



## City of Ontario

444 SW 4<sup>th</sup> Street

Ontario, OR 97914

(541)881-3200

[www.ontariooregon.org](http://www.ontariooregon.org)

### November 8, 2022 General Election Ontario Mayor and City Council Candidate Application Packet

At the 2022 General Election, the positions of three Councilors and the Mayor will appear on the ballot. The filing period for interested candidates **begins on June 1, 2022 and closes at 5:00 p.m. on August 19, 2022.**

Ontario City Recorder Tori Barnett is the Elections Filing Officer for the City of Ontario elections. You may contact Ms. Barnett at (541)881-3232 or via email at [tori.barnett@ontariooregon.org](mailto:tori.barnett@ontariooregon.org).

#### OPEN CITY OF ONTARIO POSITIONS

Mayor	Currently held by Riley J. Hill	Four Year Term
Councilor	Currently held by Michael Braden	Four Year Term
Councilor	Currently held by Ken Hart	Four Year Term
Councilor	Currently held by Susann Mills	Four Year Term

- All positions are non-partisan.
- Council positions are elected at large – meaning candidates may reside in any area of the community.
- All terms will begin on January 1, 2023 and shall be sworn in and take office at the first regular Council meeting following the election.

#### QUALIFICATIONS AND RESIDENCY REQUIREMENTS

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

- A qualified elector under the laws and constitution of the state of Oregon and a registered voter of the City of Ontario; and
- A resident of the City of Ontario who has resided continuously in the City during the 12 months immediately preceding the election they are filing for; and
- A candidate may not be an employee of the City of Ontario; and
- Candidates may not run for the office of Mayor and Councilor at the same election; and
- Candidates must be at least 18 years of age.

## HOW TO FILE

Please review this information packet, which includes information that will assist candidates in fulfilling the requirements to appear on the November ballot. The City of Ontario follows the state guidelines for Candidates Filing by Petition (Candidate Manual). The referenced forms are included in this packet or will be provided at the appropriate step in the process. Form can also be found in the 2022 Candidates Manual and Campaign Finance Manual produced by the Oregon Secretary of State Elections Division at their website: [www.oregonvotes.gov](http://www.oregonvotes.gov).

### **Step 1: File Prospective Petition**

Complete the form listed below and submit to the City Recorder/Elections Officer for approval **PRIOR TO GATHERING ANY SIGNATURES** and well in advance of the August 19<sup>th</sup> filing deadline. No filing fees are required to run for City of Ontario offices; however, a candidate is required to obtain 20 verified/qualified and accepted signatures from residents within the Ontario City Limits.

- SEL 101 – Candidate Filing for Nonpartisan (marked “Prospective” petition)

### **Step 2: Register Campaign Committee\*\* (Refer to Campaign Quick Guide, included in this packet)**

The prospective candidates must file candidate committee documents online with the Oregon Secretary of State Elections Division within three business days of receiving the first contribution or making an initial expenditure. These filings can be done electronically at [www.oregonvotes.gov](http://www.oregonvotes.gov). At this website, you may log in and register in the ORESTAR system to receive additional instructions. For more information, please refer to the Campaign Finance Manual or contact the Elections Division at (503)986-1518.

**\*\*HOWEVER**, these forms are **NOT** required to be filed if **all three** of the following conditions are met:

- The candidate serves as his or her own treasurer, **and**
- The candidate does not have an existing candidate committee; **and**
- The candidate does not expect to receive or spend more than **\$750** during a calendar year.

If the candidate exceeds the \$750 limit, in either expenditures or contributions, they must establish a campaign account and file Form SEL 220 electronically with the state within three days of exceeding the \$750 threshold.

### **Step 3: Collect Signatures**

Upon approval of the prospective petition by the City Recorder/Elections Officer, candidates will be assigned an identification number and granted approval to begin collecting signatures, using the form listed below. This form will be provided by the Elections Official and will include the ID number. Any other form will not be accepted.

- SEL 121 – Candidate Signature Sheet - Nonpartisan

The Ontario City Charter requires petitions to contain a minimum of **20 qualified** (Ontario City Limits registered voters) signatures. It is recommended candidates collect more than the minimum signatures to assure the required number are obtained.

Oregon law requires that each petition sheet [SEL 121] be properly certified by its circulator, who must personally witness each signature. Please review the guidelines for circulation of petitions in the Candidates Manual.

When submitting signatures for verification, the below form must be completed and attached.

- SEL 338 – Petition Submission

#### **Step 4: File Completed Petition**

When the appropriate number of signatures has been collected, the candidate shall submit the petitions to the City Elections Official for review and verification of completion. If correct, the City Elections Official shall remit the documents to the County Elections Officer at the Vale City Hall in Vale, Oregon, for processing and verification of signatures. Please allow at least 5-7 business days for verifications. Contact Gayle Trotter, Malheur County Clerk, at (541)473-5151 with questions about signatures and/or verification procedures.

When your signature sheets have been verified that they contain the required number of qualified signatures, the candidate must submit the following to the Ontario City Recorder/Elections Official no later than **5:00 p.m. on August 19, 2022**:

- Completed Filing of Candidacy – SEL 101

<b>CAMPAIGN FINANCE REPORTING REQUIREMENTS</b>
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All candidates and prospective candidates are required to establish a candidate committee by opening a campaign account and filing the required forms within three business days of receiving or spending any money to support your candidacy. The only exception to this is if you meet all three of the conditions as outlined in Step 2 of the above filing process. Enclosed is a ***Candidate "Quick Guide" on Campaign Finance Reporting in Oregon*** that will assist you in determining what reports are required of you.

Campaign finance forms are filed electronically with the Secretary of State's Division. Additional instructions and the timelines for filing the reports are contained in the Campaign Finance Manual, available at [www.oregonvotes.gov](http://www.oregonvotes.gov). You may also contact the Secretary of State – Elections Divisions for questions at (503)986-1518.

## STATEMENT OF ECONOMIC INTEREST /STATE REPORTING REQUIREMENTS

All persons holding office in the City of Ontario are required to file annual Statements of Economic Interest with the Oregon Government Ethics Commission. The annual reports must be filed by April 15 every year of the incumbency of the elected official and is done electronically. 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. For additional information or sample forms, information can be found on the Oregon Government Ethics Commission website – [www.oregon.gov/OGEC](http://www.oregon.gov/OGEC) or by contacting the Commission at (503)378-5105

## VOTER'S PAMPHLET

Once all requirements are met for running for office, the names and positions will be placed on the Malheur County ballot for the November 3, 2020 election.

## ELECTION SIGN REGULATIONS

Before purchasing or displaying any election signs, please review 10A-57-118, Chapter 14, of the Uniform Sign Code, Section 1401, of the City of Ontario Planning and Zoning Development Standards included in this information packet. Further information with regard to this issue can be found on the City of Ontario website at [www.ontariooregon.org](http://www.ontariooregon.org) under the Planning and Zoning link.

## ELECTION OFFICES

City of Ontario  
Tori Barnett, MMC  
City Recorder/Elections Officer  
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Ontario, Oregon 97914  
(541)881-3232  
[tori.barnett@ontariooregon.org](mailto:tori.barnett@ontariooregon.org)

Secretary of State's Elections Division  
(503)986-1518  
[www.sos.state.or.us/elections](http://www.sos.state.or.us/elections)  
[www.oregonvotes.org](http://www.oregonvotes.org)

Malheur County Elections  
Gayle Trotter, Malheur County Clerk  
541)473-5151  
[gayle.trotter@malheurco.org](mailto:gayle.trotter@malheurco.org)  
[www.malheurco.org](http://www.malheurco.org)