of active registered voters within the district.


## Prospective Petition

To begin the signature sheet approval process candidates must:

-  File form [SEL 101](#) indicating prospective petition on the form and designating circulator pay status.
-  See the [Filing by Prospective Petition Requirements and Guidelines](#) on pages 26-31 for instructions.



The Elections Division reviews each signature sheet to ensure sheets are sorted by county and that the circulator's certification is sufficient.

After reviewing the sheets, the Elections Division tabulates the number of valid signatures contained on the accepted signature sheets and notifies the candidate.

-  If the Elections Division determines the petition does not contain the required number of valid signatures and the filing deadline has not passed, the candidate may submit additional signatures.

## Nonpartisan Office Filing at the General Election

Generally, candidates for nonpartisan office must file by the deadline for the primary election. The only exception is if the office becomes vacant after the filing deadline for the primary election and before the filing deadline for the general election. If this happens, the candidate may file by fee or by petition before the filing deadline for the general election.

-  For information about filing by petition, review the instructions on [pages 26-31](#). Candidates should take care to Signature Sheets must be submitted with enough time for verification prior to 5 PM on the filing deadline day.
-  To ensure ballot access, a candidate may file a prospective petition and pay the filing fee. If the candidate submits the required number of valid signatures by 5 pm on the filing deadline the filing fee will be refunded.

## Candidate Withdrawal



*ORS 249.170, 249.180, and 249.830*

To withdraw from candidacy or nomination, candidates must provide and attest to the reason for withdrawal. The candidate must complete and file form SEL 150 with the Elections Division.

### Primary Election



If the candidate files for office electronically in the ORESTAR system, the candidate may log into ORESTAR and process their withdrawal.

-  See the [ORESTAR User's Manual: Candidacy Filing](#) for instructions on filing electronically **or**
-  File form [SEL 150 Candidate Filing - Withdrawal](#)  
The candidate must provide and attest to the reason for withdrawal. Forms missing this information will not be accepted.

## General Election



### Form SEL 150 Candidate Filing - Withdrawal

The candidate must provide and attest to the reason for withdrawal. Forms missing this information will not be accepted.

The candidate's name will remain on the ballot unless they file a complete SEL 150 with the Elections Division by the deadline.



If the candidate filed by fee, the Elections Division will refund the fee after approving the withdrawal.



### Deadline to Withdraw

#### Primary Election

#### General Election

March 11, 2022

September 2, 2022

## Write-In Candidates

*ORS 254.548*

Oregon voters may write in the name of a person who does not appear on the ballot. Elections officials generally tally the number of total write-in votes for each elected office, but do not tally votes cast for each individual write-in candidate. Elections officials will tally votes for individual write-in candidates if there is no candidate on the ballot for the office, or if the total number of write-in votes is equal to or greater than the votes cast for the candidate printed on the ballot with the most votes.

### Seeking nomination or election as a write-in candidate

A person who seeks nomination or election to office as a write-in candidate does not complete any candidate filing forms, but they may be required to establish a dedicated campaign bank account and file a Statement of Organization designating a candidate committee.



For more information about these requirements, see the [Campaign Finance Manual](#) and the [ORESTAR User's Manuals](#) available at [www.oregonvotes.gov](http://www.oregonvotes.gov).

### Winning nomination or office as a write-in candidate

If the voters nominate or elect a write-in candidate, the candidate must formally accept the nomination or office to become the nominee or elected officeholder.

### Receiving Notice of Nomination or Election

The Elections Division notifies the candidate by sending:

- Form SEL 140 Candidate Filing – Write-In Acceptance – Primary filing
- or
- Form SEL 141 Candidate Filing – Write-In Acceptance – New Filing.

### Formally Accepting Nomination or Office

To accept the nomination or office, the candidate must complete, sign, and return the write-in form to the Elections Division by the acceptance deadline date. Candidates must use:

- Form SEL 140, for nominees whose name appeared on the Primary ballot
- or
- Form SEL 141, for nominees whose name did not appear on the Primary or General Election ballot



Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Receiving the Certificate of Nomination or Election

When completed and signed SEL 140 or SEL 141 are received, the Elections Division prepares and delivers a certificate of nomination or election to the candidate. If applicable, it also issues a proclamation of election.

If a write-in candidate who is nominated or elected does not qualify for the office or does not accept the office, the nomination or office will be declared vacant.



### Deadline to Complete Write-In Process

	Primary Election	General Election
<b>Notification:</b>	*June 17, 2022 *Subject to change due to House Bill 3291	*December 9, 2022
<b>Acceptance:</b>	June 27, 2022	December 19, 2022
<b>Certificate:</b>	July 1, 2022	December 23, 2022

## Vacancies

### General Information

An office can become vacant before the successful candidate takes the oath of office, during the term of office, or shortly before the term ends. Reasons for vacancies vary by office, but they include the death of the public officer, resignation, expulsion, disqualification, or recall.

- In most cases, the Governor appoints a placeholder to fill vacant statewide offices (except for the office of Governor). *OR Constitution V §16.*
- Resignations for public office (except Governor) shall be in writing and filed with the following filing officers *ORS 236.320*:
  - ✓ Secretary of State, State Treasurer, and all officers elected by the Legislative Assembly send resignations to the Governor.
  - ✓ Officials who hold their offices by election send resignations to the officer authorized by law to order a special election to fill the resulting vacancy.
  - ✓ A member of the Legislative Assembly who resigns must file their resignation with the Secretary of State. *ORS 171.023 and 236.320.*
  - ✓ Officers who hold their offices by appointment send resignations to the body, board, or officer that appointed them.



See below for the appropriate office for additional information.

- A public office holder may make their resignation effective in the future, so long as the effective date is before the term of office expires.
- A resignation is binding unless the officeholder withdraws it in writing by the end of the third business day after the official makes it. *ORS 236.325.*
- If a vacancy occurs in a partisan elective office after the 80th day and before the 70th day before the primary election, a candidate for the vacancy must file a nominating petition or declaration of candidacy no later than the 65th day before the primary election. *ORS 249.037(2).*



## Partisan Offices

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### Vacancy in the office of US Senator or US Representative:

*ORS 188.120*

If a vacancy in election or office of US Senator or US Representative occurs **before** the 61st day before the general election, the Governor must call a special election to fill that vacancy.

If a vacancy in election or office of US Senator occurs **after** the 62nd day but on or before the general election, and if that office was not regularly scheduled to be printed on the ballot at that election, the Governor must call a special election to fill the vacancy as soon as possible after the general election.

If the Governor calls a special election to fill the vacancy **before** the 80th day after the vacancy occurs, each major political party shall select its nominee, if any, and certify the name of the nominee to the Secretary of State. The Secretary of State shall place the name of the nominee on the ballot.

If the Governor calls a special election **after** the 79th day after the vacancy occurs, the Secretary of State will conduct a special primary election to allow major political parties to nominate candidates. Major party candidates must file their declaration of candidacy no later than the 10th day after the writ of election is issued. Each minor party may select its nominee and certify the nominee's name to the Secretary of State.

### Vacancy in the office of Governor

*OR Constitution V § 8a*

If the office of Governor becomes vacant **before** the 61<sup>st</sup> day before the first general election held in the term of office, the Secretary of State (or another official in the succession order, if necessary) will discharge the duties of the office as prescribed by law, and a new Governor will be elected for the remainder of the term at the general election. The Governor elected to fill the vacancy shall hold the office until the following general election.

If the office of Governor becomes vacant **after** the 61st day before the first general election held in the term of office, the Secretary of State (or another official in the succession order, if necessary) will discharge the duties of the office as prescribed by law, and a new Governor will be elected for a full term at the next general election.

### Vacancy in the office of Secretary of State, State Treasurer, or Attorney General

*OR Constitution V § 16*

The Governor will fill vacancies in the office of Secretary of State, State Treasurer, and Attorney General.

Vacancies in those offices that occur before the 61st day before the first general election held in that term of office, are filled at that general election for the remainder of the term.

## Vacancy in the office of State Senator or State Representative

ORS 171.051-171.068

When a vacancy occurs in a legislative office, the vacancy shall be filled by appointment if:

- The vacancy occurs during any legislative session, **or**
- The vacancy occurs in the office of State Representative before the 61<sup>st</sup> day before the general election, **or**
- The vacancy occurs in the office of State Senate before the 61<sup>st</sup> day before the first general election to be held during that term of office; **or**
- The vacancy occurs in the office of State Senate any time after the 62<sup>nd</sup> day before the first general election and before the 61<sup>st</sup> day before the second general election to be held during that term of office; **or**
- A special session of the legislature will convene before a successor can be elected and qualified.

For vacancies in the office of State Senate,

- If the vacancy occurs before the 61<sup>st</sup> day before the first general election to be held during that term of office, then the vacancy shall be filled by appointment, and at that first general election, the voters shall elect a new Senator to fill the last two years of the term; **and**
- If the vacancy occurs after the 62<sup>nd</sup> day before the first general election and before the 61<sup>st</sup> day before the second general election to be held during that term of office, then the vacancy *shall* be filled by appointment, and at that second general election, the voters shall elect a new Senator to a full term; **and**
- If the vacancy occurs after the 61<sup>st</sup> day before the second general election to be held during that term of office, then the vacancy *shall not* be filled by appointment, and at that second general election, the voters shall elect a new Senator to a full term.

The timeline for filling the vacancy begins on the effective date of the resignation or the date the vacancy occurs. If the effective date of the resignation is in the future, the public officer is allowed three business days after the resignation letter is received to withdraw the resignation; otherwise, the resignation becomes binding and is effective.

The vacancy will be filled pursuant to ORS 171.051-171.068 and ORS 236.100.

When filling a vacancy in office for a candidate elected as a member of a major political party, the party will nominate no fewer than three but no more than five people and the appointment will be filled by the county court or county commissioners of the vacated district. However, the appointing authority (county court or board of county commissioners within the legislative district) may choose to begin the process to fill the vacancy before the effective date of the resignation if it notifies the Secretary of State as required under ORS 236.325(3).

The vacancy must be filled by appointment within 30 days after its occurrence. If the appointing authority does not do so within the time allowed, the Governor shall fill the vacancy by appointment within 10 days.

## Nonpartisan Offices

ORS 249.088 and 249.091

When an office is **not affiliated** with a major political party, the Governor shall fill the vacancy.

## Vacancy in the office of Commissioner of the Bureau of Labor and Industries

The Governor will fill a vacancy in the office of Commissioner of the Bureau of Labor and Industries that occurs after the 61<sup>st</sup> day before the first general election held in that term of office. The appointee will complete the remainder of the term.

If the vacancy occurs on or before the 70<sup>th</sup> day before the primary election and on or before the 62<sup>nd</sup> day before the general election a candidate may file for the office by:

- An Assembly of Electors who may select a nominee and submit certificates of nomination;
- Individual Electors; or
- Declaration of Candidacy

## Vacancy in Judicial Offices

*OR Constitution V §16 and VII §1*

When a vacancy occurs in the office of judge of any court, the Governor will fill the vacancy.

The appointee serves until a candidate is elected and takes the oath of office at the next general election. The term of the office is six years, beginning on the first Monday of January of the odd numbered year after the general election at which the candidate was elected.



If the office was vacated on or before the 70<sup>th</sup> day before the primary election, all candidates for that office must file by the primary election candidate filing deadline, regardless of which election the office is elected.

The following scenarios may apply:

If the office was regularly scheduled to be on the ballot at the next election, the office will appear on the primary election ballot.

If a candidate receives a majority of the votes cast (50%+ 1), that person will be elected at the primary election for a new, full term and the office will not appear on the general election ballot.

- If no candidate receives a majority of the votes cast, the two candidates who received the most votes will appear on the general election ballot.

If the office was not regularly scheduled to be on the ballot:

- The office will be placed on the primary election ballot if three or more candidates file for the position.
- If one candidate receives a majority of the votes cast at the primary election (50%+ 1), only that candidate's name will appear on the general election ballot.
- If no candidate receives a majority of the votes cast, the two candidates who received the most votes will appear on the general election ballot.
- If no more than two candidates file, the office will not be printed on the primary election ballot but will be placed directly on the general election ballot.

## Vacancy in the office of District Attorney

*ORS 8.640*



When a vacancy occurs in the office of District Attorney, the Governor must appoint a person to fill the vacancy until the next election and qualification of a successor at the next general election. The term of office for the person elected will be four years beginning the first Monday of January of the odd numbered year following the general election at which the candidate was elected.

# Filing by Prospective Petition Requirements and Guidelines

The requirements and guidelines for obtaining and circulating candidate nominating petition signature sheets are explained in the following sections.

## Prospective Petition


To begin the signature sheet approval process candidates must file their candidacy by submitting the appropriate candidate filing form and marking the “prospective petition” checkbox, if applicable.

-  **For major party and nonpartisan candidates:** To ensure ballot access, a candidate may file a “prospective petition” and pay the filing fee. The fee must be paid prior to the filing deadline. If the candidate submits the required number of valid signatures by 5 pm on the filing deadline, the filing fee will be refunded.
-  Once the candidacy filing is processed by the Elections Division, the candidate will be provided a signature sheet template to use when gathering signatures.

## Official Signature Sheets

*ORS 249.031, 249.061, and 249.064*

The Elections Division will prepare official templates that state candidates must use to collect signatures. Candidate nominating petitions cannot be circulated using an electronic signature sheet.

-  Any proposed variation to the approved signature sheet must be resubmitted and approved in writing by the elections official before circulating.

## Signature Sheet Requirements


Each signature sheet must meet the following formatting requirements:

- standard 8½ x 11 size paper, or equivalent;
- at least 20 pound uncoated paper, or equivalent;
- and**
- printed on white or colored paper stock to enable elections officials to readily verify signatures. Colored paper must be approved by the Elections Division before circulating.

### 1 Approval to Circulate

After receiving the filing, the Elections Division reviews the form for required information and if complete, will provide written approval to circulate the prospective nominating petition which includes:

- petition number;
- number of signatures required;
- filing deadline;
- and**
- signature sheet template.

-  Candidates will be provided a signature sheet template by the Elections Division to use when gathering signatures.

## 2 Gathering Petition Signatures

Once the petition has been approved to circulate, but before collecting any signatures, the candidate must review with circulators the legal requirements and guidelines for circulating a candidate-nominating petition.

After reviewing the legal requirements and guidelines, the candidate may begin gathering signatures.

A candidate is advised to obtain more than the required number of signatures to ensure the petition has a sufficient number of valid signatures.



Failure to comply with the legal requirements will result in rejection of those sheets.

## 3 Signature Verification and Completing the Petition

Filers submit signature sheets containing at least 100% of the required number of signatures to the appropriate elections official for verification against the voters' registration record, allowing sufficient time for the verification process to be completed prior to the filing deadline.



