

Mayor
Tom Ellis



City Manager
Jason A. Tuck, ICMA-CM

June 1, 2026

Dear Prospective Candidate,

Thank you for your interest in running for public office. Your dedication to serving the City of Happy Valley is deeply valued.

This packet includes an overview of the local election process, featuring key dates, candidate resources, and guidance to support your candidacy. The materials have been carefully compiled from the [City Charter](#), [Municipal Code](#), [Clackamas County Elections Office](#), and the [Oregon Secretary of State](#).

If you have any questions or need assistance, please don't hesitate to contact me at (503) 886-8436 or karak@happyvalleyor.gov. My office hours are Monday through Thursday 7:00 AM to 5:30 PM.

For general election-related inquiries, you may also reach out to:

- **Oregon Secretary of State Elections Division:** (503) 986-1518
- **Clackamas County Elections Office:** (503) 655-8510

With appreciation,

Kara Kerpan
City Recorder/Management Analyst

{01010106; 1 }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, 2026

OPEN POSITIONS

The City of Happy Valley will have three elected positions on the ballot for the upcoming General Election on Tuesday, November 3, 2026: Mayor, Council Position 1, and Council Position 3.

Each position carries a four-year term, beginning January 1, 2027, and concluding December 31, 2030. As of this notice, the positions are held by Tom Ellis, Mayor, Joshua Callahan, Council Position 1, and Brett Sherman, Council Position 3.

QUALIFICATIONS FOR OFFICE

To hold a city elective position, a candidate must be a qualified elector as defined in Article II, Section 2 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 a city councilor may be employed by the city. All elections for city offices are nonpartisan.

On November 5, 2024, voters approved term limits for elected volunteers. The Charter prohibits a person from serving more than five total terms in any elected position, including no more than two terms as mayor. Terms served as mayor count towards the five-term limit. Partial terms, whether elected or appointed, do not count. Terms served before the November 5, 2024 voter approval of term limits also count toward the limit.

SERVING ON THE HAPPY VALLEY CITY COUNCIL

The City of Happy Valley is governed by a five-member City Council, composed of the Mayor and four Councilors. All members are elected at-large by the community and serve four-year terms. Elections are held during the General Election in November of even-numbered years. Terms are staggered to ensure continuity, with no more than two Councilor positions appearing on the ballot at any one time.

Council members dedicate considerable time to fulfilling their duties, which include attending regular meetings, representing the City in regional and statewide forums, participating in community events, and training.

Regular Council meetings are held on the first and third Tuesday of each month at 6:00 PM. Council members also serve on the Urban Renewal Agency, the Budget Committee, and the Urban Renewal Agency Budget Committee, which convene each spring.

Before assuming office, each Council member must take an Oath of Office. In accordance with Oregon Revised Statutes (ORS 244.050(1)(j)), Council members are required to file an annual Statement of Economic Interest with the Oregon Government Ethics Commission. Additionally, Councilors must complete Oregon Public Meetings Law training at least once per term (ORS 192.700(2)). Training opportunities are offered through [live webinars and in-person sessions](#) by the Oregon Government Ethics Commission, or a [recorded program](#) provided by the City Attorney firm, Beery, Elsner, and Hammond, LLP.

Elected officials are considered mandatory reporters under Oregon law (ORS 419B.005(6)(s) and 419B.010) and must report suspected child abuse when they have reasonable cause to believe it has occurred. The City connects its elected officials to training for mandatory reporting, harassment prevention, and cyber security.

Newly elected officials are encouraged to participate in the League of Oregon Cities' Elected Essentials training, which provides foundational knowledge and skills for effective municipal governance.

CANDIDATE FILING INSTRUCTIONS

In the City of Happy Valley, individuals interested in running for office may file for candidacy in one of two ways, by:

- Fee: Submitting a Declaration of Candidacy along with a \$50 filing fee.
- Petition: Submitting a Nominating Petition with the required number of valid signatures.

All filing materials must be submitted to the City Recorder, who also serves as the City Elections Official. Approved candidate filing forms are included in this packet and available through the [Oregon Secretary of State Elections Division](#).

OPTION 1: FILING BY FEE (DECLARATION OF CANDIDACY)

1. Submit the SEL 101 Form and \$50 Filing Fee

Complete the [SEL 101: Candidate Filing Major Political Party or Nonpartisan](#) form and submit it along with the \$50 filing fee to the City Recorder. You may submit these materials in one of the following ways:

- **Online:** Attach the completed SEL 101 form [on this page](#) and pay the \$50 filing fee electronically.
- **By Mail:** Send the completed SEL 101 form and a check for the \$50 filing fee to:
City of Happy Valley
Attention: City Recorder
16000 SE Misty Drive
Happy Valley, OR 97086
- **By Email:** Email the completed SEL 101 form as an attachment to karak@happyvalleyor.gov, and mail a check for the \$50 filing fee to the address above.
- **In-Person:** Deliver the completed SEL 101 form and payment to City Hall. Please email karak@happyvalleyor.gov to schedule an appointment.

