City of Tualatin

#### City Council Candidate Information

November 5, 2024 General Election

**CANDIDATE ELECTION INFORMATION PACKETS ARE AVAILABLE AT THE**

**CITY ADMINISTRATIVE OFFICES**

**18880 SW MARTINAZZI AVENUE**

**FILING DATES**

**Prospective and/or Completed Petition filed:**

***No earlier than June 5, 2024***

**Completed Petition filed with City Recorder’s Office:**

***No later than Tuesday, August 27, 2024, by 5:00 p.m.***

Council positions 2, 4, and 6 are open for the November 5, 2024, General Election. *(The positions are elected “at large”, not by district.)*

**Qualifications and Residency Requirements**

1. Currently registered to vote in Oregon.
2. Resident of Tualatin continuously during the twelve months immediately preceding the General Election.
3. Cannot be a candidate at a single election for more than one elective office.
4. Must file by petition in accordance with State election laws and the City Charter, within the filing deadline, and collect **at least** ten (10) valid, certified signatures from Tualatin registered voters.

**Terms and Conditions**

* All terms are four years, beginning January 1, 2025, to December 31, 2028*.*
* All positions are nonpartisan.
* No filing fees are required to run for City of Tualatin offices.
* City Council positions are voluntary.
* Council members receive a monthly $20 credit on their water bill.
* Council members receive a $750 technology stipend at the beginning of their term of office.
* Council members have the option of participating in the City’s health insurance coverage.

**How to File**

Please review this information packet which pertains to filing for office. The [*2024 Candidates Manual*](https://sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf)and [*2024 Campaign Finance Manual*](https://sos.oregon.gov/elections/Documents/campaign-finance.pdf) will provide instructions to help you through the process. These manuals are available online at the Secretary of State’s Election Division website.

**Step 1: File PROSPECTIVE Petition(s)**

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An appointment for a Candidate Briefing to file Prospective Petition and receive important election information must be scheduled and attended by the Candidate. To schedule a Candidate Briefing contact Nicole Morris, Deputy City Recorder, by email at nmorris@tualatin.gov or by phone at 503.691.3011.

The following items must be completed for submission at the Candidate Briefing:

1. [**Form SEL 101**](https://sos.oregon.gov/elections/Documents/SEL101.pdf) Candidate Filing - Major Party or Nonpartisan
2. [**Form SEL 121**](https://sos.oregon.gov/elections/Documents/SEL121.pdf)  Candidate Signature Sheet – Nonpartisan **with** City Form

COT 10-01, Affidavit ***(attached to each Signature Sheet)*** for Washington County and/or Clackamas County.

*If you are not sure which position you wish to file for, you may obtain petitions for the three Council positions, but only* ***one*** *completed petition may be filed.*

***PRIOR*** to gathering any signatures, signature sheets ***must be approved by the City Recorder.***  Failure to do so will result in the rejection of those signature sheets.

**Step 2: Circulate Petition(s) / Collect Signatures CoCoCollecttSignaturesFilPROSPECTIPetition(s)**

After Prospective Petition(s) is approved by the City Recorder or designee, at the Candidate Briefing, **the Candidate is officially approved to circulate petition(s)**.

1. Pursuant to the Tualatin City Charter, the candidate or designee must collect **at least** *ten* (10) qualified signatures from Tualatin active registered voters.

* It is highly advisable to get more than the required ten (10) signatures to ensure enough valid signatures are collected.
* No elector shall sign more than one petition for each vacant position. If the elector does so, the signature shall be valid only on the first sufficient petition filed for the position.
* ***Do not sign and date your petition sheet(s) until all signatures have been gathered.***

1. The candidate lists the names of the registered voters *(taken from each SEL 121-signature sheet*), signs each COT 10-01 Affidavit **and** has it notarized *(the City of Tualatin cannot notarize).*
2. Candidate or designee must then have signatures verified with the Washington County Elections Office.

