



Dear Prospective City Council Candidate:

Thank you for your interest in running for the Lake Oswego City Council in 2018. Elections for three City Councilor positions will be held during the General Election on November 6, 2018. Each position is for a four-year term beginning January 1, 2019. Information on the following topics is included to assist you in filing for election:

- *General Information about Elections*
- *Qualifications for Candidacy*
- *How to File for Elective Office*
- *Campaign Finance Reporting*
- *Withdrawal of Candidacy or Nomination*
- *Temporary Political Signs at Election Time*
- *Most Frequent Violations & Tips for Prevention*
- *Door-to-Door Campaigning*
- *Voter's Pamphlet*
- *Election Offices Contact Information*

If you plan to file your papers or have questions about the process of filing, please contact me at 503-534-4225 or asimpson@lakeoswego.city. I look forward to working with you.

Best wishes,

Anne-Marie Simpson
City Recorder/Elections Officer

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GENERAL INFORMATION ABOUT ELECTIONS

By Charter, the Lake Oswego City Council is composed of a Mayor and six Councilors, all elected at large. The election of the Mayor and Councilors coincide with the state General Election. The terms are staggered so that three Council positions and the Mayor are elected during one race, and three Council positions the next.

Three City Council positions will be elected at the 2018 General Election. These positions are currently held by Councilors Joe Buck, Jeff Gudman, and Jackie Manz. The three councilor candidates receiving the highest number of votes will be elected.

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 will be administered to each newly elected councilor as they assume office in January 2019.

The Mayor and City Councilors are required to file a *Statement of Economic Interest* annually with the [Oregon Government Ethics Commission](#).

QUALIFICATIONS FOR CANDIDACY

Required qualifications for any individual to fill an elective office in the City of Lake Oswego:

- Registered to vote in Oregon.
- City resident continuously during the twelve months immediately preceding the election, with residency continuing while in office.

HOW TO FILE FOR ELECTIVE OFFICE

Candidates are encouraged to make an appointment with the City Recorder in advance in order to review the process, paperwork, and deadlines for filing a prospective petition. Candidate filing forms are available from the City Recorder, or you may download them directly from the State Elections Division website at <http://sos.oregon.gov/elections/Pages/electionforms.aspx>.

Candidates filing for elective office must complete the following steps:

Step 1: File Your Prospective Petition with the City

Make an appointment with the City Recorder to file your perspective petition and receive important election information. The following forms will be submitted at that time:

- **SEL 101 – Candidate Filing, Major Political Party or Nonpartisan**
(Candidate Filing – Major Political Party or Nonpartisan form – marked “*Prospective Petition*”)
AND
- **SEL 121 – Candidate Signature Sheet, Nonpartisan**
All signature sheets (SEL 121) must be approved in writing by the City Elections Official ***before*** circulating for signatures.

The City Recorder will review the prospective petition for completion and provide written approval to circulate the petition. Per Lake Oswego City Code 11.02.110, candidates must obtain the signatures of at least 20 registered Lake Oswego voters to have their name placed on the ballot. Candidates are advised to secure additional signatures to ensure the County Elections Division is able to verify the required number.

Prospective Petitions may be filed beginning May 30, 2018.

Step 2: Verify Completed Signature Sheets with the County Elections Division

Submit completed signature sheets (SEL 121) to the City Recorder, who works with the Clackamas County Elections Division to verify signatures.

The County Elections Division will check that each signature sheet certification is signed and dated by the circulator and that each signature sheet is numbered sequentially in the space provided. The County Elections Division will then verify the original signatures against voter registration records and return the certified signature sheets to the City Recorder. If the County is unable to validate 20 signatures, and the filing deadline of August 28, 2018 has not passed, the candidate may secure and submit additional signatures for verification. The County estimates a turnaround time of 48 hours, excluding weekends.

Step 3: File Your Completed Petition with the City

A completed petition will include:

- **SEL 121 – Candidate Signature Sheets, Nonpartisan** (*with* signature verification from the County Elections Division)
AND
- **SEL 338 Petition Submission, Candidate, Voters’ Pamphlet**

Completed Petitions may be filed between May 30, 2018 and August 28, 2018.

Step 4: Complete City of Lake Oswego Acceptance of Nomination

The form will be provided at the time the candidate submits their completed petition to the City Recorder. Upon completion of the form, the candidate’s name will be submitted for the November 6, 2018 General Election ballot.

