



TO: PROSPECTIVE CANDIDATES FOR MCMINNVILLE MAYOR AND CITY COUNCIL:

Thank you for your interest in running for the McMinnville City Council in 2020. Terms of office for Councilor Wendy Stassens (Ward 1), Councilor Kellie Menke (Ward 2), Councilor Adam Garvin (Ward 3) and Mayor Scott Hill will expire on December 31, 2020. Mayor and Council Positions for Ward 1, Ward 2, and Ward 3 will be on the November 3, 2020, General Elections ballot. The respective ward winners of the election will serve a 4-year term that commences in January 2021 and will expire at the end of December 31, 2024.

The first day to file with the City Elections Officer (the City Recorder) is June 3, 2020. Nominations papers will be accepted from 8:00 a.m. on June 3, 2020 through 5:00 p.m. on August 25, 2020. Nomination papers include several forms that need to be submitted to the State and to the City. In McMinnville, the only way a City Council candidate can qualify for the ballot is by collecting 50 valid signatures during the filing period. **Please be aware that signature sheets must be approved by the City Elections Officer before they may be circulated to collect signatures. Additionally, when circulating your signature sheet please follow the CDC guidelines while collecting signatures during these times.**

This guide is intended to provide an overview of the local election process. Please read thoroughly. It is your responsibility to ensure your candidate paperwork is complete and submitted on time. For detailed background on the process, refer to the [McMinnville City Charter](#). In addition to understanding McMinnville's regulations, candidates also need to be aware of State requirements, including campaign finance rules, and should reference the current publications posted on the Oregon Secretary of State Elections Division website; candidates should visit the State Elections website to view and access all necessary publications and forms, visit <http://sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf>. In addition, the Yamhill County Elections website is a valuable resource for local candidates, visit <http://www.co.yamhill.or.us/elections>.

As your City Elections Officer, I am here as a resource, please contact me with any questions at 503-435-5702 or email claudia.cisneros@mcminnvilleoregon.gov. If you plan to file your papers or have questions about the process, please call or email me to ensure I am in the office and available. You may also contact the Secretary of State's Office at 503-986-1518 or Yamhill County Elections at 503-434-7518 with any questions.

Sincerely,

Claudia Cisneros
City Recorder

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Important Dates

If you are interested in running for office, here are some critical dates for your calendar:

June 3, 2019	Any person running for City office must have been a City resident by this date.
June 3, 2020	First day to file nomination papers comprising a petition Form SEL 101 with the City Elections Officer. Note: signature sheets (petition) must be approved before being circulated. Form SEL 121
August 18, 2020	Suggested deadline to submit signatures for verification to the city elections officer.
August 25, 2020	Last day to file nomination papers comprising a petition with the City Elections Officer.
August 28, 2020	Last day to withdraw candidacy.
September 8, 2020	Last day to file candidate statements for City positions with the County Elections Office for the voters' pamphlet.
October 14 – 29, 2020	County Elections Office mails out ballots.
November 3, 2020	Election Day.
January 12, 2021	Oath of Office administered at the first Council meeting after certified election results received from the County.

Qualifications for Candidacy

- Must be a City of McMinnville resident during the twelve (12) months immediately preceding the nomination.
- Must be a qualified elector (voter) in the State Oregon.

About the City Council

- The City Council is composed of a mayor and six councilors.
- Each Council position is elected by Ward.
- Each prospective candidate must reside in the Ward for which they are running.
- Terms are four (4) years unless one is filling an unexpired term.
- Councilors must take an Oath of Office before commencing duties.
- Councilors attend multiple city meetings each month.
- Councilors must file an annual "Statement of Economic Interest" with the Oregon Government Ethics Commission (OGEC).

How to File for Candidacy – Candidates Filing by Petition

Approved candidate filing forms are available from the City Recorder/Elections Officer, or you may download them directly from the State Elections Division website at <http://sos.oregon.gov/elections/Pages/electionforms.aspx>.

