

INSTRUCTIONS FOR SUBMITTING CANDIDATE'S STATEMENT (WCED-VP4)

>>> SEL 190 District Candidate Filing information will NOT be used for Voters' Pamphlet filing -
WCED-VP4 MUST be filed to have Candidate information provided in County Voters' Pamphlet. <<<

General Information

1. Filing the appropriate candidate filing form must have been filed and accepted prior to filing a 'Candidate's Statement for County Voters' Pamphlet' (WCED-VP4).
2. The **original** completed 'Candidate's Statement for County Voters' Pamphlet' (WCED-VP4) form including a signature, all attachments, portrait(s) (optional) and appropriate filing fee must be received by the County Elections Division, 3700 SW Murray Blvd Ste 101, no later than 5:00 p.m. on the filing deadline day for submitting a 'Candidate's Statement'. **Postmarks do not count.** Any forms received after 5:00 p.m. on the filing deadline day or unsigned will be rejected.
3. Filing fees:
 - A. **Special District Position:** At the time of filing, each candidate, for nomination or election to a **Special District Position** shall pay the following fee for space in the county Voters' Pamphlet:
 - An office to which a salary or other compensation beyond expenses is attached: \$100.00
 - An office to which a salary or other compensation beyond expenses is not attached: \$25.00
 - B. **City/county office at Primary or General election:** Each candidate for nomination or election to a **city or county office at the primary or general election** shall pay a filing fee for space in the county Voters' Pamphlet. The filing fee is based on the electoral district's active voter registration in the zone or district within the county as of January 1 of the election year:
 - Districts with less than 1,000 voters within the county: \$25.00
 - Districts with 1,000-9,999 voters within the county: \$50.00
 - Districts with 10,000-49,999 voters within the county: \$100.00
 - Districts with 50,000 or more voters within the county: \$300.00
4. Voters' Pamphlets are prepared county by county. If the candidate's name will appear on the ballot in more than one county and the candidate wishes to have a 'Candidate's Statement' in more than one county Voters' Pamphlet, they must contact each county for filing information.
5. A candidate may submit an "Amended Voters' Pamphlet Statement" (acceptable by fax) or different portrait until 5:00 p.m. on the Voters' Pamphlet filing deadline day. If a candidate chooses to submit an "Amended Statement", they must submit a completed 'Candidate's Statement' (WCED-VP4) form with the box "Amended Statement" marked. No additional fee is required.
6. A refund may be requested by the person who paid the filing fee no later than the last day for filing the 'Candidate's Statement'. When a refund is made, the 'Candidate's Statement' will not be printed in the Voter's Pamphlet.
7. The 'Candidate's Statement' (WCED-VP4) **will not** be returned for proofreading after it has been filed. Portrait(s), if submitted, **will not** be returned.

(WCED-VP4) INSTRUCTIONS FOR SUBMITTING CANDIDATE'S STATEMENT FOR COUNTY VOTERS' PAMPHLET (Continued)

Required and Optional Information (325 words/numbers maximum)

1. The signature of the candidate or an authorized agent on behalf of the candidate **must** be on form WCED-VP4. If a signature is not provided on the WCED-VP4 filing, the statement **will not** be published.
2. The 'Candidate's Statement' shall be **type written** on standard 8½" x 11" white paper or on the form contained in WCED-VP4. **Your filing may be rejected if it is not.** An electronic copy (Word format preferred) of the type written 'Candidate's Statement' supplied with the filing may also be provided.
3. Use words and numbers ONLY. No charts or graphics may be used. Standard formatting attributes, such as boldface, all caps, centering, underlining and bulleted lists may be used with the following exceptions:
 - *Italic* may be used only when identifying publications. Improperly used *italic* will be changed to plain text.
 - ALL CAPS may not be used in the "This Information Furnished By" text. Improperly used all caps will be changed to upper and lowercase.
 - SMALL CAPS may not be used. Improperly used small caps will be changed to upper and lowercase.
 - **Boldface** type may be used in the "Optional Information" portion of the 'Candidate's Statement'. It may not be used in the "Required Information". Improperly used boldface will be changed to plain text.
4. The combined total word/number count for "Required and Optional Information" shall not exceed 325 words, excluding the eight words under the heading "Required Information". The entire 'Candidate's Statement' (including the portrait) must fit within 30 square inches of space. **If a 'Candidate's Statement' exceeds the 325 word/number count or length, the County Clerk, at their discretion, will edit the statement to ensure compliance.** It is recommended that the 'Candidate's Statement' be hand counted as not all word processing programs include all words/numbers in their count.
5. Proper nouns such as geographic locations, institutions, names of newspapers and periodicals should be as they are listed in the Oregon Blue Book.
6. Do not use acronyms, other than those commonly understood (e.g. USA, MBA, FY, GED, BS, CEO, OMSI) in the "Required Information" portion of the statement.
7. In the "Required Information" use semicolons (;) to separate items such as jobs, organizations, dates, etc. "Required Information" must be submitted in a run-on format; narratives are unacceptable. List formats will be changed to a run-on format, using commas (,), semicolons (;), colons (:) and periods (.) as appropriate.
 - Example: President ACME Corp., 1979-1982; Vice-President ACME Corp., 1973-1979. (8 words)
8. "Required Information" can include both paid and unpaid experience. **Do not include the words "Paid" or "Unpaid" in the information.**
9. The word "None" **must** be used in any section of the "Required Information" if the candidate does not have any relevant information for that section. The word "None" shall count as part of the word/number count.
10. The County Clerk will not correct spelling, grammar or punctuation errors.
11. If any material in the 'Candidate's Statement' violates the provisions of ORS 251.415, **the material in violation will be rejected.** The candidate or their agent will be notified of the rejection, if possible, and subject to the voters' pamphlet deadlines, the person may revise the 'Candidate's Statement' only to the extent necessary to bring it into compliance with ORS 251.415.
12. If any material in the 'Candidate's Statement' violates the provisions of ORS 251.405, **the material in violation will be rejected.**

