

2024 CITY COUNCIL ELECTION

Overview, timeline & process



CITY OF
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WHAT WE WILL COVER

- ▶ Open Positions
- ▶ Requirements to Run for Election
- ▶ What to know before running
- ▶ Four step process to apply
- ▶ Filing period



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OPEN POSITIONS

▶ Three Positions on the November ballot...

Mayor	Councilor	Councilor
2 year term	4 year term	4 year term
Position currently held by Rob Ward	Position currently held by Sally Wantz	Position currently held by Bill Meyer



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REQUIREMENTS TO RUN FOR ELECTION

▶ Florence City Charter Requires Candidates:

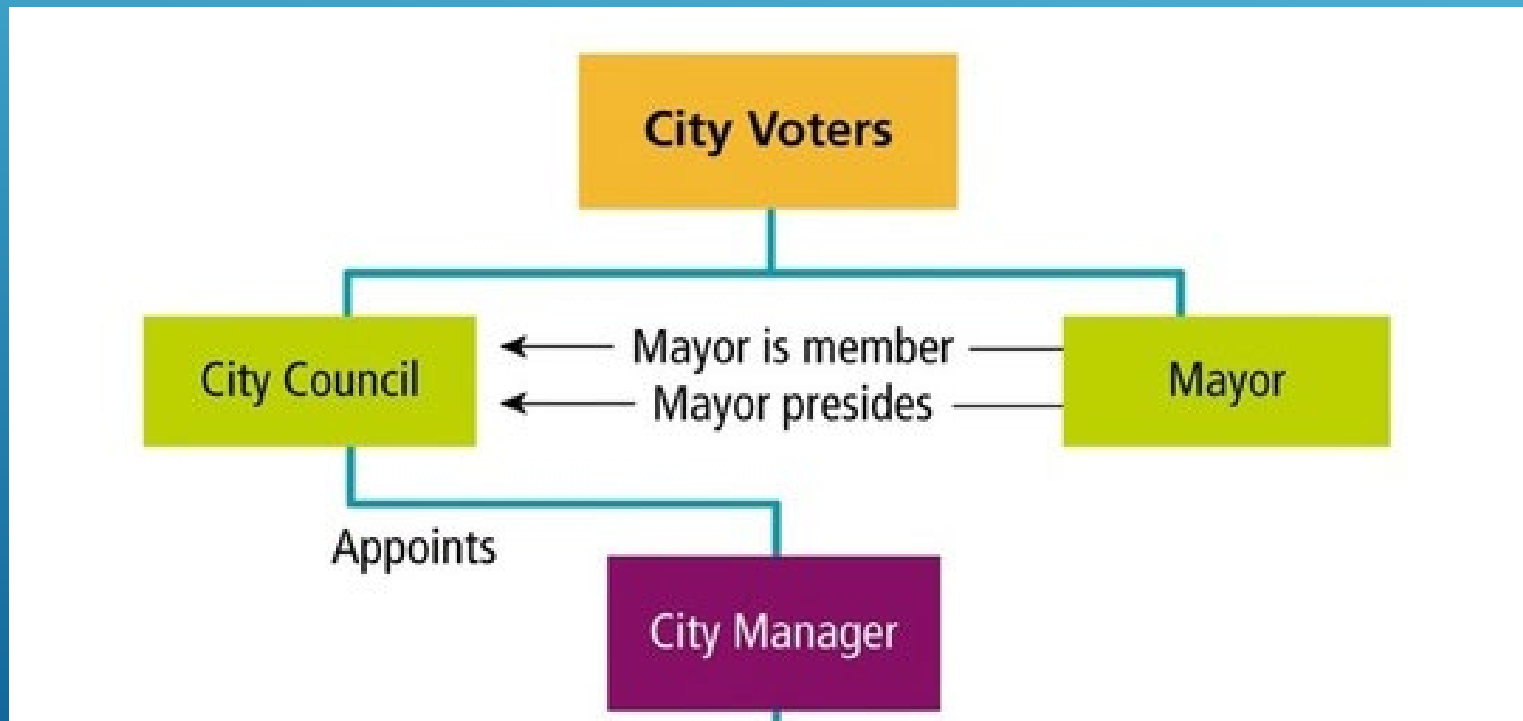
1. Be a qualified elector
 - ▶ An individual registered to vote in the City of Florence
2. Live in City for at least 1 year before election
 - ▶ Since November 5, 2023



