



## November 8, 2022 General Election Packet

Thank you for your interest in serving the City of Millersburg! Applications are being accepted for two (2) City Councilor positions that will appear on the ballot. The filing period for interested candidates is now open. **The filing process, including signature verification, must be completed by August 26, 2022 at 5:00 p.m.**

The Millersburg City Recorder, Kimberly Wollenburg, is the elections officer for the City of Millersburg elections. You may contact Ms. Wollenburg at (458) 233-6300 or via email [kwollenb@cityofmillersburg.org](mailto:kwollenb@cityofmillersburg.org).

City elections are regulated by State election law and the City of Millersburg City Charter and Code of Ordinances. Candidates are required to comply with the election requirements of these regulations.

### OPEN CITY OF MILLERSBURG POSITIONS

Councilor #1	Currently held by Jim Lepin	Four Year Term
Councilor #2	Currently held by Scott Cowan	Four Year Term

- All positions are non-partisan.
- Council positions are elected at large – meaning candidates may reside in any area of the community.
- All positions are volunteer/non-paid.
- All terms will begin on January 1, 2023.

### QUALIFICATIONS AND RESIDENCY REQUIREMENTS

To qualify as a candidate for a City Councilor, you must be:

- A qualified elector under the laws and constitution of the state of Oregon:
  - Citizen of the United States;
  - Twenty-one years of age or older;
  - Has resided in the State of Oregon during six (6) months immediately preceding the election date;
  - Is a registered voter; and,
  - Is able to read and write the English language.
- And a resident of the City of Millersburg who has resided continuously in the City during the 12 months immediately preceding the election they are filing for.

## NOMINATION FOR COUNCILOR

Nominations for election to the position of councilor are to be made by written application filed with the City Recorder petitioning that the named person be placed on the ballot. Each application must be signed by **ten (10) qualified resident electors**, who may sign more than one application.

## HOW TO FILE

This information packet will assist candidates in fulfilling the requirements to appear on the November ballot. The City of Millersburg follows the State guidelines for Candidates Filing by Petition ([County, City, and District Elections Manual](#)). The referenced filing forms are also included in this packet. Elections Manuals are produced by the Oregon Secretary of State Elections Division.

This guide is not meant to be comprehensive in scope but rather give preliminary assistance to help candidates file for office. It is the candidate's responsibility to verify the correct filing requirements.

Election forms and petitions must be completed properly and submitted within the designated filing period. The City will reject filings that are incomplete or improperly submitted. Deficient election forms or petitions may be corrected and resubmitted within the designated period.

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

**(Do not collect signatures until your petition has been approved by the City Recorder.)**

Complete the two forms listed below and submit to the City Recorder for approval **PRIOR TO GATHERING ANY SIGNATURES** and well in advance of the **August 26 completion deadline**. No filing fees are required to run for City of Millersburg offices.

- [SEL 101](#) – Candidate Filing – Major Political Party or Nonpartisan (marked “Prospective Petition”) Filing this form declares candidacy.
- [SEL 121](#) – Candidate Signature Sheet - Nonpartisan

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

The City Recorder will review the prospective petition and provide written approval authorizing the candidate to begin the collection of signatures. Signatures gathered prior to written approval will be rejected.

The Millersburg City Charter requires petitions to contain a minimum of **10 qualified** (Millersburg registered voters) signatures. It is recommended you gather more than the minimum to assure you have the required amount necessary.

Oregon law requires that each petition sheet be properly certified by its circulator, who must personally witness each signature. Please review the guidelines for circulation of petitions on [page 26](#) of the Election Manual.

**Step 3: Submit Signature Sheets**

When ample signatures have been collected, the candidate shall submit the petitions to the City Recorder for processing and verification of signatures.

When submitting the signature sheets, the candidate will:

- Ensure each signature sheet certification is signed and dated by the circulator
- Number each signature sheet sequentially in the space provided

The candidate will also submit an [SEL 101](#) – Candidate Filing – Major Political Party or Nonpartisan (marked “Completed Petition”).

