



## CITY OF EUGENE

**May 19, 2020, Primary Election**

### **Candidate Application Packet Eugene Mayor, City Council and Eugene Water & Electric Board**

Beginning September 12, 2019, candidate applications will be accepted for positions of Mayor, Eugene City Councilor (wards 1, 2, 7, and 8), and Eugene Water & Electric Board Commissioner. These positions will be voted on in the May 19, 2020, Primary Election. **Filing deadline is 5 p.m., March 4, 2020.**

The May Primary Election is a qualifying election. If a candidate wins more than 50 percent of the total vote for that position, only that candidate's name will be placed on the November 3, 2020, General Election ballot. If no candidate receives more than 50 percent of the vote, the names of the two candidates receiving the most votes in the May primary will be placed on the November ballot.

The Eugene City Recorder is the Elections Filing Officer for the City of Eugene and Eugene Water & Electric Board elections. **Please call in advance to schedule an appointment with the City Recorder to submit your preliminary forms (541-682-5042).**

#### **Open City of Eugene Positions**

**Eugene Mayor**                      Currently held by Lucy Vinis

#### **City Council**

WARD 1                              Currently held by Emily Semple  
WARD 2                              Currently held by Betty Taylor  
WARD 7                              Currently held by Claire Syrett  
WARD 8                              Currently held by Chris Pryor

#### **Eugene Water & Electric Board**

WARDS 1 & 8                      Currently held by Steve Mital  
WARDS 2 & 3                      Currently held by Dick Helgeson  
Wards 6 & 7                      Currently held by Sonya Carlson

All positions are nonpartisan.

Candidates for Mayor are nominated and elected by registered voters residing within the boundaries of the city of Eugene.

Candidates for City Council are nominated and elected by registered voters within the boundaries of the ward they reside in and seek to represent.

Candidates for the Eugene Water & Electric Board Ward positions are nominated and elected by registered voters residing within the wards the candidate seeks to represent.

#### **Terms and Conditions**

All terms will last for four years beginning in January 2021.

Eugene Mayor and City Council positions are compensated positions.

All EWEB positions are non-paid, voluntary positions.

## Qualifications and Residency Requirements

Any person holding elective office must be a registered voter in the State of Oregon.  
Any person elected to office must have been a legal resident of the city of Eugene for at least one year prior to being elected in the November 3, 2020, General Election.  
The Mayor must reside within the legal boundaries of the city of Eugene.  
City Council candidates must reside in the ward they seek to represent.  
Eugene Water & Electric Board (EWEB) candidates must reside in one of the wards they seek to represent.

Eugene City Code, Section 2.965, defines residency: "A candidate for a city office must be an elector and must have been a resident of the city for at least one year immediately preceding the election that results in election to the office. A candidate for city office must be registered to vote as a resident of the city at the time his or her nominating petition is submitted to the city recorder. A candidate for city office shall maintain his or her residence within the city and the area he or she seeks to represent at the time of nomination and throughout his or her term of office if elected. If a city official or candidate for city office fails to maintain his or her residence within the city and the area he or she represents or seeks to represent, he or she shall be removed from office or be ineligible to serve as a city official. The vacancy thus created shall be filled in the manner other vacancies in that office are filled. If a city official or candidate for city office has more than one residence, the requirements of this section apply to the principal place of residency, which is the residence where the city official or candidate for city office spends more than 50% of his or her time."

## How to File

Please review this information packet, which includes Eugene City Code sections pertaining to filing for office. The following manuals are available online and may assist you with the process:

*2019 City Elections Manual*  
*2018 Campaign Finance Manual*

<http://www.sos.state.or.uselections/publications>

### **Step 1: File Prospective Petition**

Complete the forms listed below and submit them in person to the City Recorder for approval **PRIOR TO** gathering any signatures and well in advance of the **March 4** filing deadline. No filing fees are required to run for City of Eugene offices.

