



## CANDIDATE APPLICATION PACKET 2024 GENERAL ELECTION

Congratulations on your decision to run for public office. This packet contains important information that will guide you through the process.

### OPEN POSITIONS FOR NOVEMBER 2024 ELECTION

Mayor – 2 year term (position currently held by Rob Ward)      Councilor – 4 year term (position currently held by Sally Wantz)      Councilor – 4 year term (position currently held by Bill Meyer)

### REQUIREMENTS

The City Charter states that a candidate for Mayor or Council must be a qualified elector (*registered to vote*) and shall have resided in the City during the 12 months immediately preceding the election (*Since at least November 5, 2023*). Nomination shall be by petition specifying the elective office and shall be signed by not fewer than 25 electors. An elector shall reside within the City limits and be registered to vote.

### FILING PERIOD

**Friday, May 31, 2024,**

through

**Monday, August 13, 2024**

*(City of Florence Recommended Final Petition Deadline)*

*(State of Oregon Completed Petition Deadline 'With Verified Signatures back from Lane County' is August 27, 2024)*

during normal business hours,  
8:00 am – 12:00 p.m., 1:00 p.m. – 4:00 p.m.,  
Monday through Friday.



The final filing date represents the last possible date to submit **final** application materials, with signature verified by Lane County. It is **strongly** recommended that candidates submit their initial 'preliminary petition' forms at least one month in advance of the state application deadline (**July 30<sup>th</sup>**) to allow time for all three steps including signature gathering and verification.

\*\*Scheduled meetings are highly recommended. To schedule a meeting please contact City Recorder Lindsey White at 541-997-3437, or via email at [cityrecorder@ci.florence.or.us](mailto:cityrecorder@ci.florence.or.us).

All election forms and petitions should be filed in advance of the final filing day so that the City has enough time to review the forms for completeness and the County can verify the signatures on petitions. If deficiencies in the elections forms and petitions are found, they must be corrected and resubmitted to the City Recorder by the close of business on the final filing day.

## FORMS & PETITIONS

The State of Oregon ~ Secretary of State ~ Elections Division regulates elections throughout the State of Oregon. This office produces the [Candidates Manual](#)<sup>1</sup> which can be found on their website. This manual sets out the steps to file by petition and the forms that are required. Please note that before a candidate can gather signatures, the forms must be approved by the City Elections Official (City Recorder). The required forms include:

- Filing of Candidacy for Nonpartisan Nomination [SEL 101](#)<sup>2</sup>
- Petition for Nonpartisan Nomination Signature Sheet [SEL 121](#)<sup>3</sup>
- Petition Submission [SEL 338](#)<sup>4</sup>

## PROCESS

### STEP ONE: File Prospective Petition (Forms SEL 101 & SEL 121) with City Recorder

#### Prospective Petition ([SEL 101](#))

The prospective candidate files the prospective petition (SEL 101) with the City Elections Official (City Recorder). For information about how to complete forms, see guidelines for completing candidate filing forms on page 30 of the [Candidates Manual](#).

#### Petition for Nonpartisan Nomination Signature Sheet ([SEL 121](#))

Candidates must fill out the information at the top of the form. The City Recorder can assist you in completing these forms correctly so as to avoid any signatures becoming invalidated. (See circulator and petition sheet requirements on Page 27 of [Candidates Manual](#)). The City Recorder will have the candidate sign the first line of the first petition. This process verifies the candidate is a qualified elector.



Once completed and turned in to the City Recorder, all forms are public documents. Completed prospective petition forms will be available for the public on the city of Florence's website at <https://www.ci.florence.or.us/citymanager/2024-election-city-councilors-mayor-0>

When the City Recorder verifies all prospective petitions are correct, the City Recorder will prepare a letter notifying that the prospective petition (SEL 101) and petition signature sheets (SEL 121) were complete and are ready for circulation. Only after approval by the City Elections Official may the candidate gather signatures.



All signature sheets must be approved in writing by the City Recorder before circulating. Failure to do so will result in the rejection of the signature sheets.

<sup>1</sup> Candidates Manual - <http://sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf>

<sup>2</sup> Candidate Filing SEL 101 - <https://sos.oregon.gov/elections/Documents/SEL101.pdf>

<sup>3</sup> Candidate Signature Sheet SEL 121 - <http://sos.oregon.gov/elections/Documents/SEL121.pdf>

<sup>4</sup> Petition Submission SEL 338 - <https://sos.oregon.gov/elections/Documents/SEL338.pdf>

## STEP TWO: Gather Signatures

After meeting with the City Recorder and receiving a prospective petition completion letter you are ready to gather signatures. The petition signature sheets ([SEL 121](#)) must be signed by a minimum of twenty-five (25) registered voters who reside within the City of Florence.

