



City of Sutherlin
Candidate Application Packet
Sutherlin City Council
2024 General Election
(November 5, 2024)

Applications are being accepted for the positions of Sutherlin Mayor and (3) City Councilors. These positions will be voted on in the November 5, 2024 General Election. **To have signatures verified you must submit them by the City's filing deadline at 4pm, Monday, August 19th, 2024** to the City of Sutherlin's Elections Officer (City Recorder), who will then submit them to Douglas County Election Officer. **Final day to be delivered to Douglas County's Election Officer for verified and completed signature petitions, SEL 101, SEL 121 & SEL 338 is Tuesday, August 27, 2024 AT 3PM – so that all is in order by August 30, 2024.**

OPEN CITY OF SUTHERLIN COUNCIL POSITIONS

Mayor	Currently held by	Michelle Sumner
City Councilors	Currently held by	Joe Groussman Shawn Smalley Larry Whitaker

All positions are nonpartisan.

TERMS AND CONDITIONS

Mayor's term:	Two years beginning January 2025 – December 31, 2026
Council term:	Four years beginning January 2025 – December 31, 2028

Sutherlin Mayor and City Council positions are non-paid, voluntary positions.

QUALIFICATIONS AND RESIDENCY REQUIREMENTS

- Any person holding elective office must be a registered voter of the State of Oregon.
- Any person elected to office must have been a legal resident of the city of Sutherlin continuously during the twelve months immediately preceding the election.

HOW TO FILE

Please review this information packet, which includes Sutherlin Municipal Code sections pertaining to filing for office. The following manuals will also assist you with the process:

2024 Candidates Manual / Campaign Finance Manual / ORESTAR Manual

These publications are also available on the Secretary of State's web site at:

<http://sos.oregon.gov/voting-elections/Pages/default.aspx>

Step 1: File Prospective Petition

Complete forms SEL 101 & 338 and submit them to the City of Sutherlin's Elections Officer for approval, and the top portion of SEL 121 **prior to gathering any signatures**. It is suggested that the candidate completes this process well in advance before the City's August 19th filing deadline (County deadline is August 27th). There are no filing fees required to run for City of Sutherlin offices. Below is an explanation of required forms and process involved:

SEL 101 – Filing of Candidacy for Nonpartisan Nomination – Prospective Petition: All elected City positions are nonpartisan, and this form identifies the candidate and office being sought. Filing this completed, signed, and dated form with the City Recorder/Elections Officer declares candidacy.

SEL 121 – Petitions for Nonpartisan Nomination – Signature Sheet: This form is used to circulate and obtain signatures from electors supporting the candidate and can only be circulated **after** it has been approved by the City Elections Officer. The candidate will complete only the top portion of the form which identifies them as the candidate and the position for which they are filing. The Elections Officer will then “certify it for circulation” and provide a letter to accompany the signature sheets during the signature collection process. The candidate may only collect signatures on the copied signature sheets provided and approved by the Elections Officer.

SEL 338 – Filed with Petitions to County – Once enough signatures (at least 25 are suggested) has been collected, the completed signature sheets and the SEL 338 form, must be filed with the City Elections Officer for signature verification. It is suggested that the candidate sign the forms as soon as they are confident enough signatures have been obtained. The City Elections Officer will deliver the signature sheets to the County Clerk's Office to verify. When all signatures are verified, the County Clerk's Office will return the signature sheets to the City Recorder along with a statistic sheet indicating the number of signatures approved and the number denied. The candidate will then be notified of the results. If enough valid signatures have **not** been received, and the filing deadline has **not** passed, additional signatures may be collected and submitted. Once enough qualified signatures have been collected, the candidate will file the City of Sutherlin “Acceptance of Nomination” form with the City Elections Officer. When all steps have been completed, the qualified candidate's name will be placed on the ballot.

Step 2: Collect Signatures

Upon approval of the prospective petition, the City Elections Officer will provide a letter to the candidate authorizing the collection of signatures. **This letter must remain with the SEL 121-Petition for Nonpartisan Nominations, during the signature gathering process.**

Mayoral and City Council candidates must submit at least **20 nominating signatures of registered voters who reside within the city limits of Sutherlin**. It is suggested that candidates obtain a few extra signatures in case some signatures are disqualified (county will determine).

Oregon law requires that each petition sheet be properly certified (signed) by its circulator who must personally witness each signature.

Submit completed signature sheets to the City Elections Officer by Monday, August 19, 2024 by 4:00pm.

Step 3. File Completed Petition

The SEL 121 (signature sheets) and SEL 338, will be submitted to the Douglas County Elections Department on August 27, 2024 before 4pm for verification of signatures.