2. Review Campaign Finance Rules

Visit the Oregon Secretary of State website to review the [Campaign Finance Manual](#) and determine which rules apply to your candidacy. For questions, contact the Elections Division at (503) 986-1518.

3. Submit a Voters' Pamphlet Statement

To appear in the Clackamas Voters' Pamphlet, submit a [Joint County Voters' Pamphlet Candidate Statement with the required filing fee](#) to the Clackamas County Elections Office.

OPTION 2: FILING BY NOMINATION PETITION

1. Submit Required Forms

- Complete and submit a [SEL 101: Candidate Filing Major Political Party or Nonpartisan](#) form. Be sure to:
 - Select the Prospective Petition box.

- Indicate whether circulators will be paid.
 - Complete and submit the [SEL 121: Candidate Signature Sheet Nonpartisan](#) form.
 - You may submit these materials in one of the following ways:
 - **By Mail:** Send the completed SEL 101 form to:

City of Happy Valley
Attention: City Recorder
16000 SE Misty Drive
Happy Valley, OR 97086
 - **By Email:** Email the completed SEL 101 form as an attachment to karak@happyvalleyor.gov.
 - **In-Person:** Deliver the completed SEL 101 form to City Hall. Please email karak@happyvalleyor.gov to schedule an appointment.
 - Important: The City Recorder must approve all signature sheets *in writing* before circulation. Failure to obtain approval will result in the rejection of the sheets.
2. **Obtain Approval to Circulate**
- Once the required forms are submitted, the City Recorder will review them for completeness. If approved, you will receive:
- Written authorization to circulate the petition.
 - A petition number.
 - The number of signatures required from registered voters.
 - The filing deadline.
3. **Review Circulation Guidelines**
- Before collecting signatures, review the Guidelines for Circulation with all circulators. These requirements are outlined in the [City, County and District Candidate Manual](#) available on the Oregon Secretary of State website.
4. **Collect Signatures**
- Obtain at least twenty valid signatures from registered voters in the City of Happy Valley with active registration status. It is recommended to collect more than the minimum to ensure the petition contains enough valid signatures.
5. **Submit Signed Signature Sheets**
- Submit the following to the City Recorder:
- A completed [SEL 338: Petition Submission](#) form.
 - Original, hard copies of the completed SEL 121 signature sheets.
 - Each signature sheet must:
 - Be signed and dated by the circulator.
 - Be numbered sequentially by the candidate in the space provided.
6. **Signature Verification**
- The City Recorder will forward the signed signature sheets to the Clackamas County Elections Official for signature verification. Signatures will be checked against current voter registration records. The County will return verified sheets to the City Recorder. Important: Allow sufficient time for verification before the filing deadline.
7. **Notification of Results**
- The City Recorder will notify you of the verification results. If there are not enough valid signatures and the filing deadline has not passed, you may submit additional signatures to the City Recorder to be forwarded to the County for verification.

8. **Review Campaign Finance Rules**

Visit the Oregon Secretary of State website to review the [Campaign Finance Manual](#) and determine which rules apply to your candidacy. For questions, contact the Elections Division at (503) 986-1518.

9. **Submit a Voters' Pamphlet Statement**

To appear in the Clackamas Voters' Pamphlet, submit a [Joint County Voters' Pamphlet Candidate Statement with the required filing fee](#) to the Clackamas County Elections Office.

IMPORTANT DATES

NOTE: Signature sheets and nomination petition signatures must be verified before the filing deadline and should be submitted with sufficient time to make corrections.

⇒ **11-03-25** Any person running for City office in 2026 must have been a city resident by this date.

⇒ **07-06-26** 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.

⇒ **08-04-26** *If filing by nomination petition, submitting signatures by this date would provide time for the Clackamas County Elections Official to verify signatures and for the candidate to collect additional signatures if the Elections Official finds any submitted signatures invalid.*

⇒ **08-18-26** **NEW: The last day for an incumbent candidate to file by declaration or nomination petition. An incumbent seeking re-election to the same office must file their declaration of candidacy or nominating petition no later than seven days before the applicable filing deadline for non-incumbent candidates. Incumbent candidates that were appointed to the position they are seeking election to are subject to the same filing deadline as non-incumbent candidates.**

Nomination petition signatures must be verified by the Clackamas County Elections Official and contain 100 percent of the required number of verified signatures.