Please allow at least 5-7 business days for signature verifications. **As a guideline, signature petitions must be submitted no later than August 26, 2022, in order to allow signature verification with Linn County prior to reaching the August 30, 2022 filing deadline date.**

The City Recorder shall furnish the Linn County Clerk with a certified statement of the offices to be filled and information containing all candidates for the offices not later than **Friday, September 2, 2022.**

**Step 4: Complete Filing**

The City Recorder will notify the candidate in writing 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.

**The filing process, including signature verification, must be completed by August 26, 2022 at 5:00 p.m.**

**Step 5: Follow Campaign Finance Reporting Requirements**

Please review below to determine if you must file. Submit all finance reports to the Secretary of State’s office. All candidates are required to have a dedicated campaign bank account if they receive contributions or make any expenditures over \$750 for the entire election cycle.

## CAMPAIGN FINANCE REPORTING REQUIREMENTS

**All campaign finance reporting is handled at the Oregon Secretary of State Elections Division.**

A candidate quick guide on [Campaign Finance Reporting in Oregon](#) has been included with this information packet. All of the forms and additional information regarding the process can be found at the Oregon Secretary of State Elections Division website – [www.sos.state.or.us](http://www.sos.state.or.us) under Campaign Finance.

**Campaign Finance Guidelines**

Each candidate must establish a campaign account and file a Statement of Organization designating a candidate committee unless the candidate meets **ALL** three of the following conditions:

- The candidate serves as the candidate’s own treasurer;

- The candidate does not have an existing candidate committee; AND
- The candidate does not expect to receive or spend more than \$750 during a calendar year. (The \$750 includes personal funds spent for any campaign related costs.)

If you do not meet all of the above conditions, but do not expect to receive a total of more than \$3,000 or spend a total of more than \$3,000 for the entire calendar year, you must do all of the following:

- File a Statement of Organization with the Secretary of State Office using form [SEL 220](#) (using the electronic [ORESTAR](#) program or by paper);
- Establish a dedicated campaign account and file Campaign Account Information using form [SEL 222](#);
- File a Certificate of Limited Contributions and Expenditures using form [PC 7](#).

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

- Register the committee in the Secretary of State's Election Division ORESTAR system;
- File a Statement of Organization with the Secretary of State Elections Division using form [SEL 220](#) (using the electronic ORESTAR program or by paper); AND
- Establish a dedicated campaign account and file Campaign Account Information using form [SEL 222](#).

## STATEMENT OF ECONOMIC INTEREST /STATE REPORTING REQUIREMENTS

All persons holding office in the City of Millersburg are required to file Statements of Economic Interest with the Oregon Government Ethics Commission. The annual reports must be **filed by April 15** every year of the incumbency of the elected official. Information will be requested concerning sources of income, property, business interests and gifts related to the office. Civic penalties may be imposed for failure to file, or for insufficient information. Additional information or sample forms can be found on the Oregon Government Ethics Commission website – [www.oregon.gov/OGEC](http://www.oregon.gov/OGEC) or by contacting the Commission at (503) 378-5105.

## ELECTION SIGN REGULATIONS

Application:	No application is required.
Fee:	No fee is required.
Consent:	The City recommends acquiring written consent from the property owner before placement of a sign on private property.
Location:	Private property only. Signs are not allowed in the public right-of-way. City staff collects signs improperly placed or illegally in the public right-of-way.
Time Limits:	Signs may be posted no sooner than one hundred and twenty (120) days before the election and must be removed no later than the seventh day following the election date.

See the City of Millersburg Development Code, Section 3.06.130 Temporary Signs for more information.