How to withdraw as a candidate:

If the candidate decides to withdraw as a candidate during their campaign, they must complete and file an SEL 150 – Candidate Filing Withdrawal Form, which is provided in this packet. To be removed from the November ballot, the candidate must file the SEL 150 no later than 5:00pm on Friday, August 30, 2024.

CAMPAIGN FINANCE REPORTING REQUIREMENTS

All campaign finance reporting is handled at the Oregon Secretary of State Elections Division. A candidate “quick guide” on Campaign Finance Reporting has been included with this information packet. All the forms and additional information regarding the process can be found at the Oregon Secretary of State Elections Division website. <http://sos.oregon.gov/voting-elections/Pages/default.aspx> under Campaign Finance.

Campaign Finance Guidelines

Each candidate must establish a campaign account and file a Statement of Organization designating a candidate committee unless the candidate meets **ALL** three of the following conditions:

1. Candidate serves as the candidate’s own treasurer; and
2. Candidate does not have an existing candidate committee; and
3. Candidate does not expect to receive or spend more than \$750 during a calendar year. (The \$750 includes personal funds spent for any campaign related cost.)

If you do not meet all the above conditions, but do not expect to receive a total of more than \$3,000 or spend a total of more than \$3,000 for the entire calendar year, you must do all of the following:

1. File a Statement of Organization with the Secretary of State Office using form SEL 220 (using the electronic ORESTAR program);

2. Establish a dedicated campaign account and file Campaign Account Information using form SEL 223;
3. File a Certificate of Limited Contributions and Expenditures using form PC7.

If you expect to spend or receive more than \$3,000 you will need to do the following:

1. Register the committee in the Secretary of State's Election Division ORESTAR system;
2. File a Statement of Organization with the Secretary of State Elections Division using form SEL 220 (using the electronic ORESTAR program); AND
3. Establish a dedicated campaign account and file Campaign Account Information using SEL 223.

Please review the *Campaign Finance Manual* for instruction and a filing schedule.

STATEMENT OF ECONOMIC INTEREST (SEI) STATE REPORTING REQUIREMENTS

All persons holding an elected office in the City of Sutherlin are required to file Statements of Economic Interest (SEI) with the Oregon Government Ethics Commission (OGEC). The annual reports must be filed by April 15 every year of the incumbency of the elected official. SEI reporting is done online, an email will be sent from OGEC to all elected officials around the middle of March. Information will be requested concerning sources of income, property, business interests and gifts related to the office. Civil penalties may be imposed for failure to file or for insufficient information. Please contact the City Recorder's office for additional information or go to: <http://www.oregon.gov/ogec/Pages/index.aspx>

VOTERS PAMPHLET

Douglas County will not be producing a voter's pamphlet again this year due to budget cuts. The City will post all candidate information on our website. Candidate info and picture (electronically preferred) is due to the City Recorder by September 3, 2024 at 5pm.

ELECTION SIGN REGULATIONS

Sutherlin Development Code regulates the type and placement of election signs:

Temporary Signs: Non-illuminated signs having an overall face area not exceeding 32 square feet in all zones and are not permanently installed and are intended to be located on private property for short periods of time. Such signs may include but are not limited to real estate lease and sale of the premises they are located, political signs, construction signs and garage sale, open house, special event, and similar signs. Such signs shall only be posted for the duration of the activity. No sign shall be extended into or extend over a street right-of-way.

NOTE: Please have signs removed immediately after the election is over.

ELECTION OFFICES

City of Sutherlin 541-459-2857 Ext. 208

Melanie Masterfield, CMC,

Elections Officer

126 E. Central Avenue

Sutherlin, OR 97479

m.masterfield@ci.sutherlin.or.us

Douglas County Clerk – 541-440-4252

Elections Department

1036 SE Douglas – Room CH124

PO Box 10

Roseburg, OR 97470

<http://www.co.douglas.or.us/clerk/elections.asp>

Secretary of State's Elections Division 503-986-1518

141 State Capitol

Salem, OR 97310-0722

<http://sos.oregon.gov/voting-elections/Pages/default.aspx>

www.oregonvotes.org

For any questions or concerns regarding the election or the responsibilities as a candidate, please contact Melanie Masterfield, City Recorder/Elections Officer at 541-459-2857 ext. 208 or m.masterfield@ci.sutherlin.or.us

**THANK YOU for your interest in being on the
SUTHERLIN CITY COUNCIL**

GOOD LUCK WITH YOUR CAMPAIGN!!