


# State Candidate Manual

*Published by*

Elections Division  
255 Capitol St NE, Suite 501  
Salem, OR 97310-0722

 503 986 1518  
**fax** 503 373 7414  
**tty** 1 800 735 2900  
[www.oregonvotes.gov](http://www.oregonvotes.gov)

*Adopted by*

Oregon Administrative Rule No. 165-010-0005



**Secretary of State**

**Elections Division** Rev. 02/2020

# Contents

<b>Using This Manual</b>	<b>3</b>	<b>Write-In Candidates</b>	<b>21</b>
Icons	3		
Assistance	3		
<b>Getting Started</b>	<b>3</b>	<b>Vacancies</b>	<b>22</b>
ORESTAR	3	General Information	22
Types of Public Office	4	Partisan Offices	23
Qualifications for Public Office	4	Nonpartisan Offices	24
Filing Methods for Public Office	4		
Submitting Forms and Documents	5	<b>Filing by Prospective Petition</b>	
Multiple Nominations to Public Office	5	<b>Requirements and Guidelines</b>	<b>26</b>
Campaign Finance Reporting	6	Official Signature Sheets	26
		Signature Sheet Requirements	26
<b>Partisan Office</b>	<b>7</b>	Guidelines for Circulation	28
Candidates for Partisan Office	7	Circulator Requirements	28
<b>Qualifications</b>	<b>8</b>	Circulator Prohibitions	28
<b>Filing Requirements</b>	<b>9</b>	Signer Requirements	29
<b>President</b>	<b>10</b>	Signature Date	29
Major Political Party Candidates	10	Signer Prohibitions	30
Minor Political Party Candidates	10	Certification of Signature Sheets	30
Nonaffiliated Candidates	11		
<b>Major Political Party Candidates</b>	<b>12</b>	<b>Guidelines for Completing Candidate</b>	
<b>Minor Political Party Candidates</b>	<b>12</b>	<b>Filing Forms</b>	<b>32</b>
<b>Nonaffiliated Candidates</b>	<b>13</b>	SEL 101 Candidate Filing – Major Political	
Individual Electors	13	Party or Nonpartisan	33
Assembly of Electors	13	SEL 110 Candidate Filing – Minor Political	
		Party	34
<b>Nonpartisan Office</b>	<b>17</b>	SEL 114 Candidate Filing – Individual	
Candidates for Nonpartisan Office	17	Electors	34
Nomination and Election	17	SEL 115 Candidate Filing – Assembly of	
<b>Qualifications</b>	<b>18</b>	Electors	34
<b>Filing Requirements</b>	<b>19</b>	SEL 141 Candidate Filing – Write-In	
<b>Filing at the Primary Election</b>	<b>19</b>	Acceptance	35
<b>Filing at the General Election</b>	<b>20</b>	SEL 150 Candidate Filing - Withdrawal	35
		SEL 220 Statement of Organization for a	
<b>Candidate Withdrawal</b>	<b>20</b>	Candidate Committee	36
Primary Election	20	SEL 338 Petition Submission	36
General Election	21		
		<b>List of Forms</b>	<b>37</b>

## Using This Manual

This manual explains the procedures and requirements for individuals interested in filing for public office.

The filing officer for state candidates is the Elections Division of the Secretary of State's Office and in this manual, is referred to as the Elections Division.

The filing officer for county candidates is the county elections official. The filing officer for city candidates is the city elections official. The filing officer for district candidates is the county elections official of the county where the administrative office of the district is located. See the County, City and District Candidates Manual if filing for an office in one of these jurisdictions.

## Icons

The following icons used in this manual are to emphasize information:



### alert icon

indicates alert; warning; attention needed



### info icon

indicates additional information



### deadline icon

indicates a deadline



### petition sheet icon

indicates a reference to a signature sheet



### form icon

indicates a reference to a form



### search icon

indicates information located elsewhere



### ORESTAR

secure web-based electronic reporting system

## Assistance

If you have any questions about the material covered in this manual or need further assistance, please contact:

Elections Division  
255 Capitol St NE Suite 501  
Salem OR 97310



[elections.sos@oregon.gov](mailto:elections.sos@oregon.gov)  
[www.oregonvotes.gov](http://www.oregonvotes.gov)

☎ 503 986 1518  
fax 503 373 7414



1 866 673 8683  
se habla español

tty 1 800 735 2900  
for the hearing impaired

## Getting Started

### ORESTAR

ORESTAR is the Secretary of State's secure web-based electronic reporting system for candidate filing, voters' pamphlet filing, and all campaign finance reporting.



Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Types of Public Office

---

There are two types of public offices in Oregon, partisan and nonpartisan. Any person, who is registered to vote and meets the requirements of the office, can run for a partisan or nonpartisan office.

### Partisan Offices

A partisan office is an office for which a candidate may be nominated by a major or minor political party or as a nonaffiliated candidate. Major party candidates first run for office at the primary election while minor party and nonaffiliated candidates first run for office at the general election.

#### Partisan Offices may include:

US President, US Senator, US Representative, Governor, Secretary of State, State Treasurer, Attorney General, State Senator, and State Representative.

### Nonpartisan Offices

A nonpartisan office is an office for which a candidate does not run under the name of a political party.

#### Nonpartisan Offices may include:

Commissioner of the Bureau of Labor and Industries (Labor Commissioner), Judge (Supreme Court, Court of Appeals, Tax Court, Circuit Court, and a County Judge who exercises judicial functions), and District Attorney.

## Qualifications for Public Office

---

Qualifications for various public offices differ. Before filing for public office, a candidate should review the constitutional and statutory requirements for the office sought.



The qualifications for most offices are provided on [page 8](#) and [page 18](#).

## Filing Methods for Public Office

---

### Primary Election

Candidates who must file for public office in the **primary election** are:

- Candidates who are members of a major party and
- Candidates who are filing for nonpartisan offices.

Candidates may file for public office for the **primary election** by:

- 1 completing the candidate filing online through ORESTAR and paying the required filing fee, if any;



See the [ORESTAR User's Manual: Candidacy Filing](#) for instructions on filing electronically.

or



- 2 completing the Form [SEL 101 - Candidate Filing-Major Political Party or Nonpartisan](#) and paying the required filing fee, if any;

or

- 3 completing Form [SEL 101](#) and submitting a nominating petition containing the required number of valid signatures.



To ensure ballot access, a candidate may file a prospective petition and pay the filing fee. If the candidate submits the required number of valid signatures by 5 pm on the filing deadline the filing fee will be refunded.

-  A prospective petition may be filed at any time, but not later than 5pm on the candidate filing deadline, March 10, 2020. See the Filing Requirements for filing fees and deadline to submit completed forms.
-  In most cases, candidates nominated at the primary election automatically move forward to the general election ballot except in those offices that can be elected at the primary election.

### **General Election**

Candidates who must file for public office in the **general election** are:

- Candidates who are nominated by a Minor Party and
- Candidates who are not a member of any political party.


Candidates are nominated by a Minor Party if the minor party submits a completed notarized Form [SEL 110 Candidate Filing - Minor Party](#).

Nonaffiliated candidates who are not a member of any political party can run for office in two ways.


- Nonaffiliated candidates can file as an Individual Elector and submit the Form [SEL 114 Candidate Filing - Individual Electors](#);

**or**

- Nonaffiliated candidates can file by holding an Assembly of Electors and submitting the Form [SEL 115 Candidate Filing - Assembly of Electors](#).


-  Both Individual Electors and the Assembly of Electors processes are outlined in this manual on [pages 11-14](#).

## **Submitting Forms and Documents**

-  Any signature sheet required to be filed must be personally delivered or mailed to the Elections Division.

With the exception of petition signature sheets, completed and signed forms or documents may be:

- scanned and emailed to Elections Division at [elections.sos@oregon.gov](mailto:elections.sos@oregon.gov);
- faxed to 503 373 7414; or
- mailed or personally delivered to 255 Capitol St NE, Ste 501, Salem, OR 97310.

-  The Elections Division will send most correspondence via email unless specifically required to be sent via the US Postal Service.

## **Multiple Nominations to Public Office**

In Oregon, candidates can be nominated by multiple political parties. Candidates nominated by more than one party or by other nominating processes may select up to three parties or designations to be printed with their name on the general election ballot.

A candidate may designate the order in which the parties or designations will be listed. However, if a candidate for partisan office is nominated by the political party of which they are a member, that party will be listed first, followed by no more than two additional parties. In addition, if a nonaffiliated candidate is nominated by individual electors or an assembly of electors, the designation of nonaffiliated will be listed first, followed by no more than two additional parties.