<b>ELECTION OFFICES</b>
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City of Millersburg  
Kimberly Wollenburg  
City Recorder/Elections Officer  
4222 NE Old Salem Road  
Millersburg, Oregon 97321  
(458) 233-6300  
[kwollenb@cityofmillersburg.org](mailto:kwollenb@cityofmillersburg.org)

Secretary of State's Elections Division  
(503)986-1518  
[www.sos.state.or.us/elections](http://www.sos.state.or.us/elections)  
[www.oregonvotes.org](http://www.oregonvotes.org)

Linn County Elections  
(541) 967-3831  
<http://www.co.linn.or.us/elections/>

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

**THANK YOU FOR YOUR INTEREST IN SERVING THE RESIDENTS OF THE CITY OF MILLERSBURG!!!**



# Candidate Filing

## Major Political Party or Nonpartisan

**SEL 101**

rev 04/22  
ORS 249.031

Filing Dates		Candidate Filing		Candidate Withdrawal
Primary Election May 17, 2022	First Day to File	September 9, 2021	March 11, 2022	
	Last Day to File	March 8, 2022		
General Election November 8, 2022	First Day to File	June 1, 2022	September 2, 2022	
	Last Day to File	August 30, 2022		

**Filing Information**

This filing is an  Original  Amendment

**Office Information**

Filing for Office of:

District, Position or County:

Party Affiliation:  Democratic Party  Republican Party  Nonpartisan

Incumbent Judge (for judicial candidates only):  Yes  No  Nondisclosure on file

**Filing Method**

Fee

Office	Filing Fee	Office	Filing Fee
United States President	n/a	District Attorney	\$50
United States Vice President	n/a	County Judge	\$50
United States Senator	\$150	MSD Executive Officer, MAD Director	\$100
United States Representative	\$100	MSD Councilor	\$25
Statewide Offices	\$100	County Office	\$50
State senator or Representative	\$25	City Office	Set by charter or ordinance
Circuit Court Judge	\$50	Justice of the Peace	n/a

Prospective Petition, in lieu of filing fee  Some circulators may be paid  Yes  No

**Candidate Information**

**Name of Candidate**

First | MI | Last | Suffix

**How you would like your name to appear on the ballot**

**Candidate Residence / Route Address**

Street Address | City | State | Zip | County

**Candidate Mailing Address and Contact Information** Only one phone number and an email is required.

Street Address or PO Box | City | State | Zip

Work Phone | Home Phone | Cell Phone | Fax

Email Address | Web Site, if applicable

**Race and Ethnicity** Optional

Continued on page 2 of this form

**Occupation (present employment)** If not employed, enter "Not Employed".

**Occupational Background (previous employment)** If no relevant experience, None or NA must be entered.

**Educational Background (schools attended)**

Complete name of School	Last Grade completed	Diploma/Degree/Certificate	Course of Study
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**Educational Background (other)** Attach a separate sheet if necessary.

**Prior Governmental Experience (elected or appointed)** If no relevant experience, None or NA must be entered.

**Campaign Finance Information** Not applicable to candidates for federal office.

A candidate must file a Statement of Organization not later than three 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, whichever occurs first, unless they meet the criteria for an exemption. To meet the criteria, the candidate must serve as their own treasurer, not have an existing candidate committee, and not expect to spend or receive more than \$750 during the entire calendar year (including in-kind contributions and personal funds).

If you have an existing candidate committee you must amend the statement of organization not later than 10 days after a change in information. This includes changes to the election you are active in and the office you are running for.

See the Campaign Finance Manual for the procedural and legal requirements of establishing and maintaining a candidate committee.


**Candidate Attestation**

*By signing this document, I hereby state that:*

- I will accept the nomination for the office indicated above;
- I will qualify for said office if elected;
- All information provided by me on this form is true to the best of my knowledge; **and**
- No circulators will be compensated based on the number of signatures obtained by the circulator on a prospective petition

**For Major Political Party Candidates**

- if not nominated, I will not accept the nomination or endorsement of any political party other than the one named
- I have been a member of said political party, subject to the exceptions stated in ORS 249.046, for at least 180 days before the deadline for filing a nominating petition or declaration of candidacy (ORS 249.031). Does not apply to candidates filing for the office of US President.