**(WCED-VP4) INSTRUCTIONS FOR SUBMITTING CANDIDATE'S STATEMENT
FOR COUNTY VOTERS' PAMPHLET (Continued)****Portrait (5"x7")**

1. A portrait is optional. The candidate may submit 1 or 2, of the same, 5"x7" (preferably black and white matte finish) portraits. Do not submit passport size portraits. Quality of reproduction may be affected if the portrait submitted does not meet the requirements. The portrait submitted will be scanned and reduced to the Voters' Pamphlet size specifications. A digital copy (minimum pixels 900 wide x 1050 tall; 300 dpi) of the portrait print supplied with the filing may also be provided electronically.
2. Portraits must be less than 4 years old.
3. The portrait must show **only** the face, neck and shoulders of the candidate; no hands or anything below the shoulders.
4. The **background of the portrait must be plain** (non-textured, light gray background is recommended). Materials such as paneling, wallpaper, windows, textured walls, flags and plants will be cropped or digitally altered and the cost of altering the portrait will be billed to the candidate.
5. In the portrait, a candidate may not be wearing a judicial robe, uniform, hat, lapel pin or other clothing or jewelry that may be construed as representing any organization. Portraits that do not meet these requirements will be cropped or digitally altered and the cost of altering the portrait will be billed to the candidate.
6. The candidate's name should be written on the back of the portrait.

'Statement of Endorsement' WCED-VP6

1. If the name of a person, and their title if used, or the name of an organization is to be used in a 'Candidate's Statement' as favoring or opposing the statement refer to the 'Washington County Statement of Endorsement' (WCED-VP6) form for instructions on the proper procedures for inclusion in the statement.

If a 'Statement of Endorsement' (WCED-VP6) is required but not received, the endorsement **will be removed** from the statement per ORS 251.405.

If you have any questions contact the Washington County Elections Division at:

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

**(WCED-VP4) INSTRUCTIONS FOR SUBMITTING CANDIDATE'S STATEMENT
FOR COUNTY VOTERS' PAMPHLET (Continued)**

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WASHINGTON COUNTY CANDIDATE'S STATEMENT
FOR COUNTY VOTERS' PAMPHLET

ELECTION DATE: _____, 20____

Original Statement
Amended Statement

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

Home Phone:

Work Phone:

Cell Phone:

FAX Phone:

E-mail:

Filing for:

Name of County/City/District: _____

Office of: _____

of Position/Zone, if applicable:

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

Attached is the **type written** statement for the candidate listed above; included is the candidate's:

"Required Information":

Occupation (present employment) or the word "None"

Occupational Background (any previous employment) or the word "None"

Educational Background or the word "None"

Prior Governmental Experience (elected or appointed) or the word "None"

"Optional Information"

'Statement(s) of Endorsement' WCED-VP6 (number submitted, if applicable: _____)

Portrait(s) (5"x7") - Optional (number submitted: _____)

Note: Any submission which violates any provision of ORS 251.405 and 251.415 shall be excluded from the Voters' Pamphlet.

By signing this document, I hereby state:

- That all information provided by me on this form and on the submitted 'Candidate's Statement' is true to the best of my knowledge;
- I am the author of this statement (ORS 251.415); and
- The portrait(s) I have provided, if any, are less than 4 years old.

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 5 years or to a fine of \$125,000 or both (ORS 260.715 (1), 260.993 (2), 161.605 and 161.625).

Signature of Candidate or agent on behalf of Candidate

Date signed

Printed name of agent if signed on behalf of Candidate

Phone number of agent (if applicable)

FOR OFFICE USE ONLY

Cash

Required Info? YES

Endorsements? YES # _____

Counter Staff Initials:

Receipt # _____

NO

NO

STOP!

Check # _____

Signed? YES

Portrait(s)? Submitted # _____

Word/# Count Total (325 max):

Amount \$ _____

NO

None

Staff Initials:

WASHINGTON COUNTY CANDIDATE'S () STATEMENT

FOR COUNTY VOTERS' PAMPHLET (continued)

(Maximum 325 words/numbers for "Required"/"Optional Information" excluding headings already printed.)

"REQUIRED INFORMATION"

Occupation (Present Employment)

Occupational Background (Any Previous Employment)

Educational Background (schools attended - use attachment if needed)

| Complete name of school | Educational study Major/minor | Diploma/Degree/Certificate (AA, BA, BS, MA, PhD, etc.) |
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Prior Governmental Experience (Elected or Appointed)

"OPTIONAL INFORMATION"