For valid candidate filing, the City Recorder must receive all filing documents, including fully verified signature sheets, before City Hall closure at 5:00 PM.

⇒ **08-25-26** The last day for all non-incumbent candidates to file by declaration or nomination petition. Oregon election law and the Happy Valley Municipal Code require that a nomination petition must be submitted no later than 70 days before the date of the election.

Last day for candidates to file voters' pamphlet statements with the Clackamas County Elections Office for inclusion in the Voters' Pamphlet.

⇒ **08-28-26** Last day to withdraw candidacy or nomination. The SEL 150 form must be submitted to the City Recorder no later than 5:00 PM.

Oregon election law and the Happy Valley Municipal Code require that a withdrawal must be submitted no later than 67 days before the date of the election.

⇒ **09-03-26** Final day for City Recorder to submit names of candidates to Clackamas County Elections office for November 3, 2026, General Election.

⇒ **10-14-26** Ballots are mailed to voters and ballot drop sites open.

⇒ **11-03-26** Election Day

⇒ **January 2027** Oath of Office administered at the first council meeting of the year, after certified election results are received from Clackamas County Elections Office.

CAMPAIGN FINANCE REPORTING

Oregon campaign finance law may require candidates to establish a campaign account, file a Statement of Organization designating a candidate committee, and file contribution and expenditure transactions with the Elections Division.

For further details on campaign finance reporting requirements, review the [Campaign Finance Manual](#) and the [ORESTAR User's Manual](#), both available along with the [elections manuals](#) on the Oregon Secretary of State website at www.oregonvotes.gov. For questions, please contact the Elections Division (503) 986-1518.

WITHDRAWAL OF CANDIDACY OR NOMINATION

To withdraw from candidacy or nomination, a candidate must file an [SEL 150: Candidate Filing Withdrawal](#) form with the City Recorder no later than 67 days before the date of the election.

VOTERS' PAMPHLET

Each candidate is responsible for submitting their own materials for inclusion in the Clackamas County Voters' Pamphlet. To file a pamphlet statement, you must:

- Complete a [Joint County Voters' Pamphlet Candidate Statement](#) form.
- Submit the form directly to the Clackamas County Elections office.
- Pay the required \$100 filing fee.

TEMPORARY POLITICAL SIGN REGULATIONS

Political signs are permitted in the City of Happy Valley but must comply with the Happy Valley Municipal Code Section 16.45.115. The full code is included below and linked here for convenience. You may also refer to Attachment 1 for additional guidance. Any costs incurred by the City for removal of noncompliant signs will be the responsibility of the candidate.

Temporary political signs may include wooden boards, canvas, and banner signs. They are subject to the following requirements:

1. Signs must not be internally or externally illuminated.
2. Signs must not be placed in or extend into public right-of-way or clear vision areas.
3. Signs must be maintained in neat and clean condition. Materials must not be allowed to fade, tear, rip or become unsightly during the display period.
4. Signs must not be attached to trees, shrubbery, or utility poles. They must not obstruct or obscure primary signage or adjacent properties, nor create a traffic hazard due to their distractive nature.
5. Signs shall range in size from greater than four square feet to a size not to exceed thirty-two square feet in size at a four-foot by eight-foot dimension.
6. Signs are permitted for a period of 30 days prior to an election through 7 days after the election outcome.

CANDIDATE FILING DISCLOSURE AND ADDRESS PRIVACY

Candidate forms are public records and will be disclosed to the public. In accordance with ORS 249.006(2)-(4), when candidate forms are filed, the City Recorder is required to:

- Post the candidate's name and office sought on the City of Happy Valley website within five business days of receiving a declaration of candidacy.
- Post the candidate's declaration of candidacy within two business days after the candidate is determined to be eligible.
- Post any candidate withdrawals within two business days of filing.

All candidates must provide their residential address so the City Recorder can verify that they reside within the City of Happy Valley. Candidates may request to withhold their residential address from publicly posted candidate filings and each list of electors delivered under ORS 247.940 or 247.945. To do so, candidates must complete and submit [SEL 180: Residence Address Exemption Request](#) and provide a publicly disclosable mailing address.

Important: Even if exempted from the posted candidate filing and list of electors, a candidate's residential address remains a public record and may be inspected by individuals who submit a written public records request, as outlined in ORS 192.311 to 192.478. See the Secretary of State's [Address Confidentiality Resources](#) page for more information.

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://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/>
- [Oregon Elections Division County, City, and District Candidate Manual](https://sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf)
<https://sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf>

Campaign Season Signs

When placing temporary 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 Signs in Happy Valley

In Happy Valley, there are specific rules regarding the placement of temporary 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 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 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 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