

Mayor

Honorable Lori Chavez-DeRemer



City Manager

Jason A. Tuck, ICMA-CM

June 1, 2018

Dear Prospective Candidates,

Thank you for your interest in running for the Happy Valley City Council in 2018. The mayor seat and two (2) council positions, positions one (1) and three (3), will be on the November 6, 2018 General Election ballot. The four-year term for all three positions will begin on January 1, 2019 and conclude at the end of 2023. The current positions are held by:

- Mayor, Lori Chavez-DeRemer
- Council Position 1, Markley Drake
- Council Position 2, David Golobay
- Council Position 3, Brett Sherman
- Council Position 4, Tom Ellis

This packet is intended to provide an overview of the local elections process. Detailed instructions, current publications and forms can be found on the [Secretary of State Elections Division website](#). Additionally, the [Clackamas County Elections](#) website is also a valuable resource for local candidates. For more information on rules specific to the City of Happy Valley, both the Happy Valley City Charter and Municipal Code can be accessed online at <http://www.qcode.us/codes/happyvalley>.

If you have any questions, please contact me at (503) 783-3836 or [karak@happyvalleyor.gov](mailto:karak@happyvalleyor.gov). My normal business hours are Monday through Thursday 7:00 AM to 5:30 PM. You may also contact the Secretary of State Elections Division at (503) 986-1518 or Clackamas County Elections at (503) 655-8510 with any questions.

Sincerely,

A handwritten signature in black ink that reads 'Kara Kerpan'.

Kara Kerpan

City Recorder/Management Analyst

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Telephone: (503) 783-3800 Fax: (503) 658-5174

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*Preserving and enhancing the safety, livability and character of our community*

# CANDIDATE PACKET

## NOVEMBER 6, 2018

### GENERAL ELECTION

#### OPEN POSITIONS

The City of Happy Valley will have the mayor and two (2) councilor positions (1 and 3) on the ballot for the November 6, 2018 General Election. For each position, the four-year term begins January 1, 2019 and conclude at the end of 2023. The positions are currently held by:

- Mayor, Lori Chavez-DeRemer
- Council Position 1, Markley Drake
- Council Position 3, Brett Sherman

#### QUALIFICATIONS

To hold a city elective position, a candidate must be a qualified elector as defined in Section 2, Article II of the Oregon Constitution and a resident of the City of Happy Valley for the twelve-month period immediately preceding election or appointment to office.

No person may be a candidate at a single election for more than one city office. Neither the mayor nor city councilor may be employed by the city. All elections for city offices are nonpartisan.

#### GENERAL INFORMATION

The City of Happy Valley is governed by the Happy Valley City Council, which is comprised of a mayor and four councilors nominated and elected by the city at large. Members serve a four-year term and are elected bi-annually at the General Election in November. Terms are staggered so there are not more than two councilor positions up for election at any given time. The Happy Valley City Council serves on a voluntary basis and dedicates a considerable amount of time attending meetings and representing the city in regional and statewide capacities.

The Happy Valley City Council conducts its regular and work session meetings on the first and third Tuesday of each month at 6 and 7 PM. Members of the Happy Valley City Council also meet as part of the Budget Committee in March, April, and/or May of every year. Members attend other city, county or regional meetings throughout their term.

Members of the Happy Valley City Council must take an Oath of Office before commencing duties. They are also required to file an annual "Statement of Economic Interest" with the Oregon Government Ethics Commission (OGEC).

#### IMPORTANT DATES

If you are interested in running for office, here are some critical dates for your calendar:

<b>November 6, 2017</b>	Any person running for City office must have been a city resident by this date.
<b>July 9, 2018</b>	The first date that a prospective candidate can submit candidacy forms to the City Elections Official.  The Happy Valley Municipal Code does not allow petitions to be submitted any sooner than 120 days before an election.  <b>NOTE: Signature sheets must be approved before circulation.</b>
<b>August 21, 2018</b>	If filing by nomination petition, submitting signature sheets by this date would allow more time to verify signatures and collect additional signatures if necessary.
<b>August 28, 2018</b>	The last day for a candidate to file by declaration or nomination petition.  The nomination petition must be verified, containing 100 percent of the required number of signatures with the City Elections Official. Documents must be filed before City Hall closure at 5 PM.  The State of Oregon and Happy Valley Municipal Code does not allow petitions to be submitted any later than 70 days before an election.
<b>August 30, 2018</b>	Last day to file a statement with the County Elections officer for inclusion in the Voters' Pamphlet.
<b>August 31, 2018</b>	Last day to withdraw candidacy or nomination. The SEL150 form must be submitted to the City Elections Official/City Recorder no later than 5 PM.  The State of Oregon and Happy Valley Municipal Code does not allow withdrawals any later than the 67 <sup>th</sup> day before an election.
<b>September 6, 2018</b>	Final day for City Elections Official/City Recorder to submit names of candidates to Clackamas County Elections office for the November 6, 2018 General Election.
<b>October 17, 2018</b>	County Elections Office mails out ballots and Drop Sites open.
<b>November 6, 2018</b>	Election Day
<b>January 2019</b>	Oaths of Office administered at the first council meeting of the year, after certified election results are received from Clackamas County.

