

Mayor  
Tom Ellis



City Manager  
Jason A. Tuck, ICMA-CM

June 01, 2024

Dear Prospective Candidate,

Thank you for your interest in running for office! Your willingness to serve the City of Happy Valley is commendable.

Please review the information in this packet, it includes an overview of the local election process, important dates, and additional candidate resources. Information is synthesized from the [City Charter](#), [Municipal Code](#), [Clackamas County Elections Office](#), and [Oregon Secretary of State](#).

If you have any questions, please contact me at (503) 886-8436 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 Oregon Secretary of State Elections Division at (503) 986-1518 or Clackamas County Elections Office at (503) 655-8510 for general election questions.

A handwritten signature in black ink, appearing to read 'Kara Kerpan', is positioned above the printed name and title.

Kara Kerpan  
City Recorder/Management Analyst

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

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[happyvalleyor.gov](http://happyvalleyor.gov)

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

# CANDIDATE PACKET

## GENERAL ELECTION NOVEMBER 5, 2024

### OPEN POSITIONS

The City of Happy Valley will have Council Position Two (2) and Council Position Four (4) on the ballot for the General Election on November 5, 2024. The four-year term begins January 1, 2025, and concludes at the end of 2028. The positions are currently held by David Golobay in Council Position 2, and David Emami in Council Position 4.

### 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 with no more than two councilor positions up for election at any given time.

The Happy Valley City Council serves on a voluntary basis. They dedicate a considerable amount of time to 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

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- ⇒ **11-05-23** Any person running for City office must have been a city resident by this date.
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- ⇒ **07-08-24** The first date that a prospective candidate can submit candidacy forms to the 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.**

⇒	<b>08-13-24</b>	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.
⇒	<b>08-27-24</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 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.
⇒	<b>08-30-24</b>	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 <sup>th</sup> day before an election.
⇒	<b>09-05-24</b>	Final day for City Recorder to submit names of candidates to Clackamas County Elections office for the November 5, 2024 General Election.
⇒	<b>09-09-24</b>	Last day for city candidates to file voters' pamphlet statements with the Clackamas County Elections Office for inclusion in the Voters' Pamphlet.
⇒	<b>10-16-24</b>	Ballots mailed to voters and ballot drop sites open.
⇒	<b>11-05-24</b>	Election Day
⇒	<b>January 2025</b>	Oath of Office administered at the first council meeting of the year, after certified election results are received from Clackamas County Elections Office.

## 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) or designee in her absence. The most common method to file is by declaration. Candidate filing forms can be submitted:

- Online with our electronic submission form (for those filing by declaration only)  
<https://docs.happyvalleyor.gov/Forms/CandidateDeclaration>.
- Emailed as an attachment, with payment made at City Hall or sent via check.
- In-person appointments during normal business hours. Please call (503) 886-8436 or email [karak@happyvalleyor.gov](mailto:karak@happyvalleyor.gov) to schedule.
- Mailed to the City of Happy Valley, Attention City Recorder at 16000 SE Misty Drive Happy Valley, OR 97086.

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

## FILING BY DECLARATION

1. Complete an [SEL101: Candidate Filing Major Political Party or Nonpartisan](#) and submit to the City Recorder. You may submit by using our [online form](#), emailing it as an attachment, setting up an in-person appointment, or mailing to City Hall. If not submitting via our online form, the required filing fee of \$50 can be paid in-person at City Hall or a check to the City of Happy Valley. Please make an appointment by calling (503) 886-8436 or emailing [karak@happyvalleyor.gov](mailto:karak@happyvalleyor.gov).

2. Review the [Campaign Finance Manual](#) on the Oregon Secretary of State website. Determine whether you need to create a candidate committee and observe the filing deadlines. For questions, contact the Elections Division at (503) 986-1518.
3. You may submit a [Joint County Voters' Pamphlet Candidate Statement](#) to Clackamas County Elections Office if you would like to include information (current photograph and brief biography) in the Clackamas County Voters' Pamphlet.

