



General Election November 3, 2020

CANDIDATE FILING QUALIFICATIONS AND REQUIREMENTS

At the 2020 General Election, the positions of Mayor and three (3) Council Positions will appear on the ballot. The filing period for interested candidates begins on May 30, 2020. The filing process, including signature verification, must be **completed** by August 28, 2020 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 Nancy Bell	Four Year Term
Councilor Position # 5	Currently held by Kyle Blain	Four Year Term
Councilor Position # 6	Currently held by John Fox	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

8/25/2020	Last day to file
8/28/2020	Last day for candidates to withdraw
11/3/2020	Election Day
1/12/2021	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.

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 28th 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 2020 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 certified 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 18, 2020.

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 August 28, 2020.

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 with any questions. 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

Candidate Filing

Major Political Party or Nonpartisan

SEL 101

rev 01/20
ORS 249.031

Filing Dates		Candidate Filing		Candidate Withdrawal
Primary Election May 19, 2020	First Day to File	September 12, 2019	March 13, 2020	
	Last Day to File	March 10, 2020		
General Election November 3, 2020	First Day to File	June 3, 2020	August 28, 2020	
	Last Day to File	August 25, 2020		

Filing Information

This filing is an Original Amendment

Office Information

Filing for Office of:

District, Position or County:

Party Affiliation: Democratic Party Republican Party Nonpartisan

Incumbent Judge (for judicial candidates only): Yes No Nondisclosure on file

Filing Method

Fee

Office	Filing Fee	Office	Filing Fee
United States President	n/a	District Attorney	\$50
United States Vice President	n/a	County Judge	\$50
United States Senator	\$150	MSD Executive Officer, MAD Director	\$100
United States Representative	\$100	MSD Councilor	\$25
Statewide Offices	\$100	County Office	\$50
State senator or Representative	\$25	City Office	Set by charter or ordinance
Circuit Court Judge	\$50	Justice of the Peace	n/a

Prospective Petition, in lieu of filing fee Some circulators may be paid Yes No

Candidate Information

Name of Candidate

First	MI	Last	Suffix	Title
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How you would like your name to appear on the ballot

Candidate Residence / Route Address

Street Address	City	State	Zip	County
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Candidate Mailing Address and Contact Information Only one phone number and an email is required.

Street Address or PO Box	City	State	Zip
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Work Phone	Home Phone	Cell Phone	Fax
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Email Address	Web Site, if applicable
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Race and Ethnicity Optional

Occupation (present employment) If not employed, enter "Not Employed".

Occupational Background (previous employment) If no relevant experience, None or NA must be entered.

Educational Background (schools attended)

Complete name of School	Last Grade completed	Diploma/Degree/Certificate	Course of Study

Educational Background (other) Attach a separate sheet if necessary.

Prior Governmental Experience (elected or appointed) If no relevant experience, None or NA must be entered.

Campaign Finance Information Not applicable to candidates for federal office.

A candidate must file a Statement of Organization not later than three business days of first receiving a contribution or making an expenditure and no later than the deadline for filing a nominating petition, declaration of candidacy, or certificate of nomination, whichever occurs first, unless they meet the criteria for an exemption. To meet the criteria, the candidate must serve as their own treasurer, not have an existing candidate committee, and not expect to spend or receive more than \$750 during the entire calendar year (including in-kind contributions and personal funds).

If you have an existing candidate committee you must amend the statement of organization not later than 10 days after a change in information. This includes changes to the election you are active in and the office you are running for.

See the Campaign Finance Manual for the procedural and legal requirements of establishing and maintaining a candidate committee.

Candidate Attestation

By signing this document, I hereby state that:

- I will accept the nomination for the office indicated above;
- I will qualify for said office if elected;
- All information provided by me on this form is true to the best of my knowledge; **and**
- No circulators will be compensated based on the number of signatures obtained by the circulator on a prospective petition

For Major Political Party Candidates

- if not nominated, I will not accept the nomination or endorsement of any political party other than the one named
- I have been a member of said political party, subject to the exceptions stated in ORS 249.046, for at least 180 days before the deadline for filing a nominating petition or declaration of candidacy (ORS 249.031). Does not apply to candidates filing for the office of US President.