## HOW TO FILE FOR CANDIDACY

In the City of Happy Valley, candidates may file by declaration *or* nominating petition with the City's Elections Official/City Recorder during normal business hours. Approved candidate filing forms are available through the City's Election Official or accessible via the [State Elections Division](#) or the [Clackamas County Elections](#) site.

## FILING BY DECLARATION

1. Complete Form [SEL101: Candidate Filing Major Political Party or Nonpartisan](#) and submit it to the City Election Official, along with a required filing fee of \$50.
2. If the candidate expects to receive or spend more than \$750 during the calendar year, they will need to file an SEL220 and SEL223. Establish a candidate committee by completing two forms with the Secretary of State, Elections Division:
  - a. [Form SEL220: Statement of Organization for a Candidate Committee](#), and

- b. [Form SEL223: Campaign Account Information](#)
3. Review the [Candidate “Quick Guide” on Campaign Finance Reporting in Oregon](#) and the 2018 Campaign Finance Manual on the Secretary of State Elections Division site. Be sure to review the contribution and expenditure reporting requirements and observe the filing deadlines. For detailed information regarding who must file and when, refer to the 2018 Campaign Finance Manual, or contact the Secretary of State Elections Division at (503) 986-1518, Clackamas County Elections at (503) 655-8510 or the City Elections Official.

#### FILING BY NOMINATION PETITION

1. File the following two forms with the City Elections Official:
  - a. [Form SEL101: Candidate Filing Major Political Party or Nonpartisan](#)  
NOTE: Prospective Petition box must be selected on the form. Candidates must also indicate whether circulators will be paid.
  - b. [Form SEL121: Candidate Signature Sheet- Nonpartisan](#)  
NOTE: All signature sheets must be approved by the City Elections Official/City Recorder in writing before circulating. Failure to do so will result in the rejection of those signature sheets.
2. If the candidate expects to receive or spend more than \$750 during the calendar year, they will need to file an SEL220 and SEL223. Establish a candidate committee by completing two forms with the Secretary of State, Elections Division:
  - a. [Form SEL220: Statement of Organization for a Candidate Committee](#), and
  - b. [Form SEL223: Campaign Account Information](#)
3. The City Elections Official/City Recorder will review the SEL101 and SEL121 for required information. If the forms are complete, the City Election Official will provide written approval to circulate the prospective nominating petition. The written approval will include a petition number, number of signatures required from registered voters and the filing deadline.
4. Before collecting any signatures on the approved SEL121 petition sheets, the candidate must review the legal requirements and guidelines for circulating a candidate nominating petition with circulators. Requirements are available in the [City, County and District Candidate Manual](#) available on the Oregon Secretary of State website.
5. For the November 6, 2018 election, candidates filing by nomination petition must obtain 20 or more signatures. This is lower than the requirement set forth by the Secretary of State (either 500 signatures or 1% of the number of votes cast in the city for governor). It is advised to obtain more than the required number of signatures to ensure the petition has enough valid signatures.
6. After obtaining the appropriate number of signatures, candidates must bring the following to the City Elections Official:
  - a. Signature Sheets  
NOTE: Each signature sheet certification must be signed and dated by the circulator, and each sheet must be numbered sequentially in the space provided.
  - b. Completed [SEL338: Petition Submission](#)
7. Once all documents have been received, the City’s Elections Official will submit the signatures to the County Elections Official for signature verification. The County Elections Official will verify the original signatures against the voters’ current registration record and return the certified signature sheets to the City Elections Official. A candidate must allow sufficient time for signatures to be verified before the filing deadlines.

