



May 2020

Dear Prospective City Council Candidate:

Thank you for your interest in running for the Lake Oswego City Council in 2020. Elections for Mayor and three City Councilor positions will be held during the general election on November 3, 2020. Each position is for a four-year term beginning January 1, 2021.

This guide provides an overview of the local elections process. Topics include:

- *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](mailto: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 are elected two years later.

The Mayor and three City Council positions will be elected at the 2020 General Election. These positions are currently held by Mayor Kent Studebaker and Councilors Theresa Kohlhoff, John LaMotte, and Skip O'Neill. 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 2021.

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.

## IMPORTANT DATES

November 3, 2019	Candidates will have resided continuously in the city during the twelve months immediate preceding the election to qualify for candidacy.
June 3	First day to file nomination papers with the city elections officer.
August 21	Suggested deadline to file nomination papers with the city elections officer.
August 25	Last day to file nomination papers with the city elections officer.
August 28	Last day to withdraw candidacy.
September 8	Last day for city candidates to file voters' pamphlet statements with the county elections offices.
October 14-29	County elections offices mail out ballots.
November 3	Election Day
January 5, 2021	Oaths of Office administered at the first City Council meeting of the new year.

## 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 June 3, 2020.***

### **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 June 3 and August 25, 2020.*

### **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 3, 2020 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 [2020 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 3, 2020 General Election is August 28, 2020.

## 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 removes illegally or improperly placed signs. Signs collected by the City are subject to a \$32 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 (August 5) and must be removed no later than the fifth day following the election date (November 8).

## 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, contact Senior Code Enforcement Specialist Bill Youngblood at [byoungblood@lakeoswego.city](mailto:byoungblood@lakeoswego.city) or Code Enforcement Specialist Daphne Cissell at [dcissell@lakeoswego.city](mailto:dcissell@lakeoswego.city).

## **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 each county no later than 5:00 p.m. on September 8, 2020.

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 ..... 503-635-0215**

Anne-Marie Simpson, Elections Officer/City Recorder *or*  
 Kari Linder, Deputy City Recorder  
 380 A Avenue  
 P. O. Box 369  
 Lake Oswego, OR 97034  
[www.lakeoswego.city](http://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>