



Candidate Application Packet
2022 General Elections
November 8, 2022

Congratulations on your decision to run for public office. This packet contains important information that will guide you through the process.

The filing process, including signature verification, must be **completed** by **August 30, 2022**. It is **strongly** recommended that you submit these forms no later than Tuesday August 23, 2022 to allow processing time to complete all the paperwork and to gather/submit signatures and have them verified by the filing deadline.

Candidates file for public office through the petition process (gathering signatures). The three candidates that receive the highest number of votes shall fill the vacancies.

OPEN POSITIONS FOR NOVEMBER 2022 ELECTION

Mayor - 2 year term (position currently held by Ray Smith)

Councilor – 4 year term (position currently held by Mark Alexander)

Councilor – 4 year term (position currently held by John Lehmann)

Councilor – 4 year term (position currently held by Patricia McConnell)

QUALIFICATIONS AND REQUIREMENTS

1. Must be a qualified elector under the laws and constitution of the State of Oregon, and a registered voter in Lane County and the City of Coburg; and
2. Must be a resident within the City limits of Coburg for one year immediately before being elected to the office you are seeking; and
3. A candidate may run for only one position; and
4. No person shall serve more than eight years **elected**; and
5. Nomination for election shall be by petition specifying the elective office sought;
6. Petition shall be signed by not fewer than 25 electors.

PROCESS

Step 1: Prospective Petition SEL 101 & SEL 121

File Prospective Petition with the City Election Official (City Recorder)

- SEL 101 – Candidate Filing for Nonpartisan Nomination (Candidate Manual page 31)
- SEL 121 – Candidate Signature Sheet –Nonpartisan Signature Sheets (Candidate Manual page 27)

Approval to Circulate 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.

Step 2: Gather Signatures (Candidate Manual page 27)

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.

Step 3: File Completed Petition SEL 338 and Petition Signature Sheets SEL 121 with City Election Official (City Recorder)

When ample signatures have been collected, the candidate submits the SEL 121 signature sheets and the required **SEL 338 Petition Submission** form to City Election Officer.

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 25, 2022.

RESOURCES

As your City Elections Officer, I am here as a resource, please do not 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

- 2022 Secretary of State Candidate Manual
- 1992 Coburg Charter
- SEL 101 – Candidate Filing - Nonpartisan
- SEL 121 – Candidate Signature Sheet - Nonpartisan
- SEL 338 - Petition Submission

CANDIDATE CHECK LIST

1. ____ Candidate receives election packet and reviews all information.
2. ____ Candidate submits the following to the City Recorder: (It is recommended that you submit these forms no later than Friday, August 25, 2022 to allow processing time to complete all paperwork and to gather/submit signatures and have them verified by the filing deadline of August 30, 2022).
 - SEL 101 Candidate Filing – Complete both sides.
 - SEL 121 Candidate Signature Sheet – Complete top section only. City Recorder will assign Petition ID Number.
3. ____ City Recorder reviews submitted forms for completeness. If complete, City Recorder writes letter of approval and makes copies of approved signature sheet for candidate.
4. ____ Candidate obtains at least 30 signatures from active, registered voters residing within the city limits of Coburg.
5. ____ Candidate submits completed signature sheets and completed SEL 338 Petition Submission to City Recorder.
6. ____ City Recorder takes completed signature sheets to Lane County Elections for signature verification.
7. ____ Once all candidate filing requirements are completed, the City Recorder notifies the Candidate in writing that his or her name will be placed on the November 8, 2022 General Election ballot.

City Recorder, Sammy Egbert 541-682-7852 or sammy.egbert@ci.coburg.or.us