CAMPAIGN FINANCE REPORTING

Oregon campaign finance law requires that candidates file campaign finance information with the Oregon Elections Division under certain circumstances. See the Secretary of State’s [Candidate Quick Guide](#) for frequently asked questions by first-time candidates. For detailed information regarding filing requirements, refer to the [2018 Campaign Finance Manual](#) on the Secretary of State’s website, or contact the Secretary of State Elections Division directly.

WITHDRAWAL OF CANDIDACY OR NOMINATION

To withdraw from candidacy or nomination, a candidate must file a **SEL 150, Candidate Filing, Withdrawal**, with the City Elections Official/City Recorder. The deadline to withdraw from the November 6, 2018 General Election is August 28, 2018.

TEMPORARY POLITICAL SIGNS AT ELECTION TIME

Guidelines for Political Signs

LOC 47.08.300

Application: None
Fee: None
Size: Six square feet, maximum sign area.

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. Signs collected by the City are subject to a \$30 retrieval fee per sign.

**Temporary A-frame signs are allowed in the public right-of-way with permission of the abutting property owner on Sundays from 8:00 a.m. to 6:00 p.m. For detailed rules, dimensions, and location requirements for these special signs, please consult Section 47.08.300(2)(c) of the [Lake Oswego Code](#) or contact the City's Planning Department at 503-635-0290.*

Time Limits: Signs may be posted no sooner than 90 days before the election and must be removed no later than the fifth day following the election date (August 10 and November 11, 2018).

MOST FREQUENT VIOLATIONS & TIPS FOR PREVENTION

SIGNS IN THE RIGHT-OF-WAY

Signs are prohibited in the public right-of-way* (*see exception in previous section*)

The following are typically located within the public right-of-way:

- 1) Water meters; utility boxes; utility poles/overhanging wires;
- 2) Traffic signals; traffic signs; street lights; fire hydrants;
- 3) Street medians/landscape islands;
- 4) Planting beds on the street side of sidewalks;
- 5) Sidewalks and streets unless posted as private; and
- 6) Property pins noting the edge of the public right-of-way.

ATTACHING SIGNS TO TREES

City Code prohibits attaching signs to trees (LOC 47.04.115 (12)).

ATTACHING SIGNS TO UTILITY POLES

Utility regulations prohibit attaching signs to utility poles. Utility poles are located within the

public right-of-way.

BALLOONS, ETC.

City Ordinance prohibits attaching balloons, or other moving, flashing, or animated parts to signs.

For more information on sign requirements, call the Code Enforcement Specialist, Bill Youngblood, at 503-699-7473.

DOOR-TO-DOOR CAMPAIGNING

[Lake Oswego Code](#) Sections 34.16.910, 34.16.915, 34.16.920, and 34.16.950 govern solicitation. "Solicitation" includes all door-to-door campaigning, even simply leaving written materials. Individuals who campaign door-to-door must:

1. Limit door-to-door campaigning to the hours between 9 a.m. and 9 p.m.
2. Refrain from soliciting on property where a "No Solicitation" sign has been posted (LOC 34.16.945).

For further information, contact the City Attorney's Office at 503-635-0225.

VOTER'S PAMPHLET

Clackamas, Multnomah, and Washington County – Each county publishes a voter's pamphlet for the general election. A candidate's statement for the County Voters' Pamphlet cannot be submitted until after the Elections Officer/City Recorder certifies your name for the ballot. The statement is filed directly with the county no later than 5:00 p.m. on September 10, 2018.

See each County's website, or contact them directly, for filing information and fees. This fee is considered an expense, so it must be included on the contribution and expenditure reports.

ELECTION OFFICES CONTACT INFORMATION

- City of Lake Oswego** 503-534-4225
 Anne-Marie Simpson, Elections Officer/City Recorder
 380 A Avenue
 P. O. Box 369
 Lake Oswego, OR 97034
www.lakeoswego.city
- Clackamas County Elections Division** 503-655-8510
 1710 Red Soils Court, Suite 100
 Oregon City, OR 97045
<http://www.clackamas.us/elections/>
- Multnomah County Elections Division** 503-988-3720
 1040 SE Morrison Street
 Portland, OR 97214
<http://web.multco.us/elections>
- Washington County Elections** 503-846-5800
 3700 SW Murray Blvd. Suite 101, MS 3
 Beaverton, OR 97005
<http://www.co.washington.or.us/elections/>
- Oregon Secretary of State Elections Division** 503-986-1518
 255 Capitol St. NE
 Salem, OR 97310
 elections.sos@state.or.us
<http://sos.oregon.gov/elections>