When selecting political parties or other designations the following rules apply:

	Candidate is nominated by	Information and default order listed on ballot
Member of political party	Party of which candidate is a member	The party of which the candidate is a member is listed first. It is followed by no more than two additional parties listed in alphabetical order, unless the candidate specifies a different order.
	Party of which the candidate is not a member	Not more than three political parties are listed in alphabetical order unless the candidate specifies a different order.
Not affiliated with any political party	Individual or Assembly of Electors	The nonaffiliated designation is listed first. It is followed by not more than two political parties listed in alphabetical order unless the candidate specifies a different order.
	Any political party	Not more than three political parties are listed in alphabetical order unless the candidate specifies a different order.

## Campaign Finance Reporting

Oregon campaign finance law requires each candidate to establish a campaign account and file a Statement of Organization designating a candidate committee not later than **three business days** after first receiving a contribution or making an expenditure. This requirement does not apply if the candidate is:

→ A candidate for federal office

 Federal candidates may be required to report campaign finance activity with the Federal Elections Commission.


or

→ A candidate who:

- ✓ serves as their own treasurer;
- ✓ does not have an existing candidate committee;

and

- ✓ does not expect to receive or spend more than \$750 during a calendar year.

 The \$750 includes personal funds spent for any campaign-related costs, such as the candidate filing fee; however state voters’ pamphlet filing fees **are not included** when calculating contribution or expenditure totals. If at any time during a calendar year the candidate exceeds \$750 in either contributions or expenditures, the candidate must:

- establish a campaign account and file a candidate committee not later than **three business days** after exceeding the \$750 threshold and
- either file a Certificate of Limited Contributions and Expenditure (if eligible) or file all transactions not later than **seven calendar days** after the threshold has been exceeded.

Candidates that do not meet the exemption criteria above must file a candidate committee through ORESTAR or by completing and submitting the following paper forms:

 SEL 220 Statement of Organization for a Candidate Committee

**and, if eligible**

 PC 7 Certificate of Limited Contributions and Expenditures.



Committees must use ORESTAR to file campaign finance transactions electronically unless the committee is eligible to file a Certificate of Limited Contributions and Expenditures.

For further details on campaign finance reporting requirements, candidates should review:



The [Campaign Finance Manual](#), and the [ORESTAR User's Manuals](#) available at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Partisan Office

### Candidates for Partisan Office

Procedures for filing for a partisan office are explained in the following sections. It is very important to review the procedures thoroughly and follow the instructions completely.



Failure to follow the instructions contained in this manual may invalidate the nomination.

Major party candidates in a primary election will need to complete their candidacy filing in ORESTAR or by submitting a paper form. They must also either pay the filing fee or submit signatures in lieu of paying the filing fee. Minor party or nonaffiliated candidates in the general election must file paper forms.



See [Filing Requirements for Partisan Office](#) on page 9 for filing fees and the deadline to submit completed forms.



Candidates for US President have additional filing requirements. See [page 10](#) for filing instructions.



A person may only file for one lucrative office at an election. All filings are invalid unless the person has withdrawn from any previous filing. ORS 249.013 An office is considered lucrative if a salary or other compensation beyond expenses is attached to it; it is created by statute or the constitution; its holder exercises part of the sovereign power of government; it is a matter of public concern; and the position is not temporary or intermittent.



A major political party candidate who failed to receive their party's nomination at the primary election may not be the candidate of any other political party or become a nonaffiliated candidate for the same office at the general election. ORS 249.048

There are four ways an individual can be nominated to appear on the general or special election ballot:

- By a major political party nomination at the primary election;
- By a recognized minor political party at a nominating convention held in accordance with party bylaws and state law;
- By filing a completed individual electors petition containing the required number of valid signatures; **or**
- By convening an assembly of electors and filing the assembly minutes containing the required number of valid signatures.


# Qualifications for Partisan Office

All Candidates must be an Elector.

Office	Age	Residency	Term of Office	Special Requirements	Vacancies
<b>President</b>	35	Natural born citizen and resident within US for 14 years prior to election US Const, Art II, §1	4 years US Const, Art II, §1	May serve two consecutive terms US Const. Amend XXIII	Succession order 1. Vice President 2. Speaker of the House US Const., Art II, §1
<b>US Senator</b>	30	US citizen for 9 years prior to election and inhabitant of state at time of election US Const., Art. I, §3	6 years US Const, Art II, §1		Special election held US Const., Art I ORS 188.120
<b>US Representative</b>	25	US citizen for 7 years prior to election and inhabitant of state at time of election US Const., Art. I, §2	2 years US Const, Art II, §1		Special election held US Const., Art I ORS 188.120
<b>Governor</b>	30	US citizen and resident of state for 3 years prior to election OR Const., Art V, §2	4 years OR Const., Art V §7	Term limited to 8 years in any period of 12 years OR Const., Art V, §1	Succession order: 1. Secretary of State 2. State Treasurer 3. President of the Senate 4. Speaker of the House OR Const., Art. V §8a
<b>Secretary of State</b>	18	Resident of state	4 years OR Const., Art VI, §1	Term limited to 8 years in any period of 12 years OR Const., Art VI, §1	Governor appoints qualified person until successor is elected at the next general election OR Const., Art. V §16
<b>State Treasurer</b>	18	Resident of state	4 years OR Const., Art VI, §1	Term limited to 8 years in any period of 12 years OR Const., Art VI, §1	Governor appoints qualified person until successor is elected at the next general election OR Const., Art. V §16
<b>Attorney General</b>	18	Resident of state	4 years ORS 180.020		Governor appoints qualified person until successor is elected at the next general election OR Const., Art. V §16 ORS 180.040
<b>State Senator</b>	21	US citizen and inhabitant of district 1 year prior to election OR Const., Art IV, §8	4 years OR Const., Art IV, §4		County governing body appoints qualified person from party nominees ORS 171.051
<b>State Representative</b>	21	US citizen and inhabitant of district 1 year prior to election OR Const., Art. IV, §8	2 years OR Const., Art IV, §4		County governing body appoints qualified person from party nominees ORS 171.051




# Filing Requirements for Partisan Office

Office	Major Party Fee or Required Signatures	Minor Party	Individual Electors	Assembly of Electors
🕒 <b>First Day to File</b>	September 12, 2019	June 3, 2020	June 3, 2020	June 3, 2020
🕒 <b>Last Day to File</b>	March 10, 2020	August 25, 2020	August 25, 2020	August 25, 2020
🕒 <b>Last Day to Withdraw</b>	March 13, 2020	August 28, 2020	August 28, 2020	August 28, 2020
🕒 <b>Last Day to Submit Signatures for Guaranteed Verification</b>				
<i>If on the ballot: Governor, Secretary of State, State Treasurer, State Senator and Representative or Attorney General</i>	February 25, 2020	N/A	August 11, 2020	August 11, 2020
<i>President if on the ballot</i>	February 25, 2020	N/A	August 11, 2020	August 11, 2020
 <b>!</b>	If at least 100% of the required signatures are submitted no later than the deadline dates above, the elections official will verify signatures so that they may be submitted in lieu of payment. Signatures submitted after this date may not be verified by the filing deadline and the candidate would be required to pay the appropriate filing fee.			
<b>Fee or Signature Requirements:</b>				
<b>President</b>	The Secretary of State determines the candidates to be placed on the primary election ballot <b>or</b> 5,000 signatures by members of the candidate’s party. 1,000 signatures must be obtained from each of the five congressional districts.	Nominating convention held in accordance with party bylaws and state law	20,014 signatures	1,000 signatures obtained at a nominating convention held in one place at one time during a 12 hour period of time
<b>US Senator, Governor, Secretary of State, State Treasurer or Attorney General</b>	Fee: \$150 US Senator \$100 all others <b>or</b> Petition: Include the lesser of either 1,000 signatures or 2% of the number of votes cast for the candidates of that major political party for presidential electors at the last presidential election. The signatures shall include those of at least 100 electors registered in each congressional district.	Nominating convention held in accordance with party bylaws and state law	20,014 signatures	1,000 signatures obtained at a nominating convention held in one place at one time during a 12 hour period of time
<b>US Representative</b>	Fee: \$100 <b>or</b> Petition: Include the lesser of either 1,000 signatures or 2% of the number of votes cast in the district for the candidates of that major political party for presidential electors at the last presidential election.	Nominating convention held in accordance with party bylaws and state law	Number of signatures equal to 1% of the number of votes cast in the district for president	500 signatures obtained at a nominating convention held in one place at one time during a 12 hour period of time
<b>State Senator or Representative</b>	Fee: \$25 <b>or</b> Petition: Include the lesser of either 500 signatures or 2% of the number of votes cast in the district for the candidates of that major political party for presidential electors at the last presidential election.	Nominating convention held in accordance with county bylaws and state law	Number of signatures equal to 1% of the number of votes cast in the district for president	250 signatures obtained at a nominating convention held in one place at one time during a 12 hour period of time

## President

Under the provisions of the US Constitution a voter who casts a vote for a presidential candidate in the general election is not voting directly for the candidate. Rather voters are voting for the Oregon members of the Electoral College who have pledged to vote for the candidate whose name is printed on the ballot. Electoral College is the body of electors who meet to select the next President and Vice President.

