

Winter 2024

To: Prospective City Council Candidates

Thank you for your interest in running for Milwaukie City Council! The May 21, 2024, special election ballot will feature Council position 3. On January 2, 2024, Desi Nicodemus resigned from position 3 and on January 16 the City Council called for a special election to be held. In accordance with city and state laws, the special election to fill position 3 will be held on May 21 along with the statewide primary election.

The individual elected to position 3 will complete the current term that started on January 1, 2021, and will end on December 31, 2024.

To run for city office in Milwaukie, an individual must be a registered voter that has lived in the city for at least six months before the November election day. For the May special election in 2024 the deadline to live in the city was November 21, 2023. Interested and eligible residents must first submit forms to both the state and city – see page 4 of this packet for more details.

The city elections officer (city recorder) will accept “nomination papers comprising a petition” for the position that will be on the special election ballot beginning at 8 a.m. on February 11, 2024, through 5 p.m. on March 12, 2024. Once the city elections officer certifies that a candidate is eligible to run, the candidate must then collect 20 valid signatures from registered Milwaukie voters during the 30-day filing period. **Please note that signature sheets must be approved by the city elections officer before they can be circulated.**

This guide provides an overview of the local election process. For more information, candidates should review the Milwaukie City Charter and Municipal Code online at www.qcode.us/codes/milwaukie/. Candidates for local office also need to be aware of state requirements, including campaign finance rules, and should review the state elections website: <http://sos.oregon.gov/elections/Pages/laws-rules-publications.aspx>. In addition, the Clackamas County elections website is a valuable source of information: <https://www.clackamas.us/elections>.

As your elections officer, I am a resource for you. Please contact me with any questions at 503-786-7502 or ocr@milwaukieoregon.gov. When you are ready to file candidate papers, please contact me to ensure I am available.

Sincerely,

Scott Stauffer
City Recorder

Important Dates

If you are interested in running for City Council, note these critical 2024 dates:

Nov. 21, 2023	Candidates must be an official city resident.
February 12	First day to file nomination papers with the city elections officer. Note: signature sheets must be approved <u>before</u> being circulated.
March 1	Suggested deadline to submit signatures for verification to the city elections officer.
March 12	Last day to file nomination papers with the city elections officer.
March 13	Last day for city elections officer to submit candidate signature sheets to the County election office for verification.
March 15	Last day to withdraw candidacy.
March 21	Last day for city recorder to certify candidates to the County.
March 25	Last day for city candidates to file voters' pamphlet statements with the county elections office by 5:00 p.m.
May 1	First day that County elections office mails out ballots.
May 21	Election Day.
June 17	The County will certify the election results on or before this date.
June 18	Oath of Office administered to individual elected to position 3.

Qualifications for Candidacy

- Must be a resident of the City of Milwaukie during the six months immediately preceding the election.
- Must be a qualified elector (voter) in the State of Oregon.

About Milwaukie City Council

- City Council is composed of a mayor and four councilors.
 - Each council position is numbered 1 through 4.
 - All council members are elected at-large.
 - Terms are four years, unless filling an unexpired term.
 - No person shall serve more than two full consecutive terms.
- Candidates must declare the position number for which they are running.
 - Candidates may only run for one position per election.
- Councilors must take an oath of office before commencing duties.
 - Council meetings are held on the first three Tuesdays of each month.
 - Councilors attend multiple city and regional meetings each month.
 - Councilors must file an annual statement of economic interest with the Oregon Government Ethics Commission (OGEC).

How to File for Candidacy by Petition

Find candidate forms here: <http://sos.oregon.gov/elections/Pages/electionforms.aspx>.

#1: Establish a candidate committee by submitting the following forms to the state. These forms may be submitted electronically via the ORESTAR system, visit: <http://sos.oregon.gov/elections/Documents/candidatequickguide.pdf>.

1. Form SEL220: [Statement of Organization for Candidate Committee](#)

SEL220 must be filed within three business days of receiving a campaign contribution or making an expenditure. See the *Campaign Finance Manual* <https://sos.oregon.gov/elections/Documents/campaign-finance.pdf>

#2: Candidate nomination papers are filed with the city:

1. Form SEL101: [Candidate Filing](#)

2. Form SEL121: [Candidate Signature Sheet – Nonpartisan](#)

All nomination papers are filed with the city elections officer between 100 and 70 days before the election. For the May 21, 2024, special election the filing window is February 11 through March 12.