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WHAT TO KNOW BEFORE RUNNING

- ▶ Florence Operates Under a Council – Manager form of government



WHAT TO KNOW BEFORE RUNNING



City Council Job Description: The Governing Body of the City

- ▶ Responsible for passing of...
 - ▶ laws,
 - ▶ fees,
 - ▶ policies,
 - ▶ budget
- ▶ Establishes Overall Vision for Organization
- ▶ Responsible for the appointment & supervision of the City Manager and Municipal Court Judge Positions



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Mayor Job Description: Ceremonial Head of the City

- ▶ Facilitation of the Council by...
 - ▶ Presiding over Council deliberations & preserving order
 - ▶ Performing ceremonial functions
- ▶ Appointing positions to Boards & Committees
- ▶ No additional executive functions aside from their position on the Council.



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City Manager Job Description: Administrative Head of the City

- ▶ Enforcement of Laws
- ▶ Appointing & removing City employees
- ▶ City purchasing agent
- ▶ Supervises all Departments



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Required Time Commitment for City Councilor / Mayor:

2 Regular Council Meetings per Month

~ 2 Council Work Sessions per Month

** Meetings are generally 2 hours long

** Both types of meetings require reading meeting materials in advance
~ 2-5 hours



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Council Meeting Date/Times

Regular Sessions

1st and 3rd Monday of every Month
At 5:30 p.m.

Work Sessions

Thursday's following Regular Council meetings
At 8:45 a.m.



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Additional Potential Time Commitments:

1 on 1 meetings with City Manager

City Committee Meeting(s) as Council Ex-Officio / Liaison

Special Council Meetings (as needed)

Budget Committee Meetings (~2-3 in Spring)

Representation of City with Outside Agencies

** Each type of meeting may represent additional meeting preparation / research time



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- ▶ Oregon State Elections Filing
 - ▶ City Council members must follow Oregon Government Ethics law.
 - ▶ Each spring, Council member must file information on their...
 - ▶ Business relationships
 - ▶ Sources of income
 - ▶ Real property transactions
 - ▶ And more



HOW TO RUN FOR COUNCIL

- ▶ Candidate Application Packet details process to apply
- ▶ Includes links to all forms and additional information
- ▶ Available online at www.ci.florence.or.us on Friday, May 31st.



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

<u>Mayor</u> - 2 year term (position currently held by Rob Ward)	<u>Councilor</u> – 4 year term (position currently held by Sally Wantz)	<u>Councilor</u> – 4 year term (position currently held by Bill Meyer)
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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.

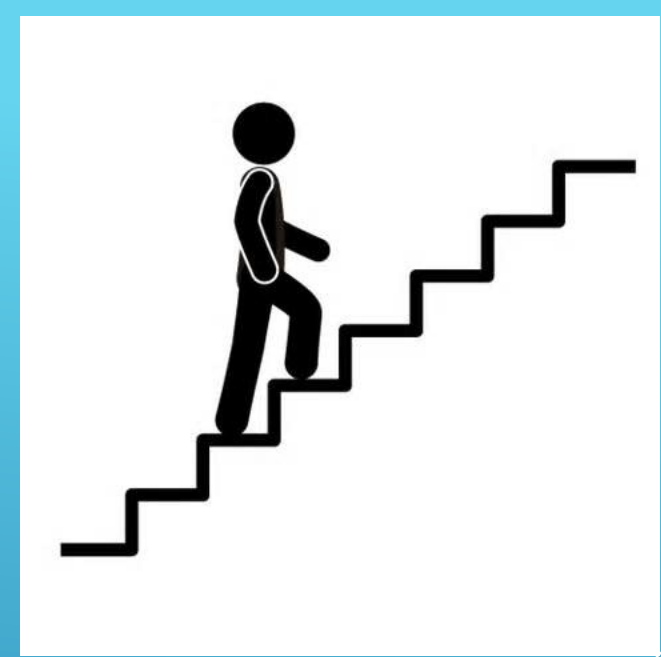


The final filing date represents the last possible date to submit **final** application materials, with signature verified by Lane County. It is **strongly** recommended that candidates submit their initial 'preliminary petition' forms at least one month in advance of the state application deadline (**July 30th**) 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.