 **Warning** Supplying false information on this form 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). A person may only file for one lucrative office or not more than one precinct committee person at the same election. Unless the person has withdrawn from the first filing, **all** filings are invalid. (ORS 249.013 and ORS 249.170)

\_\_\_\_\_  
**Candidate Signature**

\_\_\_\_\_  
**Date**









<b>Alternate Transaction Filer Information (Optional)</b> A person other than the candidate or treasurer.						
<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	First	MI	Last	Suffix	Title
Street Address or PO Box			City		State	Zip
Email			Work Phone (and extension if applicable)			
<b>Correspondence Recipient Information (Optional)</b> A person other than the candidate or treasurer.						
<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	First	MI	Last	Suffix	Title
Street Address or PO Box			City		State	Zip
Email			Work Phone (and extension if applicable)			
<b>Other Election Activity</b> Complete only if the candidate will be active at an election in which their name won't already be printed on the ballot.						
<input type="checkbox"/> Supports or opposes multiple candidates and measures <input type="checkbox"/> Supports or opposes specific measure(s) or recall(s). Identify measures or recalls below, attach additional list if necessary:						
<b>Measure Information</b>						
<input type="checkbox"/> Support <input type="checkbox"/> Oppose		Measure Number		<input type="checkbox"/> Primary 20 _____ <input type="checkbox"/> General 20 _____ <input type="checkbox"/> Other Election Date: _____		
<b>Recall Information</b>						
Public Official's Name			Office	District/Position/County		<input type="checkbox"/> Support <input type="checkbox"/> Oppose

<b>Campaign Account Information</b> This information not a public record and shall be kept confidential by the Elections Division.	
Name of Oregon Financial Institution	
Name of Account (Must be identical to the official name of the committee)	
Name of Account Holder (Must include the name of the candidate or the name of the committee)	
<b>Name of Persons Who Have Signature Authority</b> Attach additional list if necessary. The candidate and treasurer must be signers on the campaign account.	
First	MI      Last
First	MI      Last
First	MI      Last

<b>Candidate's Attestation</b>	<b>Treasurer's Attestation, if applicable</b>
<i>By signing this document, I acknowledge that I am an Oregon elector, I am personally liable for any penalties imposed under ORS Chapter 260, and I attest that the information on this form is true and correct.</i>	<i>By signing this document, I acknowledge that I am an Oregon elector and I attest that the information on the form is true and correct.</i>

Candidate's Signature	Date Signed	Treasurer's Signature	Date Signed
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# Statement of Organization for Petition Committee

**SEL 222**

rev 2/2022  
ORS 260.118

**Original:** Must be filed **not later than 3 business days** of first receiving a contribution or making an expenditure, and no later than the date the petition is approved for circulation.

**Amendment:** Any change in the information on this form must be filed **not later than 10 calendar days** of the change.

**Discontinuation:** To close committee if there are no outstanding debts/obligations, a zero cash balance, and the bank account is closed, and the petition has been withdrawn or the deadline to submit signatures has passed.

This filing is an:  Original  Amendment  Discontinuation

## Committee Information

Name of Committee (if changing the committee name, include the former name) | Acronym

Street Address (No PO Box and must be in Oregon) | City | State | Zip

Campaign Phone | Extension (if applicable)

## Treasurer Information

Mr.  Ms. | First | MI | Last | Suffix | Title

Street Address or PO Box | City | State | Zip

Work Phone | Home Phone | Fax | Email

## Chief Petitioner(s) Information

Recall petitions may only have one chief petitioner. The name(s) must match the name(s) listed on the prospective petition.

Mr.  Ms. | First | MI | Last | Suffix | Title

Street Address or PO Box | City | State | Zip | Work Phone

Mr.  Ms. | First | MI | Last | Suffix | Title

Street Address or PO Box | City | State | Zip | Work Phone

Mr.  Ms. | First | MI | Last | Suffix | Title

Street Address or PO Box | City | State | Zip | Work Phone

## Alternate Transaction Filer Information (Optional)

A person other than the treasurer.

