Candidate's Statement for County Voters' Pamphlet Instructions

Voters' Pamphlet Candidate Filing Fees:

1. **Special District Position:**
    - **$25 –** An office with **no** salary or other compensation beyond expenses is attached.
    - **$100 –** An office to which a salary or other compensation beyond expenses is attached.
2. **City/County/Metro Position at Primary/General Election:** – please contact your County Elections office to determine registered voters in jurisdiction/district.
    - **$25** - Districts with fewer than 1,000 voters within the county.
    - **$50** - Districts with 1,000 – 9,999 voters within the county.
    - **$100** - Districts with 10,000 – 49,999 voters within the county.
    - **$300** - Districts with 50,000 or more voters within the county.

General Instructions

1. A typewritten and signed 'Candidate's Statement for County Voters' Pamphlet' along with the appropriate filing fee must be filed with the County Elections office no later than 5 pm on the filing deadline. Postmarks do not count. No candidate information will be listed in the County Voters' Pamphlet unless these fees and the 'Candidate Statement' for County Voters' Pamphlet are filed. **Any filings received or are unsigned after 5 pm on the deadline will be rejected.** A county may choose independently to list a candidate's name in their Voters' Pamphlet.
2. Each county produces its' own individual County Voters' Pamphlet. If the Candidate's jurisdiction or district is located in more than one county a separate 'Candidate's Statement for County Voters' Pamphlet' must be filed and the fee paid to each county where the statement is to be printed.
3. **The combined count for 'Required' and 'Optional Information' must not exceed 325 words/numbers. If the statement exceeds 325 words/numbers it will be edited by the County Elections office.**
4. A candidate may submit an 'Amended Statement' or different portrait until 5 pm on the filing deadline. If a statement is amended a new completed 'Candidate's Statement for County Voters' Pamphlet' form must be submitted signed and the "Amended" box must be marked. This 'Amended Statement' and form can be faxed or a scanned copy e-mailed to the county elections office, but it must be received by 5 pm on the filing deadline. No additional fee is required.

Candidate's Statement for County Voters' Pamphlet

1. Submit signed 'Candidate's Statement for County Voters' Pamphlet' with the 'Required Information' complete on the filing form or attach a standard 8 ½" x 11" white paper containing the 'Required' and/or 'Optional Information' to the signed form. 'Required' and 'Optional Information is to be submitted typewritten.
2. **In addition** to filing the signed original of the 'Candidate Statement for County Voters' Pamphlet', **it is recommended that the candidate e-mail the electronic text of the 'Required' and 'Optional Information' to the County Elections office. The electronic text must mirror the submitted print version exactly.**
3. The candidate or authorized agent must sign the statement.
4. The statement must consist of words/numbers only; charts or graphics may not be used (other than bullet points).

5. The 'Candidate's Statement' must begin with the 'Required Information' which includes "Occupation", "Occupational Background", "Educational Background" and "Prior Governmental Experience" – these eight words must be a part of the statement, but these eight words do not count towards the maximum word count of 325.
6. In the 'Required Information', use semicolons to separate items such as jobs, organizations, dates, etc. 'Required Information' submitted in list format will be changed to a run-on format, using commas, semicolons and colons as appropriate. The word "None" may be used in any section of the 'Required Information' if the candidate does not have relevant information for that section. The word "None" counts as part of the word count.
7. The combined total word count for 'Required' **and** 'Optional Information' **must not exceed 325 words/numbers** and the entire statement shall fit within 30 square inches of Voters' Pamphlet space. **Please hand-count your statement to ensure that your word count does not exceed the 325 maximum word/number count.**
8. Generally, anything with a white space around it counts as a word. If the word is hyphenated and the word is listed in a dictionary as one word that can be used either with or without a hyphen, it will count as one word. All other hyphenated words will count as more than one word.
9. In the 'Optional Information', standard formatting attributes, such as boldface, all caps, centering, underlining, bulleted and numbered lists may be used. These formats are not permitted in the 'Required Information'. Italics can only be used when citing the source of published material. Any other italic used will be changed to plain text. Bullets do not count towards the word count.
10. The County Elections office will not correct errors in spelling, punctuation, grammar or syntax. No corrections to these errors will be allowed after the filing deadline. **Please proof your submission before filing.**
11. If the material in the statement violates the provisions of ORS 251.415, the material in violation will be rejected. If possible, the County Elections office will notify the candidate of the rejection.