 The Electoral College convenes the Monday after the second Wednesday in December after a presidential election, December 14, 2020.

Candidates for President and Vice President are nominated in the following methods.

## Major Political Party Candidates


---

*ORS 249.078*

Major political parties select their nominees for the office of President and Vice President from candidates nominated by state caucuses or at primary elections. In Oregon, major political parties select their candidates at the primary election.

Unlike most candidates appearing on the primary election ballot, candidates for the office of President and Vice President do not submit a declaration of candidacy or pay a filing fee. Instead, under Oregon election law, candidates can file by prospective petition or are placed on the primary election ballot if the Secretary of State determines the candidate's candidacy is generally advocated for or recognized in the national news media.

Candidates not selected by the Secretary of State may still appear on the primary election ballot by filing a completed nominating petition containing the required number of valid signatures. The candidate must collect 1,000 signatures from active members of the major political party in which the candidate is representing in each of the five congressional districts for a total of 5,000 signatures. This process can begin at any time prior to the primary election candidate filing deadline of March 10, 2020. However, to guarantee the Elections Division has time to verify signatures it is recommended that signatures be submitted on or before February 25, 2020.

 To file by nominating petition complete and submit the [SEL 101 Candidate Filing – Major Political Party or Nonpartisan form](#).

## Minor Political Party Candidates

---

*ORS 249.705*

A minor political party nominates candidates for the office of President, by convening nominating conventions that comply with party bylaws and state law. Candidates that are nominated by a recognized minor political party complete and file:


 Form [SEL 110 Candidate Filing – Minor Political Party](#)

## Nonaffiliated Candidates


*ORS 249.720, 249.740*

Nonaffiliated candidates for the office of President and Vice President may be nominated to appear on the general election ballot by using either the Individual Elector or Assembly of Electors process.

Prior to obtaining any signatures on an individual elector nominating petition or conducting an assembly of electors, each candidate for the office of Elector of President and Vice President or presiding officer of the assembly must file the following to begin the signature sheet approval process:

-  This process can begin prior to the first day to file candidacy for the general election.

### Individual Electors

-  Form SEL 114 Candidate Filing – Individual Electors marked Prospective Petition and designating circulator pay status

The required number of signatures for the Individual Elector process is the number of signatures equal to 1% of the number of votes cast in the district for all candidates for presidential electors at the last general election.


or


### Assembly of Electors

-  Form SEL 115 Candidate Filing – Assembly of Electors

**An Assembly of Electors requires 1,000 signatures.**

The assembly can be held any time between June 3, 2020 and August 25, 2020. However, it should be held to allow for sufficient time for the signature verification process to be completed before the filing deadline.


-  Candidate filing forms must be completed, signed and submitted for all candidates.

-  See [Individual Electors process on page 13](#) or [Assembly of Electors process on page 13](#) for the remaining steps in filing for office using these methods.

## Partisan Office

### Major Political Party Candidates

Most major political party candidates may file for partisan office by submitting a declaration of candidacy and paying the filing fee or by submitting a completed nominating petition containing the required number of valid signatures.

 Major political party candidates must have been registered to vote as a member of that political party by September 12, 2019. Exceptions are allowed if the candidate's registration is inactive or the candidate will turn 18 between September 12, 2019 and March 10, 2020. ORS 249.046

### Filing by Fee

*ORS 249.056*

Filing by fee is only available for candidates who file in a primary or special election. Candidates may file their candidacy:



online through ORESTAR. See the [ORESTAR User's Manual: Candidate Filing](#).

or



by completing form SEL 101 Candidate Filing – Major Political Party or Nonpartisan.

### Filing by Nominating Petition

*ORS 249.008, 249.020, 249.031, 249.035, and 249.061-249.076*

Petitions may be circulated in lieu of paying a filing fee. All signatures must be of active registered voters within the district and members of the same political party. To file by completed nominating petition, candidates complete the filing process as outlined in the [Filing by Prospective Petitions Requirements and Guidelines](#) section on pages 26-31 of this manual.

## Minor Political Party Candidates

*ORS 249.705*

Minor political parties may nominate candidates for any partisan office in a general or special election, including federal and state offices, as long as the party has been established within the electoral district and maintains the necessary requirements. Only a statewide minor political party may nominate candidates for the offices of US President, US Senator, US Representative, Governor, Secretary of State, State Treasurer, or Attorney General.



Contact the Elections Division for a list of recognized minor political parties in Oregon and the districts in which they are established or go to [www.oregonvotes.gov](http://www.oregonvotes.gov)

A minor political party nominates candidates, including for the office of US President, by convening nominating conventions that comply with party bylaws and state law. Candidates that are nominated by a recognized minor political party complete and file the following form with the Elections Division:




SEL 110 Candidate Filing – Minor Political Party with a notarized Candidate Nomination Certificate executed by a party officer.

## Nonaffiliated Candidates

Candidates who are not members of any political party may file for partisan office in a general or special election by submitting a completed individual elector nominating petition containing the required number of valid signatures, or by holding an assembly of electors and filing the assembly minutes that contain the required number of valid signatures of active Oregon voters.


The name of a candidate nominated to the ballot through either the individual elector or assembly of electors' process will appear on the ballot with the designation of nonaffiliated.

 To qualify for nomination by individual electors, or to conduct an assembly of electors, a candidate must be registered to vote as a nonaffiliated voter as of February 27, 2020.

## Individual Electors


*ORS 249.740*


To be nominated by individual electors the candidate needs to obtain the required number of valid signatures from active registered Oregon voters in the district in which the candidate is running.

 This process can begin prior to the first day to file candidacy for the general election.

### Prospective Petition

Prior to obtaining any signatures, candidates must file the following form to begin the signature sheet approval process:


 [SEL 114 Candidate Filing – Individual Electors](#) marked Prospective Petition and designating circulator pay status. See [Filing by Prospective Petition Requirements and Guidelines](#) on pages 26-31.


 Candidates filing by individual electors will be provided a signature sheet template by the Elections Division. The signature sheet will include the petition number, candidate name, name of office for which the candidate is running, the election for which the candidate is filing, and the district or position number.

## Assembly of Electors

*ORS 249.735-249.737*

An assembly of electors is a nominating convention of active Oregon registered voters gathered in one place at one time. The convention must be held in a 12 hour period to nominate nonaffiliated candidates to partisan office. The assembly is conducted by a presiding officer, and nominations are recorded by the assembly secretary in the minutes. The minutes also include the signatures of the assembly participants.

 The date, time, and place of the assembly must be scheduled in coordination with the Elections Division to enable them to attend and supervise the nominating convention.

 All signatures must be from active voters registered in Oregon and in the district.

This process can begin prior to the first day to file candidacy for the general election, but candidates are strongly advised to hold an assembly by August 11, 2020. An assembly held on or between June 3, 2020 and August 11, 2020 will ensure enough time for signature verification before the candidate filing deadline of August 25, 2020. For an assembly held after August 11, 2020 but before the filing deadline, the Elections Division cannot guarantee that signature verification will be completed before the candidate filing deadline, which could result in a candidate being unable to run for office.

## 1 Prospective Petition

To begin the assembly process the candidate or presiding officer files:



Form SEL 115 Candidate Filing – Assembly of Electors signed **only** by the candidate.

## 2 Approval to Schedule Assembly

After receiving form SEL 115, the Elections Division reviews for the required information and if complete, provides written approval to organize and schedule the assembly of electors.

## 3 Determining Assembly Logistics

The candidate or presiding officer must coordinate with the Elections Division to:

- Determine a mutually convenient time to conduct the assembly
- and**
- Review assembly requirements.

## 4 Publish Notice of Assembly

Once scheduled, a notice of assembly of electors must be published at least once in a minimum of three newspapers of general circulation in the electoral district in which the assembly seeks to nominate candidates. The notice must contain all of the following:

- Time and place of the assembly;
- Office or offices for which nominations will be made;
- and**
- The names and addresses of at least 25 active registered voters who want the assembly held and who are eligible to participate. The 25 voter names may be submitted to the Elections Division prior to publication to ensure they are active registered voters.