- Step #1:** **Establish your Candidate Committee** with the [Secretary of State, Elections Division](#). These forms may be submitted electronically via the ORESTAR system, visit: <http://sos.oregon.gov/elections/Documents/candidatequickguide.pdf>. Please refer to the [Campaign Finance Manual](#) or contact the [Secretary of State's office](#) for questions on Candidate Committee, 503-986-1518. Possible forms you may require to file are [Form SEL 220: Statement of Organization for Candidate Committee](#) (NOTE: SEL 220 must be filed within

three (3) business days of receiving a campaign contribution or making an expenditure) and form [PC 7](#); Certificate of Limited Corporate Paid-in-Capital.
****Check with Secretary of State to confirm requirement of Candidate Committee Forms****

Step #2: File the following two forms with the City Elections Officer (City Recorder):

1. **Form SEL 101: Candidate Filing**
<http://sos.oregon.gov/elections/Documents/SEL101.pdf>, and
2. **Form SEL 121: Candidate Signature Sheet – Nonpartisan**
<http://sos.oregon.gov/elections/Documents/SEL121.pdf>

According to the City Charter, all nomination papers comprising a petition shall be assembled and filed together with the City Elections Officer. For the Nov. 3, 2020, general election the filing window is **June 3** through **August 25** (Suggested deadline to submit signatures for verification to the city elections officer is **August 18**).

All signature sheets (SEL 121) must be approved in writing by the City Elections Officer, before circulating. Please contact the City Recorder/Elections Officer at 503-435-5702 or email Claudia.Cisneros@mcminnvilleoregon.gov to arrange a time to review and approve your signature sheet. Once your SEL 121 has been approved, you may start collecting signatures. Failure to obtain approval prior to circulation will result in the rejection of those signature sheets. Please make sure you follow CDC guidelines when collecting signatures.

Step #3: The City's Elections Officer **reviews the prospective petition and provides written approval** prior to the candidate circulating the signature sheets.

Step #4: The Candidate (or circulator) Circulates the Approved Signature Sheets
The candidate (or circulator) circulates approved petition sheets (**SEL 121**) to collect signatures following the guidelines in the [State's Candidate Manual](#). The [McMinnville City Charter](#) requires candidates to acquire a minimum of 50 valid signatures from the ward in which the council person is a candidate in order to qualify for the ballot. It is recommended that more than 50 signatures be collected.

Step #5 Signature Sheets are Submitted to the City Elections Officer
When a sufficient number of signatures have been collected, the candidate must submit the unverified signatures to the City Elections Officer (City Recorder). The City Elections Officer will assist you in completing [Form SEL 338](#). The City Elections Officer will then submit SEL 338 and the signatures to the Yamhill County Elections Office for verification.

Candidates are strongly encouraged to submit signatures well in advance of the filing deadline, as verification can take up to a few days. Suggested deadline is August 18, 2020. Petitions with insufficient signatures will be returned to the candidate to acquire more signatures provided the filing deadline has not passed.

Step #6 Once all forms have been filed with the City Elections Officer, the Candidates has five days to sign an Acceptance of Nomination Form. The City Elections Officer will provide you with this form.

Follow Campaign Finance Reporting Requirements

As required by state law, candidates must follow campaign finance reporting requirements. Visit <http://sos.oregon.gov/elections/Pages/manuals-tutorials.aspx> for the candidate “Quick Guide” on campaign finance reporting in Oregon and the [Campaign Finance Manual](#). Be sure to review the contribution and expenditure reporting requirements and observe the filing deadlines. For detailed information regarding who must file and when, refer to the *Candidate Manual* or check with the local elections officer, Secretary of State at 503-986-1518, or Yamhill County Elections at 503-554-7850.

Withdrawal of Candidacy or Nomination

To withdraw from candidacy or nomination, a candidate must file a **SEL 150** Candidate Filing Withdrawal form with the City Elections Officer no later than **August 28, 2020**, for the **November 3, 2020**, General Election. Form **SEL 150** may be downloaded from <http://sos.oregon.gov/elections/Documents/SEL150.pdf>

The County Voters’ Pamphlet

Each candidate is responsible for their own voters’ pamphlet submission with Yamhill County which generally includes a current photograph, brief biography, and a statement on issues. City Candidates’ deadline to file a Voter’s Pamphlet statement is **September 8, 2020**. You may find the forms under “Voters’ Pamphlet Filing” <https://www.co.yamhill.or.us/content/candidatecommittee-resources>

Political Signs and Printed Material

Please refer to City of McMinnville document titled Temporary Signs “Political Signs” for information.

Miscellaneous

All forms for City elections that are filed with and maintained by the City Elections Officer and are a matter of public record.

As the Elections Officer for the City of McMinnville, the City Recorder is available as a resource during your candidacy. Please call City Recorder Claudia Cisneros at 503-435-5702 if you have any questions on the election process or contact her by e-mail at claudia.cisneros@mcminnvilleoregon.gov.

Internet Resources

[McMinnville City Charter](#)

[2020 County District City Candidate Manual - SOS](#)

[Yamhill County Elections Website](#)

[2020 Campaign Finance Manual – SOS](#)

[Oregon Secretary of State Elections Website](#)

[2020 Elections Calendar – Yamhill County](#)