

Mayor
Tom Ellis



City Manager
Jason A. Tuck, ICMA-CM

June 1, 2020

Dear Prospective Candidates,

Thank you for your interest in running for the Happy Valley City Council in 2020. City Council Positions 2 and 4 will be on the November 3, 2020 General Election ballot. The four-year term for both positions will begin on January 1, 2021 and conclude at the end of 2024. The current positions are held by:

- Council Position 2, David Golobay
- Council Position 4, David Emami

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 (HVMC) 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. 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'. The signature is written in a cursive, flowing style.

Kara Kerpan
City Recorder/Management Analyst

16000 SE Misty Drive, Happy Valley, Oregon 97086-4288

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

happyvalleyor.gov

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

CANDIDATE PACKET

GENERAL ELECTION - NOVEMBER 3, 2020

OPEN POSITIONS

The City of Happy Valley will have two (2) councilor positions (2 and 4) on the ballot for the November 3, 2020 General Election. For each position, the four-year term begins January 1, 2021 and concludes December 31, 2024. The positions are currently held by:

- Council Position 2, David Golobay
- Council Position 4, David Emami

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 (OGE). (OGEC).

IMPORTANT DATES

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

November 3, 2019 Any person running for office must have resided in the city since this date, twelve months (12) immediately preceding the election. (HVMC 4.02.010)

July 6, 2020	<p>The first date that a prospective candidate can submit candidacy forms to the City Elections Official/City Recorder.</p> <p>The Happy Valley Municipal Code does not allow petitions to be submitted any sooner than 120 days before an election. (HVMC 4.02.040C)</p> <p>NOTE: If filing by nomination petition, the signature sheets must be approved before circulation.</p>
July 27, 2020	<p>If filing by nomination petition, submitting signature sheets by this date or earlier would allow more time to verify signatures and collect additional signatures if necessary.</p> <p>The Happy Valley Municipal Code provides up to fifteen (15) days to verify signatures with Clackamas County. (HVMC 4.02.020C5)</p>
August 25, 2020	<p>The last day for a candidate to file by declaration or nomination petition.</p> <p>The nomination petition must be verified, containing 100 percent of the required number of signatures with the City Elections Official/City Recorder. Documents must be filed before City Hall closure at 5 PM.</p> <p>The State of Oregon and Happy Valley Municipal Code does not allow petitions to be submitted any later than 70 days before an election. (ORS 221.180(2) and HVMC 4.02.040C)</p>
August 28, 2020	<p>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.</p> <p>The State of Oregon and Happy Valley Municipal Code does not allow withdrawals any later than the 67th day before an election. (ORS 249.830(2)(b) and HVMC 4.02.060)</p>
September 3, 2020	<p>Final day for City Elections Official/City Recorder to submit names of candidates to Clackamas County Elections office for the November 3, 2020 General Election. The City Elections Official/City Recorder must submit no later than the 61st day before the date of the election. (ORS 254.095(1))</p>
September 8, 2020	<p>Last day to file a statement with the County Elections officer for inclusion in the Voters' Pamphlet. (OAR 165-022-0010(2)(c))</p>
October 14, 2020	<p>County Elections Office mails out ballots and drop sites open.</p>
November 3, 2020	<p>Election Day</p>
January 2020	<p>Oaths of Office administered at the first council meeting of the year, after certified election results are received from Clackamas County.</p>

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 or electronically via email. Approved candidate filing forms are available through the City's Election Official or accessible via the [State Elections Division](#) 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. Oregon campaign finance law requires each candidate to establish a campaign account and file a Statement of Organization designating a candidate committee not later than three business days of first receiving a contribution or making an expenditure. This requirement does not apply if the candidate is a candidate for precinct committee person or a candidate who serves as their own treasurer, does not have an existing candidate committee and does not expect to receive or spend more than \$750 during a calendar year. If a candidate is not exempt, they must establish a committee through ORESTAR or submit the following forms with the Secretary of State:
 - a. [Form SEL220: Statement of Organization for Candidate Committee](#), and if eligible
 - b. [PC 7 Certificate of Limited Contributions and Expenditures](#)
3. Review the [Candidate "Quick Guide" on Campaign Finance Reporting in Oregon](#) and the [2020 Campaign Finance Manual](#) on the Secretary of State Elections Division site. Please take note of contribution and expenditure reporting requirements and observe the filing deadlines. For detailed information regarding who must file and when, refer to the 2020 Campaign Finance Manual, or contact the Secretary of State Elections Division at (503) 986-1518.

