

CANDIDATES' HANDBOOK



PRIMARY ELECTION
MAY 18, 2010

The City of Beaverton reserves the right to change, and/or add to, material contained in this Candidates' Handbook as updated information and revised forms become available from the State of Oregon Elections Division.

It is the responsibility of the candidate to confirm deadlines with the Elections Officer, in advance of those deadlines. Some deadlines may be adjusted due to changes made by the Legislature and were not available in this Handbook at the time of printing.

This Candidates' Handbook is an effort to assist candidates with the election process and should not be viewed as a legal directive. Please contact the City Recorder's Office (503) 526-2650 or (503) 526-2495, the Washington County Elections Division at (503) 846-5800, or the Oregon State Elections Division (503) 986-1518 if you have questions concerning the Election process.

January 2010

To All Prospective Candidates for City Council Positions for the May 2010 Primary:

In 2010, three City Council positions will become subject to election. This manual has been prepared to assist potential candidates in filing for positions on the Primary Ballot, and includes the following components:

- 1. General Information About Elections**
- 2. How To File For Elective Office**
- 3. Contributions and Expenditures Statements for Candidates and Principal Campaign Committees**
- 4. Voters' Pamphlet Guidelines**
- 5. Political Signs**
- 6. Required Forms:**
 - SEL 120, Rev. 1/2010**
 - SEL 121, Rev. 1/2010**
 - SEL 301, Rev. 1/2010**
 - City of Beaverton Acceptance of Nomination, Rev. 2010**
 - City of Beaverton Candidate's Statement for City Voters Pamphlet, Rev. 2010**
 - SEL 220, 221, 223 – To be filed at the Secretary of State's Office, Elections Division**

Campaign Contributions and Expenditures reporting forms are available at www.sos.state.or.us; all forms and instructions are contained in the State 2010 Campaign Finance Manual that may be found on the State's webpage. The candidate's "Quick Guide" on Campaign Finance Reporting is included in this packet.

The information in this Handbook has been extracted from the Oregon Revised Statutes, the City Charter, and the Beaverton Code. Copies of these documents are available for your inspection at the City Recorder's Office.

Following the Primary Election, successful candidates will be provided information regarding the November 2, 2010 General Election.

GENERAL INFORMATION ABOUT ELECTIONS

By Charter, the Beaverton City Council is composed of five Councilors and a full-time Mayor, all elected at large. Election of Mayor and Councilors coincides with State Primary and General Elections, and terms are staggered -- two Council positions and the Mayor are elected during one race, and three Council positions during the next. The Council positions are consecutively numbered, Council Positions 1 through 5.

The Positions for the 2010 Primary and General Election are: **City Council Position 1**, (currently held by Bruce Dalrymple), **City Council Position 2** (currently held by Betty Bode) and **City Council Position 5** (currently held by Marc San Soucie).

The process for the 2010 Primary Election begins with the filing of nominating petitions and certain other forms. When these petitions have been verified with Washington County and filed with the City Recorder, they are certified to the Washington County Elections Division to be printed on the Primary Ballot.

Candidates for all City offices are nominated at Primary Elections and elected at General Elections. The Primary will be held on May 18, 2010. The candidate receiving the majority of the votes (50% + 1 vote) will be the only candidate nominated to the position and will be the only candidate whose name will appear on the General Election Ballot. However, should no candidate receive a majority of the votes, then the names of the two candidates receiving the highest number of votes will be placed on the General Election Ballot. The candidate receiving a majority of votes at the General Election will be the elected candidate.

Following the Primary Election, the City Recorder certifies to the County Elections Division which names will be printed on the General Election Ballot. The General Election will be held on November 2, 2010.

The City Council canvasses election returns, making the vote a part of its official record. Certificates of Election are issued to successful candidates. The Oath of Office is administered to each newly elected official upon entering office and assuming full duties on January 1, 2011.

HOW TO FILE FOR ELECTIVE OFFICE

Candidates filing for elective office must complete the following forms:

1. **SEL 120 (Rev. 1/2010) Filing Of Candidacy For Nonpartisan Nomination.** Complete both front and back of this form, which is required by the State. Required information includes occupation, occupational background, educational background, and prior governmental experience. To be filed at the City Recorder's Office by 5:00 p.m., March 9, 2010.
2. **SEL 121 (Rev. 1/2010) Petition For Nomination Signature Sheet.** The petition must be signed by not fewer than 10 or more than 20 qualified voters in the City of Beaverton. The position being filed for must be specified and in the case of Council the position number must be specified. A precincts map will be provided and signatures from three Beaverton precincts are required.

All signature sheets must be approved in writing by the City Elections Official before circulating. Failure to do so will result in the rejection of those signature sheets. After collecting signatures the candidate takes the petitions to the Washington County Elections Office for verification. The Washington County Elections Office is located at 3700 SW Murray Blvd. Suite 101, Beaverton Oregon. After verification the signature petitions are returned to the candidate to be filed with all other required forms at the City Recorder's Office by 5:00 p.m. March 9, 2010.
3. **SEL 301 (Rev. 1/2010) Statement One Or More /No Petition Circulators Will Be Compensated.** To be filed at the City Recorder's Office by 5:00 p.m., March 9, 2010.
4. **Acceptance of Nomination (Rev. 2010).** The form must be completed and notarized. (This can be completed and notarized in the City Recorders Office.) To be filed at the City Recorder's Office by 5:00 p.m., March 9, 2010.
5. **Candidate's Statement for City Voters' Pamphlet (Rev. 2010).** To be filed with candidate's statement; deadline for filing the statement is March 22, 2010.
6. **SEL 220, Statement of Organization; Designation of Candidate's Principal Campaign Committee And Appointment of Political Campaign Treasurer.** The State of Oregon's definition of "Candidate" includes the statement "an individual whose name is expected to be or has been presented with the individual's consent, for nomination or election to public office." SEL 220, SEL 223 and PC-7 may be filed using paper if a computer is not available. The State requires candidates to file these forms to declare candidacy. Oregon law requires that campaign finance activities be filed electronically using the ORESTAR electronic filing system free of charge. You can obtain the ORESTAR User's Manual online at www.oregonvotes.org under *Publications and Forms*. (To be filed with the Oregon Secretary of State's Office, Elections Division.)
7. **SEL 221, 223 Campaign Account Information.** These forms must be completed and filed within 3 days of first receiving or making and expenditure. (To be filed with the Oregon Secretary of State's Office, Elections Division.)

