



## November 5, 2024 General Election Packet

Thank you for your interest in serving the City of Millersburg! Applications are being accepted for three (3) 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 27, 2024, at 5:00 p.m.**

The Millersburg City Recorder, Sheena Dickerman, is the elections officer for the City of Millersburg elections. You may contact Ms. Dickerman at 458-233-6300 or via email @ [sheena.dickerman@MillersburgOregon.gov](mailto:sheena.dickerman@MillersburgOregon.gov).

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 Mark Raum	Four Year Term
Councilor #2	Currently held by Dave Harms	Four Year Term
Councilor #3	Currently held by John Sullivan	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, 2025.

### 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 27 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 27](#) 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 20, 2024, in order to allow signature verification with Linn County prior to reaching the August 27, 2024, 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, August 30, 2024.**

### **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 27, 2024, 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 – <https://sos.oregon.gov/elections/Pages/campaign-finance.aspx>.

### **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 \$3,500 or spend a total of more than \$3,500 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 [ORESTAR](#) or may file paper form [PC 7](#).

If you expect to spend or receive more than \$3,500 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); AND
- Establish a dedicated campaign account and file Campaign Account Information using form [SEL 222](#).

## STATEMENT OF ECONOMIC INTEREST /STATE REPORTING REQUIREMENTS

Candidates who will appear on the general election ballot are required to file an SEI by **September 26, 2024**. 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  
Sheena Dickerman  
City Recorder/Elections Officer  
4222 NE Old Salem Road  
Millersburg, Oregon 97321  
458-233-6300  
[sheena.dickerman@MillersburgOregon.gov](mailto:sheena.dickerman@MillersburgOregon.gov)

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!!!**