FOUR STEP PROCESS TO APPLY

- ▶ Step One –
 - ▶ File Prospective Petition with City Recorder
- ▶ Step Two –
 - ▶ Gather Signatures
- ▶ Step Three –
 - ▶ File Completed petition
- ▶ Step Four –
 - ▶ Follow campaign finance reporting requirements



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STEP ONE – FILE PROSPECTIVE PETITION

► Complete 2 Forms:

► Prospective Petition (SEL 101)

► Signature Sheet (SEL 121)

Candidate Filing **SEL 101**
rev 09/15
ORS 249.031

Major Political Party or Nonpartisan

Filing Dates	Candidate Filing	State Voters' Pamphlet	Candidate Withdrawal
Primary Election May 17, 2016		Filed electronically using ORESTAR	
First Day to File	September 10, 2015	January 18, 2016	
Last Day to File	March 08, 2016	March 10, 2016	March 11, 2016
General Election November 8, 2016			
First Day to File	June 1, 2016	July 11, 2016	
Last Day to File	August 30, 2016	August 30, 2016	September 2, 2016

i All information must be completed or the form will be rejected.

This filing is an Original Amendment

Filing Officer

Secretary of State County Elections Official City Recorder (Auditor)

Candidate Signature Sheet | Nonpartisan Petition ID _____

Signatures for this petition are being gathered by PAID Circulators VOLUNTEER Circulators

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

i Signatures must be verified by the appropriate county elections official before the petition can be filed with the filing officer. Candidates should allow ample time for the verification process to be completed before 5pm on the filing deadline day. County _____

Candidate Information	
Name	Office
Election	District or Position Number

To the Secretary of State of Oregon/County Elections Official/City Recorder, 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.

i 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 _____

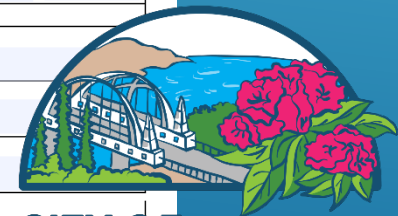
1 _____

STEP ONE – FILE PROSPECTIVE PETITION

▶ Prospective Petition (SEL 101)

- ▶ Contains contact and background information about you as a candidate
- ▶ Common Questions...
 - ▶ Filing Method = Prospective Petition
 - ▶ Background Information =
 - ▶ Needs to be accurate explanation of history – but does not have to be comprehensive
 - ▶ Don't forget to sign and date the bottom
- ▶ Note – Once completed & filed – the SEL 101 is a public document and will be placed on the City's website

Candidate Filing				SEL 101	
Major Political Party or Nonpartisan				rev 01/20 ORS 249.031	
Filing Dates		Candidate Filing		Candidate Withdrawal	
Primary Election May 19, 2020	First Day to File Last Day to File	September 12, 2019 March 10, 2020		March 13, 2020	
General Election November 3, 2020	First Day to File Last Day to File	June 3, 2020 August 25, 2020		August 28, 2020	
Filing Information					
This filing is an <input type="checkbox"/> Original <input type="checkbox"/> Amendment					
Office Information					
Filing for Office of:					
District, Position or County:					
Party Affiliation: <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Nonpartisan					
Incumbent Judge (for judicial candidates only): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Nondisclosure on file					
Filing Method					
<input type="checkbox"/> Fee					
Office	Filing Fee	Office	Filing Fee		
United States President	n/a	District Attorney	\$50		
United States Vice President	n/a	County Judge	\$50		
United States Senator	\$150	MSD Executive Officer, MAD Director	\$100		
United States Representative	\$100	MSD Councilor	\$25		
Statewide Offices	\$100	County Office	\$50		
State senator or Representative	\$25	City Office	Set by charter or ordinance		
Circuit Court Judge	\$50	Justice of the Peace	n/a		
<input type="checkbox"/> Prospective Petition, in lieu of filing fee			Some circulators may be paid <input type="checkbox"/> Yes <input type="checkbox"/> No		
Candidate Information					
Name of Candidate					
First	MI	Last	Suffix	Title	
How you would like your name to appear on the ballot					
Candidate Residence / Route Address					
Street Address		City	State	Zip	County
Candidate Mailing Address and Contact Information <small>Only one phone number and an email is required.</small>					
Street Address or PO Box		City	State	Zip	
Work Phone	Home Phone	Cell Phone	Fax		
Email Address			Web Site, if applicable		
Race and Ethnicity Optional					



STEP ONE – FILE PROSPECTIVE PETITION

▶ Signature Sheet (SEL 121)

- ▶ Will be the form used to collect signatures

▶ Common Questions...

