

Mayor
Tom Ellis



City Manager
Jason A. Tuck, ICMA-CM

June 01, 2022

Dear Prospective Candidates,

Thank you for your interest in running for the Happy Valley City Council in 2022. The mayor seat and two (2) council positions, positions one (1) and three (3), will be on the ballot for the November 8, 2022 General Election. The four-year term for all three positions will begin on January 1, 2023, and conclude at the end of 2026. The current positions are held by:

- Mayor, Tom Ellis
- Council Position 1, Markley Drake
- Council Position 3, Brett Sherman

This packet provides an overview of the local elections process and additional candidate resources. The [Secretary of State Elections](#) website includes detailed instructions, current publications, and forms. The [Clackamas County Elections](#) website is also a valuable resource. For more information on election rules specific to the City of Happy Valley, the City Charter and Municipal Code can be accessed online at [Happy Valley, Oregon Municipal Code \(qcode.us\)](#).

If you have any questions or would like to file for candidacy, please contact me at (503) 886-8436 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 for general elections 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 8, 2022

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 8, 2022, General Election. For each position, the four-year term begins January 1, 2023, and concludes at the end of 2026. The positions are currently held by:

- Mayor, Tom Ellis
- 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.

IMPORTANT DATES

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

November 8, 2021 Any person running for City office must have been a city resident by this date.

July 11, 2022	The first date that a prospective candidate can submit candidacy forms to the City Elections Official (Kara Kerpan, City Recorder). The Happy Valley Municipal Code does not allow petitions to be submitted any sooner than 120 days before an election. NOTE: Signature sheets must be approved before circulation.
August 8, 2022	If filing by nomination petition, submitting signature sheets by this date would allow the necessary time to verify signatures and collect additional signatures if necessary.
August 30, 2022	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 Recorder. 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.
September 2, 2022	Last day to withdraw candidacy or nomination. The SEL150 form must be submitted to the 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 th day before an election.
September 8, 2022	Final day for City Recorder to submit names of candidates to Clackamas County Elections office for the November 8, 2022 General Election.
September 12, 2022	Last day for city candidates to file voters' pamphlet statements with the county elections office for inclusion in the Voters' Pamphlet.
October 19, 2022	County Elections Office mails out ballots to voters and Drop Sites open.
November 8, 2022	Election Day
January 2023	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 Recorder (City Elections Official). Candidate filing forms can be submitted:

- By using our online submission form (those filing by declaration only)
<https://docs.happyvalleyor.gov/Forms/CandidateDeclaration>
- In-person by appointment during normal business hours. Please call (503) 886-8436 or email karak@happyvalleyor.gov.
- Mailed to the City of Happy Valley, Attention City Recorder at 16000 SE Misty Drive Happy Valley, OR 97086.
- Sent as a scanned attachment to an email.

Approved candidate filing forms are linked in this packet, accessible on the [Secretary of State Elections Division](#) and [Clackamas County Elections](#) websites, or available through the City Recorder.

FILING BY DECLARATION

1. Complete Form [SEL101: Candidate Filing Major Political Party or Nonpartisan](#) and submit it to the City Recorder via our [online form](#), an in-person appointment, mail, or email, along with the required filing fee of \$50. If not submitting via our online form, the fee can be paid in-person at City Hall or via check to the City of Happy Valley. Please make an appointment by calling (503) 886-8436 or emailing karak@happyvalleyor.gov.
2. Review the [Candidate "Quick Guide" on Campaign Finance Reporting in Oregon](#) and the [2022 Campaign Finance Manual](#) on the Secretary of State Elections Division site. Determine whether you need to create a candidate committee and observe the filing deadlines. For questions, contact the Secretary of State Elections Division at (503) 986-1518.