Endorsement Statement - Authorization for use of name or organization as part of the 'Candidate's Statement for Voters' Pamphlet'**.**

1. If the name of a person and/or title or organization is used as part of the 'Candidate's Statement in the Voters' Pamphlet', a signed 'Endorsement Statement for County Voters' Pamphlet' form **must be filed no later than 5 pm on the filing deadline.** Please see the 'Endorsement Statement' form for more information.
2. Any name (other than the candidate or committee) listed on the 'Candidate's Statement' filing form without a submitted signed 'Endorsement Statement' form or one not filed by 5 pm on the filing deadline will be removed per ORS 251.405.

Quotes from previously published sources

1. Quotes from published sources may be used. The quotation must have been disseminated to the public prior to its inclusion and the source and publication date must be provided. If this quote, from a previously published source is used, no endorsement form is necessary. The quote, source and date will all count towards the 325 maximum word count.

2. Quotes from websites can be used, but must include the date and website address as part of the statement. It is recommended that a printed copy from the website be maintained for your records from the date you are referencing in your candidate statement.
3. Italics should only be used when citing the source of a quote from a published source. Example of quotes: "*The Oregonian,* 06/21/2011" or from Mayor Smith's website, *www.mayor-smith.com* 06/21/2011 or "In the latest edition of the NW Times, the paper said this about me '… that Joe Smith is the best person for the job.'" *NW Times*, 02/04/2014.

Portrait

1. A portrait photo is optional. It is recommended that one 5"x7" black and white portrait be submitted. Alternately, a digital file portrait in a standard file format (.tif or .jpg) may be submitted, on disk or as an attachment to an e-mail sent to the County Elections office. The digital file must clearly reference the candidate name and should be a minimum of 300 dpi. If the portrait submitted is in a format different from those recommended above, the quality of reproduction may be affected or the portrait may be unusable. The portrait must be received by the filing deadline. If a digital file is submitted, a hard copy print of the same exact portrait that was submitted must be provided by the deadline with the filing.
2. The portrait **must be less than four years old.** If the portrait is older than four years old, it will not be used in the Voters' Pamphlet.
3. The **portrait should only show the face, neck and shoulders of the candidate**; no hands, or anything below the shoulders. Please leave extra space around the portrait so that it can be cropped to the required size.
4. The **background of the portrait must be plain** (non-textured, light gray background is recommended). Materials such as paneling, wallpaper, windows, textured walls, bookcases, flags and plants will be cropped or altered. In the portrait, a candidate may not wear clothing or jewelry which may be construed as showing membership in any organization (e.g., uniform, judicial robe, hat, lapel pin, etc). Portraits that do not meet these requirements will be cropped or altered and any additional expenses charged to the candidate.
5. It is recommended that the candidate name be written on the back of the print. Do not use a pen that will bleed through to the portrait.