**Step 3: File Your COMPLETED Petition(s)**

After the signature sheets are certified, a [***SEL 338 Form***](https://sos.oregon.gov/elections/Documents/SEL338.pdf) Petition Submission, along with the certified signature sheets and affidavits, must be filed by candidate or designee with the City Recorder **no later than: *TUESDAY, August 27, 2024, 5:00 p.m.***

After filing for candidacy an **ACCEPTANCE OF NOMINATION**form COT-10-02, must be signed by the candidate at the City Recorder’s Office.

Upon the City Recorder receiving the signed and dated *Acceptance of Nomination form*, the candidate’s name will be submitted for the November 5, 2024, General Election ballot.

**Step 4: Statement of Organization and Campaign Finance Requirements CampaignCampaignCaCoCoCollecttSignaturesFilPROSPECTIVE Petition(s)**

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. The candidate serves as the candidate’s own treasurer;
2. The candidate does not have an existing candidate committee; and
3. The candidate does not expect to receive or spend more than $750 during a calendar year (including personal funds).

Please review the [***Campaign Finance Manual***](https://sos.oregon.gov/elections/Documents/campaign-finance.pdf) for instructions and a schedule of filing deadlines.

Oregon law requires that campaign finance activities be filed electronically *(with State Elections).* Candidates use “ORESTAR” free of charge to file forms.

**Voters’ Pamphlet**

Candidate Statements for the County Voters’ Pamphlet(s) must be filed ***directly*** with either Washington or Clackamas Counties no later than **5:00 p.m. September 9, 2024** for inclusion in the respective County Voters’ Pamphlet.

Additional information concerning cost, requirements, and filing deadlines are available from either Washington County or Clackamas County Elections Offices.

**Withdrawal of Candidacy or Nomination CampaignCampaignCaCoCoCollecttSignaturesFilPROSPECTIVE Petition(s)**

To withdraw from candidacy or nomination, a candidate must file a [*Withdrawal of Candidacy of Nomination (SEL 150)*](https://sos.oregon.gov/elections/Documents/SEL150.pdf) with the City Recorder or designee. This form must be filed no later than ***5:00 p.m., August 30, 2024***; otherwise candidate’s name will be printed on the ballot.

**Sign Regulations**

If you have, or plan to have, signs displayed for an upcoming election, please note that the City of Tualatin has regulations regarding signs:

Signs may be placed on private property **with the property owner’s consent**.  
Signs may **not** be placed:  
 1. In the Right-of-Way

2. In the Center Medians

3. In any city-owned (or Development Commission) property

**Election Offices**

**City of Tualatin 503.691.3011**

Sherilyn Lombos, City Manager / City Elections Official

*Nicole Morris, Deputy City Recorder*

18880 SW Martinazzi Avenue

Tualatin, OR 97062

### Washington County Elections Division 503.846.5800

Dan Forester, Elections Manager

2925 NE Aloclek Drive

Hillsboro, OR 97124

### Clackamas County Elections Division 503.655.8510

1710 Red Soils Court, Suite 100

Oregon City, OR 97045

### Secretary of State Election Division 503.986.1518

141 State Capitol

Salem, OR 97310

The City of Tualatin “Candidate Election Information” is intended to provide information relating to filing for a City elective office. The use of this information packet is intended solely as a reference guide. The contents are based on the Oregon Revised Statutes, the 2024 Candidates Manual and 2024 Campaign Finance Manual, and the Tualatin City Charter. Copies of these documents are available for inspection at the Office of the City Recorder. Other sources of election information can also be found at Washington County Elections, 503.846.5800, <http://www.co.washington.or.us/AssessmentTaxation/Elections>, Clackamas County Elections, 503.655.8510, <https://www.clackamas.us/elections>, or Oregon Secretary of State Elections, 503.986.1518. The forms are also available in electronic format at: <https://sos.oregon.gov/elections/Pages/electionforms.aspx>.