



MULTNOMAH COUNTY OREGON

DEPARTMENT OF COMMUNITY SERVICES
TIM SCOTT, DIRECTOR OF ELECTIONS
1040 SE MORRISON ST
PORTLAND, OREGON 97214
(503) 988-3720 Phone
(503) 988-3719 Fax
Web Site: www.mcelections.org

BOARD OF COUNTY COMMISSIONERS
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May 2010 Primary Election CANDIDATE FILING INFORMATION PACKET

To: May 18, 2010 Primary Election Candidates for **Multnomah County** and **Metro** Offices
From: Multnomah County Elections

We hope this information will assist you in filing for the May Primary Election. This packet includes all forms necessary to file for the offices listed. The Voters' Pamphlet is a separate filing.

Important Dates:

- First date to file for office: September 10, 2009
- First date to file for Multnomah County Sheriff interim position (remaining term through December 2010): November 5, 2009.
- **Last day to file for office: March 9, 2010** (70 days prior)
- Last day to file for County Voters' Pamphlet (Metro & Multnomah County candidates): March 11, 2010 (68 days prior)
 - City of Portland Voters' Pamphlet deadline is March 22nd. Portland candidates must wait to file Voters' Pamphlet statement with Multnomah Co. Elections until City of Portland certifies list of candidates, no later than 3/18/2010.
- Election Day: Tuesday, May 18, 2010

FILE FOR OFFICE IN ONE OF TWO WAYS:

#1 - Filing by Declaration:

- Fill out and turn in a [SEL 120](#) (Filing of Candidacy for Nonpartisan Nomination); and,
- Pay the filing fee.

- OR -

#2 - Filing by Petition:

- File a Prospective Petition (Before gathering any signatures.) No signatures may be gathered until prospective petition has been approved for circulation:
 - Fill out and turn in a [SEL 120](#) (Filing of Candidacy for Nonpartisan Nomination);
 - Fill out and turn in a [SEL 121](#) (Petition for Nonpartisan Nomination) Instructions: Fill out the top portion and sign on signature line #1; fill out and turn in a separate copy (with no signatures) to be used for circulation; and,
- File the Perfected Petition (After the signatures have been obtained):
 - Fill out and turn in a **NEW** [SEL 120](#) (Filing of Candidacy for Nonpartisan Nomination); and,
 - Turn in the your signature sheets (SEL 121).

See *County Candidate's Manual* or *District Elections Manual* for more details.

FEES & REQUIREMENTS

Office	Filing Fee	or	Number of Signatures	Qualifications	Voters' Pamphlet Fee
Multnomah Co. Chair	\$50		500	Elector within Multnomah Co. for 18 months prior to taking office.	\$300
Multnomah Co. Commissioner District #2	\$50		500	Elector within Multnomah Co. and resident of the district for 18 months prior to taking office.	\$300
Multnomah Co, Auditor	\$50		500	Elector within Multnomah Co. for 18 months prior to taking office.	\$300
Multnomah Co. Sheriff *	\$50		500	Elector within Multnomah Co. for 18 months prior to taking office and file a copy of DPSST certificate no later than March 18, 2010 with Multnomah Co. Elections. <i>(To contact DPSST, please call 503-378-2100 or oregon.dpsst@state.or.us.)</i>	\$300
Metro Council President	\$100		500	Resident within the Metro District as of January 1, 2010 and an elector at the time of taking office.	\$300
Metro Councilor District #1	\$25		500	Resident within the Metro Sub-District as of January 1, 2010 and an elector at the time of taking office.	\$300
Metro Councilor District #2	\$25		500	Resident within the Metro Sub-District as of January 1, 2010 and an elector at the time of taking office.	\$100
Metro Councilor District #4	\$25		500	Resident within the Metro Sub-District as of January 1, 2010 and an elector at the time of taking office.	\$300
Metro Auditor	\$100	500	Resident within the Metro District as of January 1, 2010 and an elector at the time of taking office.	\$300	

* Multnomah County Sheriff candidates may file for both the interim term (through 2010) and/or the 4-year term (beginning Jan. 2011). Sheriff candidates **MUST** file a separate filing [SEL 120](#) form for each term of office to be eligible for both terms. A fee of \$50 is required for each separate filing.

MULTNOMAH COUNTY VOTERS' PAMPHLET:

If you wish to be included in the voters' pamphlet you will need to fill out the voters' pamphlet filing packet. The [Voters' Pamphlet packet](#) is available as a **separate packet**. Please read the directions very carefully. You will need to complete the "**Required Information**" section again, even though you already provided similar information on your candidate filing form. Please note. **If your district position is partially or wholly in another county and that county produces a Voters' Pamphlet, you may file a Voters' Pamphlet statement with that county. To be in another county's Voters' Pamphlet you must file a statement with that county.** If you have any questions, please call 503-988-3720 and ask for Eric Sample.

