



***2008 CITY ELECTION INFORMATION PACKET
(01/11/08)***

Dear Prospective Candidate,

Thank you for your interest in serving the citizens of Springfield. The following information is intended to provide guidance to prospective candidates for election to the position of Springfield Mayor/City Councilor, or Springfield Utility Board (SUB) member.

When is the Election?

The Springfield City Charter requires a primary election for Springfield Mayor and City Councilor. The primary election date is **Tuesday, May 20, 2008**. If a candidate receives a majority of votes at the primary election, that candidate is elected. If a candidate does not receive a majority of votes at the primary election, then a run-off between the two candidates receiving the highest number of votes will occur at the statewide general election on **Tuesday, November 4, 2008**.

The Springfield Utility Board election will occur at the statewide general election on **Tuesday, November 4, 2008**.

What Positions are Open for Election?

The City positions open for election at the **May 20, 2008** Primary Election are:

<u>Position</u>	<u>Incumbent</u>	<u>Nominated</u>	<u>Elected</u>	<u>Term</u>
Mayor	Sid Leiken	At Large	At Large	4 Years
Ward 3 Councilor	Anne Ballew	By Ward	At Large	4 Years
Ward 4 Councilor	Dave Ralston	By Ward	At Large	4 Years
Ward 6 Councilor	Joe Pishioneri	By Ward	At Large	4 Years

The Springfield Utility Board (SUB) positions open for election at the **November 4, 2008** General Election are:

SUB Position 1	Joseph E. Mathieu	At Large	At Large	4 Years
SUB Position 5	Bobbie Adams	At Large	At Large	4 Years

What Must Be Done First?

Please read carefully the attached "Candidates Filing by Petition" and "General Information for Candidates" from the 2008 City Elections Manual, and this information packet, for information about the filing process and deadlines. Master forms are provided in this packet. Please contact the City Recorder's Office with any questions about the filing process.

The process requires the candidate to submit a *Prospective Petition* (SEL 120, *Filing of Candidacy* for Non partisan Nomination) which is then approved by the City Recorder (City Elections Filing Officer) for circulation of the *Nominating Petition* (SEL 121, *Petition for Nonpartisan Nomination Signature Sheet*). The candidate must then verify they have received a sufficient number of signatures on the nominating petition at the Lane County Elections Division. Upon verification that a sufficient number has been received, candidates must then submit a *Completed Petition* (SEL 120) to the City Recorder in order to be eligible to have their name placed on the official election ballot.

The first step in the process is to submit the *Prospective Petition* (SEL 120). At the same time, all candidates must file a *Statement of Organization for Candidate Committee* (SEL 220) and a *Campaign Account Information* (SEL 223) with the State through their electronic filing system, ORESTAR. These documents should be filed **before** a candidate plans on collecting campaign contributions or make campaign expenditures and no later than the candidate filing deadline. The candidate is not required to establish a campaign account, file a *Statement of Organization* (SEL 220), or file contribution and expenditure transactions, if **all three** of the following conditions are met:

- 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 \$300 during a calendar year.

However, if at any time the candidate exceeds \$300 in either contributions or expenditures, the candidate must open a campaign account, file a *Statement of Organization* and within seven calendar days, electronically file all contributions received and expenditures made during the calendar year. See the *2008 Campaign Finance Manual* for additional information.

When either the total contributions or total expenditures for a calendar year exceed \$2,000, detailed contribution and expenditure reports must be filed electronically with the State through ORESTAR. Transactions must be reported on a continuous basis with each

transaction having its own filing deadline. ORESTAR will automatically calculate transaction due dates. Refer to the *2008 Campaign Finance Manual* for further information.

What is the Filing Process?

On forms supplied by the Secretary of States Office to the City of Springfield, candidates must officially notify the City Recorder of their intent to run and file a *Prospective Petition* (SEL 120). Once the Prospective Petition is approved by the City Recorder, the candidate will be **notified in writing** and then the candidate must circulate a *Nominating Petition* (SEL 121) to collect 25 signatures from registered voters who reside in the candidate's Ward (for City Council positions) or in the city limits (for Mayor and SUB positions). Candidates must then verify the signatures with the Lane County Elections Division. Once the signature verification is completed by Lane County Elections, candidates must then file a *Perfected Petition* (SEL 120) with the City Recorder in order to have their name placed on the official election ballot. All Candidates are required to file a *Statement of Organization*(SEL 220) with the State. If a candidate plans to collect campaign contributions or make campaign expenditures, detailed reports must also be filed with the State.