## 5 File Notice

To receive final approval to convene the assembly the candidate or presiding officer files with the Elections Division:

- A copy of the published notice.



The notice must be published and filed with the Elections Division no later than the 10th day before the nominating convention. ORS 249.735(3)




If the published notice is not filed timely with the Elections Division or does not meet the requirements, the assembly of electors will be cancelled. In coordination with the Elections Division, the candidate or presiding officer may reschedule the assembly.

## 6 Obtain Affidavit for Proof of Publication

An affidavit for proof of the published notice must be obtained from the newspaper. The affidavit must be attached to a copy of the notice and signed by one of the following:

- the newspaper's owner;
- editor;
- publisher;
- manager;


- advertising manager;
  - principal clerk of owner/editor/manager.
- or**
- printer or printer's foreperson.

 The affidavit is not submitted until the candidate or presiding officer files the completed petition with the Elections Division.

## 7 Approval to Convene Assembly

Once the candidate or presiding officer files the required information, the Elections Division will review it for completeness. If complete, the Elections Division will provide written approval to conduct the assembly of electors that will include:

- petition number;
  - number of signatures required;
  - filing deadline;
- and**
- signature sheet template.

 Candidates filing by assembly of electors will be provided a signature sheet template to use for gathering signatures.

## 8 Convening the Assembly of Electors

The presiding officer is advised to have more than the required number of participants attend to ensure the minutes contain a sufficient number of valid signatures of active voters. Upon convening the assembly, the presiding officer must explain:

- the nominating convention is held in one day in one location and must be completed within twelve hours or the process must begin again;
  - assembly participants must be active registered voters within the electoral districts from which the assembly is nominating candidates;
  - candidates may only be nominated for offices published in the notice;
  - the candidate receiving the highest number of votes will be the nominee of the assembly for that office;
  - only assembly participants who are active voters may sign approved signature sheets;
- and**
- once the required number of registered voters are present they must remain in the assembly location until candidates have been nominated, signature sheets are signed, and the convention is adjourned.

## 9 Vacancy in Nomination

If a vacancy in nomination occurs, it may be filled in either of the following ways:

- The presiding officer may reconvene the assembly following the same rules as the original assembly. (The assembly is considered the same assembly if the presiding officer and secretary are the same as during the original assembly.)
- or**

- A committee designated by the original assembly selects a nominee to fill the vacancy. The committee must have been appointed by vote during the original assembly and be comprised of at least two persons as indicated on form [SEL 116](#). The committee only has the authority to select a nominee to fill the vacancy if the petition has the required number of signatures.

In either situation, a certificate of nomination designating the nominee filling the vacancy must be completed and filed with the Elections Division.


## 10 Adjourning the Assembly of Electors

After the assembly has completed the nomination process and selected the committee to fill vacancies, if any, the assembly is adjourned. The Elections Division collects all completed signature sheets and stamps each sheet under the last signature line signed to ensure no additional signatures are added. The signature sheets will be returned to the presiding officer.

## 11 Signature Verification

The Elections Division must receive signature sheets for verification no later than **August 11, 2020**, to ensure sufficient time for the verification process to be completed prior to **5 pm** on the filing deadline, **August 25, 2020**. Candidates are advised that signature sheets received after August 11, 2020 might not be processed in time for the candidate to run for office. Before submitting the signature sheets for verification, the presiding officer must:


- ensure each signature sheet certification is signed and dated by the circulator  
**and**
- sort the signature sheets by county, if required.

 The Elections Division verifies the original signatures against the voters' registration record.

## 12 Completing a Petition

To complete the petition process the candidate or presiding officer must submit to the Elections Division:

 Form [SEL 115 Candidate Filing – Assembly of Electors](#) with the Certificate of Nomination executed by the presiding officer and secretary of the assembly and notarized;

 The Certificate of Nomination may be executed and notarized on a copy of the [SEL 115](#) originally submitted. If executed and notarized on a new [SEL 115](#) all sections of the form must be completed in its entirety.

- signature sheets that contain the required number of valid signatures;  
**and**
- proof of published notice affidavit.

## 13 Signature Tally

The Elections Division reviews each signature sheet to ensure that the circulator's certification is sufficient.


After reviewing the sheets, the Elections Division tabulates the number of valid signatures contained on the accepted signature sheets and notifies the candidate and presiding officer of the final tally.




# Nonpartisan Office

## Candidates for Nonpartisan Office

The Elections Division is the filing officer for all statewide nonpartisan offices, as well as Circuit Court, District Attorney, and County Judges who exercise judicial functions. The procedures for filing for nonpartisan office are explained in the following sections. It is very important to review the procedures thoroughly and follow the instructions completely.

 Failure to follow the instructions contained in this manual may invalidate the nomination.

Candidates for nonpartisan office in the primary election may file their candidacy:

 online through ORESTAR. See the [ORESTAR User's Manual: Candidate Filing](#).

or



by completing the Form SEL 101 Candidate Filing – Major Political Party or Nonpartisan.

See [Filing Requirements for Nonpartisan Offices on page 19](#) for the filing fees and candidacy filing deadlines.

If a vacancy in office occurs after the filing deadline for the primary election but before the filing deadline for the general election, candidates will file:



Form SEL 101 Candidate Filing – Major Political Party or Nonpartisan **and**

→ pay by filing fee or completed nominating petition containing the required number of valid signatures.



To ensure ballot access, a candidate may file a prospective petition and pay the filing fee. If the candidate submits the required number of valid signatures by 5 pm on the filing deadline the filing fee will be refunded.



A prospective petition may be filed at any time, but not later than 5 pm on the candidate filing deadline, March 10, 2020. See the [Filing Requirements for filing fees and deadline to submit completed forms](#).

## Nomination and Election

*ORS 249.088 and 249.091*

In some circumstances, nonpartisan candidates may be elected at the primary election. Nonpartisan candidates that may be elected at the primary include any candidate that receives a majority of the votes cast except for:

→ an office that is on the ballot to fill a vacancy that, if not for the vacancy, would not have normally been on the ballot in that year or

→ an office that must be elected at the general election.



Any office that must be elected at the general election will only appear on the primary election ballot if three or more candidates file for that office. If one of the candidates receives a majority of the votes cast, that candidate will be the nominee and will appear on the general election ballot. If none of the candidates receives a majority of the votes cast, the two candidates with the most votes are the nominees and will appear on the general election ballot. When one or two candidates file for an office that must be elected at the general election, those candidate(s) are the nominees and will appear on the general election ballot for that office.



Candidates for these offices must file no later than the filing deadline for the primary election, even if the office will only appear on the general election ballot.





Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

# Qualifications for Nonpartisan Candidates

All Candidates must be an Elector.

Office	Age	Residency	Term of Office	Special Requirements	Vacancies
<b>Commissioner of the Bureau of Labor and Industries</b>	18	Citizen of Oregon and resident of state 5 years prior to election ORS 651.030	4 years ORS 651.030		Governor appoints qualified person to serve until successor is elected
<b>Supreme Court Judge</b>	Not older than 75	Resident of state 3 years prior to election or appointment ORS 2.020	6 years (must retire at end of calendar year in which judge attains age of 75) OR Const., Art VII §1 and 1a	Must be admitted to practice law in the Oregon Supreme Court at time of election or appointment ORS 2.020	Governor appoints qualified person to serve until successor is elected
<b>Appeals Court Judge</b>	Not older than 75	Elector of county of residence ORS 2.540	6 years (must retire at end of calendar year in which judge attains age of 75) OR Const., Art VII §1 and 1a	Must be admitted to practice law in the state ORS 2.540	Governor appoints qualified person to serve until successor is elected
<b>Tax Court Judge</b>	Not older than 75	Resident of state ORS 305.455	6 years (must retire at end of calendar year in which judge attains age of 75) OR Const., Art VII §1 and 1a ORS 305.452	Must be admitted to practice law in the Oregon Supreme Court and been engaged in active practice for 3 years prior to election or appointment ORS 305.455	Governor appoints qualified person to serve until successor is elected
<b>Circuit Court Judge</b>	Not older than 75	Resident of state 3 years prior to filing for candidacy or appointment; residence or principal office in judicial district, or in a judicial district adjacent to the judicial district for which the judge is elected or appointed for at least one year prior to filing for candidacy or appointment, as provided in ORS 3.041	6 years (must retire at end of calendar year in which judge attains age of 75) OR Const., Art VII §1 and 1a	Must be a member of the Oregon State Bar at time of election or appointment ORS 3.050	Governor appoints qualified person to serve until successor is elected
<b>District Attorney</b>	18	Resident of state	4 years ORS 8.610	Must be admitted to practice law in the Oregon Supreme Court at time of election or appointment ORS 8.630	Governor appoints qualified person to serve until successor is elected
<b>County Judge Who Exercises Judicial Functions</b>	Not older than 75	Resident of county one year prior to election ORS 204.016	6 years (must retire at end of calendar year in which judge attains age of 75) OR Const., Art VII §1 and 1a		Governor appoints qualified person to serve until successor is elected

 An incumbent circuit court judge may use the location where they preside to satisfy the principal office requirement.

 Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Filing Requirements for Nonpartisan Office

	Primary Election	General Election
First Day to File	September 12, 2019	June 3, 2020
Last Day to File	March 10, 2020	August 25, 2020
Last Day to Withdraw	March 13, 2020	August 28, 2020
Office	Fee	Required Signatures
Labor Commissioner Supreme Court Judge, Appeals Court Judge or Tax Court Judge	\$100	or The lesser of either 1,000 signatures or 1% of the number of votes cast in the state for governor at the most recent election at which a candidate for Governor was elected to a full term.  The signatures shall include those of at least 100 electors registered in each congressional district.
Circuit Court Judge, District Attorney or County Judge Who Exercises Judicial Functions	\$50	or The lesser of either 500 signatures or 1% of the number of votes cast in the district for governor.

## Nonpartisan Office Filing at the Primary Election

### Filing by Fee

ORS 249.056

Candidates for nonpartisan office in the primary election:



File their candidacy through ORESTAR



See the [ORESTAR User’s Manual: Candidate Filing](#) for instructions on filing electronically.

or



File form [SEL 101 Candidate Filing – Major Political Party or Nonpartisan](#) form and either pay the required filing fee or file completed nominating petition containing the required number of valid signatures.

In cases where a vacancy in office occurs after the filing deadline for the primary election but before the filing deadline for the general election, candidates will file form [SEL 101](#) no sooner than June 3, 2020 but no later than August 25, 2020.



## Filing by Nominating Petition

*ORS 249.008, 249.020, 249.031, 249.035, and 249.061-249.076*

All signatures must be of active registered voters within the district.


### Prospective Petition

To begin the signature sheet approval process candidates must:

-  File form **SEL 101** indicating prospective petition on the form and designating circulator pay status.
-  See the Filing by Prospective Petition Requirements and Guidelines on pages 26-31 for instructions.


The Elections Division reviews each signature sheet to ensure sheets are sorted by county and that the circulator's certification is sufficient.

After reviewing the sheets, the Elections Division tabulates the number of valid signatures contained on the accepted signature sheets and notifies the candidate.

-  If the Elections Division determines the petition does not contain the required number of valid signatures and the filing deadline has not passed, the candidate may submit additional signatures.

## Nonpartisan Office Filing at the General Election

Only in the case of a vacancy after the filing deadline for the primary election and prior to the filing deadline for the general election will nonpartisan positions be open for filing in a general election. If a position does become vacant, the candidate can file by fee or by petition. The candidate filing by petition needs to refer to the filing process on [pages 26-31](#). The signature sheets must be submitted to the elections division for verification no later than 5 pm on the filing deadline.

-  To ensure ballot access, a candidate may file a prospective petition and pay the filing fee. If the candidate submits the required number of valid signatures by 5 pm on the filing deadline the filing fee will be refunded.

## Candidate Withdrawal



*ORS 249.170, 249.180, and 249.830*

To withdraw from candidacy or nomination, candidates must provide and attest to the reason for withdrawal. A candidate must complete and file form SEL 150 with the Elections Division.

### Primary Election



If the candidate files for office electronically in the ORESTAR system the candidate will need to log into ORESTAR and process the withdrawal of their candidacy.

-  See the [ORESTAR User's Manual: Candidacy Filing](#) for instructions on filing electronically **or**
-  File Form **SEL 150 Candidate Filing - Withdrawal**  
The candidate must provide and attest to the reason for withdrawal. Forms missing this information will not be accepted.

## General Election



### Form SEL 150 Candidate Filing - Withdrawal

The candidate must provide and attest to the reason for withdrawal. Forms missing this information will not be accepted.

If a complete SEL 150 is not filed with the Elections Division by the deadline, the candidate's name will remain on the ballot.



If a candidate filed by fee, a refund will be processed upon approval of the withdrawal submission.



### Deadline to Withdraw

**Primary Election**

**General Election**

March 13, 2020

August 28, 2020

## Write-In Candidates

*ORS 254.548*

Oregon voters have the option to write-in the name of an individual other than the candidate whose name is printed on the ballot for each office listed on the ballot. Write-in votes are tallied together with a lump sum recorded for each office unless there is no candidate on the ballot or the total number of write-in votes equals or exceeds the candidate with the most votes.

### A candidate seeking nomination or election

A candidate seeking nomination or election to office by write-in does not complete any candidate filing forms but may be required to establish a dedicated campaign bank account and file a Statement of Organization designating a candidate committee.



See the [Campaign Finance Manual](#) and the [ORESTAR User's Manuals](#) available at [www.oregonvotes.gov](http://www.oregonvotes.gov).

### An individual who is nominated or elected

If any individual is nominated or elected by write-in votes, the procedures for accepting the nomination or office by the deadline dates are explained below:

#### Notification

The Elections Division notifies the candidate by sending:

→ Form SEL 140 Candidate Filing – Write-In Acceptance – Primary filing

or

→ Form SEL 141 Candidate Filing – Write-In Acceptance – New Filing.

#### Acceptance of Nomination or Office

To accept the nomination or office, the candidate completes, signs, and returns the write-in form to the Elections Division by the acceptance deadline date. Candidates should use:

→ Form SEL 140, for nominees whose name appeared on the Primary ballot

or

→ Form SEL 141, for nominees whose name did not appear on the Primary or General Election ballot



Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Certificate of Nomination or Election

Upon receipt of the completed and signed SEL 140 or SEL 141, the Elections Division prepares and delivers a certificate of nomination or election to the candidate and if applicable, issues a proclamation of election.

If a write-in candidate who is nominated or elected does not qualify or does not accept the office, the party will fill the vacancy in nomination for the Primary Election.



### Deadline to Complete Write-In Process

	Primary Election	General Election
<b>Notification:</b>	June 19, 2020	December 4, 2020
<b>Acceptance:</b>	June 29, 2020	December 14, 2020
<b>Certificate:</b>	July 6, 2020	December 18, 2020

## Vacancies

### General Information

A vacancy can occur at any time during a term of office, *even* before the person takes the oath of office or shortly before the term ends. Reasons for vacancies vary depending on the specific office, including death, resignation, expulsion, disqualification, or recall.

- In most cases when a vacancy occurs in any statewide office except Governor, the Governor will appoint someone to fill the vacancy. *OR Constitution V §16*
- A member of the Legislative Assembly must file their resignation in writing with the Secretary of State. *ORS 171.023 and 236.320*
- Resignations for public office shall be in writing and filed with the following filing officers (does not apply to the office of Governor) *ORS 236.320*:
  - ✓ Secretary of State, State Treasurer, and all officers elected by the legislature send resignations to the Governor.
  - ✓ Office holders who hold their offices by election send resignations to the officer authorized by law to order a special election to fill the resulting vacancy.
  - ✓ All other officers holding their offices by appointment send resignations to the body, board, or officer that appointed them.
- 🔍 See below for the appropriate office for additional information.
- A public office holder may resign from their office effective at a future date that is prior to the expiration of the term of office. A resignation is binding unless withdrawn in writing by the end of the third business day after the resignation is made. *ORS 236.325*.
- If a vacancy occurs in a partisan elective office after the 80th day and before the 70th day before the primary election, a nominating petition or declaration of candidacy may be filed not later than the 65th day before the primary election. *ORS 249.037 (2)*.

## Partisan Offices

---

### Vacancy of a US Senator or US Representative:

*ORS 188.120*

If a vacancy in election or office of US Senator or US Representative occurs **before** the 61st day before the general election, the Governor shall call a special election to fill that vacancy.

If a vacancy in election or office of US Senator occurs **after** the 62nd day but on or before the general election, and if the term of that office will not be on the ballot at that election, the Governor shall call a special election to fill the vacancy as soon as possible after the general election.

If a special election to fill the vacancy is called **before** the 80th day after the vacancy occurs, each political party shall select its nominee, if any, and certify the name of the nominee to the Secretary of State. The Secretary of State shall place the name of the nominee on the ballot.