Warning
Supplying false information on this form may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715). A person may only file for one lucrative office or not more than one precinct committee person at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. (ORS 249.013 and ORS 249.170)

Candidate Signature

Date

For Office User Only

Initials _____

Batch Sheet/CC Approval Code/ Receipt Number _____

Candidate Signature Sheet | Nonpartisan

Petition ID _____

SOME Circulators No Circulators for this petition are being paid.

This is a candidate nominating petition. Signers of this page must be active registered voters in the county listed.

1 Signatures must be verified by the appropriate county elections official before the petition can be filed with the filing officer.

County _____

Candidate Information

Name	Office
Election	District or Position Number (include city if applicable)

To the Elections Official/Filing Officer, We the undersigned voters, request the candidate's name be placed on the ballot at the election listed above for nomination to the office indicated.

1 Signers must initial any changes the circulator makes to their printed name, residence address or date they signed the petition.

Signature

Date Signed mm/dd/yy

Print Name

Residence or Mailing Address street, city, zip code

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

Circulator Certification This certification must be completed by the circulator and additional signatures should not be collected on this sheet once the certification has been signed and dated! I hereby certify that I witnessed the signing of the signature sheet by each individual whose signature appears on the signature sheet, and I believe each person is a voter qualified to sign the petition (ORS 249.061). I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

Circulator Signature

Date Signed mm/dd/yy

Sheet Number

Completed by
Candidate

Printed Name of Circulator

Circulator's Address street, city, zip code

Candidate Filing Withdrawal

SEL 150

rev 01/20 ORS 249.170, ORS 249.180
ORS 249.830, ORS 255.235

Withdrawal Deadlines

2020 Primary Election March 13, 2020	2020 General Election August 28, 2020	2021 District Election March 18, 2021
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i All information must be completed or the form will be rejected.

This filing is an Original Amendment

Withdrawal from Candidacy or Nomination for Office Information

Office of:

District, Position or County:

Candidacy for Nomination: Please indicate below what party or parties you are withdrawing from:

<input type="checkbox"/> Constitution	<input type="checkbox"/> Democratic	<input type="checkbox"/> Independent	<input type="checkbox"/> Libertarian
<input type="checkbox"/> Pacific Green	<input type="checkbox"/> Progressive	<input type="checkbox"/> Republican	<input type="checkbox"/> Working Families

Candidate and Nominee Information

Name of Candidate

First	MI	Last	Suffix
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Candidate Residence/Route Address

Street Address	City	State	Zip
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Candidate Mailing Address and Contact Information: Only one phone number and an email are required.

Street Address or PO Box	City	State	Zip
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Work Phone	Home Phone	Cell Phone	Fax
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Email Address (required)	Web Site, if applicable
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Withdrawal Reason

I submit notice of withdrawal from candidacy or nomination to the above named office. My reason for withdrawal is:

By signing this document, I hereby state that:

- I withdraw my candidacy or nomination for the office stated above and
- The reasons provided by me on this form for withdrawal are true.



Warning

Supplying false information on this form may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715).

Candidate's Signature

Date Signed

For Office Use Only Initials _____

Petition Submission

Candidate, Voters' Pamphlet

SEL 338

rev. 08/18

OAR 165-010-0005, 165-016-0000

→ This form must be completed and filed with any submission of signatures.

Filing Officer		
<input type="checkbox"/> State	<input type="checkbox"/> County For both county and district petitions.	<input type="checkbox"/> City

Election Type		Year			
<input type="checkbox"/> Primary	<input type="checkbox"/> General	<input type="checkbox"/> Special Election	<input type="checkbox"/> 2018	<input type="checkbox"/> 2019	<input type="checkbox"/> 2020

Petition Information		
Petition ID/Candidate's Name	Type	<input type="checkbox"/> Candidate Nominating
		<input type="checkbox"/> Voters' Pamphlet, Candidate <input type="checkbox"/> Voters' Pamphlet, Measure

Type of Filing	Number of Signatures Submitted
<input type="checkbox"/> Candidate Nominating	
<input type="checkbox"/> Voters' Pamphlet, Candidate	
<input type="checkbox"/> Voters' Pamphlet, Measure	

Candidate's Nominating/Voters' Pamphlet Filing	
→ By signing this document, I hereby state that all information on the form is true and correct to the best of my knowledge.	

Name	Contact Phone	Email Address
Signature		Date Signed

Measure Argument Filing	
→ By signing this document, I hereby state that all information on the form is true and correct to the best of my knowledge.	