Mr.  Ms. | First | MI | Last | Suffix | Title

Street Address or PO Box | City | State | Zip

Email | Work Phone (and extension if applicable)

## Civil Penalty Designee Information (Optional)

A person other than the treasurer.

Mr.  Ms. | First | MI | Last | Suffix | Title

Street Address or PO Box | City | State | Zip

Email | Work Phone (and extension if applicable)

Jurisdiction	
<input type="checkbox"/> State <input type="checkbox"/> Local    Indicate the local jurisdiction: <input type="checkbox"/> County: _____ <input type="checkbox"/> City: _____ <input type="checkbox"/> District: _____	
Petition Information	
<input type="checkbox"/> Initiative	Petition ID number _____   Petition Filing Date _____
	Petition Title _____
<input type="checkbox"/> Referendum	Petition ID number _____
<input type="checkbox"/> Recall	Public Officer's Name _____
	Office _____   District, Position, County or City _____

Campaign Account Information	
This information not a public record and shall be kept confidential by the Elections Division.	
Name of Oregon Financial Institution _____	
Name of Account (Must be identical to the official name of the committee) _____	
Name of Account Holder (Must include the treasurer, the name of the committee or the affiliated organization that administers the account) _____	
Name of Persons Who Have Signature Authority	
Attach additional list if necessary. Signers must include the treasurer of the committee.	
First _____	MI _____   Last _____
First _____	MI _____   Last _____
First _____	MI _____   Last _____

Treasurer's Attestation	Civil Penalty Designee's Attestation, if applicable
<i>By signing this document, I acknowledge that I am an Oregon elector, I am personally liable for any penalties imposed under ORS Chapter 260, and I attest that the information on this form is true and correct. I also understand that if I appoint a civil penalty designee, I am not liable for any penalties imposed under ORS 260.232.</i>	<i>By signing this document, I acknowledge that I am an Oregon elector and I am personally liable for any penalties imposed under ORS 260.232.</i>

Treasurer's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_ Civil Penalty Designee's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

**For Office Use Only**      Initials \_\_\_\_\_      ID \_\_\_\_\_

# Certificate of Limited Contributions and Expenditures

PC 7

rev 2/2022  
ORS 260.112

If a committee does not expect to receive or spend a total of more than \$3,500 in a calendar year, a Certificate of Limited Contributions and Expenditures may be filed not later than 7 calendar days after receiving the first contribution or making the first expenditure in a calendar year. A committee must maintain detailed records of all contributions and expenditures even if it files a certificate. If a committee exceeds \$3,500 in contributions or expenditures during the calendar year, all transactions must be filed on ORESTAR not later than 7 calendar days after exceeding

**Certificate Information** If bank account was opened after January 1, the Cash Balance should be \$0.00.

Year Filing Certificate:

Cash Balance as of January 1:

**Committee Information** Committee ID not required.

Committee Name

Committee ID

**Candidate Information** Not required for petition or political action committees.

First Name

Last Name

**Treasurer Information**

First Name

Last Name

**Candidate's or Treasurer's Attestation**

*I hereby certify that I expect neither the aggregate contributions nor the aggregate expenditures made by or on behalf of the committee listed above to exceed \$3,500 in the calendar year. I understand that this form must be filed no later than seven calendar days after receiving a contribution or making an expenditure in the calendar year. I also understand that if the committee exceeds \$3,500 in total contributions or total expenditures during the calendar year, I must file all transactions occurring in the calendar year not later than seven calendar days after exceeding the \$3,500 threshold.*

*By signing this document, I attest that the information is true and correct.*

*I acknowledge that if I am the candidate of a candidate committee, I am personally liable for any penalties imposed under ORS chapter 260.*

*I acknowledge that if I am the treasurer of a political action committee or a petition committee, I am personal liable for any penalties imposed under ORS Chapter 260. I understand that if I have an appointed civil penalty designee, I am not liable for penalties imposed under ORS 260.232.*

Candidate's or Treasurer's Signature

Date Signed

For Office Use Only

Initials \_\_\_\_\_