**Note:** *It is suggested that petition circulators obtain more than 25 signatures in case some are disqualified. Common causes for disqualification include:*

- *Signature party does not live in Florence City limits*
- *Signature party is not registered to vote in Florence*
- *Signature party did not sign name in the same way they signed their voter registration card filed at the County Election office. (For example, Douglas Smith would need to sign his name as 'Douglas' and not 'Doug' if that is how he signed his voter registration card.)*
- *For more tips, see circulator and petition sheet requirements on page 27 of [candidates manual](#).*

Once all signatures are collected, to complete the filing process, the candidate must:

1. Ensure each signature sheet certification is signed and dated by the circulator.

**Note:** *The date and the signatures of the one circulating the petition must NOT be crossed out. If there is a mistake in the signature or date, just sign and date above it, otherwise all the signatures will be disqualified.*

2. Number the signature sheets sequentially in the space provided.

- Handwritten signatures are required on the SEL 121 forms – i.e. digital signatures are not allowed. (*Lane County verifies signatures based on handwritten voter registration cards*)
- However, signature sheets can be scanned and emailed once they have been physically signed
- This means that signatures can be collected by...
  - Standard in person contact
  - Mailing forms to potential signees and having prospective signees sign SEL 121 form and send back to candidate
  - Emailing signature sheets, having prospective signees print & sign SEL 121 form, then scan and email back to candidate
  - Any combination thereof

It is possible to have only one signature on a SEL 121 form.

- If choosing to email or mail SEL 121 forms to potential signees, candidates can send a scanned or mailed signature form to potential signees to sign and send back to candidate
  - **NOTE:** In that instance, signee would serve as the circulator (since no additional circulator would be in person to verify the signature) and would need to sign both the signature line as well as the circulator line at the bottom of the SEL 121 form.

## STEP THREE: File Completed Petition (SEL 338) and Petition Signature Sheets (SEL 121) with City Recorder.

### Completed Petition ([SEL 338](#))

The prospective candidate files the completed petition (SEL 338) with the City Elections Official (City Recorder). For information about how to complete forms,

see guidelines for completing candidate filing forms on page 30 of the [Candidates Manual](#).

**Petition for Nonpartisan Nomination Signature Sheet (SEL 121)**

Candidates will file Signature Sheets with the City Elections Official (City Recorder)

- The City Recorder will review signature sheets for sufficient circulator certification and then will submit the signatures to the county elections official for signature verification.
- The County elections official will verify the signatures against the voters' current registration record and return the certified signature sheets to the City Recorder.
- The City Recorder will then notify the candidate of the results of the signature verification. If it is determined that there are not enough valid signatures and the filing deadline has not passed, the candidate may submit additional signatures.



It is **strongly** recommended that candidates submit their final forms at least two weeks in advance of the application deadline (**i.e. by August 13<sup>th</sup>**) to allow time for signature verification.

**STEP FOUR: Follow Campaign Finance Reporting Requirements**

Campaign Finance Reporting is completed through the State of Oregon, not your local elections officer (City Recorder).

**State of Oregon Elections Division**

255 Capitol Street Suite 501

Salem, OR 97310

503-986-1518

1-866-673-VOTE

tty: 1-800-735-2900 (for the hearing impaired)

Elections.sos@state.or.us

For more information and to access forms, please review the [Candidate Quick Guide on Campaign Finance Reporting in Oregon<sup>5</sup>](#). At the website, you can login and register, by clicking on the [OreStar<sup>6</sup>](#) icon, leading to instructions that will guide you through the registration procedures.

Please review the [Campaign Finance Manual<sup>7</sup>](#) for instructions and a schedule of filing deadlines. Campaign Finance Forms are filed with the Secretary of State's Election Division.