Name	Contact Phone	Email Address
Signature		Date Signed

For office use only			
Submittal number		Number of signatures accepted	
Is the petition complete?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be additional submittals?	<input type="checkbox"/> Yes <input type="checkbox"/> No

1992
CITY OF COBURG
CHARTER

PREAMBLE

We the people of the City of Coburg, Lane County, Oregon, in order to avail ourselves of self-determination in municipal affairs to the fullest extent now or hereafter granted or allowed by the constitutions and laws of the United States and the State of Oregon, by this Charter confer upon the City the following powers, subject it to the following restrictions, prescribe for it the following procedures and governmental structure, and repeal all Charter procedures and governmental structure, and repeal all Charter provisions, except as hereinafter provided in Section 34, of the City Charter enacted prior to the time this Charter takes effect.

CHAPTER I

Name and Boundaries

SECTION 1. Title and Enactment. This enactment may be referred to as the 1992 Coburg Charter.

SECTION 2. Name of City. The City of Coburg, Lane County, Oregon shall continue to be a municipal corporation with the name City of Coburg, Oregon.

SECTION 3. Boundaries. The City shall include all territory encompassed by its boundaries as they now exist or hereafter are modified under state law. The custodian of City records shall keep at the City Hall at least two copies of this Charter and an accurate, current description of the City's boundaries. The copies of the Charter and the City boundary descriptions shall be available for public inspection during regular City office hours.

CHAPTER II

Powers

SECTION 4. Powers of the City.

- (1) The City shall have all powers that the constitutions, statutes and common law of the United States and of the State of Oregon expressly or impliedly grant or allow municipalities as though this Charter specifically enumerated each of those powers, including, without limitation, extramural powers.

- (2) The following shall be deemed to be a description of some of the powers conferred upon the City by this Charter, but shall not be interpreted to limit any or all of the powers herein conferred:
- (a) Property. To acquire property within or without the corporate limits of the City for any City purposes, in fee simple or any lesser interest or estate, by purchase, gift, devise, lease or condemnation; and to sell, lease, mortgage, and manage and control such property as the interests of the City may require;
 - (b) Indebtedness. To borrow money within the limits prescribed by general laws;
 - (c) Public Services. To purchase, hire, construct, maintain and operate or lease public utilities; to furnish all local public services, either within or without the corporate limits of the City; to grant local franchises for the use of public ways and to regulate the exercise of all franchisees;
 - (d) Public Improvements. To make local public improvements and to protect and preserve the improvements;
 - (e) Bonds. To issue and sell general obligation, refunding, revenue or other bonds on the security of the faith and credit of the City, or to issue and sell any of such bonds on the security, in whole or in part, of any property or any utility owned by the City, or the revenues thereof, or by both;
 - (f) Police Power Regulations. To adopt and enforce regulations not in conflict with general law that are necessary for the public peace, health, safety and welfare;
 - (g) Occupational and Police Power Regulatory Taxes. To license, tax, and regulate for the purpose of City revenue and police power regulations all businesses, callings, trades, and employments, whether conducted as a nonprofit or otherwise, as the City Council may require; and,
 - (h) Annexations. To annex areas to the City in accordance with State law.

SECTION 5. Construction of Charter. In this Charter no specification of a power is exclusive or restricts authority that the City would have if the power were not specified. The Charter shall be liberally construed so that the City may exercise as fully as possible all powers possible for it under this Charter and under United States and Oregon law. A power of the City is continuing unless the grant of the power clearly indicates the contrary.

CHAPTER III

Form of Government

SECTION 6. Where Powers Vested. Except as this Charter provides otherwise and as the Oregon Constitution reserves municipal legislative power to the electors of the City, all powers of the City are vested in the Council.

SECTION 7. Council. The Council shall be composed of six Councilors nominated and elected from the City at large, except that when one or more vacancies exist on the

council, it shall be deemed to be composed of those persons actually then holding the office of councilor.

SECTION 8. Councilors. Councilors in office at the time this Charter is adopted shall continue in the office until the end of the present term of office of each. At each biennial general election after this Charter takes effect, three Councilors shall be elected, each for a term of four years.

SECTION 9. Term of Office. The term of office of city officers elected at a biennial general election commences at the first Council meeting of the calendar year immediately after the election and continues until the successor to the office assumes the office.