If a special election is called **after** the 79th day after the vacancy occurs, the Secretary of State will conduct a special primary election for nomination of candidates of major political parties. Major party candidates must file their declaration of candidacy not later than the 10th day following the issuance of the writ of election. Minor parties may select their nominee, if any, and certify the name of the nominee to the Secretary of State

When necessary, the Elections Division will provide an administrative rule setting the date of the election(s) and the applicable filing deadlines.

### Vacancy in Governor

*OR Constitution V § 8a*

In the event of a vacancy in the office of Governor **before** the 61<sup>st</sup> day before the first general election held in the term of office, the Secretary of State will discharge the duties of the office as prescribed by law. If the Secretary of State is unable, then the State Treasurer; followed by the President of the Senate; then the Speaker of the House of Representatives, until the disability be removed, or a Governor is elected at the next general election. The Governor elected to fill the vacancy shall hold the office until the next general election.

A vacancy in the office of Governor that occurs **after** the 61st day before the first general election held in the term of office, the Secretary of State will discharge the duties of the office as prescribed by law. If the Secretary of State is unable, then the State Treasurer; followed by the President of the Senate; then the Speaker of the House of Representatives, until the disability be removed, or a Governor is elected for a full term at the next general election.

### Vacancy in the office of Secretary of State, State Treasurer, Attorney General

*OR Constitution V § 16*

The Governor will fill vacancies in the office of Secretary of State, State Treasurer, and Attorney General.

- Vacancies in each of these offices that occur before the 61st day before the first general election held in that term of office, are filled at that general election for the remainder of the term.

## Vacancy in the office of State Senate or State Representative

*ORS 171.051-171.068*

When a vacancy occurs in a legislative office the vacancy shall be filled by appointment if:

- The vacancy occurs during any legislative session.
- The vacancy occurs in the office of State Representative before the 61<sup>st</sup> day before the general election.
- The vacancy occurs in the office of State Senate before the 61<sup>st</sup> day before the first general election where the office would not have normally appeared on the ballot. The office will appear on that general election ballot and the term of office will be two years.
- The vacancy occurs in the office of State Senate any time after the 62<sup>nd</sup> day before the first general election and before the 61<sup>st</sup> day of the second general election where the office would normally appear on the ballot. The term of office will be four years.

**or**

- A special session of the legislature will convene before a successor can be elected as qualified.

The timeline for filling the vacancy begins upon the effective date of the resignation or the date the vacancy occurs. If the effective date of the resignation is in the future, the public officer is allowed three business days after the resignation letter is received to withdraw; otherwise, the resignation is effective the same day at 5 pm.

The vacancy will be filled by the same party of the person who vacated the office, ORS 236.100.

The party will nominate no less than three but no more than five people and the appointment will be filled by the county court or county commissioners of the vacated district. However, the appointing authority (county court or board of county commissioners within the legislative districts) may choose to begin the process to fill the vacancy prior to the effective date of the resignation if they notify the Secretary of State as required under ORS 236.325(3).

Vacancies are filled within 30 days after the effective date of the resignation or date the vacancy occurs.

## Nonpartisan Offices

*ORS 249.088 and 249.091*

When the office **is not affiliated** with a major political party, the Governor shall fill the vacancy.

### Vacancy in the office of Commissioner of the Bureau of Labor and Industries

The Governor will fill a vacancy in the office of Commissioner of the Bureau of Labor and Industries that occurs after the 61<sup>st</sup> day before the first general election held in that term of office. The appointee will complete the remainder of the term.

If the vacancy occurs on or before the 70<sup>th</sup> day before the primary election and on or before the 62<sup>nd</sup> day before the general election a candidate may file for the office by:

- An assembly of electors who may select a nominee and submit certificates of nomination;
- Individual electors; or
- Declaration of candidacy.



## Vacancy in the Judicial Office

*OR Constitution V §16 and VII §1*

When a vacancy occurs in the office of judge of any court, the Governor will fill the vacancy.

The appointee serves until the next election. The term of the office will be six years that begins the first Monday of January of the next odd numbered year.



If the office was vacated on or before the 70<sup>th</sup> day before the primary election, all candidates for that office must file by the primary election candidate filing deadline, regardless of which election the office is elected.

The following scenarios may apply:

If the office was regularly scheduled to be on the ballot at the next election, the office will appear on the primary election ballot.

If a candidate receives a majority of the votes cast, (50%+ 1), that person will be elected at the primary election for a new full term and the office will not appear on the general election ballot.

→ If no candidate receives a majority of the votes cast, the two candidates who received the most votes will appear on the general election ballot.

If the office was not regularly scheduled to be on the ballot:

→ The office will be placed on the primary election ballot if three or more candidates file for the position.

→ If one candidate receives a majority of the votes cast at the primary election, (50%+ 1), only that candidate's name will appear on the general election ballot.

→ If no candidate receives a majority of the votes cast, the two candidates who received the most votes will appear on the general election ballot.

→ If no more than two candidates file, the office will not be on the Primary election ballot but will be placed directly on the general election ballot.

## Vacancy in the office of District Attorneys

*ORS 8.640*



When a vacancy occurs in the office of district attorney, the Governor must appoint a person to fill the vacancy until the next election and qualification of a successor at the next general election. The term of office for the individual elected will be four years beginning the first Monday of January of the next odd numbered year.

# Filing by Prospective Petition Requirements and Guidelines

The requirements and guidelines for obtaining and circulating candidate nominating petition signature sheets are explained in the following sections.

## Prospective Petition


To begin the signature sheet approval process candidates must file their candidacy by submitting the appropriate candidate filing form and marking prospective petition if applicable.

-  **For major party and nonpartisan candidates:** To ensure ballot access, a candidate may file a prospective petition and pay the filing fee. The fee must be paid prior to the filing deadline. If the candidate submits the required number of valid signatures by 5 pm on the filing deadline, the filing fee will be refunded.
-  Once the candidacy filing is processed by the Elections Division, the candidate will be provided a signature sheet template to use when gathering signatures.

## Official Signature Sheets

*ORS 249.031, 249.061, and 249.064*

The Elections Division will prepare official templates that state candidates must use to collect signatures. Candidate nominating petitions cannot be circulated using an electronic signature sheet.

-  Any proposed variation to the approved signature sheet must be resubmitted and approved in writing by the elections official before circulating.

## Signature Sheet Requirements


Each signature sheet must meet the following formatting requirements:

- standard 8½ x 11 size paper, or equivalent;
- at least 20 pound uncoated paper, or equivalent;
- and**
- printed on white or colored paper stock to enable elections officials to readily verify signatures. Colored paper must be approved by the Elections Division before circulating.

### 1 Approval to Circulate

After receiving the filing, the Elections Division reviews the form for required information and if complete, will provide written approval to circulate the prospective nominating petition which includes:

- petition number;
- number of signatures required;
- filing deadline;
- and**
- signature sheet template.

-  Candidates will be provided a signature sheet template by the Elections Division to use when gathering signatures.

## 2 Gathering Petition Signatures

Once the petition has been approved to circulate, but before collecting any signatures, the candidate must review with circulators the legal requirements and guidelines for circulating a candidate-nominating petition.

After reviewing the legal requirements and guidelines, the candidate may begin gathering signatures.

A candidate is advised to obtain more than the required number of signatures to ensure the petition has a sufficient number of valid signatures.



Failure to comply with the legal requirements will result in rejection of those sheets.

## 3 Signature Verification and Completing the Petition

Filers submit signature sheets containing at least 100% of required number of signatures to the appropriate elections official for verification against the voters' registration record, allowing sufficient time for the verification process to be completed prior to the filing deadline.



The Elections Division will not accept signatures for verification prior to the first day to file by fee or completed petition.

Before submitting the signature sheets for verification the candidate must:

- ensure each signature sheet certification is signed and dated by the circulator;
- provide the number of signatures submitted for verification by completing and filing:



Form SEL 338 Petition Submission



The elections official is not required to begin verification until the raw number of signatures submitted is equal to or exceeds the required number of signatures.

## 4 Signature Tally

The Elections Division reviews each signature sheet to ensure sheets are sorted by county if required, and that the circulator's certification is sufficient.



Unapproved petition sheets and those that do not comply with legal requirements and guidelines will be rejected.

After reviewing the sheets, the Elections Division tabulates the number of valid signatures contained on the accepted signature sheets and notifies the candidate of the tally.



If the Elections Division determines the petition does not contain the required number of valid signatures and the filing deadline has not passed, the candidate may submit additional signatures.

