

June 1, 2016

Dear Prospective Candidate:

This is the Candidate Information Packet for the upcoming municipal election that will be held on November 8, 2016. It contains important information that candidates need regarding this election.

The City of Newport will have four positions up for election - the Mayor and three Councilors. Newport voters elect these positions at-large, meaning that the candidates can live in any area of the community, but once elected, they represent all city constituents, rather than those in a particular district or ward.

To become a candidate, you must meet the qualifications outlined in the City Charter:

1. The mayor and each councilor must be a qualified elector under state law, and reside within the city for at least one year immediately before election or appointment to office.
2. No person may be a candidate at a single election for more than one city office.
3. Neither the mayor nor a councilor may be employed by the city.

Candidates are required to complete the SEL101 form (Candidate Filing - Major Political Party or Nonpartisan) and return it to my office. There is no filing fee. The first day to file the SEL101 is June 1, 2016. The last day to file is August 30, 2016, at 5:00 P.M. PDT. The SEL101 form is included with this packet.

Lincoln County publishes a Voters' Pamphlet which is a voter's information guide. Candidates for city elections may submit information for inclusion in the Voter's Pamphlet, and the filing fee is \$50.00. The deadline for submission is September 12, 2016. Contact

the Lincoln County Clerk's Office for additional information regarding the Voters' Pamphlet at 541.265.4121.

Campaign finance is handled by the Oregon Secretary of State's office through the ORESTAR system. No campaign finance documents are required to be filed with the city. Filing requirements vary depending on the amount of money a candidate expects to receive and/or spend. All candidates are urged to visit the Secretary of State's website as this website contains everything you will need to know about campaign finance filing requirements and forms. The Secretary of State's website address is <http://sos.oregon.gov/elections/Pages/orestar.aspx>.

Following is a summary regarding which financial documents, if any, candidates are required to file:

1. If you plan to receive or spend less than \$750 during your entire campaign, you are not required to form a Principal Campaign Committee (SEL220) or file any contribution or expenditure reports or forms.
2. If you plan to/or receive/spend more than \$750 during your entire campaign, you must complete the SEL220 (Candidate's Statement of Organization), and an SEL223.
3. If you plan to/or receive/spend more than \$750, but less than \$3,000, during the entire campaign, you may file the PC7, or you may file detailed contribution and expense reports.
4. If you plan to/or receive/spend more than \$3,000 during your campaign, you must file the detailed contribution and expenditure reports.

Campaign signs are addressed in 10.15.020(D) of the Newport Municipal Code, as follows: "Temporary signs not exceeding four square feet of display area per side per sign provided the signs are erected no more than 90 days prior to the date of an election and are removed within 10 days after the election."

I am happy to answer any questions, and look forward to working with you through the election process.

Very truly yours,

Peggy Hawker
City Recorder/Special Projects Director
541.574.0613
p.hawker@newportoregon.gov

Candidate Filing

Major Political Party or Nonpartisan

SEL 101

rev 09/15
ORS 249.031

Filing Dates	Candidate Filing	State Voters' Pamphlet	Candidate Withdrawal
Primary Election May 17, 2016		Filed electronically using ORESTAR	
First Day to File	September 10, 2015	January 18, 2016	
Last Day to File	March 08, 2016	March 10, 2016	March 11, 2016
General Election November 8, 2016			
First Day to File	June 1, 2016	July 11, 2016	
Last Day to File	August 30, 2016	August 30, 2016	September 2, 2016

i All information must be completed or the form will be rejected.

This filing is an

Original

Amendment

Filing Officer

Secretary of State

County Elections Official

City Recorder (Auditor)

Office Information

Filing for Office of:

District, Position or County:

Party Affiliation: Democratic Party Republican Party Independent Party Nonpartisan

Incumbent Judge: Yes No Nondisclosure on file

Paying by Declaration or Petition:

Declaration, with the required 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

Petition circulators will be paid Yes No

Candidate Information

Name of Candidate

First | MI | Last | Suffix | Title

How you would like your name to appear on the ballot

Candidate Residence/Route Address

Street Address | City | State | Zip | County

Candidate Mailing Address

Street Address or PO Box | City | State | Zip

Contact Information: Only one phone number is required.			
Work Phone	Home Phone	Cell Phone	Fax
Email Address		Web Site, if applicable	

Occupation (present employment) If no relevant experience, None or NA must be entered.

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

Educational Background (schools attended) If no relevant experience, None or NA must be entered.

Complete name of School (no acronyms)	Last Grade completed	Diploma/Degree/Certificate	Course of Study

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)

Candidate Committee

Yes, I have a candidate committee.

No, I do not expect to spend more than \$750 or receive more than \$750 during each calendar year. I understand I must still keep records of all campaign transactions and if total contributions or total expenditures exceed \$750 during a calendar year, I must follow the requirements detailed in the Campaign Finance Manual.

No, but will be filing a Statement of Organization for Candidate Committee (SEL 220).

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's Signature _____

Date Signed _____

Office Use Only: Initials _____ Batch Sheet/CC Approval Code/Receipt Number _____

CITY OF NEWPORT

2016 CANDIDATE ELECTION CALENDAR

GENERAL ELECTION - NOVEMBER 8, 2016

June 1, 2016	Candidate packets available.
June 1, 2016	Earliest date to submit SEL101 (Candidate Filing - Major Political Party or Nonpartisan)
August 30, 2016	Deadline for filing declaration of candidacy (SEL101)
September 2, 2016	Deadline to withdraw from candidacy
September 12, 2016	Deadline for candidates to file with the Lincoln County Clerk in order to have information included in the Voter's Pamphlet
November 8, 2016	Election Day

LINKS TO ADDITIONAL INFORMATION

[Newport City Charter](#)

[Oregon Government Ethics Law](#)

[Oregon Campaign Finance Manual](#)

[League of Oregon Cities City Handbook](#)

[Ordinances, Resolutions, Motions - Quick Summary](#)

[Newport City Council Rules](#)

[Conducting Effective Meetings](#)

[So You Want To Run For Office](#)