



May 30, 2018

Dear Prospective Candidate:

This is the Candidate Information Packet for the upcoming municipal election that will be held on November 6, 2018. 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 May 30, 2018. The last day to file is August 28, 2018, at 5:00 P.M. PDT. The SEL101 form is included, as a link, 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 fee is \$50.00. The deadline for submission is September 10, 2018. 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." The Newport Municipal Code section is included with this packet along with additional signage placement information.

We have tried to include material that you will need for your candidacy for office for the City of Newport. There may be variables that affect your election reporting requirements. 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
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p.hawker@newportoregon.gov

CITY OF NEWPORT

2018 CANDIDATE ELECTION CALENDAR

GENERAL ELECTION - NOVEMBER 6, 2018

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|--------------------|---|
| May 30, 2018 | Candidate packets available. |
| May 30, 2018 | Earliest date to submit SEL101 (Candidate Filing - Major Political Party or Nonpartisan) |
| August 28, 2018 | Deadline for filing declaration of candidacy (SEL101) |
| August 31, 2018 | Deadline to withdraw from candidacy |
| September 10, 2018 | Deadline for candidates to file with the Lincoln County Clerk in order to have information included in the Voter's Pamphlet |
| November 6, 2018 | Election Day |

LINKS TO ADDITIONAL INFORMATION

[SEL101 Form - Candidate Filing - Major Political Party or Nonpartisan](#)

[Newport City Charter](#)

[Newport City Council Rules](#)

[Newport Municipal Code Section on Political Signage](#)

[Information Regarding the Placement of Political Signage](#)

[County, City, and District Candidate Manual.pdf](#)

[Oregon Campaign Finance Manual](#)

[SEL 220 Form - Statement of Organization for Candidate Committee](#)

[SEL 223 Form - Campaign Account Information](#)

[PC 7 Form - Certificate of Limited Contributions and Expenditures](#)

[League of Oregon Cities City Handbook](#)

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

[Conducting Effective Meetings](#)

[Oregon Government Ethics Law](#)

