



NOVEMBER 5, 2024 GENERAL ELECTION KEIZER CITY COUNCIL CANDIDATE APPLICATION PACKET

Dear Prospective Candidates for Keizer Mayor and City Councilor Positions,

Thank you for your interest in running for the Keizer City Council in 2024! Terms of office for Mayor Cathy Clark, Councilor Laura Reid, Councilor Shaney Starr, and Councilor Kyle Juran will expire in January 2025. The Mayor and Council Positions #1, #2, and #3 will be on the November 5, 2024, General Election ballot.

The Council Positions are four-year terms and the Mayor Position is a two-year term. The successful candidates will serve terms that commence on January 6, 2025.

The first day to file with the City Elections Officer (the City Recorder) is June 5, 2024. The filing process, including signature verification, must be completed by August 27, 2024, at 5:00 p.m. It is highly recommended that signature sheets are submitted no later than August 20, 2024 in order to allow for sufficient time for processing.

The following material is intended to help guide you through the local election process. Please read it thoroughly. It is your responsibility to ensure that your candidate paperwork is complete and submitted on time. For Keizer election regulations, please refer to the [Keizer City Charter](#). In addition to understanding Keizer's regulations, candidates also need to be aware of State requirements and should reference the current publications posted on the [Oregon Secretary of State Elections Division website](#). Candidates may access all [manuals](#) and [forms](#) electronically. In addition, the [Marion County Elections website](#) is a valuable resource.

As your City Elections Officer, I am here as a resource, please contact me with any questions at bissetm@keizer.org or 503-856-3412. **When you are ready to file your paperwork, please call or email me to schedule an appointment.**

Please note that signature sheets must be approved by the City Elections Officer before they may be circulated to collect signatures. Signatures gathered prior to approval will be rejected.

Sincerely,

Melissa Bisset
City Recorder/ Elections Officer

KEIZER CITY COUNCIL INFORMATION

- The City Council is composed of a Mayor and 6 Councilors.
- Each Councilor position is numbered 1 through 6.
- The Mayor and Councilor positions are non-partisan.
- All City Council members are elected at-large.
- Each candidate declares a position number for which they are running.
- A candidate may run for only one position.
- The Mayor and Councilor positions are volunteer/non-paid.
- Terms begin on January 6, 2025.

CITY COUNCIL POSITIONS FOR THE NOVEMBER 5, 2024 GENERAL ELECTION

Mayor	Currently held by Cathy Clark	Two-Year Term
Councilor Position #1	Currently held by Laura Reid	Four-Year Term
Councilor Position #2	Currently held by Shaney Starr	Four-Year Term
Councilor Position #3	Currently held by Kyle Juran	Four-Year Term

QUALIFICATIONS FOR CANDIDACY

To qualify as a candidate for Mayor or a City Councilor, you must be:

- A registered voter in the City under state law, at the time of election or appointment and during your term of office; and
- A resident of the City of Keizer who has resided within the City for at least one year immediately before election to office.

Additionally:

- No person may be a candidate at a single election for more than one City office.
- Neither the Mayor nor a Councilor may be employed by the City during their term of office.
- The City Council is the final judge of the election and qualification of its members.

IMPORTANT DATES	
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November 5, 2023	Any person running for a position on the City Council must have been a City resident by this date.
June 5, 2024	First day to file Prospective Petition to run for a position on the City Council.
August 20, 2024	Highly recommended last day to submit signature sheets for signature verification in order to provide sufficient time for signature verification.
August 27, 2024	Completion of all filing requirements.
August 30, 2024	Last day to withdraw candidacy.
September 21, 2024 - November 12, 2024	Election sign display period.
August 29, 2024	Last day to file candidate statement for inclusion in the Marion County Voter Pamphlet.
September 21-October 31, 2024	Marion County Elections Office mails out ballots.
October 16, 2024	Last Day to Register to Vote.
November 5, 2024	Election Day
January 6, 2025	Oath of Office administered at the first City Council meeting of 2025.

HOW TO FILE

The City of Keizer follows the state guidelines for Candidates Filing by Nominating Petition. The Oregon Secretary of State Elections Division produces a [County, City, and District Candidate Manual](#) that describes this process and guidelines. The referenced filing forms are also included in this packet.

Step 1: File Prospective Petition with City Recorder/ City Elections Officer

Complete forms SEL 101 and SEL 121 listed below and submit them to the City Recorder/ City Elections Officer for approval **BEFORE GATHERING ANY SIGNATURES** and **well** in advance of the filing deadline. No filing fees are required to run for City of Keizer offices.

- [SEL 101 – Candidate Filing](#) – Major Political Party or Nonpartisan (marked “Prospective Petition”)
- [SEL 121 – Candidate Signature Sheet - Nonpartisan](#)

Guidelines for completion of these forms are in the [County, City, and District Candidate Manual](#).

Step 2: Collect Signatures

The City Recorder/ City Elections Officer will review the petition (Form SEL 121) and provide **written approval** authorizing the candidate to begin the collection of signatures. **Signatures gathered prior to written approval will be rejected.**

The [Keizer City Charter](#) requires nominations be by petition that specifies the office sought and that the petition contains a minimum of **120 qualified signatures** (Keizer registered voters). It is recommended that you gather more than the minimum to help ensure you have the required amount necessary.

Oregon law requires that each petition sheet be properly certified by its circulator, who must personally witness each signature. Guidelines for circulation of petitions are found in the [County, City, and District Candidate Manual](#).