The Elections Division will not accept signatures for verification prior to the first day to file by fee or completed petition.

Before submitting the signature sheets for verification the candidate must:

- ensure each signature sheet certification is signed and dated by the circulator;
- provide the number of signatures submitted for verification by completing and filing:



Form SEL 338 Petition Submission



The Elections Division is not required to begin verification until the raw number of signatures submitted is equal to or exceeds the required number of signatures.

## 4 Signature Tally

The Elections Division reviews each signature sheet to ensure sheets are sorted by county if required, and that the circulator's certification is sufficient.



Unapproved petition sheets and those that do not comply with legal requirements and guidelines will be rejected.

After reviewing the sheets, the Elections Division tabulates the number of valid signatures contained on the accepted signature sheets and notifies the candidate of the tally.



If the Elections Division determines the petition does not contain the required number of valid signatures and the filing deadline has not passed, the candidate may submit additional signatures.

**The process must be completed prior to the candidate filing deadline.**



Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Guidelines for Circulation

ORS 249.061

To ensure compliance with circulating requirements, candidates must educate circulators on the guidelines for circulating and monitor their activities.

A circulator is an individual who asks voters to sign a petition and signs the petition as a circulator. Circulators are also known as petition circulators, signature gatherers, and signature collectors. While some are volunteers and others are paid professionals, every circulator must follow the requirements and guidelines for circulating petitions.

### Circulator Requirements

Each circulator must:	What this means:
→ Personally witness each signature collected.	✓ Watch the person sign the petition. ⓘ It is not sufficient to merely be present in the same room or vicinity.
→ Complete the circulator certification after witnessing all signatures collected on a sheet.	→ Sign the certification using a legal signature. ⓘ A legal signature is defined as a signature possessing obvious and predominantly matching characteristics to signatures on file from a paid circulator’s registration, signatures in the Oregon voter registration file, or the signature on an official government document. ⓘ Initials, signature stamps, illegible or printed script are not sufficient unless verified by exemplar.
→ Provide the date when the certification was signed.	✓ The date must be provided in month, day, year order if written in all numbers.

**!** A circulator’s failure to comply with these requirements may result in the rejection of the petition signature sheets and a felony conviction for the circulator.



### Circulator Prohibitions

It is against the law for circulators to knowingly:

→ circulate a petition containing a false signature;
→ attempt to obtain the signature of a person who is not qualified to sign the petition; ⓘ Only active Oregon registered voters may sign a petition.
→ make false statements to any person who signs the petition or requests information about it ;
→ offer money or anything of value to another person to sign or not sign the petition;
→ sell or offer to sell signature sheets; or
→ write, alter, correct, clarify or obscure any information about the signers unless the signer initials after the changes are made ⓘ A circulator may assist a disabled signer who requests assistance in completing their printed name, address and date signed. In such a case, no initials are required.

**!** Violations of the circulator requirements may result in conviction of a felony with a fine of up to \$125,000 and/or imprisonment for up to 5 years. ORS 260.715, 260.993.

## Signer Requirements

	Each petition signer must:	What this means:
<b>All Petition Types</b>	<ul style="list-style-type: none"> <li>→ Provide an original signature and should be encouraged to provide their printed name and date signed.</li> <li> Printed name and date fields, while optional unless otherwise noted below, provide valuable assistance when verifying signatures.</li> <li> Signers must include printed name for Nomination by Assembly of Electors and for Major Party Presidential Candidates.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Signers must sign the petition using a signature contained in their voter registration record</li> </ul>
	<ul style="list-style-type: none"> <li>→ Be an active registered voter at the time of signing the petition.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Information in the voter's registration record is up to date.</li> </ul>
	<ul style="list-style-type: none"> <li>→ Sign a petition sheet that is designated for their county of residence, if applicable.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Signers should sign a petition sheet designated for the county in which they are registered to vote.</li> </ul>
	<ul style="list-style-type: none"> <li>→ Provide a residence or mailing address.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Signers should provide the address contained in their voter registration record.</li> </ul>
<b>Nominating Petition ONLY</b>	<ul style="list-style-type: none"> <li>→ At the time of signing the petition, signers are encouraged to include the signer's precinct name or number.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Signers are encouraged to provide precinct information.</li> </ul>
<b>Major Party Petition ONLY</b>	<ul style="list-style-type: none"> <li>→ At the time of signing the petition, the signer should be a member of the same political party as the candidate.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Information in the voter's registration record is up to date, and they would be able to vote for the candidate at a primary election.</li> </ul>

## Signature Date

If no date is provided by the signer, the signature is only considered valid if the signer:

- ✓ was an active Oregon registered voter between the date the petition was approved to circulate and the circulator's certification date; or
- ✓ was originally registered to vote on or after the date the petition was approved to circulate and was an active registered voter between their original registration date and the circulator's certification date.



This standard also applies to any signer that provides a date of birth or a date that at the time of verification has not yet occurred instead of the date they signed the petition.

## Signer Prohibitions

It is against the law for signers to knowingly:

- sign another person’s name under any circumstances;
- sign a petition more than one time; or
- sign a petition when not qualified to sign it.

**!** Only active Oregon registered voters may sign a petition. If the signer is not registered to vote or an active voter the signature will be rejected unless a completed registration card is received by a designated voter registration agency or an elections filing officer before 5 pm the day the petition is signed or 11:59 pm if completed electronically online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Certification of Signature Sheets

*OAR 165-014-0270*

After all signatures on a signature sheet have been collected, circulators complete the certification by signing their legal signature and providing the date when the certification was signed. A legal signature is defined as a signature possessing obvious and predominantly matching characteristics to signatures on file from a paid circulator’s registration, signatures in the Oregon voter registration file, or the signature on an official government document.

**!** If the circulator certification is not completed or determined to be insufficient the signature sheet will be rejected.

Prior to submission to elections officials the circulator may correct the following defects:

### Circulator Signature Defects

If the circulator has:	Then the circulator should:
→ signed using only initials; <b>i</b> Unless verified by exemplar.	✓ sign and re-date certification with legal signature;
→ signed using a signature stamp; <b>i</b> Unless approved under ORS 246.025.	✓ re-sign and re-date certification with legal signature;
→ signed using an illegible signature; <b>i</b> Unless verified by exemplar.	✓ re-sign and re-date certification with legal signature;
→ photocopied or carbon copied the certification; or	✓ sign and re-date certification with legal signature; or
→ signed in a manner that the signature, printed name, and address are all illegible;	✓ re-sign and re-date certification with legal signature.

### Certification Date Defects

If the date is:	Then the circulator should:
→ missing;	✓ re-sign and date <b>or</b> date and initial correction;
→ crossed out;	✓ re-sign and re-date <b>or</b> re-date and initial correction;
→ overwritten with a different date;	✓ re-sign and re-date <b>or</b> re-date and initial correction;
→ earlier than all petition signers; <i>i</i> Unless the circulator and the only signer are the same person.	✓ re-sign and re-date <b>or</b> re-date and initial correction;
→ earlier than some, but not all petition signers; <i>i</i> Only those signatures dated on or before the date of the certification will be accepted.	✓ re-sign and re-date <b>or</b> re-date and initial correction;
→ partial or ambiguous; or	✓ re-sign and re-date <b>or</b> re-date and initial correction; or <i>i</i> Date must be provided in month, day, year order if written in all numeric characters.
→ obscured in any way by white out or other correction fluid or adhesive tape;	✓ re-sign and re-date <b>or</b> re-date and initial correction.

The following defects in the circulator certification cannot be corrected and any signature sheet submitted that contains one of these defects will be rejected:

### Incurable Defects

→ the original signature of a circulator has been crossed out, and a different circulator’s signature is inserted; <i>i</i> Does not apply if the original signature is that of an individual whose signature appears on the same signature sheet as a signer.
→ two individuals sign and date as circulator; or <i>i</i> Does not apply if the only signers and the circulators are the same people.
→ white-out or other correction fluid or adhesive tape appears on the signature line.
<b>ex</b> Examples of circulator signature and date defects are available in the <a href="#">Circulator Training Manual</a> located at <a href="http://www.oregonvotes.gov">www.oregonvotes.gov</a> .

# Guidelines for Completing Candidate Filing Forms

ORS 249.031

All forms must be complete before submitting them to the Elections Division.



Failure to provide information for each of the required fields may result in rejection of the candidate filing forms.



Providing false statements on filing forms is a violation of Oregon election law and the candidate may be convicted of a Class C Felony. ORS 260.715(1) and 260.993.

Additional information may be required and is discussed further under the specific form's section.

## Original or Amendment

Indicate if the filing is an Original filing or an Amendment that is changing information prior to the filing deadline.

## Candidate Information

Complete the following information:

- **Name of Candidate:** This should be the candidate's full name (first, middle initial if applicable and last). If filing online through ORESTAR, this field is automatically populated from the user profile and cannot be modified.
- **How name should appear on ballot:** Include how the candidate wishes their name to appear on the ballot. If a nickname is used in connection with the candidate's full name, the nickname should be in parentheses. Titles and designations (e.g., Dr., CPA) **should not** be included as they cannot appear on the ballot.
- **Candidate Residence Address:** Residential address of the candidate, including the county must be used. This must be included even if the candidate has a non-disclosure order on file with the Elections Division.
- **Mailing Address for Candidate Correspondence:** Include the address where the candidate wishes to receive correspondence from the Elections Division. Do not use an address included on a non-disclosure order on file with the Elections Division.
- **Contact Information:** Enter a valid phone number (where the candidate can be reached during normal business hours), fax, email address, and website, if applicable. **At least one phone number and an email address are required.**

The following are guidelines to complete the required fields of occupation, occupational background, educational background, and prior governmental experience on the candidate filing forms. These fields are required, and information provided must be accurate. Not every occupational, educational, or prior governmental experience is required to be provided, but what is listed must be accurate. If the candidate has no relevant experience, "None" or other equivalent must be entered.

## Occupation and Occupational Background

- **Occupation (present employment – paid or unpaid):** The current full- or part-time employment or other line of work, business, craft, or professional information (not required to indicate whether paid or not paid). If not employed, enter "Not Employed", or "None", or other equivalent.
- **Occupational Background (previous employment – paid or unpaid):** Previous full- or part-time employment or other line of work, business, craft or professional information (not required to indicate whether paid or not paid).

Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Educational Background

- **Educational Background (schools attended):** This may include schools attended by the candidate, including the last grade level completed, whether a diploma, degree or certificate was received, and the course of study. It is not required that every educational experience be listed, but what is listed must be accurate.
- **Educational Background (other):** Other educational experiences of the candidate.



A degree indicates a college, university or professional school has awarded a title upon the person for completion of a program of study. For this purpose, honorary degrees or degrees from "degree mills" should not be included under this requirement.

## Prior Governmental Experience

- **Prior Governmental Experience (elected or appointed):** The current or previous governmental experience, which refers to a person's involvement in governmental activities, such as appointed boards and commissions, elected boards, other elected or appointed public offices, or organizations that are recognized by a governmental body. Full- or part-time, paid or unpaid, or volunteer experience may be included (not required to indicate whether paid or not paid). If the candidate has no prior governmental experience, enter "None" or other equivalent.

## Candidate Signature and Date Signed

# Additional Information Required

The following instructions are for fields on specific forms that are unique to that form.

## SEL 101 Candidate Filing – Major Political Party or Nonpartisan

### Filing Method

Complete the following information.

- **Fee:** If paying a fee, check this box.
- **Prospective Petition:** If collecting signatures in lieu of paying the filing fee, check this box.
- **Some circulators may be paid:** When collecting signatures, if circulators may be paid to gather the sufficient number of signatures, mark "Yes." If signatures are being gathered exclusively by volunteer circulators, mark "No."

### Office Information



Complete the following information.

- **Filing for Office of:** Indicate the office the candidate is filing for.
- **District, Position or County:** Indicate the district, position or county of the office the candidate is filing for.
- **Party Affiliation:** Select the candidate's party affiliation. If entering your candidacy online, "Nonpartisan" will automatically populate if the office indicated is nonpartisan.
- **Incumbent Judge:** If filing for a state judge position, indicate whether the candidate is the incumbent judge by selecting "Yes" or "No."

## SEL 110 Candidate Filing – Minor Political Party

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### Nomination Information

- **Party nomination you are accepting with this filing:** Check the box for the party that is nominating you and whose nomination you are accepting.
- **Order of parties on ballot:** Indicate whether the order of the parties will be in default order or in a specified order. If marking Specified, specify the order in the space provided.
-  If you have previously filed a candidacy filing with the filing officer for the current election cycle, skip to the Candidate Nomination Certificate and Candidate Attestation on the form.
-  If you have **not** previously filed a candidacy filing with the filing officer for the current election cycle, fill out all remaining fields.

### Candidate Nomination Certificate

Candidate filings by a minor party must be notarized prior to submission. The following fields must be completed.

- **Name of Minor Political Party:** Include the name of the Minor Party nominating the candidate.
- **Signature of the Officer of Minor Political Party:** Include the signature of one of the officers listed in the bylaws of the minor political party.
- **Date Signed:** Include the date the officer of the political party signed the candidate filing form.
- **Printed Name of the Officer of Minor Political Party:** Include the clearly printed name of the officer that signed the candidate filing form.

### The following fields are completed by a Judge or Notary Public.

- **State of Oregon, County of:** Include the name of the county in which the Judge or Notary Public is signing the candidate filing form.
- **Signed before me on:** Include the date the Judge or Notary Public witnessed the Minor Political Party officer sign the candidate filing form.
- **By:** Include the name of the Judge or the Notary Public.
- **Judge or Notary Public-State of Oregon:** Include the signature of the Judge or Notary Public.

## SEL 114 Candidate Filing – Individual Electors

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**Name of Chief Sponsor:** Include the name of the candidate or other person interested in placing the candidate's name on the ballot. This may be the candidate.

## SEL 115 Candidate Filing – Assembly of Electors

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### Assembly of Electors fields to complete.

- **Name of Person Submitting Certificate of Nomination:** Include the name of candidate or a person designated as the presiding officer.
- **Address of Person Submitting Certificate of Nomination:** Include the address of the candidate or the presiding officer named in the above field.
- **Printed Name of Presiding Officer:** Include clearly printed name of the presiding officer.

- **Signature of Presiding Officer:** Include the signature of the candidate or the signature of the presiding officer of the assembly.
- **Printed Name of the Secretary:** Include clearly printed name of the candidate or secretary of the assembly.
- **Signature of the Secretary:** Include the signature of the candidate or the secretary of the assembly.