*SEL 101 Filing of Candidacy for Nonpartisan Nomination*  
*SEL 121 Petition for Nonpartisan Nomination*

### **Step 2: Register Campaign Committee**

Prospective candidates must file the following forms with the Oregon Secretary of State Elections Division:

*SEL 220 Candidate's Statement of Organization*  
*SEL 223 Campaign Account Information*

These forms are not required if the candidate acts as his or her own treasurer **and** does not expect to spend or receive more than \$750 during the entire calendar year. See the *Candidate 'Quick Guide' on Campaign Finance Reporting in Oregon* included in this packet.

The filing must occur within three business days of receiving the first contribution or making an initial expenditure. These filings can be done electronically at [www.oregonvotes.org](http://www.oregonvotes.org). At this website, you may log in and register in the *ORESTAR* system to receive additional instructions. For more information, contact the Elections Division at 503-986-1518.

### **Step 3: Collect Signatures**

The City Recorder will approve the petition sheet authorizing the collection of signatures.

Mayoral, City Council, and EWEB candidates must submit at least 25 nominating signatures of registered voters who reside within the jurisdiction they seek to represent.

Candidates should collect additional signatures in the event that some are disqualified.

Oregon law requires that each petition sheet be properly certified by its circulator, who must personally witness each signature.

### **Step 4: File Completed Petition**

The signature sheets with the authorization letter and a completed **Form SEL338** must be submitted by the candidate to the City Recorder for verification of sufficiency and validity by Lane County Elections Division.

Lane County Elections will contact the City Recorder when signature verification is completed.

The candidate must submit in person to the City Recorder's Office a "completed" petition (SEL 101), along with the certified signature sheets no later than 5 p.m., March 4, 2020

## **Campaign Finance Reporting Requirements**

Please review the [Campaign Finance Manual](#) for instructions and a filing schedule. Campaign finance forms are filed electronically with the Secretary of State's Elections Division.

All candidates who spend or receive more than \$750 during the calendar year are required to establish a dedicated campaign bank account. Those who do not expect to receive or spend more than \$2,000 during the year may file a "*Certificate of Limited Contributions and Expenditures (PC7)*". Candidates who will exceed the \$2,000 limit must file detailed contribution and expenditure reports.

## **Statement of Economic Interest (SEI) and State Reporting Requirements**

All persons holding office in the City of Eugene, including the Eugene Water & Electric Board, are required to file Statements of Economic Interest with the Oregon Government Ethics Commission (formerly the Oregon Government Standards and Practices Commission). The annual reports must be filed by April 15 every year of the incumbency of the elected official. Information concerning sources of income, property, business interests and gifts related to the office will be requested. Civil penalties may be imposed for failure to file, or for insufficient information. Please contact the City Recorder's Office for additional information.

## **Conflict of Interest**

Please note that Section 14 of the Eugene City Charter specifically addresses ethics and conflict of interest for elected officials. Contact the City Recorder's Office for additional information or the Charter may be viewed online by going to the City Hall, City Recorder's website at [www.eugene-or.gov/cityrecorder](http://www.eugene-or.gov/cityrecorder).

## **Voluntary Campaign Finance Spending Limits**

In April 2002, the City Council adopted Resolution Number 4709, creating a voluntary campaign finance program for City elections. The program seeks to improve the City election process by encouraging candidates for City offices to limit campaign expenditures and contributions. The program is voluntary and is for candidates who pledge that they will comply with all the expenditure and contribution limits. For City Council elections, the voluntary expenditure limit is \$7,500; for the mayoral election, the voluntary expenditure limit is \$30,000. Contribution limits for council elections are \$100 per person and \$500 from the candidate; for the mayoral election they are \$500 per person and \$500 from the candidate.

The program is entirely voluntary. The names of the candidates who pledge to limit contributions and expenditures within the scope of the program and adhere to those limits throughout the entire campaign will be published in the local newspaper and on the City's website. The state-required contribution and expenditure reports will be used to determine expenditures and contributions. For additional information, see Resolution 4709.