Candidates are encouraged to review, in its entirety, the *2008 Campaign Finance Manual*. You may also want to review ORS Chapter 260; *Campaign Finance Regulations and Offenses*. Information contained in the *2008 Campaign Finance Manual* provides election law reminders to help prevent election law violations.

How do I File a Prospective Petition?

The *Prospective Petition* (SEL 120) is used to verify the candidate's eligibility to run for the position.

The Mayor shall at all times be a resident of the City of Springfield. Council members shall at all times be a resident of the ward from which he/she is elected.

The Springfield Utility Board (SUB) consists of five members who are qualified voters and who have been residents of the City of Springfield for one year prior to their appointment or election to the utility board. No member so appointed or elected shall have any interest in a utility which offers the same or similar utility service that is offered by the City of Springfield in competition with such city.

Following notice of approval of the *Prospective Petition*, provided in writing by the City Recorder, a candidate may circulate the *Petition for Nonpartisan Nomination Signature Sheet* (SEL 121). Please remember to attach the *Statement One or More/No Petition Circulators Will be Paid* (SEL 300) form to the nominating petition.

How Many Signatures are Required?

Pursuant to Section 2.215 of the Springfield Municipal Code, “Elections”, candidates for City and Springfield Utility Board offices are required to obtain at least 25 legal voters in each Ward for Ward nominations, or at least 25 legal voters of the City for At-Large nominations. In all cases, it is recommended that a higher number of signatures than is required be obtained to allow for possible invalid signatures.

Candidates filing by petition should review with circulators the guidelines for circulating the petition. All signatures must be original signatures of the signers, and witnessed by the petition circulator and the circulators’ verification completed.

How are Signatures Verified?

Prior to submitting the *Perfected Petition* (SEL 120) to the City Recorder, candidates must have the signatures on their *Nominating Petitions* (SEL 121) verified for sufficiency and validity by Lane County Elections, 275 W. 10th Avenue, Eugene, OR 97401, 541-682-4234. The signature sheets should be submitted to Lane County Elections in ample time for the verification process to be completed before submitting the perfected nominating petition to the Springfield City Recorder, no later than 5:00 p.m. on March 11, 2008, for the 2008 Primary Election, and August 26, 2008, for the 2008 General Election.

See ORS 249.072 for information regarding nominating petition signature requirements and Springfield Municipal Code, Section 2.215.

How Do I Qualify for the Ballot?

Candidates qualify for the official ballot by submitting a *Perfected Petition* (SEL 120) which includes a completed *Filing of Candidacy For Nonpartisan Nomination* (SEL 120) form, and signed and verified *Petitions for Nonpartisan or Independent Nomination Signature Sheets* (SEL 121) by the filing dates specified below. There are no required filing fees.

<u>Election</u>	<u>Filing Deadline</u>
May 20, 2008 Primary Election (Mayor/City Council)	March 11, 2008
November 4, 2008 General Election (SUB)	August 26, 2008

Where Do I File the Necessary Forms?

The Springfield City Recorder is the Elections Filing Officer for City of Springfield and Springfield Utility Board elections. All documents, excluding financial documents, must be filed with the Springfield City Recorder, 225 Fifth Street, Springfield, Oregon, 97477, 541-

726-3700. Please call ahead to schedule an appointment with the City Recorder to review your forms and answer any questions you have.

What are the Guidelines for Campaign Spending and Advertising?

See *2008 Campaign Finance Manual* for information.

State Voters' Pamphlet

Candidates in cities with a population of 50,000 or more are eligible to file a statement for inclusion in the state voters' pamphlet. Forms for filing can be obtained from the Elections Division, or the Lane County Elections Official. See the 2008 City Elections Manual for more information.

Who Do I contact for Further Questions or Information?

Amy Sowa, Springfield City Recorder, at 541-726-3700.

Thank you for your interest.

Amy Sowa
City Recorder

Attachments