**The following fields are completed by a Judge or Notary Public.**

- **State of Oregon, County of:** Include the name of the county in which the Judge or Notary Public is signing the candidate filing form.
- **Signed before me on:** Include the date the Judge or Notary Public witnessed the Minor Political Party officer sign the candidate filing form.
- **By:** Include the name of the Judge or the Notary Public.
- **Judge or Notary Public-State of Oregon:** Include the signature of the Judge or Notary Public.

## SEL 141 Candidate Filing – Write-In Acceptance

---

### Nomination or Election

Indicate whether you are accepting a nomination or if you have won the election for the office.

### Office Information

Complete the following information.

- **Filing for Office of:** Indicate the office for which you are accepting the nomination.
- **District, Position or County:** If the office has a district number and/or a position number or the office covers an entire county, indicate that information in this field.

### Nomination Information

- **Party nomination(s) you are accepting:** Check the box for the party or parties that nominated you by write-in at the Primary election and whose nomination you are accepting.
- **Order of parties on ballot:** Indicate whether the order of the parties will be in default order or in a specified order. If marking Specified, specify the order in the space provided.



If you have previously filed a candidacy filing with the filing officer for the current election cycle, skip to the signature line on the form.



If you have **not** previously filed a candidacy filing with the filing officer for the current election cycle, fill out all remaining fields.

## SEL 150 Candidate Filing - Withdrawal

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- **Office of:** Indicate the office for which you originally filed.
- **District, Position or County:** Indicate the applicable district, position number, or county of the office for which you filed.
- Check the box to indicate if you were a Candidate for Nomination or if you were running for office by political party.

### Withdrawal Reason

- In the box, indicate why you are withdrawing your candidacy.

## Other Forms

Additional forms that may be necessary to file.

### **SEL 220 Statement of Organization for a Candidate Committee**

---

Please refer to the Campaign Finance Manual for further information about the SEL 220.

### **PC 7 Certificate of Limited contributions and Expenditures**

---

Please refer to the Campaign Finance Manual for further information about the PC 7.

### **SEL 338 Petition Submission**

---

Form submitted that provides the number of signatures submitted for verification by completing and filing candidacy by petition.



## List of Forms

### **SEL 101**

Candidate Filing – Major Political Party or Nonpartisan

### **SEL 110**

Candidate Filing – Minor Political Party

### **SEL 114**

Candidate Filing – Individual Electors

### **SEL 115**

Candidate Filing – Assembly of Electors

### **SEL 140**

Candidate Filing – Write-In Acceptance Form - Previously Nominated at the Primary Election

### **SEL 141**

Candidate Filing – Write-In Acceptance Form - New Filing

### **SEL 150**

Candidate Filing - Withdrawal

### **SEL 220**

Statement of Organization for a Candidate Committee

### **SEL 338**

Petition Submission


### **PC 7**

Certificate of Limited Contributions and Expenditures

# County, City, and District Candidate Manual

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## Secretary of State

Elections Division Rev. 09/2021

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# Using This Manual

## Icons

The following icons are used in this manual to emphasize information:


**alert icon**

indicates alert; warning; attention needed


**deadline icon**

indicates a deadline


**form icon**

indicates a reference to a form


**info icon**

indicates additional information


**petition sheet icon**

indicates a reference to a signature sheet


**search icon**

indicates information located elsewhere


## Assistance

For help, please contact:

Elections Division  
255 Capitol St NE Suite 501  
Salem OR 97310

 **503 986 1518**  
**fax 503 373 7414**

 [elections.sos@oregon.gov](mailto:elections.sos@oregon.gov)  
 [www.oregonvotes.gov](http://www.oregonvotes.gov)

 **1 866 673 8683**  
se habla español

**tty 1 800 735 2900**  
for the hearing impaired

## Other Assistance

For city candidate assistance contact your city administrator or city recorder (auditor). For county and district candidate assistance, contact your county:

**Baker County**

1995 Third St, Ste 150  
Baker City, OR 97814-3365  
541-523-8207/TTY 800-735-2900  
[skirby@bakercounty.org](mailto:skirby@bakercounty.org)

**Benton County**

120 NW Fourth St, Rm 13  
Corvallis, OR 97330-4734  
541-766-6756/TTY 541-766-6080  
[elections@co.benton.or.us](mailto:elections@co.benton.or.us)

**Clackamas County**

1710 Red Soils Ct, Ste 100  
Oregon City, OR 97045-4300  
503-655-8510/TTY 503-655-1685  
[elections@co.clackamas.or.us](mailto:elections@co.clackamas.or.us)

**Clatsop County**

820 Exchange St, Ste 220  
Astoria, OR 97103-4609  
503-325-8511/TTY 800-735-2900  
[clerk@co.clatsop.or.us](mailto:clerk@co.clatsop.or.us)

**Columbia County**

Courthouse 230 Strand St.  
St Helens, OR 97051-2040  
503-397-3796/TTY 503-397-7246  
[betty.huser@columbiacountyor.gov](mailto:betty.huser@columbiacountyor.gov)

**Coos County**

Courthouse 250 N Baxter St.  
Coquille, OR 97423-1875  
541-396-7610/TTY 800-735-2900  
[coosclerk@co.coos.or.us](mailto:coosclerk@co.coos.or.us)

**Crook County**

Courthouse 300 NE Third St, Rm 23  
Prineville, OR 97754-1919  
541-447-6553/TTY 541-416-4963  
[elections@co.crook.or.us](mailto:elections@co.crook.or.us)

**Curry County**

94235 Moore St, Ste 212  
Gold Beach, OR 97444-97055  
541-247-3297 or 877-739-4218  
[clerk@co.curry.or.us](mailto:clerk@co.curry.or.us)

**Deschutes County**

PO Box 6005  
Bend, OR 97708-6005  
541-388-6547/TTY 1-800-735-2900  
[elections@deschutes.org](mailto:elections@deschutes.org)

**Douglas County**

PO Box 10  
Roseburg, OR 97470-0004  
541-440-4252/TTY 1-800-735-2900  
[elections@co.douglas.or.us](mailto:elections@co.douglas.or.us)

**Gilliam County**

PO Box 427  
Condon, OR 97823-0427  
541-384-2311/TTY 800-735-2900  
[ellen.wagenaar@co.gilliam.or.us](mailto:ellen.wagenaar@co.gilliam.or.us)

**Grant County**

201 S Humbolt, Ste 290  
Canyon City, OR 97820-6186  
541-575-1675  
[percycb@grantcounty-or.gov](mailto:percycb@grantcounty-or.gov)

**Harney County**

450 N Buena Vista Ave, Ste 14  
Burns, OR 97720-1565  
541-573-6641  
[derrin.robinson@co.harney.or.us](mailto:derrin.robinson@co.harney.or.us)

**Hood River County**

601 State St  
Hood River, OR 97031-1871  
541-386-1442/TTY 800-735-2900  
[elections@co.hood-river.or.us](mailto:elections@co.hood-river.or.us)

**Jackson County**

1101 W Main St, Ste 201  
Medford, OR 97501-2369  
541-774-6148/TTY 800-735-2900  
[walkercd@jacksoncounty.org](mailto:walkercd@jacksoncounty.org)

**Jefferson County**

Courthouse 66 SE D St, Ste C  
Madras, OR 97741-1739  
541-475-4451/TTY 800-735-2900  
[kate.zemke@co.jefferson.or.us](mailto:kate.zemke@co.jefferson.or.us)

**Josephine County**

PO Box 69  
Grants Pass, OR 97528-0203  
541-474-5243/TTY 1-800-735-2900  
[clerk@co.josephine.or.us](mailto:clerk@co.josephine.or.us)

**Klamath County**

305 Main St  
Klamath Falls, OR 97601-6332  
541-883-5134/TTY 800-735-2900  
[elections@klamathcounty.org](mailto:elections@klamathcounty.org)

**Lake County**

513 Center St.  
Lakeview, OR 97630-1539  
541-947-6006/ TTY 800-735-2900  
[sgeaney@co.lake.or.us](mailto:sgeaney@co.lake.or.us)

**Lane County**

275 W 10th Ave.  
Eugene, OR 97401-3008  
541-682-4234  
[elections@lanecountyor.gov](mailto:elections@lanecountyor.gov)

**Lincoln County**

225 W Olive St, Rm 201  
Newport, OR 97365-3811  
541-265-4131/TTY 800-735-2900  
[countyclerk@co.lincoln.or.us](mailto:countyclerk@co.lincoln.or.us)

**Linn County**

PO Box 100  
Albany, OR 97321-0031  
541-967-3831/TTY 800-735-2900  
[sdruckenmiller@co.linn.or.us](mailto:sdruckenmiller@co.linn.or.us)

**Malheur County**

251 B St. W, Ste 4  
Vale, OR 97918-1375  
541-473-5151/TTY 800-735-2900  
[countyclerk@malheurco.org](mailto:countyclerk@malheurco.org)

**Marion County**

PO Box 14500  
Salem, OR 97309-5036  
503-588-5041 or 800-655-5388  
TTY 503-588-5610  
[elections@co.marion.or.us](mailto:elections@co.marion.or.us)

**Morrow County**

PO Box 338  
Heppner, OR 97836-0338  
541-676-5604/TTY 800-735-2900  
[bchilders@co.morrow.or.us](mailto:bchilders@co.morrow.or.us)

**Multnomah County**

1040 SE Morrison St  
Portland, OR 97214-2495  
503-988-3720/ TTY 800-735-2900  
[elections@multco.us](mailto:elections@multco.us)

**Polk County**

850 Main St, Rm 201  
Dallas, OR 97338-3179  
503-623-9217/TTY 800-735-2900  
[clerk.elections@co.polk.or.us](mailto:clerk.elections@co.polk.or.us)

**Sherman County**

PO Box 243  
Moro, OR 97039-0365  
541-565-3606/TTY 800-735-2900  
[countyclerk@shermancounty.net](mailto:countyclerk@shermancounty.net)

**Tillamook County**

201 Laurel Ave.  
Tillamook, OR 97141-2311  
503-842-3402/TTY 800-735-2900  
[clerk@co.tillamook.or.us](mailto:clerk@co.tillamook.or.us)

**Umatilla County**

216 SE 4th St, Ste 18  
Pendleton, OR 97801-2699  
541-278-6254/TTY 800-735-2900  
[elections@umatillacounty.net](mailto:elections@umatillacounty.net)

**Union County**

1001 Fourth St, Ste D  
La Grande, OR 97850-2100  
541-963-1006/TTY 800-735-2900  
[clerk@union-county.org](mailto:clerk@union-county.org)

**Wallowa County**

101 S River St, Ste 100  
Enterprise, OR 97828-1335  
541-426-4543, option 5/TTY 800-735-2900  
[slathrop@co.wallowa.or.us](mailto:slathrop@co.wallowa.or.us)

**Wasco County**

511 Washington St, Rm 201  
The Dalles, OR 97058-2237  
541-506-2530/TTY 800-735-2900  
[countyclerk@co.wasco.or.us](mailto:countyclerk@co.wasco.or.us)

**Washington County**

2925 NE Aloclek Dr, Ste 170  
Hillsboro, OR 97124  
503-846-5800/TTY 800-735-2900  
[elections@co.washington.or.us](mailto:elections@co.washington.or.us)

**Wheeler County**

PO Box 327  
Fossil, OR 97830-0327  
541-763-2374/TTY 800-735-2900  
[bsnowpotter@co.wheeler.or.us](mailto:bsnowpotter@co.wheeler.or.us)

**Yamhill County**

414 NE Evans St  
McMinnville, OR 97128-4607  
503-434-7518/TTY 800-735-2900  
[elections@co.yamhill.or.us](mailto:elections@co.yamhill.or.us)

# Getting Started

## Types of Public Office

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There are two types of public office in Oregon, partisan and nonpartisan.

### Partisan Offices

A partisan office is an office for which a candidate may be nominated by a major or minor political party or as a nonaffiliated candidate.

Partisan offices include:

- County Commissioner (unless county home rule charter or ordinance specifies otherwise) and
- Precinct Committeeperson.

### Nonpartisan Offices

A nonpartisan office is an office for which a candidate does not run under the name of any political party. All candidates for nonpartisan office must run in the primary election.

Nonpartisan offices include:

County Commissioner (unless county home rule charter or ordinance specifies otherwise), County Clerk, Sheriff, County Assessor, County Auditor, County Treasurer, County Tax Collector, County Surveyor, Justice of the Peace, Mayor, City Councilor, Municipal Judge, Board Member, Director of a District, All Special District offices, any elected office of a metropolitan service district under ORS chapter 268, and any office designated nonpartisan by a home rule charter or ordinance.

For local offices not listed, please contact the local elections official to determine whether the office is partisan or nonpartisan.

## Filing Methods for Public Office

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Generally, candidates may file for public office by:

- submitting a completed candidate filing form and paying the required filing fee, if any;

**or**

- submitting a nominating petition containing the required number of valid signatures.



A prospective petition may be filed at any time. However, candidates need to allow enough time for signature collection and signature verification to be completed by county elections officials prior to the filing deadline.



See the Filing Requirements on pages 9, 11, 20, 22 and 24 for filing fees and deadline to submit completed forms.

Candidate filing forms can be submitted by:

- mail;
  - fax;
- or**
- as a scanned attachment to an email.

## Multiple Nominations to Public Offices

In Oregon, **candidates running for partisan office** may be nominated by multiple political parties. Candidates nominated by more than one party or by other nominating processes may select up to three parties or designations to be printed with their name on the general election ballot.

A candidate may designate the order in which the parties or designations will be listed, with two exceptions:

- If a political party nominates one of its members for a partisan office, that party will be listed first, followed by no more than two additional parties.
- If individual electors or an assembly of electors nominate a nonaffiliated candidate, “nonaffiliated” will be listed first, followed by no more than two additional parties.

When selecting political parties or other designations the following rules apply:

	<b>Candidate is nominated by:</b>	<b>Information and default order listed on ballot:</b>
<b>Member of political party</b>	Party of which the candidate is a member	The ballot lists this party first, followed by two or fewer additional parties in alphabetical order. The candidate may specify a different order for the additional parties.
	Party of which the candidate is not a member	The ballot lists three or fewer parties in alphabetical order. The candidate may specify a different order. If more than three parties nominate the candidate, the candidate may choose which appear.
<b>Not affiliated with any political party</b>	Individual or Assembly of Electors	The ballot lists “nonaffiliated” first, followed by two or fewer parties in alphabetical order. The candidate may specify a different order for parties. If more than two parties nominate the candidate, the candidate may choose which appear.
	Any political party	Three or fewer parties are listed in alphabetical order. If more than three parties nominate the candidate, the candidate may choose which appear.

## Running for Multiple Offices

Candidates can file for more than one position as long as the offices are:

- not on the same district board;
- not a city office on the same ballot;
- not for more than one precinct committeeperson office; and
- not a lucrative office;



An office is considered lucrative if a salary or other compensation beyond expenses is attached to it; it is created by statute or the constitution; its holder exercises part of the sovereign power of government; it is a matter of public concern; and the position is not temporary or intermittent.