FILING BY NOMINATION PETITION

1. Set up an in-person appointment, mail or email the following two forms with the 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 Recorder in writing before circulating. Failure to do so will result in the rejection of those signature sheets.
2. The City Recorder will review the SEL101 and SEL121 for required information. If the forms are complete, the City Recorder 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.
3. 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.
4. Candidates filing by nomination petition must obtain twenty or more signatures. This is lower than the requirement set forth by the Secretary of State (either five hundred signatures or 1% of the number of votes cast in the city for governor). A candidate is advised to obtain more than the required number of signatures to ensure the petition contains enough valid signatures.
5. After obtaining the appropriate number of signatures, candidates must bring the following to the City Recorder:
 - a. Signature Sheets (Original, Hard Copies)
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](#)
6. Once all documents have been received, the City Recorder 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 Recorder. A candidate must allow sufficient time for signatures to be verified before the filing deadlines.
7. The 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.
8. Review the [Candidate "Quick Guide" on Campaign Finance Reporting in Oregon](#) and the [2022 Campaign Finance Manual](#) on the Secretary of State Elections Division site. Determine whether you need to create a

candidate committee and observe the filing deadlines. For questions, contact the Secretary of State Elections Division at (503) 986-1518.

CAMPAIGN FINANCE

Campaign finance laws in Oregon require candidates to create a candidate committee not later than three business days after first receiving a contribution or making an expenditure or not later than the deadline for filing a nomination petition, declaration of candidacy or certificate of nomination, whichever occurs first.

A candidate may be exempt from creating a candidate committee if they serve as their own treasurer, do not have an existing candidate committee, and does not expect to receive or spend more than \$750 during a calendar year.

If at any time during a calendar year the candidate exceeds \$750 in either contributions or expenditures, the candidate must establish a campaign account, file a candidate committee not later than three business days after exceeding the \$750 threshold, and either file a Certificate of Limited Contributions and Expenditure (if eligible) or file all transactions not later than seven calendar days after the threshold is exceeded.

The Secretary of State Elections Division requires the use of the Oregon Elections System for Tracking and Reporting (ORESTAR), a secure web-based electronic reporting system for candidate and voters' pamphlet filings and campaign finance reporting. If you are not exempt from creating a candidate committee, you will need to complete the following forms via ORESTAR:

- [Form SEL220: Statement of Organization for a Candidate Committee](#)
- [PC 7: Certificate of Limited Contributions and Expenditures](#) or file campaign finance transactions via ORESTAR if you expect to spend or receive more than \$3,5000 for the entire calendar year.

Candidates are encouraged to review the [Candidate "Quick Guide" on Campaign Finance Reporting in Oregon](#) and the [2022 Campaign Finance Manual](#) on the Secretary of State Elections Division site. For questions, please contact the Secretary of State Elections Division at (503) 986-1518.

WITHDRAWAL OF CANDIDACY OR NOMINATION

To withdraw from candidacy or nomination, a candidate must file an [SEL150: Candidate Filing Withdrawal](#) form with the 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 Office. Submissions 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 [Joint County Voters' Pamphlet Candidate Statement](#) (formerly called 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 but must comply with Happy Valley Municipal Code Section 16.45.115, which is included below:

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 (7) days post the election outcome. Any costs associated with temporary political sign removal by the City shall be at the expense of the candidate.

MISCELLANEOUS

All forms are a matter of public record and will be disclosed to the public upon request.

The City Recorder functions as the City Elections Official and is available as a resource during your candidacy. Please call Kara Kerpan at (503) 886-8436 or email karak@happyvalleyor.gov if you have any questions.

INTERNET RESOURCES

- [League of Oregon Cities So, You Want to Run for Local Office... A Guide for Prospective City Elected Officials](https://www.orcities.org/application/files/4315/8654/4365/SoYouWanttoRunforLocalOfficeFINAL4-9-20.pdf)
<https://www.orcities.org/application/files/4315/8654/4365/SoYouWanttoRunforLocalOfficeFINAL4-9-20.pdf>
- [City of Happy Valley Website](http://www.happyvalleyor.gov)
www.happyvalleyor.gov
- [City of Happy Valley Municipal Code](https://library.qcode.us/lib/happy_valley_or/pub/municipal_code)
https://library.qcode.us/lib/happy_valley_or/pub/municipal_code
- [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](https://www.happyvalleyor.gov/wp-content/uploads/2020/09/City-Council-Rules-2020.pdf)
<https://www.happyvalleyor.gov/wp-content/uploads/2020/09/City-Council-Rules-2020.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/>