

Candidates for 2022,

The forms posted to the City's website on the Elections page are the forms that you will need to complete and submit to the City Elections Official (City Recorder) before your name can be placed on the November 8, 2022, General Election ballot (Forms SEL 101, SEL 121, SEL 338). Candidates for the City of Westfir must be registered to vote in Westfir and must have resided within the Westfir city limits for the six (6) months immediately preceding the election. Please be sure to fill out both sides of all forms. The Candidate Manual can be viewed or downloaded here:

<https://sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf>

Step 1: File Your Prospective Petition

- Complete the SEL101 form and file with the City Recorder.
- The City Recorder will verify your voter status and address.
- A letter verifying your approval to circulate petitions will be printed.
- Petitions with the City Recorder's mark will be supplied.

Step 2: Circulate Petition

All signature sheets must be approved by the City Recorder, in writing, before circulating any petitions. Failure to do so will result in the rejection of those signature sheets.

Circulate the approved petition for signatures (Form SEL 121). City of Westfir candidates must collect 15 valid signatures to be placed as a candidate on the ballot. It is recommended that you collect at least 20 signatures. For signatures to be valid, they must match the signature on file, be registered to vote in Westfir, and have current Westfir addresses.

Step 3: Complete filing

Ensure that each signature sheet certification is signed and dated by the circulator. Submit the signature sheets along with Form SEL 338 to the City Recorder. The City Recorder will submit the signature sheets to the County Clerk for verification.

Please allow enough time for the verification process to be completed prior to the filing deadline. **It is recommended that you submit your signed petitions to the City Recorder no later than August 22, 2022, at 2:00 p.m.,** to allow time for signature verification by Lane County Elections. The last day to file verified petitions and filing form is August 29 at 2:00 p.m. However, if you do not file early enough for Lane County Elections to verify your signatures, you will not qualify for inclusion on the November General Election Ballot.

Step 4: Follow Campaign Finance Reporting Requirements

ALL REPORTING IS DONE THROUGH THE STATE, NOT YOUR LOCAL FILING OFFICER.

Register Your Campaign Committee

Prospective candidates file with the Elections Division for the Oregon Secretary of State a Candidate's Statement of Organization (SEL 220) and Campaign Account Information (SEL 223). These forms are not required if the candidate is acting as his or her own treasurer and expects to spend less than \$750 during a calendar year. This filing must take place within three business days of receiving the first contribution or making an initial expenditure. These filings can be done electronically, and additional instructions can be accessed at: <https://sos.oregon.gov/elections/Documents/candidatequickguide.pdf>

For additional information, contact the Elections Division at 1-503-986-1518.

Please review the Campaign Finance Manual for instructions and a schedule of filing deadlines. Campaign Finance forms are filed with the Secretary of State's Election Division. All candidates are required to have a dedicated campaign bank account if they receive contributions or make expenditures over \$750 during a calendar year.

If you do not expect to receive a total of more than \$3,500 or spend a total of more than \$3,500 for an entire election, you may file a Certificate of Limited Contributions and Expenditures (PC 7). If at any time during the election, the total expenditures or contributions exceed \$3,500, you must file detailed contribution and expenditure reports.

If you have any questions, please contact Nicole Tritten, City Elections Official, during office hours 9:00 a.m. to 2:00 p.m. on Monday, Wednesday, and Friday.
Phone: 541-782-3983; Email: cityhall@ci.westfir.or.us; In person at City Hall: 47441 Westoak Road, Westfir, Oregon, 97492

The last day to withdraw from candidacy is September 2, 2022, by 2:00 p.m.