## Campaign Finance Reporting

Oregon campaign finance law requires each candidate to establish a campaign account and file a Statement of Organization designating a candidate committee, unless an exception applies.

### Exception

- 1 The candidate is seeking office as a precinct committeeperson; **or**
- 2 The candidate:
  - ✓ serves as their own treasurer; **and**
  - ✓ does not have an existing candidate committee; **and**
  - ✓ 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, such as the candidate filing fee.

If the candidate receives or spends more than \$750 in a calendar year, the candidate must:

- within **three business days** after exceeding the \$750 threshold, establish a campaign account and file a Statement of Organization; **and**
- within **seven calendar days** after exceeding the \$750 threshold, either file a Certificate of Limited Contributions and Expenditures (if eligible) **or** file all campaign transactions.

### Timing

A candidate who does not qualify for one of the exceptions described above must establish a campaign account and file a Statement of Organization on the earliest of the following:

- within **three business days** after receiving a contribution for the first time, **or**
- within **three business days** after making an expenditure for the first time, **or**
- before the deadline for filing a nominating petition, declaration of candidacy, or certificate of nomination.

### How to Establish a Campaign Account

A campaign account is a dedicated account in an Oregon bank or other Oregon financial institution, which is used to receive and spend campaign funds. For more information about establishing a campaign account, see page 10 of the [Campaign Finance Manual](#).

### How to File a Candidate Committee

Candidates who do not qualify for one of the exceptions described above must file a candidate committee electronically through ORESTAR, **or** by completing and submitting the following paper forms:



SEL 220 Statement of Organization for a Candidate Committee **and, if eligible**



PC 7 Certificate of Limited Contributions and Expenditures.

For further details on campaign finance reporting requirements, review:



The [Campaign Finance Manual](#), and the [ORESTAR User's Manuals](#) available at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Qualifications for Public Office

The qualifications for public offices differ depending on the office. Before filing, the candidate should review the constitutional and statutory requirements for the office sought.



See the qualifications for most offices provided in each applicable section of this manual.

However, qualifications for city or district office are governed by city charter or ordinance or district by-laws and are not provided. Contact the local elections official for more information.

## 2022 Local Elections Calendar

Last day for	Primary Election		General Election	
	March 8	May 17	*September 20	November 8
<b>County Elections Official to Publish</b>				
→ notice of district board election (ORS 255.075)	November 27	January 27	*June 11	July 21
<p><b>i</b> Regular district elections are generally held in May of odd numbered years. Districts should contact the county elections official of the county in which the district's administrative office is located for election information.</p>				
<b>County, City or District Candidates to file with Local Elections Official</b>				
→ a declaration of candidacy and required filing fee	January 6	March 8	*July 21	August 30
or				
→ a verified nominating petition containing 100% of the required number of signatures				
→ a statement for inclusion in county voters' pamphlet	January 10	March 10	*July 25	September 1
→ a statement for inclusion in county voters' pamphlet if the candidate files candidacy with governing body other than county clerk	January 10	March 21	*July 25	September 12
<p><b>i</b> <b>District Candidates:</b> The enabling statutes, or principal act, of a district specifies how board members are elected. Most districts, as defined in ORS 255.012, elect board members at the regular district election which is held in May of odd numbered years or at the Primary or General Election. As provided for in ORS 255.235(2)(a), the March and September deadlines included above are only applicable if the election is a district's first election to elect board member and are not included in the daily calendar.</p>				
*Subject to change due to House Bill 3291.				

## 2023 Local Elections Calendar

Last day for	Primary Election		General Election	
	March 14	May 16	*September 19	November 7
<b>County Elections Official to Publish</b>				
→ notice of district board election (ORS 255.075)	December 2, 2022	February 4	*June 10	July 28
<p><b>i</b> Regular district elections are generally held in May of odd numbered years. Districts should contact the county elections official of the county in which the district's administrative office is located for election information.</p>				
<b>Candidates to file with County Elections Official</b>				
→ verified signatures or \$10 filing fee (ORS 255.235)	January 12	March 16	*July 20	September 7
→ statement for inclusion in county voters' pamphlet	January 17	March 20	*July 24	September 11
<p><b>i</b> <b>County and City Candidates:</b> Deadlines applicable to county and city office are not included on this calendar. Candidates for those offices, unless otherwise provided for by charter or ordinance, are elected at the primary or general election. If a county or city charter provides for candidates to be elected at an election other than the primary or general election but does not specify a deadline or adopts the statutory filing deadline, ORS 249.722 applies.</p>				
<p><b>i</b> <b>District Candidates:</b> The enabling statutes, or principal act, of a district specifies how board members are elected. Most districts, as defined in ORS 255.012, elect board members at the regular district election which is held in May of odd numbered years or at the Primary or General Election. The March, September and November deadlines included above, are only applicable if the election is a district's first election to elect board member (ORS 255.235(2)(a)). They are not included in the daily calendar.</p>				
*Subject to change due to House Bill 3291.				

 Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

# Precinct Committeeperson Candidates

ORS 248.015-248.029, 249.031, and 249.037

## Qualifications for Precinct Committeeperson

All Candidates must be US Citizens and Registered Voters

Office	Age	Residency	Term of Office	Special Requirements	Vacancies
Precinct Committee-person	18	A candidate may be elected to represent the precinct in which they reside, an adjoining precinct in the same county or a precinct that is in the same county and the same state representative district as the precinct the candidate reside in ORS 248.015.	A precinct committee-person holds office from the 24th day after the primary to the 24th day after the next primary.	<p>To be placed on the ballot, a candidate must be a member of the major political party by September 9, 2021.</p> <p>A write-in candidate must be a member of the major political party for 180 days prior to the Primary election.</p> <p>Any votes received for a write-in candidate will only be counted if an SEL 105D Write-In Candidate Declaration or SEL 105N Write-In Candidate Nomination is filed no later than May 17, 2022, 8 pm.</p> <p>Any candidate must receive at least 3 votes to be elected to the office.</p>	Vacancies are filled according to ORS 248.026.

## Filing Requirements for Precinct Committeeperson

Office	Filing Fee	First day to file	Last day to file	Last day to Withdraw
Precinct Committeeperson	None	*September 9, 2021	March 8, 2022	March 11, 2022
Write-In Declaration	None	*September 9, 2021	May 17, 2022, 8 pm	Not applicable
Write-In Nomination	None	*September 9, 2021	May 17, 2022, 8 pm	Not applicable

\*Even though September 9, 2021, is the official first day to file for office, due to the delay in receiving 2020 U.S. Census population data, precinct boundaries will not be finalized by September 9, 2021. As a result, the precinct associated with candidate’s address may change. Candidates are encouraged to wait until the precinct boundaries are final before filing.

It is the responsibility of the candidate to make sure they file in the correct precinct.

Any candidate who files a declaration of candidacy or write-in declaration (or any person who files a write-in nomination) before redistricting has been completed should contact the county elections office before the filing deadline to verify that they are a candidate in the correct precinct. If the candidate will not qualify in the redrawn precinct the original filing will need to be withdrawn (if applicable) and a new filing submitted in the correct precinct before the deadline.

## Filing Method for Precinct Committeeperson Candidate

A precinct committeeperson candidate must choose one of two methods of election and file the required form with the **county elections** official. They may also be nominated by another person, if the person resides in the same precinct, adjacent precinct, or house district as the candidate.



See the instructions for completing the required portions of the [Candidate Filing form](#) on page 31.

### Candidate Filing

A precinct committeeperson candidate who wants their name to appear on the ballot must file:



Form SEL 105 Candidate Filing – Precinct Committeeperson



A person may not hold office as a committeeperson in more than one precinct. A person may only file for one precinct committeeperson at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013

### Write-In Candidate Declaration

A precinct committeeperson candidate who wants to be elected by write-in votes must file:



Form SEL 105D Write-In Declaration – Precinct Committeeperson



Filing Form SEL 105D withdraws any precinct committeeperson candidate declaration previously filed for the same election. County elections officials will only count the write-in votes received by candidates who file Form 105D no later than 8 pm, May 17, 2022.

### Write-In Nomination

An elector who wants to nominate another elector as a write-in precinct committeeperson must file:



Form SEL 105N Write-In Nomination – Precinct Committeeperson

## County Candidates

### General Information

*ORS 249.056*

Candidates may file with the county elections office by paying a fee or by petition to obtain signatures.



See the instructions for completing the required portions of the [Candidate Filing form](#) on page 31.



A prospective petition may be filed at any time. However, candidates need to allow enough time for signature collection and signature verification to be conducted by county elections officials prior to the filing deadline.

County charter requirements for county offices may differ. For information regarding specific candidate filing requirements for county office, contact the county elections official.



A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013

# Partisan Office – County

ORS 249.031

## Qualifications

All Candidates must be US Citizens and Registered Voters


Office	Age	Residency	Term of Office	Special Requirements	Vacancies
<b>County Commissioner</b>	18	Resident of county one year prior to election ORS 204.016	4 years ORS 204.010	This is a partisan office unless a county home rule charter or ordinance deems it nonpartisan.  ⓘ Contact the local elections official for further information.	County governing body appoints qualified person until successor is elected ORS 236.215


## Filing Requirements

All signatures must be of active registered voters within the district

Office	Major Party Fee or Required Signatures	Minor Party	Individual Electors	Assembly of Electors
ⓘ <b>First Day to File</b>	September 9, 2021	June 1, 2022	June 1, 2022	June 1, 2022
ⓘ <b>Last Day to File</b>	March 8, 2022	August 30, 2022	August 30, 2022	August 30, 2022
ⓘ <b>Last Day to Withdraw</b>	March 11, 2022	September 2, 2022	September 2, 2022	September 2, 2022
<b>County Commissioner</b> ⓘ Contact the local elections official for applicable charter or ordinance provisions that may supersede this information.	\$50  or The lesser of either 500 signatures or 2% of the number of votes cast in the county for US President by members of the candidate’s party	Nominating convention held in accordance with party bylaws and state law	Number of signatures equal to 1% of the number of votes cast in the county for US President	250 signatures obtained at a nominating convention held in one place, at one time, during a 12-hour period


## Major Party Candidates – County

 A candidate who files for a major political party office must have been registered to vote as a member of that political party by September 9, 2021. Exceptions are allowed if the candidate’s registration is inactive or the candidate will turn 18 between September 9, 2021 and March 8, 2022 ORS 249.046.

 A major political party candidate on the primary election ballot who is not nominated to the general election may not be the candidate of any other political party or become a nonaffiliated candidate for the same office at the general election. ORS 249.048

### Filing Methods for a Major Party Candidate Other than Precinct Committeeperson


*ORS 249.031*

 A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013

#### Filing by Fee

*ORS 249.056*

A candidate must file:


 Form SEL 101 Candidate Filing – Major Political Party or Nonpartisan;  
and

→ Pay the required filing fee, if any; See [Filing Requirements](#) on page 11.

#### File by Petition


*ORS 249.008, 249.020, 249.031, 249.035, and 249.061-249.076*

The following information provides instruction on collecting and submitting sufficient valid signatures to place the candidate’s name on the ballot.

 Violations of certain circulator requirements may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. ORS 260.715

#### Prospective Petition

Prior to obtaining any signatures, candidates must file the following to begin the signature sheet approval process:

 Form SEL 101 Candidate Filing-Major Political Party or Nonpartisan marked “Prospective Petition”  
and

 Form SEL 102 Candidate Signature Sheet – Major Party.

 See [Signature Sheet Requirements](#) on page 27.

### Approval to Circulate

After receiving the completed forms, the elections official reviews for required information and if complete will provide written approval to circulate the prospective nominating petition that includes:

- petition number;
- number of signatures required; and
- filing deadline.



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

### Required Signatures

County partisan candidate must have the lesser of either:

- 500 signatures;
- or
- 2% of the number of votes cast in the electoral district for president by members of the candidate's party.

### Complete Filing

To complete the filing process a candidate will:

- 1 ensure each signature sheet certification is signed and dated by the circulator;
- 2 submit the signature sheets with Form SEL 338 Petition Submission – Candidate, Voters' Pamphlet to the county elections official for verification allowing sufficient time for the verification process to be completed prior to the filing deadline.

### Candidate Filing Timeline



The 2022 Primary Election filing period is from September 9, 2021 to 5pm on March 8, 2022.

## Minor Party Candidates – County

### Filing Methods for a Minor Party Candidate

Minor political parties may nominate candidates for any partisan office, including federal, state, and county offices, as long as the party has been established within the electoral district and maintains ballot access.

A minor political party nominates candidates by convening a nominating convention that complies with party bylaws and state law. Candidates that are nominated by a recognized minor political party complete and file with the appropriate elections official the following:



Form SEL 110 Candidate Filing – Minor Political Party with the Candidates Nomination Certificate executed by a party officer and notarized.

## Nonaffiliated Candidates – County



To qualify for nomination by individual electors or to conduct an assembly of electors, a candidate cannot be registered to vote as a member of any political party as of March 3, 2022.

## Filing Methods for a Nonaffiliated Candidate

Candidates who are not a member of any political party may file for a partisan or nonpartisan office on the general election ballot by completing one of two processes:

→ Individual Electors

A nomination by individual voters involves obtaining a required number of valid signatures from registered voters

or

→ Assembly of Electors

An Assembly of Electors involves a gathering of registered voters in one place at one time to nominate candidates to partisan office.

### Individual Electors

*ORS 249.740*

To be nominated by individual electors the candidate must obtain a required number of valid signatures from active Oregon registered voters in the district.

#### 1 File a Prospective Petition

Prior to obtaining any signatures candidates must file the following forms to begin the signature sheet approval process:



Form SEL 114 Candidate Filing – Individual Electors marked Prospective Petition, designating circulator pay status

and



SEL 122 Candidate Signature Sheet – Individual Electors with all fields completed.



See Signature Sheet Requirements on page 27.

#### 2 Receive Approval to Circulate

If the form is complete, the elections official will give written approval that includes:

→ petition number;

→ number of signatures required; and

→ filing deadline.



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

#### 3 Gather Petition Signatures

Once the petition has been approved to circulate, but before collecting any signatures, a candidate must review with all circulators the legal requirements and guidelines for circulating the candidate nominating petition.



See Guidelines for Circulation on page 28.



Violations of certain circulator requirements may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. ORS 260.715 and 260.993

After reviewing the legal requirements and guidelines for circulating the nominating petition, a candidate may begin gathering signatures.



Failure to comply with the legal requirements will result in rejection of those sheets.

A candidate is advised to obtain more than the required number of signatures to ensure the petition has a sufficient number of valid signatures.