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<sup>5</sup> Candidate Quick Guide on Campaign Finance Reporting - <http://sos.oregon.gov/elections/Documents/candidatequickguide.pdf>

<sup>6</sup> ORESTAR - <http://sos.oregon.gov/elections/Pages/orestar.aspx>

<sup>7</sup> Campaign Finance Manual - <http://sos.oregon.gov/elections/Documents/campaign-finance.pdf>

## WITHDRAWAL OF CANDIDACY

### **Withdrawal of Candidacy or Nomination ([SEL 150](#))<sup>8</sup>:**

If a candidate wishes to withdraw his/her candidacy or nomination, this form must be filed with the City Recorder no later than the close of business on August 30, 2024. For information about how to complete forms, see guidelines for completing candidate filing forms on page 30 of the [Candidates Manual](#).

**VOTERS PAMPHLET** - Lane County Elections Office does not produce voter's pamphlets.

## CAMPAIGN PUBLICATIONS

In accordance with Oregon Revised Statute 260.522, no candidate or principal campaign committee may print, post, broadcast, mail, circulate, or otherwise publish any written matter, photograph or broadcast relating to the candidate's campaign unless it contains the name and address of the candidate or principal campaign committee responsible for the publication and a statement that the publication was authorized by the candidate or principal campaign committee. The phrase "Authorized by" must be included in the statement, although the phrase "Paid for by" may also be used.

## ELECTION SIGNS

The guidelines for temporary signs concerning public elections are contained in FCC 4-7-8-C-1 & FCC 4-7-8-D-1, and shown below. For more information on these regulations please contact the Jeremy Austin, Building Technician at 541-997-8237 or via email at [buildingdepartment@ci.florence.or.us](mailto:buildingdepartment@ci.florence.or.us).

**FCC 4-7-8-C:** *In the residential sign district, the following temporary signs shall be allowed on a lot without issuance of a permit and shall not affect the amount or type of signage otherwise allowed by this chapter. This signage shall not be restricted by content, but is usually and customarily used to advertise real estate sales, political or ideological positions, garage sales, home construction or remodeling and similar activities. Signage shall be allowed for each lot as follows:*

1. *Signs not exceeding six (6) square feet in area or five feet (5') in height during the period from ninety (90) days before a public election or the time the election is called, whichever is earlier, or five (5) days after the public election.*

**FCC 4-7-8-D:** *In any district other than the residential or school sign districts, the following temporary signs shall be allowed on a lot without issuance of a permit and shall not affect the amount or type of signage otherwise allowed by this chapter. This signage shall not be restricted by content, but is usually and customarily used to advertise real estate sales, political or ideological positions, construction or remodeling, special events and similar activities. Signage shall be allowed for each lot as follows:*

1. *Signs not exceeding six (6) square feet in area and five feet (5') in height, during this period from ninety (90) days before a public election or the time the election is called, whichever is earlier, to five (5) days after the public election.*

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<sup>8</sup> Withdrawal of Candidacy or Nomination - <http://sos.oregon.gov/elections/Documents/SEL150.pdf>

## GENERAL INFORMATION ABOUT THE MAYOR / CITY COUNCIL POSITIONS

The City Council is the governing body for the City of Florence. The Council is responsible for the passing of laws, fees, policies, budget, and supervision of the City Manager and Municipal Court Judge positions.

<b><u>Term of Office</u></b>	The terms of office for the City's open positions shall commence on January 1, 2025.
<b><u>Regular Meeting Date / Times</u></b>	The Florence City Council conducts its regular meetings on the first and third Monday of each month at 5:30 p.m.
<b><u>Work Session Date / Times</u></b>	As needed, the Florence City Council conducts work sessions at 8:30 a.m. on the first and Third Thursday of each month.
<b><u>Additional Meetings</u></b>	The City Council also meets as part of the Budget Committee in the Spring (generally 2-3 meetings in April/May)
<b><u>Other Commitments</u></b>	In addition to the standard City Council Commitments, Council members are encouraged to be actively involved in the community and other groups as representatives of Florence.
<b><u>Oregon State Ethics Filing</u></b>	<p>City Council members must follow Oregon Government Ethics law.</p> <p><i>Each spring, City Council members must file information on their business relationships, sources of income, real property transactions, etc. The information must be submitted online at the <a href="#">Oregon Government Ethics Commission website</a><sup>9</sup> a <a href="#">instructional handbook</a><sup>10</sup> can be found for more introductory information.</i></p> <p><i>For more information about Oregon Government Ethics law, please review the '<a href="#">Guide for Public Officials</a><sup>11</sup>' and the <a href="#">2015 legislative supplement</a><sup>12</sup>.</i></p>

## ADDITIONAL BACKGROUND INFORMATION

It is essential that members of the City of Florence governing body obtain knowledge of the laws and practices governing Cities within the State of Oregon. Below is a list of documents that serve as reference to the City Council and are useful reference materials for candidates researching running for the City Council or Mayoral positions.