- ▶ Petition ID = Leave Blank, will be completed by City Recorder
- ▶ County = Lane
- ▶ Office = Mayor or City Councilor
- ▶ Election = November 2024
- ▶ District or Position Number = City of Florence
- ▶ Leave circulator certification (at bottom) blank – it is to be completed once signatures have been collected

- ▶ Note – To protect privacy of signatures SEL 121 forms are not placed online, however they are still public records and subject to disclosure

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 _____	

SEL 121 rev 05/18 ORS 249.072 County Elections Officials provide a separate certification to attach to the petition.



STEP ONE – FILE PROSPECTIVE PETITION

- ▶ Schedule a Meeting with City Recorder to...
 - ▶ Turn in forms ‘*Preliminary Petition (SEL 101)*’
 - ▶ Sign the first line of signature sheet (to verify candidate as qualified elector)
 - ▶ Ask any questions you have
- ▶ After Meeting:
 - ▶ City Recorder will send candidate a letter authorizing collection of signatures
 - ▶ **NOTE**: Signatures cannot be collected until after authorization letter is received
 - ▶ Failure to do so will result in the rejection of collected signatures
- ▶ **IMPORTANT**: Once forms are submitted, they become public documents and will be published on the City of Florence website – Make sure you are ready.



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STEP TWO – GATHER SIGNATURES



- ▶ Need a **minimum** of 25 signatures of registered voters with the City of Florence
- ▶ It is highly suggested to obtain more than needed in case some are disqualified.
 - ▶ Some reasons for signature disqualification:
 - ▶ Party does not live in Florence City limits
 - ▶ Party is not registered to vote
 - ▶ Party signed signature sheet with a different name than they used to register to vote



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STEP TWO – GATHER SIGNATURES

Circulator Requirements

Each circulator must:

→ personally witness each signature collected;

→ complete the circulator certification after witnessing all signatures collected on a sheet; and

→ provide the date when the certification was signed.

What this means:

✓ Watch the person sign the petition.

ⓘ It is not sufficient to merely be present in the same room or vicinity.

✓ 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.

✓ The date must be provided in month, day, year order if written in all numbers.

If emailing or mailing form – circulator will generally be the signer (unless there is more than 1 person per household) (i.e. signer can sign both the signature line and as the circulator)

Remember – Only need to have one signature per form



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STEP TWO – GATHER SIGNATURES

▶ Common Mistakes:

- ▶ Signature not dated
 - ▶ Must either date and initial correction or re-sign and date
- ▶ Circulator date not after the signature dates
 - ▶ *Circulator must sign after all signatures*

More information on guidelines for circulation found on pages 28-31 of secretary of state candidate manual

Candidate Signature Sheet | Nonpartisan Petition ID 2024-C1

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

Candidate Information	
Name <u>John Doe</u>	Office <u>Councilor</u>
Election <u>November 2024</u>	District or Position Number (include city if applicable) <u>City of Florence</u>

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.
i 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	

SEL 121 rev 01/18 ORS 249.072 County Elections Officials provide a separate certification to attach to the petition.

