



# General Election November 8, 2016

## CANDIDATE FILING QUALIFICATIONS AND REQUIREMENTS

At the 2016 General Election, the positions of Mayor and three (3) Council Positions will appear on the ballot. The filing period for interested candidates begins on June 1, 2016. The filing process, including signature verification, must be **completed** by August 30<sup>th</sup>, 2016 at 5:00 p.m. The information in this packet is provided to assist you in understanding the requirements and responsibilities of candidates for these positions and the laws governing elections in the City of Coburg.

## OPEN CITY OF COBURG POSITIONS

Mayor	Currently held by Ray Smith	Two Year Term
Councilor Position # 4	Currently held by Jerry Behney	Four Year Term
Councilor Position # 5	Currently held by Sharyl Abbaspour	Four Year Term
Councilor Position # 6	Currently Vacant	Four Year Term

## QUALIFICATIONS AND RESIDENCY REQUIREMENTS

- Must be a qualified elector within the meaning of the Constitution, and
- Must be a resident of the City of Coburg during the 12 months immediately preceding the election.
- A candidate may run for only one position.
- No person shall serve more than eight years **elected**.
- If you hold office in the City of Coburg you are required to file annual Statements of Economic Interest with Oregon Government Ethics Commission.

## **GENERAL ELECTION CALENDAR FOR CITY CANDIDATES**

6/1/2016	First day to file
8/30/2016	Last day to file
9/2/2016	Last day for candidates to withdraw
10/19-25/2016	Ballots are mailed out
11/8/2016	Election Day
1/10/2017	Oath of Office administered

### **HOW TO FILE**

Please review this information packet that will assist candidates in fulfilling the requirements to appear on the November ballot. The referenced filing forms are included in this packet. Candidates Manuals are produced by the Oregon Secretary of State Elections Division and can be found at their website [www.sos.state.or.us/elections](http://www.sos.state.or.us/elections).

#### **Step 1: File Prospective Petition**

Complete the forms listed below and submit them to the City Elections Officer for approval **PRIOR TO GATHERING ANY SIGNATURES** and well in advance of the August 30<sup>th</sup> filing deadline. No filing fees are required to run for City of Coburg office.

- **SEL 101 – Candidate Filing for Nonpartisan Nomination** – Check Prospective Petition
- **SEL 121 – Candidate Signature Sheet –Nonpartisan** - All signature sheets must be approved in writing by the City Election Official before circulating.

#### **Step 2: Approval to Circulate & Collect Signatures**

The City Elections Officer will review the prospective petition and provide written approval authorizing the candidate to begin the collection of signatures. Signatures gathered prior to written approval will be rejected.

The Coburg City Charter requires petitions to contain a minimum of 25 qualified signatures. It is recommended that you gather more than the minimum to assure you have the required amount necessary.

Oregon law requires that each petition sheet be properly certified by its circulator, who must personally witness each signature. Please review the guidelines for circulation of petitions in the 2016 Candidate Manual.

### **Step 3: Submit Signature Sheets**

When ample signatures have been collected, the candidate submits the signature sheets to City Election Officer, along with the required **SEL 338 Petition Submission** form.

The City Election Officer will review signature sheets for circulator verification and submit them to Lane County Election Official for signature verification. Lane County Elections will certify the signature sheets and return them to City Election Official.

City Election Officer will notify the candidate of the results of the signature verifications.

Please allow at least 5-7 business days for signature verifications. As a guideline signature petitions should be submitted no later than August 19, 2016.

### **HOW TO WITHDRAW AS A CANDIDATE**

To withdraw from candidacy the candidate must file a SEL 150 Candidate Filing Withdrawal form with the City Elections Officer no later than 5:00 p.m. on September 2, 2016.

### **RESOURCES**

As your City Elections Officer, I am here as a resource, please don't hesitate to contact me at 541-682-7852 or email [sammy.egbert@ci.coburg.or.us](mailto:sammy.egbert@ci.coburg.or.us) with any questions. If you plan to file your papers or have questions about the process, please call or email me to ensure I am in the office and available. You may also contact the Secretary of State's Office at 503-986-1518 and Lane County Elections at 541-682-4234.

### **ATTACHMENTS**

- City Charter
- SEL 101 – Candidate Filing - Nonpartisan
- SEL 121 – Candidate Signature Sheet - Nonpartisan
- SEL 150 – Withdrawal of Candidacy or Nomination
- SEL 338 - Petition Submission