SECTION 10. Oath of Office. Before commencing the duties of office, each officer shall take an oath or shall affirm faithful performance of the duties of the office and support for the constitutions and laws of the United States and the State of Oregon.

SECTION 11. Mayor. The present Mayor shall serve the remainder of his or her term of office, and at the next biennial general election following enactment of this Charter and every two years thereafter a Mayor shall be elected.

SECTION 12. Judge, City Recorder, Treasurer. Additional officers of the City may include a Municipal Judge, City Recorder, and Treasurer, and such other officers as the Council deems necessary, each of whom shall be appointed and may be removed by the Mayor with the consent of the council. The Council may combine any two or more appointive offices, except that in judicial functions the Municipal Judge shall not be subject to supervision by any other appointive officer.

SECTION 13. Salaries. The Council shall fix the amount of compensation for City officers and shall approve a compensation plan for City employees. Elected officers shall receive no compensation for serving in an official capacity as elected officers, but may be reimbursed for actual authorized expenses.

SECTION 14. Qualifications of Officers.

- (1) No person shall be eligible for an elective office of the City unless at the time his or her term of office commences following election or appointment he or she is a qualified elector within the meaning of the State Constitution and has resided in the City for the twelve month period immediately preceding election or appointment.
- (2) No City appointive officer whose position was created under section 12 above or employee may serve on the Council.
- (3) No person may be a candidate at a single election for more than one elective office of the City.
- (4) No person shall serve a continuous period as Mayor or on the Council of more than eight years plus the portion of any partial term to which the official may have been originally appointed.
- (5) The Council shall be the final judge of the qualifications and election of its own members and the Mayor.

CHAPTER IV

Council

SECTION 15. Meetings. The Council shall hold regular meetings at least once a month in the City at a time and place that it designates. Other meetings of the Council may be held as prescribed by State law. The Council may adopt rules for the governance of its members and proceedings.

SECTION 16. Quorum. A majority of the number of persons actually holding the office of councilor at any given time shall constitute a quorum for it to conduct business, but a smaller number may meet and compel the attendance of the absent members in a manner provided by council rules. In the event, however, that due to vacancies on the Council the number of persons actually holding the Office of Councilor is reduced to less than three persons, then the Council shall not enact any new or amended ordinances, except as shall be required by law, actual emergency or to continue the uninterrupted fiscal and other operations of the City, until its membership again numbers three or more persons.

SECTION 17. Record of Proceedings. Except when exempt from public disclosure under State law, the record of Council proceedings shall be open for public inspection at City Hall during normal business hours under reasonable Council rules for preservation of the records, efficiency of the City operations and recovery of costs.

SECTION 18. Mayor's Functions at Council Meetings. The Mayor shall:

- (1) Preside over Council deliberations and preserve order;
- (2) Not vote except in the case of a tie;
- (3) Enforce the rules of the Council; and,
- (4) Determine the order of business under the Council rules.

SECTION 19. President of the Council. At its first meeting of each odd-numbered year, or upon a vacancy in the position of council president, the Council shall elect a President from its membership. In the Mayor's absence from a Council meeting, the President shall preside over it. Whenever the Mayor is unable to perform the functions of that office, the President shall exercise and perform during that time, unless and until a Mayor pro tem is appointed, the powers and duties of the Mayor as provided in this Charter, and shall for that time not be a member of the Council.

SECTION 20. Vote Required. Except as this Charter otherwise provides, the affirmative concurrence of a majority of the members of the Council voting when a quorum of the Council is present shall decide any question before the Council. No Councilor present at a Council meeting shall abstain from voting without first stating at the meeting the reasons for so abstaining. An abstention by a Councilor shall be counted as a vote cast on a question, but it shall not be considered as a vote cast with the majority of the Councilors who voted other than by abstaining. In the event that a question before the Council cannot be decided by reason of one or more Councilors abstaining due to declared potential or actual legal conflicts of interest, then by the concurrence of a

majority of the members of the Council who did not abstain from voting due to such declared potential or actual legal conflicts of interest, or if there be no such Councilors, then by order of the Mayor, all Councilors who abstained for declared potential or actual legal conflicts of interest may be by necessity authorized to vote on the question before the Council.