STEP THREE – FILE COMPLETED PETITION

▶ File the following 2 forms with the City Recorder

▶ Completed Petition (SEL 338)

Petition Submission		SEL 338			
Candidate, Voters' Pamphlet		rev 01/14 OAR 165-010-0005, 165-014-0005			
This form must be completed and filed with each submittal 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"/> 2014	<input type="checkbox"/> 2016	<input type="checkbox"/> 2018
Petition Information					
Candidate Name or Measure Number					

▶ Completed Signature Sheets (SEL 121)

Candidate Signature Sheet Nonpartisan		Petition ID
Signatures for this petition are being gathered by <input type="checkbox"/> PAID Circulators <input type="checkbox"/> VOLUNTEER Circulators		
This is a candidate nominating petition. Signers of this page must be active registered voters in the county listed.		
<small>Signatures must be verified by the appropriate county elections official before the petition can be filed with the filing officer. Candidates should allow ample time for the verification process to be completed before 5pm on the filing deadline day.</small>		County
Candidate Information		
Name	Office	
Election	District or Position Number	
To the Secretary of State of Oregon/County Elections Official/City Recorder, 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.		
<small>Signers must initial any changes the circulator makes to their printed name, residence address or date they signed the petition.</small>		
Signature	Date Signed mm/dd/yy	Print Name
		Residence or Mailing Address street, city, zip code
1		

STEP THREE – FILE COMPLETED PETITION

▶ Completed Petition (SEL 338)

▶ Common Questions:

- ▶ Election Type = General
- ▶ Petition ID / Candidates Name = Use Candidates Name
- ▶ Type = Candidate Nominating
- ▶ Type of Filing = Candidate Nominating
- ▶ Number of Signatures Submitted = Number of signatures completed on signature sheets
- ▶ Measurement Argument Filing = Don't need to complete

More information on completing forms found starting on page 31 of State City candidate manual

Petition Submission		SEL 338
Candidate, Voters' Pamphlet		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	

STEP THREE – FILE COMPLETED PETITION

- ▶ Turn in Forms (SEL 338 & SEL 121s) to City Recorder by:
 - ▶ Mailing to:
 - ▶ Florence City Hall
Attn: City Recorder
250 Hwy 101
Florence, OR 97439
 - ▶ Dropping off at City of Florence drop box or front desk located at Florence City Hall (250 Hwy 101) just to the right of the main entrance
 - ▶ Scanning and Emailing to cityrecorder@ci.Florence.or.us
(Please use quality scanner to ensure readability – forms that are unreadable will be disqualified)



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STEP THREE – FILE COMPLETED PETITION

- ▶ After receipt of forms - City Recorder will...
 - ▶ Review signature sheets and follow up with candidate if needed
 - ▶ Submit signature sheets to County elections official for signature verification
 - ▶ Notify the candidate of the results of the signature verification
- ▶ Not enough valid signatures?
 - ▶ If the deadline has not passed candidate may submit additional signatures.



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STEP FOUR – FOLLOW CAMPAIGN FINANCE REPORTING REQUIREMENTS



- ▶ Campaign Finance Reporting = State of Oregon
- ▶ [Campaign Finance Manual](#) for Instructions

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



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FILING PERIOD

Friday, May 31, 2024

Through

Tuesday, August 13, 2024

(City of Florence Recommended Final Petition Deadline)

City Deadline is 2 weeks early to allow enough time for signature verification at Lane County. Verified petitions must be finalized by Lane County by August 27th.

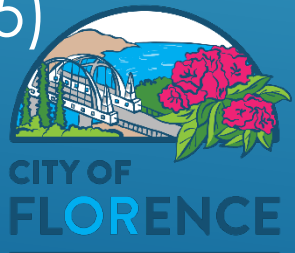
- ▶ It is **STRONGLY** recommended that:
 - ▶ Initial forms be submitted by **July 30th**
 - ▶ to allow time for all steps including signature gathering and verification



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2024 ELECTION CALENDAR

- May 31st Candidate Packets Available
- June 5 First day for candidate to file (SEL 101 & SEL 121) (ORS 221.180)
- August 27 Last day to file (SEL 121 and SEL 338) (ORS 221.180)
- August 30 Last day to withdraw candidacy (ORS 249.180)
- Sept. 9 Last day to file Notice of Election (Certification of Ballot) with County Clerk (ORS 254.095)
- Nov. 5 Election Day
- Dec. 5 Last day for County Clerk to deliver Abstract of Votes (ORS 254.529))
- Dec. 12 Deliver Certificate of Election to candidates (ORS 254.555)



Questions?

Contact City Recorder Lindsey White

Lindsey.white@ci.florence.or.us

541-997-3437

Thank you!

ADDITIONAL INFORMATION



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