### Voters' Pamphlet

City Council candidates may have the opportunity to place an argument in support of their candidacy in either the City or State voters' pamphlet. Additional information concerning cost, requirements, and filing deadlines is available online by contacting the City Recorder at 541-682-5042.

EWEB candidates may also participate in the City of Eugene Voters' Pamphlet, if one is produced. EWEB candidates are not eligible to participate in the State Voters' Pamphlet.

Please note that the City is required to produce a voters' pamphlet only when a Eugene measure is on the ballot. If a candidate for City office wishes to publish a statement in the City voters' pamphlet for an election at which no City measure is submitted for a vote, the City Manager shall publish a voters' pamphlet containing candidate statements, *unless* the City Council waives the requirement.

### Sign Regulations

Eugene Code 9.6610 regulates the types and placement of election signs:

Signs 12 square feet or less in area are allowed on private property during the period from 60 days before to five days after any public election is held in Lane County, Oregon.

Signs may be placed on private property only with the permission of the owner (including use of private, vacant lots).

No signs are allowed in the public right-of-way; e.g., lamp posts or bridge approaches, median strip between lanes of traffic, grassy strip between the sidewalk and street, or any publicly owned property. Signs may not hide from view any traffic control device.

If you have any questions concerning signs or any other part of the Eugene elections process, please contact the City Recorder's Office at 682-5042.

### Election Offices

#### City of Eugene

Samantha Roberts, Deputy City Recorder  
125 East 8<sup>th</sup> Avenue, 2<sup>nd</sup> floor  
Eugene, OR 97401  
[www.eugene-or.gov](http://www.eugene-or.gov)

541-682-5042

#### Lane County Elections

Cheryl Betschart, County Clerk  
275 W. 10<sup>th</sup> Ave.  
Eugene, OR 97401  
<http://www.co.lane.or.us/elections>

541-682-4234

#### Secretary of State

Elections Division  
255 Capitol Street NE, Suite 501  
Salem, OR 97310-0722  
<http://www.sos.state.or.us/elections/>

503-986-1518



# Filing of Candidacy for Nonpartisan Nomination

**SEL 101**  
rev 1/18: Eugene, OR

*This information is a matter of public record and may be published or reproduced.*

**Please type or print legibly in black ink.**

**Filing Officer**  
City Recorder, City of Eugene, Oregon

Candidate name *		Filing for office of *	
How name should appear on ballot *		District, department or position number *	
Residence address: street/route, city, state, zip code *			
County of residence *		Home phone	Work phone
Fax	Email address	Website	
Mailing address where all correspondence will be sent: street/route, city, state, zip code *			

\* Indicates a required field. At least one phone number is also required.

### Filing Fees

**The City of Eugene does not  
require filing fees (E.C. 2.964)**

- Filing of candidacy by **prospective** petition, with the required proposed signature sheet **signed on Line 1 by the candidate** (SEL 121)
- Yes     No    Petition circulators will be paid (mark one)

- Filing of candidacy by **completed** petition, with the required signature sheets **properly certified by the appropriate county elections officials** (ORS 249.020, 249.064).

### Filing Deadline

**City of Eugene  
May 19, 2020, Primary Election  
Filing Deadline: 5 p.m., March 4, 2020**

Required Information (If no relevant information, list none or n/a)

**Occupation (present employment - paid or unpaid) \***

**Occupational Background (previous employment - paid or unpaid) \***

**Educational Background (schools attended; if necessary, use attachment) \***

Name of school (no acronyms)	Last grade level completed	Diploma/Degree/Certificate (AA, BA, BS, MA, PhD accredited)	Course of study (optional)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other:

**Prior Governmental Experience (elected or appointed) \***

*By signing this document, I hereby state:*

- I will accept the nomination for the office indicated above.
- I will qualify for said office if elected.
- All information provided by me on this form is true to the best of my knowledge **and**
- No circulators will be compensated based on the number of signatures obtained by the circulator on a prospective petition.