CHAPTER V

Powers and Duties of Officers

SECTION 21. Mayor. The Mayor shall be the executive officer of the City. The Mayor shall, in addition to the other powers and duties granted herein to the Mayor:

- (1) Appoint members of committees established by Council rules and other persons required by the Council to be so appointed;
- (2) Promptly sign all ordinances, records of actions or proceedings, and agreements approved or authorized by the Council; and faithfully implement and enforce, or so cause to be, this Charter and all ordinances, resolutions, orders, motions, agreements and policies of the Council; and,
- (3) Supervise all officers, except the municipal judge in the performance of his or her judicial duties, employees, agents, commissions and committees of the city, but shall have the power to delegate such duties of supervision to members of the Council or others as the Mayor may deem appropriate for the effective and efficient administration of the City government.

SECTION 22. Municipal Judge.

- (1) The Municipal Judge shall hold within the City at a place and times that the Council specifies a court known as the Municipal Court for the City of Coburg, Lane County, Oregon.
- (2) Except as this Charter or City ordinance prescribes to the contrary, proceedings of the Court shall conform to the general laws of this State governing justices of the peace and justice courts.
- (3) All areas within the City and, to the extent provided by state law, area outside the City is within the territorial jurisdiction of the Court.
- (4) The Municipal Court has original jurisdiction over all offenses that ordinances of the City make punishable. The Court may enforce forfeitures and other penalties that the ordinances prescribe for the offenses.
- (5) The Municipal Judge may:
 - (a) Render judgments and, for enforcing them, impose sanctions of person and property within the Court's territorial jurisdiction;
 - (b) Order the arrest of anyone accused of an offense against the City;
 - (c) Commit to jail or admit to bail anyone accused of such an offense;
 - (d) Issue and compel obedience to subpoenas;
 - (e) Compel witnesses to appear and testify and jurors to serve in the trial of matters before the Court;
 - (f) Penalize contempt of Court;
 - (g) Issue process necessary to effectuate judgments and orders of the Court;
 - (h) Issue search warrants; and

- (i) Perform other judicial and quasi-judicial functions prescribed by City ordinance.
- (6) The Council may authorize municipal judges pro tem.
- (7) Notwithstanding this Section and Section 12 of this Charter, the Council may transfer some or all of the functions of the municipal court to any appropriate court of this State or covert those functions to a civil infraction hearing process.

CHAPTER VI

Elections

SECTION 23. Regulation of Elections Generally. Except as this Charter or as the Council by ordinance provides to the contrary, the general laws of the State apply to City elections.

SECTION 24. Tie Votes. In the event of a tie vote for candidates for an elective office, the successful candidate shall be determined by a public drawing of lots in a manner prescribed by the Council.

SECTION 25. Nominations. A qualified elector who shall have resided in the City during the 12 months immediately preceding the election or the appointment may be nominated for an elective City office. Nomination for election shall be by petition specifying the elective office sought in a form prescribed by the Council. Such petition shall be signed by not fewer than 25 electors. Nomination petitions shall be in the form and filed in the manner and within the time prescribed by general ordinance. The custodian of City records shall make a record of the exact time at which each petition is filed and shall take and preserve the name and address of the person by whom it is filled.

CHAPTER VII

Vacancies in Office

SECTION 26. Vacancies in Office.

- (1) The office of Mayor or Councilor becomes vacant upon the incumbent's;
 - (a) Death.
 - (b) Adjudicated incompetence.
 - (c) Conviction of a public offense which is punishable by loss of liberty for one year or more.
 - (d) Unlawful destruction of public records.
 - (e) Resignation.
 - (f) Recall from office.
 - (g) Ceasing to possess the qualifications for office.
 - (h) Failure, following election or appointment, to qualify for the office as defined in this Charter at the time the term of office is to commence.
- (2) In the case of a Mayor or Councilor, an office also becomes vacant upon the incumbent's removal from residency in the City, absence from the City for 30 consecutive days without consent of the Council, or absence from four consecutive

regular meetings of the Council without like consent, and upon a declaration by the Council of the vacancy.

SECTION 27. Filling Vacancies.