#### 4 Complete the Petition

Allow sufficient time for the verification process to be completed prior to the filing deadline.

Before submitting signature sheets for verification, the candidate must:

- ensure each signature sheet certification is signed and dated by the circulator; and
- sort the signature sheets by county, if required;

#### 5 Signature Verification

To complete the petition process a candidate must file with the appropriate elections official:



Form SEL 338 Petition Submission – Candidate, Voters’ Pamphlet;

and

- the signature sheets that contain at least 100% of the required number of signatures.

The elections official reviews each signature sheet to ensure that sheets are sorted by county if required and that the circulator’s certification is sufficient. After reviewing the signature sheets the elections official tabulates the number of valid signatures contained on the accepted signature sheets.



If the elections official determines the petition does not contain the required number of valid signatures and the filing deadline has not passed, the candidate may submit additional signatures.

### Assembly of Electors

*ORS 249.735*

An Assembly of Electors is a nominating convention of active Oregon registered voters who gather in one place, on a single day during a single 12-hour period. A presiding officer conducts the assembly, and the assembly secretary records nominations in the minutes. The minutes also include the signatures of the assembly participants. Those signatures are submitted to the elections official.



The presiding officer must coordinate the date, time, and place of the assembly with the elections official, so elections staff can attend and supervise the nominating convention.



See the [Filing Requirements](#) section for a list of required signatures and the deadline to submit completed forms.

#### 1 File a Prospective Petition

The candidate or presiding officer must file Form SEL 115 Candidate Filing – Assembly of Electors. Only by the candidate should sign the form.

#### 2 Receive Approval to Schedule the Assembly

If the form is complete, the elections official will give written approval to schedule the Assembly of Electors.

### 3 Determine the Logistics for the Assembly

The candidate or presiding officer must coordinate with the elections official to:

- determine a mutually convenient time to conduct the assembly;
- review assembly requirements;
- provide final signature sheets for approval; **and**
- file copy of published notice.

### 4 Publish a Notice of Assembly


Next, the candidate or presiding officer must publish a notice of the Assembly of Electors at least once in at least three newspapers of general circulation in the electoral district for which the assembly will nominate a candidate.


The notice must contain:

- the time and place of the assembly;
- the office or offices for which nominations will be made; **and**
- the names and addresses of at least 25 active Oregon registered voters who want to have the assembly and who are eligible to participate;
- before publishing the notice, the candidate or presiding officer may submit the 25 names to the elections official to confirm that they are active registered voters.

### 5 File the Notice of Assembly

To receive final approval to convene the assembly, the candidate or presiding officer must file a copy of the published notice with elections official.


 The candidate or presiding officer must publish the notice and file it with the elections official no later than ten days before the nominating convention. ORS 249.735(3).


 If the published notice is not filed on time or does not meet the requirements described above, the Assembly of Electors will be cancelled. The candidate or presiding officer may reschedule the assembly in coordination with the elections official and may hold the assembly once all the requirements are met.

### 6 Get Affidavits to Prove the Notice was Published

The candidate or presiding officer must get an affidavit from each of the newspapers where the notice is published, to prove that the notice was published, as required. Each affidavit should attach to a copy of the notice and be signed by one of the following:

- the newspaper's owner; **or**
- the newspaper's editor; **or**
- the newspaper's publisher; **or**
- the newspaper's manager; **or**
- the newspaper's advertising manager; **or**
- the principal clerk of the owner or editor or manager; **or**
- the newspaper's printer or the printer's foreperson.

 The candidate or presiding officer should not submit the affidavit with the filed notice. They should keep it and submit it to the elections official when they file the completed petition after the Assembly of Electors.

 Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## 7 Receive Approval to Hold the Assembly

Once the candidate or presiding officer files a copy of the published notice (see Step 5, above), the elections official will review it for completeness. If complete, the elections official will give approval, in writing, to hold the Assembly of Electors. The approval document will include:

- the petition number; and
- the number of required signatures; and
- the filing deadline; and
- a signature sheet template, to use for gathering signatures.

## 8 Hold the Assembly of Electors

The presiding officer is advised to invite more than the required number of participants, to ensure that the minutes include enough valid signatures from active voters. After starting the assembly, the presiding officer must explain that:

- the nominating convention is held in one day in one location and is completed within 12 hours or the process must begin again;
  - the assembly participants must be active Oregon registered voters within the electoral districts from which the assembly is nominating candidates;
  - the assembly may only nominate candidates for offices published in the notice;
  - the candidate who receives the highest number of votes for an office will be the assembly's nominee for that office;
  - only assembly participants who are active registered voters may sign the signature sheets;
- and**
- once the required number of active registered voters are present to participate, they must remain in the assembly until candidates have been nominated, signature sheets are signed, and the convention is adjourned.

## 9 Filing a Vacancy in Nomination(s)

If a vacancy in nomination occurs, it may be filled in either of the following ways:

- The presiding officer may reconvene the assembly following the same rules as the original assembly. **or**
- The original assembly must vote to appoint the committee to whom the assembly will delegate the authority to fill vacancies. A committee designated by the original assembly may select a nominee to fill the vacancy. The assembly is considered the same assembly if the presiding officer and secretary are the same as during the original assembly. The committee only has the authority to select a nominee to fill the vacancy if the petition has the required number of signatures.

The presiding officer, or the committee, must file with the elections official a certificate of nomination designating the nominee to fill the vacancy.





The vacancy must be filled no later than the 70th day before the general election, August 30, 2022.

## 10 Adjourn the Assembly of Electors

After the assembly has completed the nomination process and selected the committee to fill vacancies, if any, the assembly is adjourned. The elections official collects all completed signature sheets and stamps each sheet under the last signature line signed to ensure no additional signatures are added. The signature sheets will be returned to the presiding officer.

## 11 Complete the Petition, Signature Verification

To complete the petition process the candidate or presiding officer must submit to the elections official:

-  Notarized form [SEL 115 Candidate Filing – Assembly of Electors](#) with the Certificate of Nomination executed by the presiding officer and secretary of the assembly;
  -  The Certificate of Nomination may be executed and notarized on a copy of the [SEL 115](#) originally submitted. If executed and notarized on a new [SEL 115](#), all sections of the form must be completed in their entirety.
- signature sheets that contain at least 100% of required number of signatures;
- and**
- proof of published notice affidavit(s).

The candidate or presiding officer submits signature sheets to the appropriate county elections official for verification allowing sufficient time for the verification process to be completed prior to the filing deadline.

Before submitting the signature sheets for verification, the presiding officer must:

- ensure each signature sheet certification is signed and dated by the circulator and
- sort the signature sheets by county, if required.

The county elections official verifies the original signatures against the voters' registration record.

## 12 Signature Tally

The elections official tabulates the number of valid signatures contained on the accepted signature sheets and notifies the candidate and presiding officer of the final tally.

# Nonpartisan Office – County



ORS 249.031

In a county nonpartisan race, a candidate does not run as a member of a political party. County nonpartisan offices include Justice of the Peace, County Clerk, County Assessor, County Treasurer, and Sheriff; it may also include County Commissioner. ORS 249.002. Check with the County Clerk for specific qualifications.

## Qualifications

All Candidates must be US Citizens and Registered Voters

Office	Age	Residency	Term of Office	Special Requirements	Vacancies
<b>Assessor</b>	18	Resident of county one year prior to election ORS 204.016	4 years ORS 204.010	The candidate must be a registered appraiser or an appraiser trainee; have two years accounting experience or two years employment in an appraiser’s office; and be certified to be eligible by the Dept. of Revenue. ORS 204.016(4)	County governing body appoints qualified person to serve until successor is elected ORS 236.210
<b>Auditor</b>	18	Resident of county one year prior to election ORS 204.016	4 years ORS 204.010	Must be a registered CPA	County governing body appoints qualified person to serve until successor is elected ORS 236.210
<b>Clerk</b>	18	Resident of county one year prior to election ORS 204.016	4 years OR Const., Art VI, §6		County governing body appoints qualified person to serve until successor is elected ORS 236.210
<b>Sheriff</b>	21	Resident of county one year prior to election ORS 204.016	4 years OR Const., Art VI, §6	Proof of certification or eligibility for certification by the Department of Public Safety Standards and Training must be provided to the filing officer no later than the 61 <sup>st</sup> day prior to the election. Exceptions may apply. ORS 206.015 (3) and (4)	County governing body appoints qualified person to serve until successor is elected ORS 236.210
<b>Treasurer</b>	18	Resident of county one year prior to election ORS 204.016	4 years OR Const., Art VI, §6		County governing body appoints qualified person to serve until successor is elected ORS 236.210
<b>Justice of the Peace</b>	18	Resident of state 3 years and residence or office in district one year prior to appointment or becoming a candidate ORS 51.240	6 years (must retire at end of calendar year in which judge attains the age of 75) OR Const., Art VII §1a	If not a member of the state bar, must take 30 hours of continuing education every 2 calendar years ORS 51.245	Governor appoints qualified person to serve until successor is elected ORS 51.260

 County Commissioner is a partisan office unless a county home rule charter or ordinance deems it nonpartisan. Contact the local elections official for further information.  
 Qualifications for county, city, or district office may be governed by county or city charter or ordinance or district by-laws and are not provided. For those offices or any other office not listed in these tables, contact the local elections official for the required qualifications.

 Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Filing Requirements

All signatures must be of active Oregon registered voters within the district

	Primary Election	General Election	Regularly Scheduled District Election
<b>First Day to File</b>	September 9, 2021	June 1, 2022	February 4, 2023
<b>Last Day to File</b>	March 8, 2022	August 30, 2022	March 16, 2023
<b>Last Day to Withdraw</b>	March 11, 2022	September 2, 2022	March 16, 2023
Office	Fee	Required Signatures	
<b>Justice of the Peace</b>	Free ORS 249.056 (2)		
<b>Assessor, Auditor, Clerk, Sheriff or Treasurer</b>	\$50	or	The lesser of either 500 signatures or 1% of the number of votes cast in the district for governor at the last election at which the Governor was elected to a full term.
Contact the local elections official for applicable charter or ordinance provisions that may supersede this information			

## Filing Methods for a Nonpartisan Office Candidate

ORS 249.020

A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013

### Filing by Fee

ORS 249.056

A candidate files form SEL 101, and pays the required filing fee, if any. See Filing Requirements above.

### File by Petition

ORS 249.008, 249.020, 249.031, 249.035, and 249.061-249.076

The following information provides instruction on collecting and submitting sufficient valid signatures to place the candidate’s name on the ballot.

Violations of certain circulator requirements may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. ORS 260.715 and 260.993

### Prospective Petition

Prior to obtaining any signatures, candidates must file the following forms to begin the signature sheet approval process:

- SEL 101 Candidate Filing-Major Political Party or Nonpartisan marked “Prospective Petition”
- and
- SEL 121 Candidate Signature Sheet – Nonpartisan.
- See Signature Sheet Requirements on page 27.

### Approval to Circulate

After receiving the required forms, the elections official reviews for required information and if complete will provide written approval to circulate the prospective nominating petition that includes:

- petition number;
- number of signatures required; and
- filing deadline.



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

### Required Signatures

County nonpartisan candidates must have the lesser of either:

- 500 signatures
- or
- 1% of the number of votes cast in the electoral district for governor.

A nonpartisan candidate may obtain signatures from any active Oregon registered voter in the county, regardless of political party affiliation.

### Complete Filing

To complete the filing process a candidate will:

- 1 ensure each signature sheet certification is signed and dated by the circulator;
  - 2 submit the signature sheets to the county elections official for verification allowing sufficient time for the verification process to be completed prior to the filing deadline;
- and
- 3 file the signature sheets with the Form [SEL 338 Petition Submission – Candidate, Voters’ Pamphlet](#).

### Candidate Filing Timeline



The 2022 Primary Election filing period is from September 9, 2021 to 5pm on March 8, 2022.

# City Candidates

City candidates may file with the city elections office by paying a filing fee or by a petition containing signatures. The city elections official will verify qualification for a candidate prior to their name being placed on the ballot. If the candidate does not qualify for the position, the filing will be rejected and any fees will be refunded.

Qualifications and requirements set by city charter or ordinance may differ from state statutes. For more information and specific requirements, contact the city elections official before filing.

## Filing Requirements

	Primary Election	General Election
<b>First Day to File</b>	September 9, 2021	June 1, 2022
<b>Last Day to File</b>	March 8, 2022	August 30, 2022
<b>Last Day to Withdraw</b>	March 11, 2022	September 2, 2022
<b>Office</b>	<b>Fee</b>	<b>Required Signatures</b>
<b>City Office</b> Contact the local elections official to determine which election the office will appear on and for any applicable charter or ordinance provisions that may supersede this information.	Set by charter or ordinance <b>or</b>	The lesser of either 500 signatures or 1% of the number of votes cast in the district for governor at the last election at which the Governor was elected to a full term.

## Filing Methods for City Candidates

A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013

### File by Fee

ORS 249.056

A candidate must file the following with the city elections office:

- Form SEL 101 Candidate Filing – Major Political Party or Nonpartisan

and

→ pay the required filing fee, if any.

City candidate filing fees may be set by a city charter or ordinance. Check with your city elections official for more information.

### File by Petition

ORS 249.008, 249.020, 249.031, 249.035, and 249.061-249.076

All signatures must be from active Oregon registered voters within the district.

A candidate must allow sufficient time for signatures to be verified before the filing deadline.

Violations of certain circulator requirements may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. ORS 260.715 and 260.993

The following forms must be completed and filed with the city elections office:



SEL 101 Candidate Filing – Major Political Party or Nonpartisan marked “Prospective Petition”

and



SEL 121 Candidate Signature Sheet – Nonpartisan.



See Circulator and Petition Sheet Requirements on page 27.

### Approval to Circulate

After receiving the completed forms the elections official reviews for required information and if complete will provide written approval to circulate the prospective nominating petition that includes:

- petition number;
- number of signatures required; and
- filing deadline.



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

### Required Signatures

A candidate is advised to obtain more than the required number of signatures to ensure the petition contains a sufficient number of valid signatures.

City candidate must have the lesser of either:

- 500 signatures
- or
- 1% of the votes cast in the electoral district for all candidates for Governor at the last election where the Governor was elected to a full term.

City charter or ordinance may have different requirements.

### Complete Filing

To complete the filing process a candidate must:

- 1 ensure each signature sheet certification is signed and dated by the circulator;
- 2 submit the signature sheets to the city elections official for verification allowing sufficient time for the verification process to be completed prior to the filing deadline;

and

- 3 file the signature sheets with Form SEL 338 Petition Submission – Candidate, Voters’ Pamphlet.

### Signature Verification

The city elections official will review signature sheets for sufficient circulator certification.


The city elections official will submit the signatures to the county elections official for signature verification.

