

*The City of Veneta has the following positions for the*

*November 8, 2016 General Election*

*Mayor 4-year term*

*Councilor Position 4-year term*

*Councilor Position 4-year term*

**Qualifications for Candidacy for City Offices of  
The City of Veneta  
November 8, 2016 - General Election**

**Requirements**

- Registered to vote in the state of Oregon
- Must reside within Veneta City limits a minimum of 12 months prior to filing for candidacy

**How to File - First day to file - June 1, 2016**

The following manuals will guide you through the nomination by petition process to run for offices of Mayor and City Councilor for the City of Veneta:

[2016 County, City and District Candidate's Manual](#)  
[Campaign Finance Manual](#)

These publications are available on the Secretary of State's web site at <http://sos.oregon.gov/elections/Pages/manuals-tutorials.aspx>

**Step 1: Candidate Filing – Major Political Party or Nonpartisan**

Complete the forms listed below and file them with the City's Elections Official.

- o [SEL 101 \(Candidate Filing – Major Political Party or Nonpartisan\)](#)
- o [SEL 121 \(Candidate Signature Sheet - Nonpartisan\)](#)

Suggested deadline for submitting SEL 101 and SEL 121 to the City's Election Official for approval is no later than 3:30 p.m., August 19, 2016.

All signature sheets must be approved by the City Elections Official, in writing, before circulating any petitions. Failure to do so will result in the rejection of those signature sheets.

Signature verifications occur at the County Clerk's Office via the City Elections Official. Candidates must take petitions to the City Elections Official who will bring them to the County Clerk's office for verifying.

## **Step 2: Circulate Signature Sheets**

Once approved by the City Elections Official, you may circulate your signature sheet(s) ([SEL 121](#)). City of Veneta candidates must collect 20 valid signatures to place a candidate on the ballot. It is recommended that you collect at least 30 signatures before submitting signatures to the City Elections Official for verification.

## **Step 3: Submit Completed Signature Sheet(s) to the City Elections Office**

After the City Elections Official authorizes the signature sheet (petition) to be circulated, and you have collected a sufficient number of signatures, you will then submit ([SEL 121](#)) signature sheets to the City Elections Official for circulation certification along with a completed ([SEL 338](#)) [Petition Submission](#).

Please allow sufficient time for the verification process to be completed prior to the filing deadline.

The City Elections Official will review the signature sheets for sufficient circulation certification and submit the signature sheets to the County Elections Official for signature verification. The County Elections Official will verify the original signatures against the voter's current registration record. The City Elections Official will notify the candidate of the result of the signature verification.

If it is determined that there are not enough valid signatures and the City filing deadline of August 19, 2016 has not passed, the candidate may submit additional signatures.

**Candidate Filing Timeline for the November 8, 2016 General Election:** the first day to file for office is June 1, 2016 and the deadline to submit signatures for approval from the City Elections Official is 3:30 p.m. on August 19, 2016.

## **Step 4: Follow Campaign Finance Reporting Requirements**

### **ALL REPORTING IS DONE THROUGH THE STATE - NOT YOUR LOCAL ELECTION'S OFFICIAL**

Contribution and Expenditure (C & E) forms: Candidates must electronically file C & E forms with the Secretary of State's ORESTAR system on their website <http://sos.oregon.gov/voting-elections/Pages/default.aspx>. Refer to the most current Campaign Finance Manual and Candidates Manual for specific guidelines and instructions.

## **Register Your Campaign Committee**

Prospective candidates file with the Elections Division for the Oregon Secretary of State a Candidate's Statement of Organization ([SEL 220](#)) and Campaign Account Information ([SEL 223](#)). These forms are not required if the candidate is acting as his or her own treasurer and expects to spend less than \$750 during a calendar year. This filing must take place within three business days of receiving the first contribution or making an initial expenditure. These filings can be done electronically and additional instructions can be accessed at: [Candidate Quick Guide on Campaign Finance reporting in Oregon](#). At this

website you can login and register, by clicking on the [ORESTAR](#) icon, leading you to instructions that will guide you through the registration procedures. For additional information, contact the Elections Division at 1-503-986-1518.

Please review the [Campaign Finance Manual](#) for instructions and a schedule of filing deadlines. Campaign Finance forms are filed with the Secretary of State's Election Division. All candidates are required to have a dedicated campaign bank account if they receive contributions or make expenditures over \$750 during a calendar year.

If you do not expect to receive a total of more than \$3,500 or spend a total of more than \$3,500 for an entire election, you may file a Certificate of Limited Contributions and Expenditures ([PC 7](#)). If at any time during the election, the total expenditures or contributions exceed \$3,500, you must file detailed contribution and expenditure reports.

## Sign Regulations

### Veneta Land Development Ordinance 493.5.15(2)(i) Signs

(i) Election Signs: A temporary, non-illuminated sign erected for the purpose of advertising an election candidate or issue. All election signs must be removed within 30 days following an election. A candidate who intends to run again in the following election must still comply with this 30 day requirement. Such a candidate shall not re-erect election signs until either (1) 30 days has elapsed since that candidate's election signs were removed, or (2) until the filing deadline for the upcoming election, whichever is a shorter period of time. Election signs sizes can be erected in the following zones:

Zones	Maximum sign size
• Highway 126 zone	32 sq. ft.
• All Commercial zones	12 sq. ft.
• All Residential zones	4 sq. ft.

### Section 5.15(10)

(10) Placement of Signs. In addition to requirements of the sign district in which a sign is located, placement of signs must comply with the following:

(a) No signs in excess of 2½ feet in height shall be placed in the vision clearance area as described in Section 5.03 or within ten (10) feet of driveways. A portion of the sign area, excluding the base or supporting structure, may extend into the vision clearance area or within ten (10) feet of a driveway, provided it is at least eight (8) feet above grade.

(b) No sign or portion thereof shall be erected within a future street right-of-way unless and until an agreement is recorded stipulating that when street improvements are made the sign will be removed or relocated at no expense to the City.

(c) No sign or portion thereof shall be erected within public utility easements.

(d) No sign or portion thereof shall be placed where it obstructs ingress or egress through any door, window, fire escape, or like facility required or designated for safety or emergency use.

(e) No sign shall interfere with on-site traffic, bicycle or pedestrian circulation.

(f) No sign may be placed where it hides from view any official traffic sign or signal.

(g) No sign or portion thereof shall extend beyond any property line of the premises on which such sign is located.

(h) No sign projecting from a building may be less than eight (8) feet above the ground over which it projects and may not interfere with traffic circulation or public safety.

## Election Offices

### **City of Veneta**

Darci Henneman, City Recorder/Elections Official

[dhenneman@ci.veneta.or.us](mailto:dhenneman@ci.veneta.or.us)

88184 8<sup>th</sup> St.

Veneta, OR 97487

541-935-2191

[www.venetaoregon.gov](http://www.venetaoregon.gov)

### **Lane County Elections**

Public Office Hours: Monday through Friday 9 a.m. to noon and 1-4 p.m.

275 W 10<sup>th</sup> Ave.

Eugene, OR 97401

541-682-4234

541-682-2303 (FAX)

Email: [Elections.Customer@co.lane.or.us](mailto:Elections.Customer@co.lane.or.us)

<http://www.lanecounty.org/Departments/CAO/Operations/CountyClerk/elections/Pages/default.aspx>

### **State of Oregon Elections Division**

141 State Capitol

Salem, OR 97310

503-986-1518

<http://sos.oregon.gov/elections/Documents/Candidates.pdf>