FILING BY NOMINATION PETITION

1. File the following two forms with the City Elections Official/City Recorder:
 - 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 is not exempt from campaign finance law, they must establish a committee through ORESTAR or submit the following forms with the Secretary of State:
 - a. [Form SEL220: Statement of Organization for Candidate Committee](#), and if eligible
 - b. [PC 7 Certificate of Limited Contributions and Expenditures](#)
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 3, 2020 election, candidates filing by nomination petition must obtain 20 or more signatures as required in HVMC 4.02.020(C). 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/City Recorder. A candidate must allow enough 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 [2020 Campaign Finance Manual](#) on the Secretary of State Elections Division site. Please take note of contribution and expenditure reporting requirements and observe the filing deadlines. For detailed information regarding who must file and when, refer to the 2020 Campaign Finance Manual, or contact the Secretary of State Elections Division at (503) 986-1518.

CAMPAIGN FINANCE

The State of Oregon campaign finance law requires each candidate to establish a campaign account and file a Statement of Organization designating a candidate committee not later than three business days of first receiving a contribution or making an expenditure. This requirement does not apply if the candidate is a candidate for precinct committeeperson or a candidate who serves as their own treasurer, does not have an existing candidate committee and does not expect to spend or receive more than \$750 during a calendar year. Please refer to the 2020 Campaign Finance Manual for further information.

The Secretary of State developed ORESTAR, a secure web-based electronic reporting system for candidate and voters' pamphlet filings and campaign finance reporting. Candidates that do not meet the exemption criteria above must file a committee through ORESTAR. Alternatively, candidates can submit a paper form SEL220: Statement of Organization for Candidate Committee and, if applicable, the PC 7 Certificate of Limited Contributions and Expenditures. Campaign Finance Law requires filing of transactions electronically via ORESTAR unless the committee is eligible to file a Certificate of Limited Contributions and Expenditures.

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 67th 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 currently \$100, though this is subject to change. See "Important Dates" above for deadline.

POLITICAL SIGNS AND PRINTED MATERIALS

Political signs are permitted by the City of Happy Valley for thirty (30) days prior to any given election if they are in conformance with section 16.45.115 of the [Happy Valley Municipal Code](#) as shown below. Signs must be removed within seven (7) days after the election.

Temporary political signs may include wooden board signs, canvas signs and banner signs subject to the following:

1. Temporary political signs shall not be internally or externally illuminated.
2. Temporary political signs shall not be located or extend into or over public right-of-way or into the clear vision area.
3. Temporary political signs shall be maintained and kept neat and clean. Materials shall not be allowed to fade, tear, rip or otherwise become unsightly during the period of installation.
4. Temporary political signs shall not be attached to trees, shrubbery or utility poles. They shall not obstruct or obscure primary signs or adjacent premises. They shall not create a traffic hazard because of distractive character to motorists.
5. Temporary political signs shall range in size from greater than four square feet to a size not to exceed thirty-two (32) square feet in size at a four-foot by eight-foot dimension.
6. Temporary political signs shall be permitted for a timeline of thirty (30) days prior to any given election to seven days post the election outcome. Any costs associated with temporary political sign removal by the City shall be at the expense of the candidate.

If a political sign is larger than four-foot by eight-foot dimension thirty-two (32) square feet in size (see #5 above), than a Temporary Sign Permit will be required. [Sign Permit Applications can be found here.](#)

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 email karak@happyvalleyor.gov if you have any questions on the elections process.

INTERNET RESOURCES

- [City of Happy Valley Website](#)
www.happyvalleyor.gov
- [City of Happy Valley Municipal Code](#)
<http://qcode.us/codes/happyvalley/>
- [City Charter](#)
<http://www.happyvalleyor.gov/wpcontent/uploads/2015/11/1.a.i.-City-Charter.pdf>
- [City Council Rules](#)
https://www.happyvalleyor.gov/wp-content/uploads/2020/03/General-A-Resolution-Adopting-Amended-Council-Rules-Resolutions-6_18_2019.pdf
- [Clackamas County Elections Division](#)
<https://www.clackamas.us/elections>
- [State of Oregon Elections Division](#)
<http://www.oregonvotes.org/>