*Check the appropriate box (not applicable to candidates for federal office - US Senate and US Representative):*

By marking this box, I certify I do not have an existing candidate committee and I do not expect to spend more than \$750 or receive more than \$750 during each calendar year. I understand I must still keep records of all campaign transactions and if total contributions or total expenditures exceed \$750 during a calendar year, I must follow the requirements detailed in the 2018 Campaign Finance Manual.

By marking this box, I certify that I have already filed or will soon file a Statement of Organization for Candidate Committee (SEL 220). For detailed instructions, see the 2018 Campaign Finance Manual.

 **Warning**  
 Supplying false information on this form may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715). A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, **all** filings are invalid. (ORS 249.013 and ORS 249.170)

**Candidate's Signature** \_\_\_\_\_ **Date Signed** \_\_\_\_\_

# Candidate Signature Sheet | Nonpartisan

Petition ID \_\_\_\_\_

SOME Circulators  No Circulators for this petition are being paid.

This is a candidate nominating petition. Signers of this page must be active registered voters in the county listed.

 Signatures must be verified by the appropriate county elections official before the petition can be filed with the filing officer.

County \_\_\_\_\_

Candidate Information	
Name	Office
Election	District or Position Number (include city if applicable)

To the Elections Official/Filing Officer, We the undersigned voters, request the candidate's name be placed on the ballot at the election listed above for nomination to the office indicated.

 Signers must initial any changes the circulator makes to their printed name, residence address or date they signed the petition.

**Signature** **Date Signed** mm/dd/yy **Print Name** **Residence or Mailing Address** street, city, zip code

1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____

**Circulator Certification** This certification **must** be completed by the circulator and additional signatures **should not** be collected on this sheet once the certification has been signed and dated! I hereby certify that I witnessed the signing of the signature sheet by each individual whose signature appears on the signature sheet, and I believe each person is a voter qualified to sign the petition (ORS 249.061). I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

\_\_\_\_\_  
**Circulator Signature** **Date Signed** mm/dd/yy

\_\_\_\_\_  
**Sheet Number**  
 Completed by  
 Candidate

\_\_\_\_\_  
**Printed Name of Circulator** **Circulator's Address** street, city, zip code

# Petition Submission

## Candidate, Voters' Pamphlet

# SEL 338

rev. 08/18  
OAR 165-010-0005, 165-016-0000

→ This form must be completed and filed with any submission of signatures.

Filing Officer		
<input type="checkbox"/> State	<input type="checkbox"/> County For both county and district petitions.	<input type="checkbox"/> City

Election Type		Year			
<input type="checkbox"/> Primary	<input type="checkbox"/> General	<input type="checkbox"/> Special Election	<input type="checkbox"/> 2018	<input type="checkbox"/> 2019	<input type="checkbox"/> 2020

Petition Information	
Petition ID/Candidate's Name	Type <input type="checkbox"/> Candidate Nominating <input type="checkbox"/> Voters' Pamphlet, Candidate <input type="checkbox"/> Voters' Pamphlet, Measure

Type of Filing	Number of Signatures Submitted
<input type="checkbox"/> Candidate Nominating	
<input type="checkbox"/> Voters' Pamphlet, Candidate	
<input type="checkbox"/> Voters' Pamphlet, Measure	

Candidate's Nominating/Voters' Pamphlet Filing
→ By signing this document, I hereby state that all information on the form is true and correct to the best of my knowledge.

Name	Contact Phone	Email Address
Signature		Date Signed

Measure Argument Filing
→ By signing this document, I hereby state that all information on the form is true and correct to the best of my knowledge.