8. The City Elections Official/City Recorder will 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.
9. Review the [Candidate "Quick Guide" on Campaign Finance Reporting in Oregon](#) and the 2018 Campaign Finance Manual on the Secretary of State Elections Division site. Be sure to review the contribution and expenditure reporting requirements and observe the filing deadlines. For detailed information regarding who must file and when, refer to the 2018 Campaign Finance Manual, or contact the Secretary of State Elections Division at (503) 986-1518, Clackamas County Elections at (503) 655-8510 or the City Elections Official.

## CAMPAIGN FINANCE

The State of Oregon campaign finance law requires prospective candidates to file an SEL220: Candidate's Statement of Organization and SEL223: Campaign Account Information with the Secretary of State's Office not later than three (3) business days of receiving a campaign contribution or making expenditures. Please refer to the [2018 Campaign Finance Manual](#) for further information.

If the candidate serves as their own treasurer, does not have an existing candidate committee and does not expect to receive or spend more than \$750 during the calendar year, they do not need to file. However, if at any time during the year the candidate exceeds the \$750 threshold, they will need to file an SEL220 and SEL223.

Campaign Finance Law also requires filing of transactions electronically via ORESTAR. The Secretary of State developed ORESTAR, a secure web-based electronic reporting system for candidate and voters' pamphlet filings and all campaign finance reporting.

## WITHDRAWAL OF CANDIDACY OR NOMINATION

To withdraw from candidacy or nomination, a candidate must file an [SEL150: Candidate Filing Withdrawal](#) form with the City Elections Official/City Recorder no later than the 67<sup>th</sup> day before an election.

## THE COUNTY VOTERS' PAMPHLET

Each candidate is responsible for his/her own voters' pamphlet submission with Clackamas County Elections. Submissions generally include a current photograph, brief biography, and a statement on issues.

If you would like to file a statement for inclusion in the Clackamas County Voters' Pamphlet, you will need to complete the [Candidate's Statement for County Voters' Pamphlet](#) form and submit directly to Clackamas County Elections office. The filing fee is \$100.

## POLITICAL SIGNS AND PRINTED MATERIALS

Political signs are permitted the City of Happy Valley and do not require a Temporary Sign Permit if they comply with the criteria listed below. Please remove signs within twelve (12) days after the election.

For more information, please review the [Happy Valley Municipal Code](#) 16.45.060 and 16.45.115.

## COMMERICAL OR INDUSTRIAL ZONING

1. A single, temporary or permanent sign per street frontage where the display surface area does not exceed six square feet per sign face.
2. Window signs, up to nine square feet, situated on the indoor side of a window or door.
3. Signs attached to, or carried by, a person.

#### RESIDENTIAL OR INSTITUTIONAL ZONING

1. Sign is not illuminated.
2. Four temporary signs where the display surface area does not exceed six square feet per sign face and sign height does not exceed six feet.
3. A person or entity selling a property or advertising a public election shall remove temporary signs twelve (12) days within the closing of the sale or the public election, all other temporary signs shall be removed twelve (12) days after placement.

#### MISCELLANEOUS

Please note that all forms filed with and maintained by the City Elections Official/City Recorder are a matter of public record.

As the elections officer for the City of Happy Valley, the City Recorder is available as a resource during your candidacy. Please call City Recorder Kara Kerpan at (503) 783-3836 or email [karak@happyvalleyor.gov](mailto:karak@happyvalleyor.gov) if you have any questions on the elections process.

#### INTERNET RESOURCES

- [City of Happy Valley Website  
www.happyvalleyor.gov](http://www.happyvalleyor.gov)
- [City of Happy Valley Municipal Code  
http://qcode.us/codes/happyvalley/](http://qcode.us/codes/happyvalley/)
- [City Charter  
http://www.happyvalleyor.gov/wpcontent/uploads/2015/11/1.a.i.-City-Charter.pdf](http://www.happyvalleyor.gov/wpcontent/uploads/2015/11/1.a.i.-City-Charter.pdf)
- [City Council Rules  
http://www.happyvalleyor.gov/wp-content/uploads/2016/05/Council-Rules-Resolution-2011-14.pdf](http://www.happyvalleyor.gov/wp-content/uploads/2016/05/Council-Rules-Resolution-2011-14.pdf)
- [Clackamas County Elections Division  
https://www.clackamas.us/elections](https://www.clackamas.us/elections)
- [State of Oregon Elections Division  
http://www.oregonvotes.org/](http://www.oregonvotes.org/)