Filing Deadline: 5:00 p.m., March 9, 2010

CONTRIBUTIONS AND EXPENDITURES STATEMENTS

CANDIDATES AND PRINCIPAL CAMPAIGN COMMITTEES

Every candidate and prospective candidate is required to establish a candidate committee by opening a campaign account and filing a Statement of Organization (SEL 220) and Campaign Account Information form (SEL 223) within 3 business days of receiving or spending any money to support the candidate. These forms must be filed with the Secretary of State's Office, Elections Division. The forms may be filed using paper if no computer is available, but the initial campaign finance activities must be filed electronically using ORESTAR.

BEAVERTON VOTERS' PAMPHLET GUIDELINES

As required by Charter, the City will be publishing a Voters' Pamphlet prior to this election.

Nominees may purchase not less than one-half page and not more than one full page for materials submitted. The following guidelines must be observed when submitting materials:

1. Cost. One-half page (one column) with photograph containing a maximum 450 word statement is \$35. A full page (two columns) with photograph containing a maximum 900 word statement is \$70.00.

One-half page (one column) without photograph containing a maximum 500 word statement is \$30. A full page (two columns) without photograph containing a maximum 1000 word statement is \$60.

Entire statement (including the photo) must fit within the space of either one (one-half page) or two columns (one page). The statement must be straight text, no charts or graphics.

Please note that the maximum number of words makes no allowance for white space, bullet statements, indented paragraphs, etc. If your statement will be organized in any way other than straight text, the number of words, which will fit, on the page will be reduced. The statement must be submitted on a standard three inch computer disk. The City Recorder will not make corrections to spelling, grammar, or punctuation. Upon submission the statement will be considered final.

2. Photograph. Must be less than two (2) years old. Must be black-and-white, glossy photograph (no sketches or photocopies); head and shoulder only; three inches high and two inches wide; must show face or face, neck and shoulders of candidate. Must submit two (2) photos/copies. The photo shall not include hands of the candidate or anything held in the hands of the candidate. It shall not show the candidate wearing a judicial robe, a hat or a military, police, or fraternal uniform, or show the uniform or insignia of any organization. It shall not show flags, plants, wallpaper or any background embellishment.
3. Candidate Statement. The candidate statement must include the name of the candidate, the office to which the candidate seeks election and any statement of the reasons why the candidate should be nominated or elected.
4. Submission of Material. Submitted material must be typed and double-spaced. Statements are to be submitted on computer disk in Microsoft WORD for Windows format. The City Recorder shall, on recommendation of the City Attorney, reject any statement, argument or other matter offered for filing and printing in a voters' pamphlet that contains obscene, profane, scandalous, or defamatory language; incites, promotes or advocates hatred, abuse, violence, or hostility toward, or which tends to cast ridicule or shame upon any person or group by reason of race, color, religion, or manner of worship; or contains any language that may not be legally circulated through the mail.

Nothing in the City Code exempts the author of any statement or argument from any civil or criminal action because of any defamatory statements offered for printing or contained in the voters' pamphlet.

The persons writing, signing, or offering a statement or argument for filing shall be considered its authors and publishers.

The Candidate's Statement for City Voters' Pamphlet form and the materials submitted for the 2010 City Primary Voters' Pamphlet must be submitted to the City Recorder no later than 5:00 p.m., March 22, 2010.

Following formatting, candidates will be asked to proofread and sign an authorization to print their submission.

SUBMISSION FOR WASHINGTON COUNTY VOTERS' PAMPHLET

Nominees who wish to file a Candidate's Statement in the Washington County Voters' Pamphlet may print the forms from www.co.washington.or.us/deptmts/at/election or can obtain the forms from the Elections Division Office located at 3700 SW Murray Blvd. Suite 101, Beaverton.

Materials for the Washington County Voters' Pamphlet must be submitted to the County Elections Office by 5:00 p.m., March 22, 2010.

POLITICAL SIGNS

What kind of political signs are allowed?

In residential zones, signs may be up to 4 sq. ft. in size per face, and not taller than 8 feet high. They may be indirectly lighted. In commercial and industrial zones, political signs may be up to 32 sq. ft. in size and are subject to height restrictions according to zone. No permits are necessary.

Where can they be displayed?

Signs must be placed on private property, not on public property or in the public right-of-way (ROW) (i.e. streets, sidewalks, utility etc.). The ROW generally is all land on the highway side of utility poles and fence lines. According to Oregon State Law, all signs found posted in the ROW or on trees, utility poles, right-of-way fences, natural features (such as rocks) on protected areas of the interstate highway system, on state park lands must be removed or will be confiscated.

How long can they be displayed?

In all zones, political signs may be displayed 60 days before an election and for not more than 10 days afterward.

Is it necessary to identify who paid for the sign?

ORS 260.522 (3) states that if the candidate or the candidate's principal campaign committee paid for or is responsible for paying for the sign, and it displays the name of the candidate, it is not necessary to display the name and address of the person who paid for it or the costs of its distribution.