- (1) Written public notice of any vacancy in an elective office shall be promptly given by posting in three public places in the City. Application for vacant elective offices shall be made on forms prescribed by Council and submitted to the City in compliance with the rules and by the time established by the Council consistent with this Charter. The filling of a vacancy in an elective office shall be made by the Council without unreasonable delay.
- (2) Vacancies in elective offices shall be filled by appointment by a majority vote of the remaining persons actually holding the office of Councilor. The term of office of a person appointed to fill a vacancy in an elective office shall begin immediately upon appointment and shall continue through the unexpired term of the predecessor.
- (3) In the event that all positions of Councilor shall be vacant at the same time, the Mayor shall appoint three persons as Councilors and those appointed Councilors shall fill the remaining vacancies as provided in this Section 27.
- (4) During the temporary disability of any elected officer or during an elected officer's temporary absence from the City for any cause, the office may be filled pro tem in the manner provided for filling vacancies in office permanently.

CHAPTER VIII

Ordinances

SECTION 28. Enacting Clause. The enacting clause of all ordinances shall read:

- (1) In case of enactment by the Council alone, "The City of Coburg ordains as follows:"
- (2) In case of enactment or ratification by the electors of the City, "The people of the City of Coburg ordain as follows:"

SECTION 29. Mode of Enactment.

- (1) Except as provided in Subsection (2) of this section, before being put upon its final passage, every ordinance of the Council shall be read in open Council meeting on two different days.
- (2) An ordinance may be enacted at a single meeting of the Council without being read twice with unanimous consent of all Council members present and then being put upon its final passage.
- (3) As used in Subsection (1) and (2) of this Section, an ordinance is deemed to be read by any one of the following methods:
 - (a) by being read fully and distinctly;
 - (b) by title only, if no Council member present at the time of the reading requests that the ordinance be read in full; or
 - (c) by title only, if no later than seven days before the first reading of the ordinance, a copy of the ordinance is provided each Council member, a copy is provided for public inspection at City Hall and notice of the availability of

the ordinance is posted in three public places in the City or is published in a newspaper of general circulation in the City.

- (4) Upon the final vote on an ordinance, the ayes and nays of the members of the Council shall be taken and entered in the record of the proceedings.
- (5) Upon the enactment of an ordinance, the custodian of city records shall endorse it with the date of its enactment and the endorser's name and title of office, and within three days thereafter the Mayor shall endorse it and date it.

SECTION 30. When Ordinances Take Effect. An ordinance shall take effect on the thirtieth day after its enactment. When the Council deems it advisable, however, an ordinance may provide a later or earlier time for it to take effect, and in case of an emergency, it may take effect immediately.

CHAPTER IX

Local Improvements

SECTION 31. Procedure for Making Local Improvements. The following shall be governed by general ordinance of the City or to the extent not so governed by applicable State law;

- (1) The time, method, and manner of making all street, sidewalk, sewer, water and other local improvements and the method of financing the same;
- (2) The procedure for vacation, alteration, or abandonment of streets and other City property and improvements.

SECTION 32. Special Assessments. The procedure for determining, levying, collecting and enforcing the payment of special assessments for local improvements or other services to be charged against real property shall be governed by general ordinance.

CHAPTER X

Miscellaneous Provisions

SECTION 33. Existing Ordinances Continued. All ordinances of the City consistent with this Charter and in force when it takes effect shall remain in effect until amended or repealed.

SECTION 34. Repeal of Previously Enacted Provisions. All Charter provisions of the city enacted prior to the time that this Charter takes effect are hereby repealed, except Chapter XII, Section 45, Special Capital Improvement Bond Issue, which shall remain in full force and effect following adoption of this Charter, is incorporated herein by this reference, and hereby redesignated as Chapter X, Section 35.

SECTION 36. Severability. The terms of this Charter are severable. If a part of this Charter is held invalid, that invalidity shall not affect the legal validity of any other part of this Charter except as the logical relationship between the two parts requires.

SECTION 37. Time of Effect of Charter. This Charter shall take effect immediately upon voter approval.



General Election November 3, 2020

CANDIDATE FILING QUALIFICATIONS AND REQUIREMENTS

At the 2020 General Election, the positions of Mayor and three (3) Council Positions will appear on the ballot. The filing period for interested candidates begins on May 30, 2020. The filing process, including signature verification, must be **completed** by August 28, 2020 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 Nancy Bell	Four Year Term
Councilor Position # 5	Currently held by Kyle Blain	Four Year Term
Councilor Position # 6	Currently held by John Fox	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

8/25/2020	Last day to file
8/28/2020	Last day for candidates to withdraw
11/3/2020	Election Day
1/12/2021	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.

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 28th 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 2020 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 certified 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 18, 2020.

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 August 28, 2020.

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 with any questions. 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