Name	Contact Phone	Email Address
Signature		Date Signed

For office use only	
Submittal number	Number of signatures accepted
Is the petition complete? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be additional submittals? <input type="checkbox"/> Yes <input type="checkbox"/> No

# Campaign Finance Reporting in Oregon

## Candidate "Quick Guide"

Congratulations on your decision to run for office! We hope this guide provides tips and answers to frequently asked questions by first-time candidates.



More detailed information is available in the **Campaign Finance Manual** and the **ORESTAR User's Manuals** available at [www.oregonvotes.gov](http://www.oregonvotes.gov). The Campaign Finance Manual explains what information is disclosed when reporting campaign finance transactions. The ORESTAR User's Manual: Statement of Organization and ORESTAR User's Manual: Transaction Filing explains how to file a statement of organization and campaign finance transactions electronically using ORESTAR.

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### Who Must File a Candidate Committee?

If you	Then
<ul style="list-style-type: none"> <li>→ Serve as your own treasurer <b>and</b></li> <li>→ Do not have an existing candidate committee <b>and</b></li> <li>→ Do not expect to spend or receive more than \$750 during the entire calendar year (including in-kind contributions and personal funds)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Relax. No action is necessary because under Oregon Election Law you are not required to establish a candidate committee if you meet all of the criteria. <b>However, you must keep track of all contributions and expenditures because if you exceed the \$750 threshold you must establish a committee and open a dedicated bank account not later than three business days after exceeding the threshold. NOTE: Any fee paid for filing a candidate's statement for inclusion in the state voters' pamphlet is not included for the purpose of calculating the \$750 threshold. Additionally, you must either file a Certificate of Limited Contributions and Expenditures (PC 7) or all transactions that have occurred in the calendar year. See information below to determine if you are eligible to file a Certificate.</b></li> </ul>
<ul style="list-style-type: none"> <li>→ Do not expect to receive a total of more than \$3,500 or spend a total of more than \$3,500 for the entire calendar year</li> </ul>	<ul style="list-style-type: none"> <li>✓ File a Statement of Organization and establish a dedicated bank account – either by using ORESTAR or by submitting the paper forms Statement of Organization for Candidate Committee (SEL 220) and Campaign Account Information form (SEL 223)</li> <li>✓ File a Certificate of Limited Contributions and Expenditures either by using ORESTAR or by submitting the paper form (PC 7) not later than seven days after first receiving a contribution or making an expenditure</li> </ul>
<ul style="list-style-type: none"> <li>→ Expect to spend or receive more than \$3,500</li> </ul>	<ul style="list-style-type: none"> <li>✓ File a Statement of Organization and establish a dedicated bank account – either by using ORESTAR or by submitting the paper forms Statement of Organization for Candidate Committee (SEL 220) and Campaign Account Information form (SEL 223)</li> <li>✓ File campaign finance transactions using ORESTAR</li> </ul>

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### What starts the whole process?

The decision to run for a public office (even if the office is not known), accepting contributions and making expenditures, whether from personal funds, campaign funds, or another person's funds to support your candidacy.

### Once I become a candidate, then what?

You must register your committee with the Secretary of State not later than 3 business days of first receiving a contribution or making an expenditure if you are not exempt under the \$750 threshold law.

#### May I serve as my own treasurer?

Yes, you may serve as your own treasurer. The Campaign Finance Manual provides committees with information on candidate/treasurer responsibilities.

#### Must I have a dedicated campaign account?

Oregon law requires you to establish a dedicated campaign account if you are required to file a Statement of Organization. The account must be established in a financial institution located in Oregon that ordinarily conducts business in Oregon. One important reminder—when establishing your campaign account, the name of the committee and the name of the account must be the same.

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# Campaign Finance Reporting in Oregon (cont.)

## Candidate "Quick Guide"

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### How do I file?

The key to complying with campaign contribution and expenditure disclosure requirements is to keep detailed records and file your transactions on time.

#### Electronic Filing

Oregon Election law requires that campaign finance transactions be filed electronically. The Secretary of State's Office provides an electronic filing system, ORESTAR, free of charge. There is a terminal located in the Election's Division office for public use.