**The process must be completed prior to the candidate filing deadline.**



## Guidelines for Circulation

ORS 249.061

To ensure compliance with circulating requirements, candidates must educate circulators on the guidelines for circulating and monitor their activities.

A circulator is an individual who asks voters to sign a petition and signs the petition as a circulator. They are also called petition circulator, signature gatherer, and signature collector. While some are volunteers and others paid professionals, every circulator must follow the requirements and guidelines for circulating petitions.

### Circulator Requirements

Each circulator must:	What this means:
→ Personally witness each signature collected.	✓ Watch the person sign the petition. ⓘ It is not sufficient to merely be present in the same room or vicinity.
→ Complete the circulator certification after witnessing all signatures collected on a sheet.	→ Sign the certification using a legal signature. ⓘ A legal signature is defined as a signature possessing obvious and predominantly matching characteristics to signatures on file from a paid circulator’s registration, signatures in the Oregon voter registration file, or the signature on an official government document. ⓘ Initials, signature stamps, illegible or printed script are not sufficient unless verified by exemplar.
→ Provide the date when the certification was signed.	✓ The date must be provided in month, day, year order if written in all numbers.

**!** A circulator’s failure to comply with these requirements may result in the rejection of the petition signature sheets and a felony conviction for the circulator.

### Circulator Prohibitions

It is against the law for circulators to knowingly:

→ circulate a petition containing a false signature;
→ attempt to obtain the signature of a person who is not qualified to sign the petition; ⓘ Only active Oregon registered voters may sign a petition.
→ make false statements to any person who signs the petition or requests information about it ;
→ offer money or anything of value to another person to sign or not sign the petition;
→ sell or offer to sell signature sheets; or
→ write, alter, correct, clarify or obscure any information about the signers unless the signer initials after the changes are made ⓘ A circulator may assist a disabled signer who requests assistance in completing their printed name, address and date signed. In such a case, no initials are required.

**!** Violations of the circulator requirements 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, 260.993

## Signer Requirements

	Each petition signer must:	What this means:
<b>All Petition Types</b>	<ul style="list-style-type: none"> <li>→ Signers should provide an original signature and should be encouraged to provide their printed name and date signed.</li> <li>ⓘ Printed name and date fields, while optional unless otherwise noted below, provide valuable assistance when verifying signatures.</li> <li>ⓘ Signers must include printed name for Nomination by Assembly of Electors and for Major Party Presidential Candidates.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Signers must sign the petition using a signature contained in their voter registration record</li> </ul>
	<ul style="list-style-type: none"> <li>→ Signers should be an active registered voter at the time of signing the petition in the candidate’s electoral district.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Information in the voter's registration record is up to date, and they would be able to vote for the candidate.</li> </ul>
	<ul style="list-style-type: none"> <li>→ Sign a petition sheet that is designated for their county of residence, if applicable.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Signers should sign a petition sheet designated for the county in which they are registered to vote.</li> </ul>
	<ul style="list-style-type: none"> <li>→ Provide a residence or mailing address.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Signers should provide the address contained in their voter registration record.</li> </ul>
<b>Nominating Petition ONLY</b>	<ul style="list-style-type: none"> <li>→ At the time of signing the petition, signers are encouraged to include the signer’s precinct name or number.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Signers are encouraged to provide precinct information.</li> </ul>
<b>Major Party Petition ONLY</b>	<ul style="list-style-type: none"> <li>→ At the time of signing the petition, the signer should be a member of the same political party as the candidate.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Information in the voter's registration record is up to date, and they would be able to vote for the candidate at a primary election.</li> </ul>

## Signature Date

If no date is provided by the signer, the signature is only considered valid if the signer:

- ✓ was an active Oregon registered voter between the date the petition was approved to circulate and the circulator’s certification date; or
- ✓ was originally registered to vote on or after the date the petition was approved to circulate and was an active registered voter between their original registration date and the circulator’s certification date.



This standard also applies to any signer that provides a date of birth or a date that at the time of verification has not yet occurred instead of the date they signed the petition.

## Signer Prohibitions

It is against the law for signers to knowingly:

- sign another person’s name under any circumstances;
- sign a petition more than one time; or
- sign a petition when not qualified to sign it.

**!** Only active Oregon registered voters may sign a petition. If the signer is not registered to vote or an active voter the signature will be rejected unless a completed registration card is received by a designated voter registration agency or an elections filing officer before 5 pm the day the petition is signed or 11:59 pm if completed electronically online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## Certification of Signature Sheets

*OAR 165-014-0270*

After all signatures on a signature sheet have been collected, circulators complete the certification by signing their legal signature and providing the date when the certification was signed. A legal signature is defined as a signature possessing obvious and predominantly matching characteristics to signatures on file from a paid circulator’s registration, signatures in the Oregon voter registration file, or the signature on an official government document.

**!** If the circulator certification is not completed or determined to be insufficient the signature sheet will be rejected.

Prior to submission to elections officials the circulator may correct the following defects:

### Circulator Signature Defects

If the circulator has:	Then the circulator should:
→ signed using only initials; <b>i</b> Unless verified by exemplar.	✓ sign and re-date certification with legal signature;
→ signed using a signature stamp; <b>i</b> Unless approved under ORS 246.025.	✓ re-sign and re-date certification with legal signature;
→ signed using an illegible signature; <b>i</b> Unless verified by exemplar.	✓ re-sign and re-date certification with legal signature;
→ photocopied or carbon copied the certification; or	✓ sign and re-date certification with legal signature; or
→ signed in a manner that the signature, printed name, and address are all illegible;	✓ re-sign and re-date certification with legal signature.

### Certification Date Defects

If the date is:	Then the circulator should:
→ missing;	✓ re-sign and date <b>or</b> date and initial correction;
→ crossed out;	✓ re-sign and re-date <b>or</b> re-date and initial correction;
→ overwritten with a different date;	✓ re-sign and re-date <b>or</b> re-date and initial correction;
→ earlier than all petition signers; ⓘ Unless the circulator and the only signer are the same person.	✓ re-sign and re-date <b>or</b> re-date and initial correction;
→ earlier than some, but not all petition signers; ⓘ Only those signatures dated on or before the date of the certification will be accepted.	✓ re-sign and re-date <b>or</b> re-date and initial correction;
→ partial or ambiguous; or	✓ re-sign and re-date <b>or</b> re-date and initial correction; or ⓘ Date must be provided in month, day, year order if written in all numeric characters.
→ obscured in any way by white out or other correction fluid or adhesive tape;	✓ re-sign and re-date <b>or</b> re-date and initial correction.

The following defects in the circulator certification cannot be corrected and any signature sheet submitted that contains one of these defects will be rejected:

### Incurable Defects

→ the original signature of a circulator has been crossed out, and a different circulator’s signature is inserted; ⓘ Does not apply if the original signature is that of an individual whose signature appears on the same signature sheet as a signer.
→ two individuals sign and date as circulator; or ⓘ Does not apply if the only signers and the circulators are the same people.
→ white-out or other correction fluid or adhesive tape appears on the signature line.
ⓧ Examples of circulator signature and date defects are available in the <a href="#">Circulator Training Manual</a> located at <a href="http://www.oregonvotes.gov">www.oregonvotes.gov</a> .

# Guidelines for Completing Candidate Filing Forms

ORS 249.031

All forms must be complete before submitting them to the Elections Division.



Failure to provide information for each of the required fields may result in rejection of the candidate filing forms.



Providing false statements on filing forms is a violation of Oregon Election Law and the candidate may be convicted of a Class C Felony. ORS 260.715(1) and 260.993

Additional information may be required and is discussed further under the specific form's section.

## Original or Amendment

Indicate if the filing is an Original filing or an Amendment that is changing information prior to the filing deadline.

## Candidate Information

Complete the following information:

- **Name of Candidate:** This should be the candidate's full name (first, middle initial if applicable and last). If filing online through ORESTAR, this field is automatically populated from the user profile and cannot be modified. Prefix (Mr. or Ms.), suffix (Jr., Sr., III, etc.) and title (MD, CPA, etc.) fields can be added if desired.
- **How name should appear on ballot:** Include how the candidate wishes their name to appear on the ballot. If a nickname is used in connection with the candidate's full name, the nickname should be in parentheses. Titles and designations (e.g., Dr., CPA) **should not** be included as they cannot appear on the ballot.
- **Candidate Residence Address:** Residential address of the candidate, including the county must be used.
- **Mailing Address for Candidate Correspondence:** Include the address where the candidate wishes to receive correspondence from the Elections Division.
- **Contact Information:** Enter a valid phone number (where the candidate can be reached during normal business hours), fax, email address, and website, if applicable. **At least one phone number and an email address are required.**

The following are guidelines to complete the required fields of occupation, occupational background, educational background, and prior governmental experience on the candidate filing forms. These fields are required and information provided must be accurate. Not every occupational, educational, or prior governmental experience is required to be provided. If the candidate has no relevant experience, "None" or other equivalent must be entered.