Step 3: Submit Signature Sheets and Petition Submission

When ample signatures have been collected, the candidate shall submit the petition submission (SEL 338) and signature sheets (SEL 121) to the City Recorder/ City Elections Officer. The signature sheets and petition submission should be turned in **no later than Tuesday, August 20, 2024 in order to provide sufficient time for the signature verification process.**

When submitting the signature sheets to the City Recorder/ City Elections Officer, the candidate will:

- Ensure each signature sheet certification is signed and dated by the circulator; and
- Number each signature sheet sequentially in the space provided.

The City Recorder/ City Elections Officer will deliver the original signature sheets and petition submission to the Marion County Elections Official to be verified.

If it is determined that there are not enough valid signatures and the filing deadline has not passed, the candidate may gather and submit additional signatures.

Step 4: Complete Filing

The candidate will be notified once the signatures have been verified by Marion County Elections.

The filing process, including all signature verification, must be completed by August 27, 2024, at 5:00 p.m.

Withdrawal of Candidacy

To withdraw from candidacy, a candidate must file a [SEL 150 Candidate Filing Withdrawal form](#) with the City Recorder/ City Elections Officer no later than August 30, 2024 for the November 5, 2024, General Election.

CAMPAIGN FINANCE REPORTING REQUIREMENTS

All campaign finance reporting is handled at the Oregon Secretary of State Elections Division. All of the forms and additional information regarding the campaign finance reporting are located on the [Oregon Secretary of State Elections Division website](#). See the [Campaign Finance Manual](#) for detailed information. The Oregon Secretary of State campaign finance electronic program is referred to as ORESTAR. A [Transaction Filing in ORESTAR "Quick Guide"](#) has been included with this packet. If you have questions regarding Campaign Finance, please contact the Oregon Secretary of State Elections Division at 503-986-1518 or orestar-support.sos@oregon.gov.

Campaign Finance Guidelines

Each candidate must establish a campaign account and file a [Statement of Organization \(SEL 220\)](#) designating a candidate committee **unless** the candidate meets **ALL** three of the following conditions:

- The candidate serves as the candidate's own treasurer; and
- The candidate does not have an existing candidate committee; and
- The candidate does not expect to spend or receive more than \$750 during the entire calendar year.
- See the [Campaign Finance Manual](#) for more detailed information.

You must keep track of all contributions and expenditures because if you exceed the \$750 threshold, you must establish a committee and open a dedicated bank account not later than three business days after exceeding the threshold.

If you do not meet all of the above conditions and do not expect to receive a total of more than \$3,500 or spend a total of more than \$3,500 for the entire calendar year, you must do all of the following:

- File a Statement of Organization (SEL 220) and establish a dedicated bank account – either by using ORESTAR or by submitting the paper form Statement of Organization for Candidate Committee (SEL 220); and
- File a Certificate of Limited Contributions and Expenditures either by using ORESTAR or by submitting the [Certificate of Limited Contributions and Expenditures PC 7](#) not later than seven days after receiving a contribution or making an expenditure.

If you expect to spend or receive more than \$3,500, you will need to do the following:

- File a Statement of Organization (SEL 220) and establish a dedicated bank account – either by using ORESTAR or by submitting the paper form Statement of Organization for Candidate Committee (SEL 220); and
- File campaign finance transactions using ORESTAR.

STATEMENT OF ECONOMIC INTEREST /STATE REPORTING REQUIREMENTS

All persons holding office in the City of Keizer are required to file an Annual Verified Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission. The SEI must be filed by April 15 every year of the incumbency of the elected official. Information will be requested concerning sources of income, property, business interests and gifts related to the office. Civic penalties may be imposed for failure to file or for insufficient information. Training webinars, sample forms, and additional information are located at www.oregon.gov/OGEC. For questions, contact the Oregon Government Ethics Commission at mail@ogec.oregon.gov or (503) 378-5105.

MARION COUNTY VOTER PAMPHLET

Candidates have the opportunity to place a statement in the [Marion County Voter Pamphlet](#). There is a filing fee of \$100 payable to Marion County and applications must be submitted to the Marion County Elections Division no later than **September 9, 2024**. Application forms can be obtained from [Marion County Elections](#).

ELECTION SIGN REGULATIONS

Before purchasing or displaying any election signs, please review the [City of Keizer Community Development Bulletin](#) included in this packet. Election signs may be displayed 45 days preceding the election and must be removed within 7 days following the election.

Election Sign Display Period for the November 5, 2024 Election

September 21, 2024 - November 12, 2024

RESOURCES

Secretary of State's Elections Division

(503) 986-1518

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

Marion County Elections

(503) 588-5041

www.co.marion.or.us/CO/elections

Candidate Filing Forms

[SEL 101 – Candidate Filing](#)

[SEL 121 – Candidate Signature Sheet \(must be approved before circulating\)](#)

[SEL 338 – Petition Submission](#)

[Keizer City Charter](#)

Campaign Finance

[Campaign Finance Manual – SOS](#)

[ORESTAR Quick Guide – Transaction Filing](#)

[SEL 220 – Statement of Organization](#)

Email: orestar-support.sos@oregon.gov

[Voter Pamphlet Instructions & Forms](#)

[Attorney General's Public Records & Meeting Manual](#)

[Oregon Government Ethics Law – A Guide for Public Officials](#)