Contact Information

→ **Clackamas County Elections**, 1710 Red Soils Ct, Ste 100, Oregon City OR 97045-4300
phone 503-655-8510 fax 503-655-8461 e-mail elections@co.clackamas.or.us

→ **Multnomah County Elections**, 1040 SE Morrison St, Portland OR 97214-2417
phone 503-988-3720 fax 503-988-3719 e-mail elections@multco.us

→ **Washington County Elections**, 3700 SW Murray Blvd, Ste 101, Beaverton OR 97005-2365
phone 503-846-5800 fax 503-846-5810 e-mail elections@co.washington.or.us

→ **Yamhill County Elections**, 414 NE Evans St, McMinnville, OR 97218-4607
phone 503-434-7518 fax 503-434-7520 e-mail elections@co.yamhill.or.us

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Candidate's Statement for County Voters' Pamphlet

Important! Please read all instructions before completing this form. This form is to be used when filing a 'Candidate's Statement for County Voters' Pamphlet' with your County Elections office. Please note that each county produces a separate County Voters' Pamphlet. If the jurisdiction or district is located in more than one county a separate 'Candidate's Statement for Voters' Pamphlet' form must be filed and the fee paid to each county where the statement is to be printed.

FILING INFORMATION

Election: ☐ Primary 20_____ ☐ General 20_____ ☐ Special_____

☐ Original Statement ☐ Amended Statement

Name of Candidate (as it will appear on ballot):

Filing for the Office of (what's applicable):

District: Position: Zone #:

"This Information Furnished by" (required: name of Candidate or Committee as should appear in Voters' Pamphlet):

CONTACT INFORMATION

Phone: Cell:_____Work:_____Home:_____

E-Mail:

Warning: Any person who supplies information in the 'Required' portion of a Voters' Pamphlet statement, knowing it to be false, is subject upon conviction, of a Class C felony, to imprisonment for up to five years or to a fine of $125,000, or both. ORS 260.715 (1); 260.993 (2); 161.605; and 161.625.

Note: *Language which violates any provision of ORS 251.415 will be excluded from the Voters' Pamphlet.*

By signing this document, I hereby state:

- That all information provided by me on this form and in this Statement is true to the best of my knowledge;
- I am the author of this Statement (ORS 251.415);
- I have read and understand the instructions for submitting this 'Candidate Statement'; and
- The portrait provided, if any, is less than four (4) years old.

_____ _____, 20_____

Signature of Candidate or Agent on behalf of Candidate Date signed

_____

(If applicable) Printed name **of Agent** Phone number

For Office Use only:

County:_____

Cash-receipt #:_____

Check #:_____

Amount $_____

Required Info? Yes No

Signed? Yes No

Optional Info? Yes No

Endorsements? Yes #_____ No

Portrait?

Print? #_____

Email?

Copy? Yes No

None

Intake Staff Initials:

Word Count (325 max):

Digital copy? Yes No

Review Staff Initials:

Candidate's Statement for Voters' Pamphlet
'Required Information'

(Candidate name)

TOTAL maximum of 325 hand-counted typewritten words/numbers for 'Required' and 'Optional Information', excluding bolded headings already printed on this form. All sections of the 'Required Information' must be completed. If there is not relevant information for a required section the word "None" should be inserted. If attaching a typewritten document with either the 'Required' and/or 'Optional Information' write "See Attached" in the appropriate section of this form.

Occupation (Present paid or unpaid employment):

Occupational Background (Any previous paid or unpaid employment):

Educational Background: (relevant schools attended)

Name of School	Educational study - Major/minor	Diploma/Degree/Certificate
,	,	;
,	,	;
,	,	;
,	,	.

Prior Governmental Experience (Elected or appointed):

'Optional Information'

Please attach a separate sheet with your 'Optional Information'. Remember - both your 'Required' and 'Optional Information' count toward the 325 word limit.

Candidate ( ) checklist for 'Candidate's Statement for County Voters' Pamphlet (VP)' information:

- ☐ Typewritten & signed 'Candidate's Statement' for County VP

'Required Information':
- ☐ Occupation;
- ☐ Occupational Background;
- ☐ Educational Background;
- ☐ Prior Governmental Experience.

- ☐ (Optional) 'Optional Information'
- ☐ (Optional) Portrait
- ☐ (If applicable) Endorsement Statement #:_____
- ☐ Fee provided
- ☐ Word Count (325 words/numbers MAX)