#### What if I don't own a computer?

A Statement of Organization (SEL 220), Campaign Account Information (SEL 223) and Certificate of Limited Contributions and Expenditures (PC 7) may be filed using the paper forms. If you are not eligible to file a Certificate, contribution and expenditure transactions must be reported electronically using ORESTAR. You may want to check with your local library or other public facilities in your area to see if they provide a computer terminal for public use.

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### When do I report contribution and expenditures?

Generally, the deadline for filing a transaction is not later than 30 calendar days after the date of the transaction. For committees active in an election, beginning on the 42<sup>nd</sup> day before the date of the election and through the date of the election, a transaction is due not later than 7 calendar days after the date of the transaction. The campaign finance reporting requirements and additional transaction deadlines are available in the Campaign Finance Manual. Information on how to electronically file transactions is detailed in the ORESTAR User's Manual: Transaction Filing.

#### Are my campaign finance transactions public record?

Yes, after the transactions are filed in ORESTAR they are immediately available to the public by accessing the Public Search link for ORESTAR.

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### Are there campaign contribution and expenditure limits?

No, Oregon does not have contribution and expenditure limits.

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### How do I discontinue my committee?

In order to discontinue your committee, you must: Achieve a zero balance and file a Statement to Organization discontinuing the committee.

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### Where do I get copies of forms and instructional manuals?

All publications and forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov), or may be requested from the Elections Division at 503 986 1518.

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### Need additional help?

The Elections Division staff is available to answer any questions. You may:

- email your questions to [elections.sos@oregon.gov](mailto:elections.sos@oregon.gov)
- call us at 503 986 1518 or at 866 ORE VOTE
- visit our website at [www.oregonvotes.gov](http://www.oregonvotes.gov)



## CITY OF EUGENE SCHEDULE FOR CANDIDATES MAY 19, 2020, PRIMARY ELECTION

A City election will be held in the City of Eugene, Oregon, on Tuesday, May 19, 2020, for the purpose of voting on the following candidates of the City of Eugene:

- Eugene Mayor
- Eugene City Council – Ward 1
- Eugene City Council - Ward 2
- Eugene City Council - Ward 7
- Eugene City Council - Ward 8
- Eugene Water & Electric Board Commissioner - Wards 1 & 8
- Eugene Water & Electric Board Commissioner - Wards 2 & 3
- Eugene Water & Electric Board Commissioner – Wards 6 & 7

DATE	REFERENCE		DESCRIPTION OF EVENT
September 12, 2019	250 <sup>th</sup> day before election	ORS 249.037	First day for candidates to file prospective petition declaring candidacy for May 19, 2020, Primary Election.
March 4, 2020	76 <sup>th</sup> day before election	EC 2.964(4)	Deadline for candidates to complete filing with City Recorder. (Wednesday)
March 10	70 days before election	EC 2.993(4)	Last day to file candidate statements for the City of Eugene voters' pamphlet <b>if one is produced and there are no City measures on the ballot.</b> (Tuesday)
March 12	68 <sup>th</sup> day before election	ORS 251	Last day to file candidate statements, measure arguments and political party statements for the State voters' pamphlet for the primary election. (Thursday)
March 13	67 <sup>th</sup> day before election	ORS 249.170	Last day for candidate to file withdrawal of candidacy for primary election.
March 20	60 days before election	EC 9.6610	Election signs 12 square feet or less may be put in place on private property. (Friday)
March 24	56 <sup>th</sup> day before election	EC 2.996	Last day to file candidate statements and measure arguments for the City of Eugene voters' pamphlet <b>if one is produced for primary election and there are City measure(s) on the ballot.</b> (Tuesday)
<b>MAY 19</b>			<b>PRIMARY ELECTION DAY</b>
May 24	5 days after election	EC 9.6610	Election signs (over 2) must be removed from private property.