CAMPAIGN FINANCE:

Campaign Finance Reporting Requirements:

- The Secretary of State is the filing officer for all candidates and committees, chief petitioner committees for local initiative, referendum and recall petitions.
- All committees are required to file their campaign finance information electronically.
- Committees have the option of data entering transaction information using a web-based system provided by the Secretary of State or uploading transaction information into the Secretary of State's system using an XML file format.
- There is no longer be "scheduled" reporting deadlines. Committees will continuously report campaign finance transactions.
- Committees are able to file and amend Statements of Organization online.

Where and how do I start?

Frequently asked question below. More detailed information is available in the [Campaign Finance Manual](#) and the [ORESTAR User's Manual](#)

Who files disclosure reports?

Campaign Filing Quick Guide

<i>IF YOU</i>		<i>THEN</i>
<ul style="list-style-type: none">• Serve as your own treasurer AND• Do not have an existing candidate committee. AND• Do not expect to spend or receive more than \$300 during the entire calendar year (including personal funds).	⇒	Relax. No action is necessary.
<ul style="list-style-type: none">• Do not expect to receive a total of more than \$2000 or spend a total of more than \$2000 for the entire calendar year.	⇒	<ul style="list-style-type: none">• File a Statement of Organization using ORESTAR or by paper with Oregon Secretary of State• Establish a dedicated campaign account and file a Campaign Account Information form.• File a Certificate of Limited Contributions and Expenditures.
<ul style="list-style-type: none">• Expect to spend or receive more than \$2,000.	⇒	<ul style="list-style-type: none">• Register the committee in the Secretary of State's ORESTAR system.• File a Statement of Organization.• Establish a dedicated campaign account and file a Campaign Account Information form.

<p>Oregon Secretary of State "Candidate Quick Guide" on Campaign Financing Reporting in Oregon</p>
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Important Information if Filing a Statement of Organization

What starts the whole process? The decision to run for an office, spending money on your candidacy and accepting campaign contributions.

Once I become a candidate, then what? You must register your committee with the Secretary of State:

- within 3 business days of first receiving a contribution or making an expenditure; and
- no later than the deadline for filing a nominating petition, declaration of candidacy or certificate of nomination.

Keeping Books The key to complying with campaign contribution and expenditure disclosure requirements is to keep detailed records and file your transactions on time.

Electronic Filing

- Oregon law requires that campaign finance activities be filed electronically. The Secretary of State's Office provides an electronic filing system, ORESTAR, free of charge. There is a terminal located in the Elections' Division office for the public to use free of charge.
- Obtain the ORESTAR User's Manual for instructions on creating a committee. The manual is also available online at www.oregonvotes.org under the heading Publications and Forms.

What if I don't own a computer?

- A Statement of Organization (SEL 220), Campaign Account Information (SEL 223) and Certificates of Limited Contributions and Expenditures (PC 7) may be filed via paper forms.
- Contributions and expenditures must be reported electronically. You may want to check with your local library or other public facilities in your area to see if they provide a computer terminal for public use.

Must I have a dedicated campaign account?

- Oregon law requires that you establish a dedicated campaign account if you expect to spend or receive more than \$300 during the calendar year. The account must be established in a financial institution located in Oregon that ordinarily conducts business with the general public in Oregon.
- **One important reminder**—when establishing your campaign account, the name of the committee and the name of the account must be the same.

Are there limits on campaign contributions and expenditures? Oregon does not have contribution and expenditure limits.

When do I report contributions and expenditures? Contributions and expenditures are reported on a transaction-basis. Generally, a transaction is due no later than 30 calendar days after the date of the transaction. For committees active in an election, these dates will change. The campaign finance reporting requirements and additional transaction deadlines are available in the Campaign Finance Manual. Information on how to electronically file transactions is detailed in the ORESTAR User's Manual.

Are my campaign finance activities public record? Yes. Most transactions are public record and available on our website, except transactions when the contributor or payee's calendar year aggregate is \$100 or under.

May I serve as my own treasurer? Yes, you may serve as your own treasurer. The Campaign Finance Manual provides committees with information on candidate/treasurer responsibilities.

How do I discontinue my committee? In order to discontinue your committee, you must:

- file all transactions to achieve a zero balance and
- file a Statement of Organization discontinuing the committee

Where do I get copies of forms and instruction manuals? All publications are available online at www.oregonvotes.org, or may be requested from the Secretary of State's Office at 503-986-1518.

Need additional help? The Elections Division staff is available to answer any questions. You may:

- email your questions to elections.sos@state.or.us
- call us at 503-986-1518 or at 866-ORE-VOTES
- visit our web site at www.oregonvotes.org

Campaign information from Oregon Secretary of State's office, "Candidate Quick Guide" on Campaign Financing Reporting in Oregon www.sos.state.or.us/elections/publications/candidatequickguide.html