

Candidate Filing Checklist:

1. _____ Completely fill out **SEL 101** (check box for "Prospective Petition"), sign and date
2. _____ Fill out Candidate information for **SEL 121**
3. _____ Submit these forms to Elections Officer for approval and assignment of Petition Number.

Note: These forms must be filed before a petition is circulated for signatures.

4. _____ Circulate petition for signatures **AFTER ELECTIONS OFFICER APPROVES FORMS.** We suggest that you obtain a few more than the required number of signatures, in the event that a signer is not registered in your ward.
5. _____ To complete the filing process the candidate must ensure each signature sheet is signed and dated by the circulator and submitted to the **CITY ELECTIONS OFFICER** with Form **SEL 338 Petition Submission**, for verification. (Note: Please allow time for County Elections Department to verify signatures and notify the City) **Signatures must be verified with Clatsop County Elections. The filing deadline is Tuesday, August 28, 2018 before 5:00 p.m.** which means all verified information (from the County Elections Office) must be in to City and approved before the candidate information is provided for the November 6, 2018 General Election.

Note: We encourage you to file as early as possible in order to ensure signature requirements are met. If you will be filing close to the deadline, you may wish to obtain a few additional signatures to be sure of having the required number of valid signatures.

6. _____ **SEL 220** - Statement of Organization form, must be completed when contributions or expenditures exceed \$750.
7. _____ **SEL 223** – Campaign Account Information is require if filing **SEL 220**.
8. _____ Candidates may withdraw using **SEL 150**. The deadline for withdrawal is Friday, **August 30, 2018**.
9. _____ Voters' Pamplhet filing fee is \$ 50. The Deadline for filing for Voters' Pamphlet with the County is Monday, September 10, 2018.

Excerpts from City Charter:

Section 3.1 Council. The Council consists of a Mayor nominated and elected at large and four Councilors nominated and elected by wards with boundaries fixed by ordinance. In the case of one or more vacancies in the Council, the Council shall consist of those Council members whose offices are not vacant.

Section 3.2 Councilors. The term of office of a Councilor in office when this Charter is adopted is the term of office for which the Councilor has been elected before adoption of the Charter (or is elected at the time of the adoption) or, in the case of an appointed Councilor, the term of that appointment as prescribed by the former Charter provisions prior to the adoption of this Charter. At each general election after the adoption, two Councilors shall be elected, each for a four year term. To qualify for Council office, the candidate must reside in the ward which the Council position represents. If an elected or appointed Councilor moves out of his/her ward, he/she shall be deemed to have forfeited his/her Council position and that position declared to be vacant by the Council.

Section 3.3 Change of Ward Boundaries. In order to provide more equal representation, the City Council may, by ordinance, from time to time, change the ward boundaries. However, any change in ward boundaries shall be made at least four months prior to a general election. If any change in a ward boundary causes an incumbent councilor's residence to be shifted from one ward to another, the councilor shall be retained until the expiration of councilor's present term.

Section 3.4 Mayor. The term of office of the Mayor in office when this Charter is adopted is the term of office for which the Mayor had been elected before adoption of the Charter. The Mayor shall be elected for a four year term at a general election.

Section 3.5 Terms of Office. The term of office of an elective officer who is elected at a general election begins at the first Council meeting of the year immediately after the election and continues until the successor to the

Section 6.1 Qualifications.

- (1) An elective City officer shall be a qualified elector under the State constitution and shall have resided in the City during the six months immediately before being elected or appointed to the office. In this subsection, "City" means area inside the City limits at the time of the election or appointment.
- (2) No person may be a candidate at a single election for more than one elective City office.
- (3) An elective officer may not be employed by the City unless such employment is substantially volunteer in nature. Whether the position is substantially volunteer in nature may be decided by the Municipal Court or in some other manner, whichever the Council prescribes.
- (4) Except as subsection (3) of this section provides to the contrary, the Council is the final judge of the election and qualifications of its members.