All signature sheets must be approved in writing by the city elections officer before circulating. Failure to do so will result in the rejection of signature sheets. Each candidate must determine in advance which position they plan to run for.

#3: The city elections officer reviews signature sheets and provides written approval prior to candidates circulating signature sheets.

#4: The candidate (or circulator) circulates approved signature sheets (SEL121) to collect signatures following the guidelines in the [state's candidate manual](#).

The [Milwaukie City Charter](#) requires candidates to acquire a minimum of 20 valid signatures to qualify for the ballot. It is recommended that more than 20 signatures be collected to ensure that enough valid signatures are gathered.

#5: Signature sheets are submitted to the city elections officer when enough signatures have been collected. Candidates must include a SEL338: [Candidate Petition Submission form](#) when submitting signature sheets.

The city elections officer submits signature sheets to the county elections office for verification. Candidates are encouraged to submit signatures by **March 1, 2024**, to ensure there is enough time for verification.

If a candidate does not submit enough valid signatures, the candidate may continue to collect additional signatures until the filing deadline.

Required Campaign Financing

As required by state law, candidates must follow campaign finance reporting requirements. Visit <http://sos.oregon.gov/elections/Pages/manuals-tutorials.aspx> to review the campaign finance reporting manuals. 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 in the state elections division at 503-986-1518, or Clackamas County elections at 503-655-8510.

Withdrawal of Candidacy

To withdraw from the election, a candidate must file the **SEL150** Candidate Filing Withdrawal form with the city elections officer no later than **March 15, 2024**, for the May 21, 2024, special election. Form **SEL150** may be downloaded here: <http://sos.oregon.gov/elections/Documents/SEL150.pdf>

County Voters' Pamphlet

Each candidate is responsible for their own voters' pamphlet submission with the Clackamas County elections office. This generally includes a photo, brief biography, and an issues statement. Milwaukie City Council positions are considered paid positions, so the county charges a fee for candidate submissions. This fee is considered an expense and must be included on state campaign expenditure reports.

Political Signs and Printed Material

What kinds of signs are allowed?

Political signs are allowed in all zones of the City of Milwaukie. No permits are necessary if the signs meet these criteria:

Temporary signs which are nonilluminated, have an overall face area not exceeding 16 square feet, are not permanently installed, and are intended to be located on property for short durations of time. Such signs may include, but are not limited to, real estate lease and sales, political signs, building permits, public hearing notices, construction signs, garage sale, open house, special event, holiday, and similar signs. Temporary signs shall be removed within six months. (Milwaukie Municipal Code (MMC) Section 14.12.010(B))

Where can political signs be displayed?

Signs must be placed on private property with the owner's permission. They must not be placed on public property or in the public right-of-way (ROW) (i.e., streets, sidewalks, utility poles, parks, school grounds, etc.). Generally, the public ROW is all the property on the street side of utility poles, sidewalks, and fence lines. All signs found posted in the public ROW or affixed to power, utility, or traffic control poles must be removed or they will be confiscated.

Be aware that the Oregon Department of Transportation (ODOT) has some stringent regulations. If you are considering posting political signs along Hwy. 224 or Hwy. 99E (McLoughlin Boulevard), contact ODOT before doing so.

How long can the political signs be displayed?

The city requests the signs be removed within ten days after the election.

Identification on Political Material

The state does not enforce identification requirements. The state elections division does, however, strongly recommend that identification be voluntarily included so the public knows who is authorizing the publication.

Miscellaneous

All election forms that are filed with the city are a matter of public record and will be released if requested.

The city elections officer (city recorder) is available as a resource during your candidacy. Please contact City Recorder Scott Stauffer at 503-786-7502 or ocr@milwaukieoregon.gov if you have any questions about the election process.

Internet Resources

- Milwaukie City Council Elections: www.milwaukieoregon.gov/elections
- Milwaukie City Charter and Municipal Code: www.qcode.us/codes/milwaukie/
- Clackamas County Elections Office: <https://www.clackamas.us/elections>
- State of Oregon Elections Division: <https://sos.oregon.gov/voting-elections/>
- League of Oregon Cities (LOC) Elections Overview: <https://www.orcities.org/resources/reference/topics-z/details/elections>
- Subscribe to City Council meeting email notices: www.milwaukieoregon.gov/newsletter/subscriptions