## Occupation and Occupational Background

- **Occupation (present employment – paid or unpaid):** The current full- or part-time employment or other line of work, business, craft, or professional information (not required to indicate whether paid or not paid). If not employed, enter "Not Employed", or "None", or other equivalent.
- **Occupational Background (previous employment – paid or unpaid):** Previous full- or part-time employment or other line of work, business, craft or professional information (not required to indicate whether paid or not paid).



## Educational Background

- **Educational Background (schools attended):** This may include schools attended by the candidate, including the last grade level completed, whether a diploma, degree or certificate was received, and the course of study. It is not required that every educational experience be listed, but what is listed must be accurate. Provide the complete name of the school.
- **Educational Background (other):** Other educational experiences of the candidate.



A degree indicates a college, university or professional school has awarded a title upon the person for completion of a program of study. For this purpose, honorary degrees or degrees from "degree mills" should not be included under this requirement.

## Prior Governmental Experience

- **Prior Governmental Experience (elected or appointed):** The current or previous governmental experience, which refers to a person's involvement in governmental activities, such as appointed boards and commissions, elected boards, other elected or appointed public offices, or organizations that are recognized by a governmental body. Full- or part-time, paid or unpaid, or volunteer experience may be included (not required to indicate whether paid or not paid). If the candidate has no prior governmental experience, enter "None" or other equivalent.

## Candidate Signature and Date Signed

# Additional Information Required

The following instructions are for fields on specific forms that are unique to that form.

## SEL 101 Candidate Filing – Major Political Party or Nonpartisan

### Filing Method

Complete the following information.

- **Fee:** If paying a fee, check this box.
- **Prospective Petition:** If collecting signatures in lieu of paying the filing fee, check this box.
- **Some circulators may be paid:** When collecting signatures, if circulators may be paid to gather the sufficient number of signatures, mark "Yes." If circulators are volunteering their time to help collect signatures, mark "No."

### Office Information



Complete the following information.

- **Filing for Office of:** Indicate the office the candidate is filing for.
- **District, Position or County:** Indicate the district, position or county of the office the candidate is filing for.
- **Party Affiliation:** Select the candidate's party affiliation. If entering your candidacy online, "Nonpartisan" will automatically populate if the office indicated is nonpartisan.
- **Incumbent Judge:** If filing for a state judge position, indicate if the candidate is the incumbent judge by selecting "Yes" or "No."

## SEL 110 Candidate Filing – Minor Political Party

---

### Nomination Information

- **Party nomination you are accepting with this filing:** Check the box for the party that is nominating you and whose nomination you are accepting.
- **Order of parties on ballot:** Indicate whether the order of the parties will be in default order or in a specified order. If marking Specified, specify the order in the space provided.
-  If you have previously filed a candidacy filing with the filing officer for the current election cycle, skip to the Candidate Nomination Certificate and Candidate Attestation on the form.
-  If you have **not** previously filed a candidacy filing with the filing officer for the current election cycle, fill out all remaining fields.

### Candidate Nomination Certificate

Candidate filings by a minor party must be notarized prior to submission. The following fields must be completed.

- **Name of Minor Political Party:** Include the name of the Minor Party nominating the candidate.
- **Signature of the Officer of Minor Political Party:** Include the signature of one of the officers listed in the bylaws of the minor political party.
- **Date Signed:** Include the date the officer of the political party signed the candidate filing form.
- **Printed Name of the Officer of Minor Political Party:** include the clearly printed name of the officer that signed the candidate filing form.

### The following fields are completed by a Judge or Notary Public.

- **State of Oregon, County of:** Include the name of the county in which the Judge or Notary Public is signing the candidate filing form.
- **Signed before me on:** Include the date the Judge or Notary Public witnessed the Minor Political Party officer sign the candidate filing form.
- **By:** Include the name of the Judge or the Notary Public.
- **Judge or Notary Public-State of Oregon:** Include the signature of the Judge or Notary Public.

## SEL 114 Candidate Filing – Individual Electors

---

Name of Chief Sponsor: Include the name of the candidate or other person interested in placing the candidate name on the ballot. This can be the candidate.

## SEL 115 Candidate Filing – Assembly of Electors

---

### Assembly of Electors fields to complete.

- **Name of Person Submitting Certificate of Nomination:** Include the name of candidate or a person designated as the presiding officer.
- **Address of Person Submitting Certificate of Nomination:** Include the address of the candidate or the presiding officer named in the above field.
- **Printed Name of Presiding Officer:** Include clearly printed name of the presiding officer.

- **Signature of Presiding Officer:** Include the signature of the candidate or the signature of the presiding officer of the assembly.
- **Printed Name of the Secretary:** Include clearly printed name of the candidate or secretary of the assembly.
- **Signature of the Secretary:** Include the signature of the candidate or the secretary of the assembly.

**The following fields are completed by a Judge or Notary Public.**

- **State of Oregon, County of:** Include the name of the county in which the Judge or Notary Public is signing the candidate filing form.
- **Signed before me on:** Include the date the Judge or Notary Public witnessed the Minor Political Party officer sign the candidate filing form.
- **By:** Include the name of the Judge or the Notary Public.
- **Judge or Notary Public-State of Oregon:** Include the signature of the Judge or Notary Public.

## SEL 141 Candidate Filing – Write-In Acceptance

---

### Nomination or Election

Indicate whether you are accepting a nomination or if you have won the election for this office.

### Office Information

Complete the following information.

- **Filing for Office of:** Indicate the office for which you are accepting the nomination.
- **District, Position or County:** If the office has a district number and/or a position number or the office covers an entire county, indicate that information in this field.

### Nomination Information

- **Party nomination(s) you are accepting:** Check the box for the party or parties that nominated you by write-in at the Primary election and whose nomination you are accepting.
- **Order of parties on ballot:** Indicate whether the order of the parties will be in default order or in a specified order. If marking Specified, specify the order in the space provided.



If you have previously filed a candidacy filing with the filing officer for the current election cycle, skip to the signature line on the form.



If you have **not** previously filed a candidacy filing with the filing officer for the current election cycle, fill out all remaining fields.

## SEL 150 Candidate Filing - Withdrawal

---

### Withdrawal from Candidacy or Nomination for Office Information

- **Office of:** Indicate the office for which you originally filed.
- **District, Position or County:** Indicate the applicable district, position number, or county of the office for which you filed.
- Check the box to indicate if you were a Candidate for Nomination or if you were running for office by political party.

### Withdrawal Reason

- In the box, indicate why you are withdrawing your candidacy.

## Other Forms

**Additional forms that may be necessary to file.**

### SEL 220 Statement of Organization for a Candidate Committee

---

This form is used to establish the campaign finance committee for a candidate. All committees must establish a dedicated bank account. "Candidate" includes any of the following:

- an individual whose name is printed on a ballot, for whom a declaration of candidacy, nominating petition, or certificate of nomination to public office has been filed, or whose name is expected to be or has been presented, with the individual's consent, for nomination or election to public office;
  - an individual who has solicited or received and accepted a contribution, made an expenditure, or given consent to an individual, organization, political party, or political committee to solicit or receive and accept a contribution or make an expenditure on the individual's behalf to secure nomination or election to any public office at any time, whether or not the office for which the individual will seek nomination or election is known when the solicitation is made, the contribution is received and retained, or the expenditure is made, and whether or not the name of the individual is printed on a ballot;
- or**
- a public office holder against whom a recall petition has been completed and filed.

**Please refer to the** [Campaign Finance Manual](#) **for further information about the SEL 220.**

### SEL 338 Petition Submission

---

Form submitted that provides the number of signatures submitted for verification by completing and filing candidacy by petition.



## List of Forms

### **SEL 101**

Candidate Filing – Major Political Party or Nonpartisan

### **SEL 110**

Candidate Filing – Minor Political Party

### **SEL 114**

Candidate Filing – Individual Electors

### **SEL 115**

Candidate Filing – Assembly of Electors

### **SEL 140**

Candidate Filing – Write-In Acceptance Form - Previously Nominated at the Primary Election

### **SEL 141**

Candidate Filing – Write-In Acceptance Form - New Filing –

### **SEL 150**

Candidate Filing - Withdrawal

### **SEL 220**

Statement of Organization for a Candidate Committee

### **SEL 338**

Petition Submission