#### FILING BY NOMINATION PETITION

1. Email, set up an in-person appointment, or mail 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: *The City Recorder must approve all signature sheets in writing before circulating. Failure to do so will result in the rejection of 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 a 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 Clackamas County Elections Official for signature verification. They 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 [Campaign Finance Manual](#) on the Oregon Secretary of State website. Determine whether you need to create a candidate committee and observe the filing deadlines. For questions, contact the Elections Division at (503) 986-1518.

9. You may submit a [Joint County Voters' Pamphlet Candidate Statement](#) to Clackamas County Elections Office if you would like to include information (current photograph and brief biography) in the Clackamas County Voters' Pamphlet.

## 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 not be required to form a candidate committee if they meet all three of the following conditions:

- The candidate serves as the candidate's own treasurer;
- The candidate does not have an existing candidate committee; and
- The candidate 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, and file a candidate committee not later than three business days after exceeding the \$750 threshold. Further, the candidate must also either file a Certificate of Limited Contributions and Expenditures (if eligible) or file all transactions not later than seven calendar days after the threshold is exceeded.

Oregon Elections System for Tracking and Reporting (ORESTAR) is a system developed by the Oregon Secretary of State to disclose campaign finance activity. ORESTAR is used to file campaign finance transactions electronically.

Candidates are encouraged to review the [Campaign Finance Manual](#) for more information. For questions, please contact the 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 67<sup>th</sup> day before an election.

## VOTERS' PAMPHLET

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

## POLITICAL SIGNS AND PRINTED MATERIALS

Political signs are permitted in the City of Happy Valley but must comply with Happy Valley Municipal Code Section 16.45.115, which is included below and [linked here](#) for convenience. You may also refer to Attachment 1 for more information.

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.

## PUBLIC RECORD

Candidate forms are public records and will be disclosed to the public upon request.

## 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](http://www.happyvalleyor.gov)
- [City of Happy Valley Municipal Code](https://ecode360.com/HA4934)  
<https://ecode360.com/HA4934>
- [City Charter](https://ecode360.com/43537887#43537887)  
<https://ecode360.com/43537887#43537887>
- [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/>



When placing temporary political signs, it's important to comply with City Ordinance in Happy Valley, OR. For detailed information, please search: **16.45.115** or **<https://ecode360.com/43529968#43526826>**

### Guidelines for Political Signs in Happy Valley

In Happy Valley, there are specific rules regarding the placement of temporary commercial and political signage within the city's Rights-of-Way (ROW). The ROW includes the land surrounding the road dedicated for public use, such as planter strips between roads and sidewalks, the median on Sunnyside Road, and roundabouts.

#### Key Points to Remember:

**No Signs in ROW:** Temporary political signs are strictly prohibited from being placed or erected in the city right of way.

**Prohibited Attachments:** Do not attach signs to trees, shrubbery, utility poles, or place them on private property without the owner's permission.

**Private Property:** After securing permission from the property owner, temporary political signs should be no greater than thirty-two square feet. This size is typical for yard signs. Anything larger requires a sign permit application with a fee, which must be submitted and approved by the city. Sign Permit Application

**Timing:** All political signs must be permitted 30 days prior to any given election and removed within 7 days after the election outcome.

#### Code Enforcement:

Code Enforcement often receives concerns regarding signage. Anonymous concerns are not accepted. If Code Enforcement identifies a violation, Community Service Officers will remove the sign(s), store them for 30 days, and dispose of them if not claimed. Violators of the city's sign code will receive a verbal or written warning and possibly a citation if the violation continues. City staff will make every effort to contact the campaign staff and/or politician to inform them of the action taken and request the removal of any additional signs in the ROW within 24 hours to avoid further legal action.

Be a Responsible Citizen and Respect Our Community Guidelines!

Let's make this election season respectful and compliant with city regulations. Thank you for your cooperation.  
For more information please contact us at 503-783-3800



**INCORRECT LOCATIONS** - In violation



**CORRECT LOCATION**