The county elections official will:

- verify the original signatures against the voters’ current registration record and
- return the certified signature sheets to the city elections official.

The city elections official will notify the candidate 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.

### Candidate Filing Timeline

 If a city does not elect candidates at a primary election, the first day to file for office is June 1, 2022, and the deadline is 5 pm on August 30, 2022, for the November 8, 2022 General Election.

## District Candidates

ORS 255.235

District candidates may file with the county elections office by paying a filing fee or by petition to obtain signatures.

### Qualifications for District Offices

Contact the Elections Division for what procedures apply to candidates for a newly created district board. Before filing for district office, a candidate should contact the county elections official to review the statutory requirements for the office sought.

Special district statutory requirements may differ from general state elections requirements.

Soil and Water Conservation District candidates must contact the Oregon Department of Agriculture for information related to filing for candidacy.





Regular district elections to elect district board members are held at the May election in each odd-numbered year. For more information and specific requirements, contact the county elections official before filing.


Candidates for Metropolitan Service District (MSD) offices must follow the same process as state and county nonpartisan candidates.

### Filing Requirements for District Offices

Contact your county elections official to ensure all statutory requirements are met.


All signatures must be of active Oregon registered voters within the district.

	Primary Election	General Election	Regularly Scheduled District Election
 <b>First Day to File</b>	January 30, 2020	July 16, 2020	February 4, 2023
 <b>Last Day to File</b>	March 8, 2022	August 30, 2022	March 16, 2023
 <b>Last Day to Withdraw</b>	March 11, 2022	September 2, 2022	March 16, 2023
Office	Fee	Required Signatures	
 District board members are elected at the regular district election in May of each odd-numbered year.	\$10	or	The lesser of either 25 signatures or 10% of the total number of active registered voters in the district.  Contact the local elections official for any applicable by-laws that may supersede this information.

 No person may be a candidate for more than one position on the same district board to be filled at the same election. ORS 249.013

 Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Filing Methods for District Candidates

 A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. ORS 249.013

### File by Fee

ORS 249.056

A candidate will file:

 Form SEL 190 District Candidate Filing form

and

→ The appropriate filing fee.

### File by Petition


ORS 249.064, 249.076, 255.012, 255.235

A candidate must allow sufficient time to have the signatures verified before the filing deadline. A candidate nominating petition for a district candidate is not approved by the county elections official prior to circulation. Instead the district candidate uses the following signature sheet to gather signatures:

 Form SEL 121 Candidate Signature Sheet – Nonpartisan or

 See Circulator and Petition Sheet Requirements on page 27.

 Form SEL 338 Petition Submission – Candidate, Voters’ Pamphlet.

 Violations of certain circulator requirements may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. ORS 260.715 and 260.993

### Complete Filing

To complete the filing process a candidate must:

- 1 obtain the required number of signatures, although obtaining more than the required number may help to ensure the petition contains a sufficient number of valid signatures;
  - 2 ensure each signature sheet certification is signed and dated by the circulator;
- and
- 3 submit the signature sheets to the appropriate county elections official for signature verification along with:

 Form SEL 190 Candidate Filing – District.

### Signature Verification

The county elections official reviews signature sheets for sufficient circulator certification and verifies the original signatures against the voters’ current registration record.

# Write-In Candidates

ORS 254.548

Oregon voters have the option of writing in the name of a candidate for any office instead of voting for a candidate printed on the ballot. Write-in votes are tallied together with a lump sum recorded for each office unless there is no candidate on the ballot, or the total number of write-in votes exceeds the candidate with the most votes.

A candidate seeking nomination or election to office by write-in does not complete any candidate filing forms but must qualify for the office and may be required to establish a campaign account and file a Statement of Organization designating a candidate committee.

 See the [Campaign Finance Manual](#) and the [ORESTAR User’s Manuals](#) available at [www.oregonvotes.gov](http://www.oregonvotes.gov).

Prior to sending a notification to any person who is nominated or elected by write-in, the filing officer will conduct a review of the qualifications of the office. If the person who received the most votes does not qualify for the position, the office becomes vacant.

If any individual is nominated or elected by write-in votes, the procedures for accepting the nomination of office are explained in the following sections.

## Notification

The elections official notifies the candidate by sending:

 Form [SEL 141 Write-In Candidate Acceptance](#)

## Acceptance of Nomination or Office

To accept the nomination or office, the candidate completes, signs, and returns form [SEL 141](#) to the elections official.

### Certificate of Nomination or Election

Upon receipt of the completed and signed [SEL 141](#) the elections official prepares and delivers a certificate of nomination or election to the candidate and if applicable, issues a proclamation of election.

### Deadline to Complete Write-In Process

	Primary Election	General Election	District Election
<b>Notification</b>	*June 17, 2022	*December 9, 2022	*June 16, 2023
<b>Acceptance</b>	June 27, 2022	December 19, 2022	June 26, 2023
<b>Certificate</b>	July 1, 2022	December 23, 2022	June 30, 2023

\*Subject to change due to House Bill 3291.

 Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Vacancy

The procedures for the filling of vacancies in an elective public office or nomination are dependent on the office. A **vacancy in nomination** occurs when a candidate on the ballot becomes disqualified or dies (a candidate may only withdraw from the ballot after they have filed and up to the specified deadline for withdrawal). A **vacancy in office** occurs when the current office holder resigns, is recalled, becomes disqualified or dies.

For local elective public offices, the vacancy procedures are under the authority of the local jurisdiction and the Secretary of State, Elections Division does not generally provide advice or resolve disputes about those procedures. The Secretary of State, Elections Division has a role **only** in the vacancy procedures for **state offices**. These procedures differ depending on whether the public office is partisan or nonpartisan and also differ for specific offices within those categories.

A vacancy in office may occur at any time during the term of office, even before the person takes the oath of office or before the term ends.

- The processes for filling a vacancy are dependent upon the type of office and when the vacancy occurred, not why the vacancy occurred.
- Reasons for vacancies may include death, resignation, disqualification, or recall.
- ORS 236.320 provides that resignations for public office shall be in writing and filed with the appropriate filing officers.

The Oregon Constitution, Oregon Revised Statutes, and Oregon Administrative Rules have applicable sections regarding vacancies. The Oregon Constitution and Oregon Revised Statutes can be searched [here](#). The search can be narrowed by using the ORS General Index. Oregon Administration Rules are found [here](#).

## Petition Guidelines and Requirements

The guidelines and requirements for producing and circulating candidate nominating petition signature sheets are explained in the following sections.


### Official Signature Sheets

*ORS 249.031, 249.061, and 249.064*

Local candidates must use approved signature sheet forms to collect signatures. Candidate nominating petitions cannot be circulated using an electronic signature sheet.

Signature sheets must be submitted for approval exactly as intended to circulate, including weight, style, and color of paper. Official signature sheets include:


- Form SEL 102, Candidate Signature Sheet – Major Party
- Form SEL 116, Candidate Signature Sheet – Assembly of Electors
- Form SEL 121, Candidate Signature Sheet – Nonpartisan
- Form SEL 122, Candidate Signature Sheet – Individual Electors

 Any proposed variation to the approved signature sheet must be resubmitted and approved in writing by the elections official before circulating.

### Signature Sheet Requirements

Each signature sheet must meet the following formatting requirements:

- standard 8½ x 11 size paper or equivalent;
- at least 20 pound uncoated paper or equivalent; **and**
- printed on white or colored paper stock to enable elections officials to readily verify signatures.

 Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Guidelines for Circulation

ORS 249.061

To ensure compliance with circulating requirements, candidates must educate circulators on the guidelines for circulating and monitor their activities.

### Circulator Requirements

Each circulator must:	What this means:
→ personally witness each signature collected;	<ul style="list-style-type: none"> <li>✓ Watch the person sign the petition.</li> <li>ⓘ It is not sufficient to merely be present in the same room or vicinity.</li> </ul>
→ complete the circulator certification after witnessing all signatures collected on a sheet; and	<ul style="list-style-type: none"> <li>✓ Sign the certification using a legal signature.</li> <li>ⓘ A legal signature is defined as a signature possessing obvious and predominantly matching characteristics to signatures on file from a paid circulator’s registration, signatures in the Oregon voter registration file, or the signature on an official government document.</li> <li>ⓘ Initials, signature stamps, illegible or printed script are not sufficient unless verified by exemplar.</li> </ul>
→ provide the date when the certification was signed.	<ul style="list-style-type: none"> <li>✓ The date must be provided in month, day, year order if written in all numbers.</li> </ul>

**!** A circulator’s failure to comply with these requirements may result in the rejection of the petition signature sheets and a felony conviction for the circulator.

### Circulator Prohibitions

It is against the law for circulators to knowingly:

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→ circulate a petition containing a false signature;

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→ attempt to obtain the signature of a person who is not qualified to sign the petition;

ⓘ Only active Oregon registered voters may sign a petition.

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→ make false statements to any person who signs the petition or requests information about it;

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→ offer money or anything of value to another person to sign or not sign the petition;

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→ sell or offer to sell signature sheets; or



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→ write, alter, correct, clarify or obscure any information about the signers unless the signer initials after the changes are made.

ⓘ A circulator may assist a disabled signer who requests assistance in completing their printed name, address and date signed. In such a case, no initials are required.

**!** Violations of the circulator requirements may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. ORS 260.715 and 260.993


## Signer Requirements

Each petition signer must:	What this means:
<b>All Petition Types</b>	
<ul style="list-style-type: none"> <li>→ Signers should provide an original signature and should be encouraged to provide their printed name and date signed.</li> <li> These informational fields, while optional unless otherwise noted below, provide valuable assistance when verifying signatures.</li> <li> Signers must include printed name for Nomination by Assembly of Electors and for Major Party Presidential Candidates.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Signers must sign the petition using a signature contained in their voter registration record.</li> </ul>
<ul style="list-style-type: none"> <li>→ Signers should be an active registered voter at the time of signing the petition in the candidate’s electoral district.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Information in the voter's registration record is up to date, and they would be able to vote for the candidate.</li> </ul>
<ul style="list-style-type: none"> <li>→ Sign a petition sheet that is designated for their county of residence, if applicable.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Signers should sign a petition sheet designated for the county in which they are registered to vote.</li> </ul>
<ul style="list-style-type: none"> <li>→ Provide a residence or mailing address.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Signers should provide the address at which they are registered to vote.</li> </ul>
<b>Nominating Petition Only</b>	
<ul style="list-style-type: none"> <li>→ At the time of signing the petition, signers are encouraged to include the signer’s precinct name or number.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Signers are encouraged to provide precinct information.</li> </ul>
<b>Major Party Petition Only</b>	
<ul style="list-style-type: none"> <li>→ At the time of signing the petition, the signer should be a member of the same political party as the candidate.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Information in the voter's registration record is up to date, and they would be able to vote for the candidate at a primary election.</li> </ul>

## Signature Date

If no date is provided by the signer, the signature is only considered valid if the signer:


- ✓ was an active Oregon registered voter between the date the petition was approved to circulate and the circulator’s certification date; or
- ✓ was originally registered to vote on or after the date the petition was approved to circulate and was an active registered voter between their original registration date and the circulator’s certification date.

 This standard also applies to any signer that provides a date of birth or a date that at the time of verification has not yet occurred instead of the date they signed the petition.

## Signer Prohibitions

It is against the law for signers to knowingly:

- sign another person’s name under any circumstances;
- sign a petition more than one time; or
- sign a petition when not qualified to sign it.


 Only active Oregon registered voters may sign a petition. If the signer is not registered to vote or an active voter the signature will be rejected unless a completed registration card is received by a designated voter registration agency or an elections filing officer before 5 pm the day the petition is signed or 11:59 pm if completed electronically online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

 Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Certification of Signature Sheets




OAR 165-014-0270

After all signatures on a signature sheet have been collected, circulators complete the certification by signing their legal signature and providing the date when the certification was signed. A legal signature is defined as a signature possessing obvious and predominantly matching characteristics to signatures on file from a paid circulator’s registration, signatures in the Oregon voter registration file, or the signature on an official government document.




 If the circulator certification is not completed or determined to be insufficient the signature sheet will be rejected.

Prior to submission to elections officials the circulator may correct the following defects:

### Circulator Signature Defects

If the circulator has:	Then the circulator should:
→ signed using only initials;  Unless verified by exemplar.	✓ sign and re-date certification with legal signature;
→ signed using a signature stamp;  Unless approved under ORS 246.025.	✓ re-sign and re-date certification with legal signature;
→ signed using an illegible signature;  Unless verified by exemplar.	✓ re-sign and re-date certification with legal signature;
→ photocopied or carbon copied the certification; or	✓ sign and re-date certification with legal signature; or
→ signed in a manner that the signature, printed name, and address are all illegible;	✓ re-sign and re-date certification with legal signature.


### Certification Date Defects

If the date is:	Then the circulator should:
→ missing;	✓ re-sign and date <b>or</b> date and initial correction;
→ crossed out;	✓ re-sign and re-date <b>or</b> re-date and initial correction;
→ overwritten with a different date;	✓ re-sign and re-date <b>or</b> re-date and initial correction;
→ earlier than all petition signers;  Unless the circulator and the only signer are the same person.	✓ re-sign and re-date <b>or</b> re-date and initial correction;
→ earlier than some, but not all petition signers;  Only those signatures dated on or before the date of the certification will be accepted.	✓ re-sign and re-date <b>or</b> re-date and initial correction;
→ partial or ambiguous; or	✓ re-sign and re-date <b>or</b> re-date and initial correction; or  Date must be provided in month, day, and year order if written in all numeric characters.
→ obscured in any way by white out or other correction fluid or adhesive tape.	✓ re-sign and re-date <b>or</b> re-date and initial correction.


 Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

The following defects in the circulator certification cannot be corrected and any signature sheet submitted that contains one of these defects will be rejected:

### Incurable Defects

- the original signature of a circulator has been crossed out, and a different circulator's signature is inserted;
  -  Does not apply if the original signature is that of an individual whose signature appears on the same signature sheet as a signer.

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- two individuals sign and date as circulator; or
  -  Does not apply if the only signers and the circulators are the same people.


---


- white-out or other correction fluid or adhesive tape appears on the signature line.

## Guidelines for Completing Candidate Filing Forms

ORS 249.031

All forms must be complete before submitting them to the elections official.

-  Failure to provide information for each of the required fields may result in rejection of the candidate filing forms.

 Providing false statements on filing forms is a violation of Oregon Election Law and the candidate may be convicted of a Class C Felony. ORS 260.715(1) and 260.993

Additional information may be required and will be discussed further in this section under the specific section.

### Original or Amendment

Indicate if the filing is an Original filing or an Amendment that is changing information prior to the filing deadline.