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<sup>9</sup> Oregon Government Ethics Commission Website -

[http://www.oregon.gov/OGEC/Pages/forms\\_publications.aspx](http://www.oregon.gov/OGEC/Pages/forms_publications.aspx)

<sup>10</sup> Statement of Economic Interest (SEI) Filer Handbook / Guide -

<https://www.oregon.gov/OGEC/docs/Training/SEI%20FILER/2019%20SEI%20Filers%20EFS%20Instruction%20Handbook.pdf>

<sup>11</sup> Oregon Government Ethics Law – A Guide for Public Officials -

[http://www.oregon.gov/OGEC/docs/Public\\_Official\\_Guide/2010%20Guide%20for%20Public%20Officials.pdf](http://www.oregon.gov/OGEC/docs/Public_Official_Guide/2010%20Guide%20for%20Public%20Officials.pdf)

<sup>12</sup> Supplement to A Guide for Public Officials -

[http://www.oregon.gov/OGEC/docs/Public\\_Official\\_Guide/2010%20PO%20Guide\\_2015%20Supplement.pdf](http://www.oregon.gov/OGEC/docs/Public_Official_Guide/2010%20PO%20Guide_2015%20Supplement.pdf)

**Note: These documents will be supplied to elected officials prior to their first Council meeting.**

- 1) [Florence City Code](#)<sup>13</sup>
- 2) [City of Florence Charter](#)<sup>14</sup>
- 3) [Florence City Council Rules of Procedure](#)<sup>15</sup>
- 4) [Florence Council Goals & Work Plan](#)<sup>16</sup>
- 5) [Florence 2020 Comprehensive Plan](#)<sup>17</sup>
- 6) [Annual Audited Financial Report](#)<sup>18</sup>
- 7) [Florence Budget Documents](#)<sup>19</sup>
- 8) [City of Florence Employee Handbook](#)
- 9) [League of Oregon Cities – Information for Newly Elected Officials](#)<sup>20</sup>
- 10) [An Introductory Guide to Land Use Planning for Small Cities and Counties in Oregon – OR LCDC](#)<sup>21</sup>
- 11) [City Council Norms](#)<sup>22</sup>

For more information on the current Council meeting topics and the operations of the City of Florence in general, check out the City of Florence website at [www.ci.florence.or.us](http://www.ci.florence.or.us), sign up for the City’s monthly newsletter, City Council meeting distribution list, or any other notification list at <http://www.ci.florence.or.us/newsletter/subscriptions>.

## **QUESTIONS**

The information supplied in this packet pertains to applicants for City offices in most situations. We recommend you meet with the City Elections Official (City Recorder) prior to completion of the above steps to go over the process and be certain all the steps would apply in your particular situation. Please contact City Recorder Lindsey White at 541-997-3437, or via email at [Cityrecorder@ci.florence.or.us](mailto:Cityrecorder@ci.florence.or.us).

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<sup>13</sup> Florence City Code - <http://www.ci.florence.or.us/council/city-code>

<sup>14</sup> Florence City Charter - <http://www.ci.florence.or.us/citymanager/city-charter>

<sup>15</sup> Florence Council Rules of Procedure - <http://www.ci.florence.or.us/council/rules-procedure>

<sup>16</sup> Florence City Council Goals - <http://www.ci.florence.or.us/council/city-council-goals-work-plan>

<sup>17</sup> Florence Comprehensive Plan - <https://www.ci.florence.or.us/planning/comprehensive-plan>

<sup>18</sup> Annual Audited Financial Report - <https://www.ci.florence.or.us/administrative-services/audited-annual-financial-statements>

<sup>19</sup> Florence Budget Documents - <https://www.ci.florence.or.us/administrative-services/2023-2025-budget-information>

<sup>20</sup> LOC Information - <https://www.oregocities.org/resources/guides-handbooks/newly-elected-officials-handbook>

<sup>21</sup> OR LCDC Introductory Guide to Land Use Planning - [http://www.oregon.gov/LCD/docs/publications/introductory\\_guide\\_to\\_land\\_use\\_planning\\_in\\_oregon.pdf](http://www.oregon.gov/LCD/docs/publications/introductory_guide_to_land_use_planning_in_oregon.pdf)

<sup>22</sup> City Council Norms - <https://www.ci.florence.or.us/council/city-council-norms>