



Memorandum

Date: February 13, 2018

To: City Council and EWEB Candidates

From: Beth Forrest, 541-682-5882
City Recorder

Subject: Voters' Pamphlet Participation

Candidates for the Eugene City Council and Eugene Water & Electric Board have the opportunity to participate in a local voters' pamphlet for the May 15, 2018, Primary Election. This communication details the steps to follow in order to submit a statement for publication. Please review it carefully.

CITY VOTERS' PAMPHLET

For a fee of \$100.00, candidates who have completed filing for the positions of City Councilor and Eugene Water & Electric Board Commissioner may submit a statement and a photograph to be included in the voters' pamphlet. Statements, photographs, and fees must be received by the City Recorder no later than 5:00 p.m. on Tuesday, March 20, 2018 (please see attached form).

Candidate's Statement

- The statement must be printed in a large enough font to ensure legibility and fit onto a page of the pamphlet along with the photograph. The combined total word count for required and optional information must not exceed **325** words.
- The statement must begin with required information: "Occupation," "Occupational Background," "Educational Background," and "Prior Government Experience"-- these eight words must be part of the statement and count toward the 325 maximum words.
- Required information can include paid or unpaid experience. You do not need to indicate in your information "paid" or "unpaid."
- The word "None" must be used in any section which does not contain any information. The word "None" will count as part of the total word count.
- No acronyms, other than those commonly understood (USA, GED, etc.) may be used in required information.
- No italics may be used except when identifying publications.
- The statement shall consist of words and numbers only; charts or graphics will not be accepted.
- The statement must not contain any obscene, profane, or defamatory language; incite or advocate hatred, abuse, or violence toward any person or group; or contain any language which may not be circulated through the mail.

Statements of Endorsement

If the name of a person or organization is used in your statement as supporting or endorsing the statement, you must either:

- File a Statement of Endorsement signed by the person, or by an authorized person on behalf of an organization, stating that he or she consents to the use of the name of the person or organization in your statement;

OR

- Use the name of the person or organization with a quotation made by the person or by an authorized person on behalf of an organization. The quotation must have been disseminated to the public prior to its inclusion in the statement and it must be identified in the statement by its source and date.

Photographs

- Submit two identical 5"x 7" black and white photographs **or** submit electronic file in .png, .jpg, .gif, .tif, or .bmp format.
- The photograph must be less than two years old.
- Background must be plain (untextured, light gray background is recommended). Elements such as paneling, wallpaper, windows, flags and plants will be cropped or airbrushed at the candidate's expense.
- The photograph must be front facing, showing only the face, neck and shoulders of the candidate; it cannot show hands or anything below the shoulders.
- In the photograph, the candidate must not be wearing a judicial robe, uniform, hat, lapel pin or other clothing or jewelry which may be construed as showing membership in any organization.
- Candidate's name must be written on the back of the photograph.

The deadline for submitting statements, photos, and fees is Tuesday, March 20, 2018, 5:00 p.m., at the City Manager's Office, City Hall, 125 E. 8th Avenue, 2nd floor, Eugene, OR, 97401. Appointments are encouraged and can be made by calling 541-682-5042. Please make checks payable to the *City of Eugene*.

If you have any questions, please call the City Recorder at 541-682-5882.

INSTRUCTIONS TO CANDIDATE OR COMMITTEE

If the name of the person or organization is used in a voters' pamphlet argument/statement as supporting or endorsing the argument/statement, YOU MUST EITHER:

1. Use the name of the person or organization with a quotation made by the person on behalf of the person or by an authorized person on behalf of an organization. The quotation must have been disseminated to the public prior to its inclusion in the argument/statement and it must be identified in the argument/statement by its source and date (such as the name of the newspaper in which it appeared) and date of dissemination/publication. Examples for identifying the source of a quote follow:

Charles Dickens, The Register-Guard, 1/31/75
George Bush, Time Magazine, July 4, 1999
John F. Kennedy, Profiles in Courage, 1960

OR

2. File a Statement of Endorsement signed by the person, or by an authorized person on behalf of an organization, stating that the person consents to the use of the name of the person or organization in the argument/statement. An organization's name should only be used if the organization is endorsing the argument/statement.

For the City of Eugene voters' pamphlet, either the Statement of Endorsement included with this instruction sheet or State form SEL 400 may be used.



CITY OF EUGENE
Candidate's Statement for City Voters' Pamphlet
May 15, 2018, Primary Election

This form must be submitted to the City Recorder's Office
125 E. 8th Avenue, 2nd floor, Eugene, no later than 5 p.m., March 20, 2018.

This form and the attached statement must be typed or clearly printed.

Name of candidate as it will appear on the ballot:

- Original Statement
 Amended Statement

Phone (main):

Phone (secondary):

Email:

Filing for the office of:

Ward (if applicable):

This information is furnished by (name of candidate or committee as it should appear in the Voters' Pamphlet):

CHECKLIST FOR CANDIDATE STATEMENT CONTENTS

- Required Information
- ✓ Occupation (paid or unpaid), or the word "None"
 - ✓ Occupational Background, or the word "None"
 - ✓ Educational Background, or the word "None"
 - ✓ Prior Governmental Experience, or the word "None"
- Optional Information
- Statement(s) of Endorsement, if applicable
- Other (please explain): _____

Note: Language which violates any provision of Oregon Revised Statutes may be excluded from the Voters' Pamphlet.

By signing this document, I hereby state:

- ✓ That all information provided by me on this form and in the attached statement is true to the best of my knowledge;
- ✓ I am the author of this statement (ORS 251.065); and
- ✓ The portrait I have provided, if any, is less than two (2) years old.

Signature of Candidate

Date Signed

FOR OFFICE USE ONLY

Initials _____

Cash or Check No. (\$100) _____

Photo: None submitted:

City Voters' Pamphlet

Statement of Endorsement

SEL 400rev 09/17
ORS 251.049

Warning Submitting a false signature on this statement is a violation of ORS 251.049, subject to a civil penalty of up to \$1000.

Filing Information This Statement of Endorsement is only valid for the election indicated below.

Election Date Primary 2018 General 2018 Special Election provide date

Statement or Argument Filing Name and Filing Type

<input type="checkbox"/> Candidate Statement	Candidate Name
<input type="checkbox"/> Political Party Statement	Political Party Name
<input type="checkbox"/> Assembly of Electors Statement	Assembly of Electors Name
<input type="checkbox"/> Measure Argument Provide number	Name of Person Who Furnished Argument

Endorsement Information Select a method of endorsement. Choose only one option.

- **Option 1** allows the filer to determine how your name, the name of the organization you represent, if any, and other information about you will appear in the statement or argument.
- **Option 2** requires the filer to reproduce your name, the name of the organization you represent, if any, and other information about you exactly as you specify in the space provided.

Option 1

Endorser Name

Organization Name, if any

Consent

I consent to the use of my name, applicable title, the name of the organization I am authorized to represent, if any, and other biographical information about me in a statement or argument submitted by the filer listed above.

Signature

Date Signed

Option 2

Endorser Name

Organization Name, if any

Required Reproduction

→ In the white space below, type your name and/or the name of the organization you are authorized to represent exactly as it should appear in the voters' pamphlet statement or argument. Your organization's name should be used only if the organization is endorsing the argument or statement. Your title must also be listed in this section if it is to appear in the voters' pamphlet statement or argument.

Consent

I consent to the use of my name, applicable title, the name of the organization I am authorized to represent, if any, and other biographical information about me, **exactly as it appears in the Required Reproduction box**, in a statement or argument submitted by the filer listed above.

Signature

Date Signed