### Candidate Information

Complete the following information:

- **Name of Candidate:** This should be the candidate's full name (first, middle initial if applicable, and last). If filing online through ORESTAR, this field is automatically populated from the user profile and cannot be modified.
- **How name should appear on ballot:** Include how the candidate wishes their name to appear on the ballot. If a nickname is used in connection with the candidate's full name, the nickname should be in parentheses. Titles and designations (e.g., Dr., CPA) should not be included as they cannot appear on the ballot.
- **Candidate Residence Address:** Residential address of the candidate, including the county must be used.
- **Mailing Address for Candidate Correspondence:** Include the address where the candidate wishes to receive correspondence from the elections official. To use the residence address as the mailing address for candidate correspondence, click in the checkbox.
- **Contact Information:** Enter valid phone number where the candidate can be reached during normal business hours, fax, email address, and website, if applicable.

The following are guidelines to complete the required fields of occupation, occupational background, educational background, and prior governmental experience on the candidate filing forms. These fields are required and information provided must be accurate. Not every occupational, educational, or prior governmental experience is required to be provided. If the candidate has no relevant experience, “none” or other equivalent must be entered.

### Occupation and Occupational Background

- **Occupation (present employment – paid or unpaid):** The current full- or part-time employment or other line of work, business, craft, or professional information (not required to indicate whether paid or not paid). If not employed, enter “Not Employed”.
- **Occupational Background (previous employment – paid or unpaid):** Previous full- or part-time employment or other line of work, business, craft or professional information (not required to indicate whether paid or not paid).

### Educational Background

- **Educational Background (schools attended):** This may include schools attended by the candidate, including the last grade level completed, whether a diploma, degree or certificate was received, and the course of study. It is not required that every educational experience be listed, but what is listed must be accurate.
- **Educational Background (other):** Other educational experiences of the candidate.



A degree indicates a college, university or professional school has awarded a title upon the person for completion of a program of study. For this purpose, honorary degrees or degrees from "degree mills" should not be included under this requirement.

### Prior Governmental Experience

- **Prior Governmental Experience (elected or appointed):** The current or previous governmental experience, which refers to a person’s involvement in governmental activities, such as appointed boards and commissions, elected boards other elected or appointed public offices or organizations that are recognized by a governmental body. Full- or part-time, paid or unpaid, or volunteer experience may be included (not required to indicate whether paid or not paid). If the candidate has no prior governmental experience, enter “None” or other equivalent.

### Candidate Signature and Date Signed



See “Additional Information Required” section for instructions on a specific form.

## Additional Information Required

The following instructions are for fields on specific forms that are unique to that form.

### SEL 101 Candidate Filing – Major Political Party or Nonpartisan

#### Filing Method

Complete the following information.

- **Fee:** If paying a fee, check this box.
- **Prospective Petition:** If collecting signatures in lieu of paying the filing fee, check this box.
- **Some circulators may be paid:** When collecting signatures, if circulators may be paid to gather the sufficient number of signatures, mark “Yes.” If circulators are volunteering their time to help collect signatures, mark “No.”

#### Office Information

Complete the following information.

- **Filing for Office of:** Indicate the office the candidate is filing for.
- **District, Position or County:** Indicate the district, position or county of the office the candidate is filing for.
- **Party Affiliation:** Select the candidate’s party affiliation. If entering your candidacy online, “Nonpartisan” will automatically populate if the office indicated is nonpartisan.
- **Incumbent Judge:** If filing for a state judge position, indicate if the candidate is the incumbent judge by selecting “Yes” or “No.”

### SEL 110 Candidate Filing – Minor Political Party

#### Nomination Information

- **Party nomination you are accepting with this filing:** Check the box for the party that is nominating you and whose nomination you are accepting.
- **Order of parties on ballot:** Indicate whether the order of the parties will be in default order or in a specified order. If marking Specified, specify the order in the space provided.



If you have previously filed a candidacy filing with the filing officer for the current election cycle, skip to the Candidate Nomination Certificate and Candidate Attestation on the form. If you have **not** previously filed a candidacy filing with the filing officer for the current election cycle, fill out all remaining fields.

#### Candidate Nomination Certificate

Candidate filings by a minor party must be notarized prior to submission. The following fields must be completed.

- **Name of Minor Political Party:** Include the name of the Minor Party nominating the candidate.
- **Signature of the Officer of Minor Political Party:** Include the signature of one of the officers listed on the by-laws of the minor political party.
- **Date Signed:** Include the date the officer of the political party signed the candidate filing form.

- **Printed Name of the Officer of Minor Political Party:** Include the clearly printed name of the officer that signed the candidate filing form.

**The following fields are completed by a Judge or Notary Public.**

- **State of Oregon, County of:** Include the name of the county in which the Judge or Notary Public is signing the candidate filing form.
- **Signed before me on:** Include the date the Judge or Notary Public witnessed the Minor Political Party officer sign the candidate filing form.
- **By:** Include the name of the Judge or the Notary Public
- **Judge or Notary Public-State of Oregon:** Include the signature of the Judge or Notary Public

## SEL 114 Candidate Filing – Individual Electors

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- **Name of Chief Sponsor:** Include the name of the candidate or other person interested in placing the candidate name on the ballot. This can be the candidate.

## SEL 115 Candidate Filing – Assembly of Electors

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**Assembly of Electors fields to complete.**

- **Name of Person Submitting Certificate of Nomination:** Include the name of candidate or a person designated as the presiding officer.
- **Address of Person Submitting Certificate of Nomination:** Include the address of the candidate or the presiding officer named in the above field.
- **Signature of Presiding Officer:** Include the signature of the candidate or the signature of the presiding officer of the assembly.
- **Printed Name of Presiding Officer:** Include the clearly printed name of the presiding officer.
- **Signature of the Secretary:** Include the signature of the candidate or the secretary of the assembly.
- **Printed Name of the Secretary:** Include the signature of the candidate or the signature of the secretary of the assembly.

**The following fields are completed by a Judge or Notary Public.**

- **State of Oregon, County of:** Include the name of the county in which the Judge or Notary Public is signing the candidate filing form.
- **Signed before me on:** Include the date the Judge or Notary Public witnessed the Minor Political Party officer sign the candidate filing form.
- **By:** Include the name of the Judge or the Notary Public.
- **Judge or Notary Public-State of Oregon:** Include the signature of the Judge or Notary Public.

## SEL 141 Candidate Filing – Write-In Acceptance

---

### Nomination or Election

Indicate whether you are accepting a nomination or if you have won the election for this office.

### Office Information

Complete the following information.

- **Filing for Office of:** Indicate the office for which you are accepting the nomination.
- **District, Position or County:** If the office has a district number and/or a position number or the office covers an entire county, indicate that information in this field.

### Nomination Information

- **Party nomination(s) you are accepting:** Check the box for the party or parties that nominated you by write-in at the Primary election and whose nomination you are accepting.
- **Order of parties on ballot:** Indicate whether the order of the parties will be in default order or in a specified order. If marking Specified, specify the order in the space provided.



If you have previously filed a candidacy filing with the filing officer for the current election cycle, skip to the signature line on the form. If you have **not** previously filed a candidacy filing with the filing officer for the current election cycle, fill out the remaining fields.

## SEL 150 Candidate Filing – Withdrawal

---

### Withdrawal from Candidacy or Nomination for Office Information

- **Office of:** Indicate the office for which you originally filed.
- **District, Position or County:** Indicate the applicable district, position number, or county of the office for which you filed.
- Check the box to indicate if you were a Candidate for Nomination or if you were running for office by political party.
- **Withdrawal Reason:** In the box, indicate why you are withdrawing your candidacy.

## SEL 190 Candidate Filing - District

---

### Office Information

Complete the following information

- **Filing for Office of:** Select the office for which the candidate is filing.
- **District, Position or County:** Select the district, position, or county of the office for which the candidate is filing.

### Filing Information

Please check the method used to file a completed form.

- Filing with the required \$10.00 fee or
- Prospective Petition, see the District Candidate section of this manual for the requirements for a candidate filing by petition.

## Other Forms

**Additional forms that may be necessary to file.**

### **SEL 220 Statement of Organization for a Candidate Committee**

---

Please refer to the Campaign Finance Manual for further information about the SEL 220.

### **PC 7 Certificate of Limited contributions and Expenditures**

---

Please refer to the Campaign Finance Manual for further information about the PC 7.

### **SEL 338 Petition Submission**

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Form submitted that provides the number of signatures submitted for verification by completing and filing candidacy by petition.



## List of Forms

**SEL 101**

Candidate Filing – Major Political Party or Nonpartisan

**SEL 102**

Candidate Signature Sheet – Major Party

**SEL 105**

Candidate Filing – Precinct Committeeperson

**SEL 105D**

Write –In Declaration – Precinct Committeeperson

**SEL 105N**

Write-in Nomination – Precinct Committeeperson

**SEL 110**

Candidate Filing – Minor Political Party

**SEL 114**

Candidate Filing – Individual Electors

**SEL 115**

Candidate Filing – Assembly of Electors

**SEL 116**

Candidate Signature Sheet – Assembly of Electors

**SEL 121**

Candidate Signature Sheet – Nonpartisan

**SEL 122**

Candidate Signature Sheet – Individual Electors

**SEL 141**

Write-In Candidate Acceptance Form

**SEL 150**

Withdrawal – Candidacy or Nomination

**SEL 190**

Candidate Filing – District

**SEL 220**

Statement of Organization for a Candidate Committee

**SEL 338**

Petition Submission – Candidate Voters' Pamphlet


**PC 7**

Certificate of Limited Contributions and Expenditures

# Political Party Manual

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## Using This Manual

This manual contains information on:

- qualifying as a major political party;
- forming a minor political party and maintaining ballot access;
- filing organizational documents; and
- nominating candidates for partisan office.

 This manual does not explain or interpret any rule adopted by a recognized major or minor political party. For information about existing rules contact the political party directly. Contact information for each recognized political party is available at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Icons

The following icons are used in this manual to emphasize information:



**alert icon**

indicates alert; warning; attention needed



**form icon**

indicates a reference to a form



**deadline icon**

indicates a deadline



**info icon**

indicates additional information



**example icon**

indicates a detailed example of a concept, process or form



**search icon**

indicates information located elsewhere

## Assistance


If you have questions about the material covered in this manual or need further assistance, please contact:

Elections Division  
255 Capitol St NE, Suite 501  
Salem, OR 97310

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 [www.oregonvotes.gov](http://www.oregonvotes.gov)


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## Getting Started

A political party is a group of people with a shared philosophy and common goals organized to influence public policy. In Oregon, political parties are formed by petition. Once formed, political parties are classified as either major or minor based on the number of voters who are registered as members of the party. Each party is able to nominate candidates for any federal, state or county partisan office as long as the party is established within the candidate's district and has maintained ballot access.


 Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Submitting Forms and Documents

 Any signature sheet required to be filed must be personally delivered by the chief sponsor or an authorized agent or mailed to the Elections Division.

With the exception of petition signature sheets, completed and signed forms or documents may be:

- scanned and emailed to the Elections Division at [irrlistnotifier.sos@oregon.gov](mailto:irrlistnotifier.sos@oregon.gov)
- faxed to 503 373 7414
- mailed or personally delivered to 255 Capitol St NE, Ste 501, Salem, OR 97310

 The Elections Division will distribute all notifications and other correspondence by email unless otherwise notified by the chief sponsor or party officers.

## Major Political Party


### Qualification

*ORS 248.006*

A group of affiliated voters becomes a major political party and is qualified to nominate candidates at the primary election when at least 5% of the voters eligible to vote at the last general election are registered as members of the party.

### Status Determination

The Elections Division will review the number of voters registered as members of each political party on the 275<sup>th</sup> day before the primary to determine if the party has satisfied the registration requirement and is qualified to nominate candidates at the next primary election.


 The Elections Division will evaluate each political party's major political party status on the 271<sup>st</sup> day before each primary election.

## Organizational Documents


*ORS 248.007 and 254.365*


Major political parties are required to file with the Elections Division current organizational documents and the party's operating statement and intent as provided for in ORS 248.012 to 248.315. Deadlines to submit:

#### 1 Organizational documents


 No later than the 30<sup>th</sup> day after organizational documents are adopted or amended.

#### 2 List of party officers

 No later than the 10<sup>th</sup> day after party officers are selected or changed.

 For campaign finance reporting requirements see the [Campaign Finance Manual](#) and the [ORESTAR User's Manuals](#) available at [www.oregonvotes.gov](http://www.oregonvotes.gov).

#### 3 If adopted, a certified copy of party rule allowing nonaffiliated voters to vote in the party's primary

 No later than February 19, 2020, the 90<sup>th</sup> day before the primary.

## Nomination of Major Political Party Candidates

*ORS 248.007*

Major political parties nominate candidates for partisan office at the primary election. Candidates may file for office by submitting a declaration of candidacy and paying the filing fee or by submitting a completed nominating petition containing the required number of signatures.



For detailed instruction on filing for office, see the [State Candidate's Manual](#) available at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Designated Filer Notification

*ORS 251.026 and 251.115*

Major political parties may submit statements for inclusion in both the primary and the general election voters' pamphlets. Prior to filing, a current party officer must provide the Elections Division with the first and last name and contact information for the person authorized to submit the statement. At the general election the ORESTAR account user name of the designated filer must also be submitted.



### Deadline to Notify Elections Division of Designated Filer

<b>Primary Election</b>	February 27, 2020
<b>General Election</b>	August 11, 2020



For detailed instructions on political party statements in the voters' pamphlet, see the [State Voters' Pamphlet Manual](#) available at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Minor Political Party

### Qualification

*ORS 248.008 and 248.009*



The procedures for forming a minor political party are explained in the following sections and should be reviewed thoroughly. Failure to follow the instructions completely may invalidate the petition.

### Chief Sponsor



The chief sponsor is the individual responsible for the preparation and organization of the petition including:

- signing and filing a statement providing required information for the prospective petition;
- designating whether petition circulators will be paid or unpaid;
- educating and monitoring circulators;
- collecting signatures; and
- submitting signatures.




## Filing a Prospective Petition

Before gathering any signatures, the chief sponsor of a minor political party formation must file:

-  Form SEL 198 Prospective Petition – Political Party Formation, which must be completed and signed, naming the political party and designating circulator pay status. Incomplete forms will be rejected.
-  If any information provided on form SEL 198 changes, including circulator pay status, an amended form SEL 198 must be filed within 10 calendar days of the change.


The Chief Sponsor is also encouraged to:


-  Authorize individuals to act on their behalf in most matters regarding the petition process by completing and filing Form SEL 307 Agent Authorization.

## Approval to Circulate

After receiving the filing, the Elections Division reviews the form for required information and if complete, will provide written approval to circulate the prospective minor political party formation petition which includes:

- ✓ petition number;
- ✓ number of signatures required;
- ✓ filing deadline; and
- ✓ an official signature sheet template that the chief sponsor must use to collect signatures.

Formation is:	Required Signatures:	
<b>Statewide</b>	1.5% of the number of votes cast statewide for governor	28,005
<b>Less than statewide</b>	1.5% of the number of votes cast in the district for governor	 Contact the Elections Division for the required number of signatures.


 Signatures are due no later than 2 years after the prospective petition is filed.

## Official Templates

The official template is a ten line signature sheet, which includes the name of the party being formed, circulator pay status and the name and address of the chief sponsor.

## Modifications to the Official Template


If, after receiving approval to circulate, the chief sponsor's address or circulator pay status changes, the chief sponsor must complete and submit to the Elections Division an updated SEL 198. The Elections Division will provide a modified template that includes the new information and will also provide the deadline for the chief sponsor to stop circulating previous versions.

-  The chief sponsor must stop circulating the previous version no later than 30 days after the date the updated SEL 198 is received by the Elections Division.

The chief sponsor or an authorized agent may request other modifications to the official template by completing and submitting:

-  Form SEL 321 Template Modification – Political Party Formation.
-  The chief sponsor may request modification of official templates at any time.


The Elections Division will review all requests made and provide modified templates if necessary. Multiple versions of official templates may be approved and be in circulation simultaneously.

 Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).


### Signature Sheet Requirements

Using the official template, the chief sponsor will produce signature sheets that meet the following formatting requirements:

- standard 8½” x 11” size paper, or equivalent;
- at least 20 pound uncoated paper, or equivalent; and
- printed on white or colored paper stock to enable elections officials to readily verify signatures. Colored paper must be approved by the Elections Division before circulating.

 Signatures collected on unapproved signature sheets will be rejected.

### Gathering Signatures

 Unapproved petition sheets and those that do not comply with legal requirements and guidelines will be rejected.




#### Chief Sponsor


- 1 The chief sponsor must review with circulators the legal requirements and guidelines for circulating the formation petition;
- 2 monitor circulator activities to ensure compliance;
- 3 obtain more than the required number of signatures to ensure the petition contains a sufficient number of valid signatures; and
- 4 submit signatures for verification.

 See [Submitting Signatures](#) on page 11.

To ensure compliance with circulating requirements, the chief sponsor must educate their circulators on the guidelines for circulation and monitor their activities.

#### Circulator Requirements

Each circulator must:	What this means:
→ Personally witness each signature collected.	<ul style="list-style-type: none"> <li>✓ Watch the person sign the petition.</li> <li> It is not sufficient to merely be present in the same room or vicinity.</li> </ul>
→ Complete the circulator certification after witnessing all signatures collected on a sheet,	<ul style="list-style-type: none"> <li>✓ Sign the certification using a legal signature.</li> <li> A legal signature is defined as a signature possessing obvious and predominantly matching characteristics to signatures on file from a paid circulator’s registration, signatures in the Oregon voter registration file, or the signature on an official government document.</li> <li> Initials, signature stamps, illegible or printed script are not sufficient unless verified by exemplar.</li> </ul>
→ Provide the date when the certification was signed.	<ul style="list-style-type: none"> <li>✓ The date must be provided in month, day, year order if written in all numbers</li> </ul>

 A circulator’s failure to comply with these requirements may result in the rejection of the petition signature sheets and a felony conviction for the circulator.

### Circulator Prohibitions

It is against the law for circulators to:

- circulate a petition containing a false signature;
- attempt to obtain the signature of a person who is not qualified to sign the petition;  
(i) Only active registered voters may sign a petition.
- make false statements to any person who signs the petition or requests information about it;
- offer money or anything of value to another person to sign or not sign the petition;
- sell or offer to sell signature sheets; and
- write, alter, correct, clarify, or obscure any information about the signers unless the signer initials after the changes are made.  
(i) A circulator may assist a disabled signer who requests assistance in completing their printed name, address and date signed.

**!** Violations of the circulator requirements may result in conviction of a felony with a fine of up to \$125,000 and/or a prison sentence of up to 5 years. ORS 260.715.

### Signer Requirements

**Each petition signer must:**

**What this means:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>→ provide an original signature but is encouraged to provide their printed name, date signed and address; and</li> </ul>                        | <ul style="list-style-type: none"> <li>✓ Petition signers must sign the petition using a signature contained in their voter registration record.</li> </ul>   |
| <ul style="list-style-type: none"> <li>→ be an active registered voter at the time of signing the petition in the electoral district where the petition is being circulated</li> </ul> | <ul style="list-style-type: none"> <li>✓ Information in the voter's registration record must be up to date so they would be able to vote for candidates of the political party if formed</li> </ul> |

### Signature Date

If no date is provided by the signer, the signature is only considered valid if the signer:

- ✓ was an active registered voter between the date the petition was approved to circulate and the circulator's certification date or
- ✓ originally registered to vote on or after the date the petition was approved to circulate and was an active registered voter between their original registration date and the circulator's certification date

**(i)** This standard also applies to any signer that provides a date of birth, or a date that has not yet occurred at the time of verification, instead of the date they signed the petition.

### Signer Prohibitions

It is against the law for signers to:

- sign another person's name under any circumstances;
- sign a petition more than one time; or
- sign a petition when not qualified to sign it.

**!** Only active registered voters may sign a petition. If the signer is not registered to vote or an active voter, then the signature will be rejected unless a completed registration card is received by a designated voter registration agency or an elections filing officer before 5 pm the day the petition is signed or 11:59 pm if completed electronically online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Certification of Signature Sheets

OAR 165-014-0270

After all signatures on a signature sheet have been collected, circulators complete the certification by signing their legal signature and providing the date when the certification was signed.

**!** If the circulator certification is not completed or determined to be insufficient the signature sheet will be rejected.

Prior to submission to elections officials the circulator may correct the following defects:

### Circulator Signature Defects


If the circulator has:	Then the circulator should:
→ signed using only initials; <b>i</b> Unless verified by exemplar.	✓ sign and re-date certification with legal signature;
→ signed using a signature stamp; <b>i</b> Unless approved under ORS 246.025.	✓ re-sign and re-date certification with legal signature;
→ signed using an illegible signature; <b>i</b> Unless verified by exemplar.	✓ re-sign and re-date certification with legal signature;
→ photocopied or carbon copied the certification; or	✓ sign and re-date certification with legal signature; or
→ signed in a manner that the signature, printed name and address are all illegible;	✓ re-sign and re-date certification with legal signature.


### Certification Date Defects

If the date is:	Then the circulator should:
→ missing;	✓ re-sign and date <b>or</b> date and initial correction;
→ crossed out;	✓ re-sign and re-date <b>or</b> re-date and initial correction;
→ overwritten with a different date;	✓ re-sign and re-date <b>or</b> re-date and initial correction;
→ earlier than all petition signers; <b>i</b> Does not apply if the circulator and the only signer are the same person.	✓ re-sign and re-date <b>or</b> re-date and initial correction;
→ earlier than some, but not all petition signers; <b>i</b> Only those signatures dated on or before the date of the certification will be accepted.	✓ re-sign and re-date <b>or</b> re-date and initial correction;
→ partial or ambiguous; or	✓ re-sign and re-date <b>or</b> re-date and initial correction; or <b>i</b> Date must be provided in month, day, year order if written in all numeric characters.
→ obscured in any way by white out or other correction fluid or adhesive tape,	✓ re-sign and re-date <b>or</b> re-date and initial correction

The following defects in the circulator certification cannot be corrected and any signature sheet submitted that contains one of these defects will be rejected:

### Incurable Defects

→ the original signature of a circulator has been crossed out and a different circulator's signature is inserted,  
 Unless the original signature is that of an individual whose signature appears on the same signature sheet as a signer;

→ two individuals sign and date as circulator,  
 Unless the only signers and the circulators are the same people; or

→ white-out or other correction fluid or adhesive tape appears on the signature line.


 Examples of circulator signature and date defects are available in the Appendix 1 Illustrated Examples in the [Circulator Training Manual](#) available at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Submitting Signatures

The chief sponsor or an authorized agent must personally deliver or mail signature sheets to the Elections Division when submitting signatures for verification. Signature sheets will not be accepted from circulators, circulator companies, or any other individual or entity if the chief sponsor or an authorized agent is not physically present.

### Chief Sponsor or Authorized Agent

- 1 The Chief Sponsor or an authorized agent must ensure each signature sheet certification is signed and dated by the circulator;
- 2 sort signature sheets by circulator and separate into stacks of 200;
- 3 number each signature sheet sequentially in the space provided;
- 4 submit signature sheets containing at least 100% of required number of signatures; and
- 5 affirm the petition is complete by filing:

 Form SEL 339 Petition Submission – Initiative, Referendum, Recall, Political Party Formation marked completed.

## Signature Verification

The Elections Division will only verify signatures once the chief sponsor affirms the petition is complete and if the petition signature sheets accepted for verification contain a number of unverified signatures equal to or greater than the required number of signatures.

The Elections Division processes signature sheets submitted for verification in accordance with the Statistical Sampling Procedures for Other Than State Petitions adopted under administrative rule. This includes:

- ✓ comparing the submitted signature sheets to the official template;
- ✓ verifying sheets are numbered sequentially;
- ✓ determining if the circulator's certification is sufficient; and
- ✓ verifying original signatures using voter registration records.

After signature verification has been completed the Elections Division provides the chief sponsor:

- ✓ results of signature verification and
- ✓ final number of signatures determined to be valid.

**For parties that failed to achieve ballot access**, the Elections Division will provide:

- ✓ information on how to submit additional signatures if the filing deadline has not passed.



If the filing deadline has passed and the chief sponsor failed to submit enough valid signatures, the formation petition is void.

**For parties that achieved ballot access**, the Elections Division will provide:

- ✓ information on how and when candidate nominations must be made.

## Withdrawing a Formation Petition

To withdraw the formation petition the chief sponsor must complete, sign and file:



Form [SEL 375 Withdrawal - Petition](#).

- The formation petition can only be withdrawn if the chief sponsor has not submitted the total number of signatures required for verification.
- Once withdrawn, the formation petition cannot be re-activated. The chief sponsor may re-file the formation petition and begin the process again.

## Campaign Finance Reporting

Oregon campaign finance law requires each minor political party to establish a campaign account and file a Statement of Organization designating a treasurer within three business days of first receiving a contribution or making an expenditure. Campaign Finance law also requires the filing of campaign finance transactions electronically.



The Secretary of State developed ORESTAR as a secure web-based electronic reporting system that committees must use to file campaign finance transactions unless the committee is eligible to file a Certificate of Limited Contributions and Expenditures.



For further detail on campaign finance reporting requirements see the [Campaign Finance Manual](#) and the [ORESTAR User's Manuals](#) available at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Organizational Documents

*ORS 248.009*

A political party must file with the Elections Division a copy of:

### 1 Organizational documents



No later than the 30<sup>th</sup> day after organizational documents are adopted or amended and

### 2 A list of party officers



No later than the 10<sup>th</sup> day after party officers are selected or changed.



For campaign finance reporting requirements see the [Campaign Finance Manual](#) and the [ORESTAR User's Manuals](#) available at [www.oregonvotes.gov](http://www.oregonvotes.gov).



## Minor Party Maintenance

ORS 248.008

A minor political party may nominate candidates for any partisan office within the electoral district in which the party is established for the general election immediately following formation.

However, in order to nominate candidates to partisan office at subsequent general elections, the minor political party must maintain its status by achieving either of the following:

**1** Registered party members equal to at least .5% of all registered voters in Oregon

or

**2 A)** Registered party members equal to at least .1% of all votes cast for Governor in the electoral district in which the party formed **and**

**B)** At least once in a 4-year period, total votes cast for a party candidate are equal to at least 1% of all votes cast for the office of US President, US Senator, Governor, Secretary of State, State Treasurer, or Attorney General in the electoral district in which the party formed.



### Deadline to Satisfy Requirements to Maintain Minor Political Party Status

The Elections Division will evaluate each minor political party at least monthly between May 19, 2020 and August 5, 2020, until either the party has successfully maintained its status or the deadline has passed.

## Nomination of Minor Political Party Candidates

ORS 248.009 and 249.048

To nominate candidates, a minor political party must hold a nominating convention either under state law or under party by-laws. The nominating process must provide equal opportunity for all registered party members to participate in selecting nominees or selecting the delegates who will make the nominations.

### Publish Notice of Nominating Convention

Once scheduled, a notice of the nominating convention must be published at least once in at least three newspapers of general circulation in the electoral district in which the minor political party seeks to nominate candidates.

The notice must contain:

- ✓ time and place of the assembly and
- ✓ office or offices for which nominations will be made.

If there are fewer than three newspapers of general circulation within the electoral district, then the minor political party must do both of the following:

- ✓ publish notice at least once in one newspaper and
- ✓ give public notice sufficient to ensure party members in the electoral district receive notice of the convention.



### Deadline for Minor Political Party to Publish Notice

The notice must be published no later than the 10th day before the scheduled nominating convention.



## Convening Nominating Convention

The nominating convention must be conducted according to the minor political party’s organizational documents filed with the Elections Division and in effect at the time the convention is held.



### Deadline for Minor Political Party to Convene Nominating Convention

A nominating convention must be held in time to file certificates of nomination with the filing officer by August 25, 2020.

After the convention has completed the nomination process, candidates and designated party officers complete, sign and file with the Elections Division:



Form SEL 110 Candidate Filing – Minor Political Party with the Candidate Nomination Certificate executed by a party officer and notarized.



A major political party candidate on the primary election ballot who failed to receive the nomination may not be the candidate of any other political party or become a nonaffiliated candidate for the same office at the general election.



Minor political parties may not nominate a candidate who is the nominee of another political party at the same election in order to satisfy the one percent candidate vote total maintenance requirement.

## Designated Filer Notification

*ORS 251.115*

Minor political parties may submit statements for inclusion in both the primary and the general election voters' pamphlets. Prior to filing, a current party officer must provide the Elections Division with the first and last name and contact information for the person authorized to submit the statement. At the general election the ORESTAR account user name of the designated filer must also be submitted.



### Deadline to Notify Elections Division of Designated Filer

**Primary Election**

February 27, 2020

**General Election**

August 11, 2020



For detailed instruction on political party statements in the voters' pamphlet, see the State Voters' Pamphlet Manual available at [www.oregonvotes.gov](http://www.oregonvotes.gov).





## List of Forms

### **SEL 110**

Candidate Filing – Minor Political Party

### **SEL 198**

Prospective Petition – Political Party Formation

### **SEL 307**

Agent Authorization

### **SEL 321**

Template Modification – Political Party Formation

### **SEL 375**

Withdrawal - Petition