



City of Manzanita

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GENERAL INFORMATION AND INSTRUCTIONS FOR FILING BY PETITION FOR CITY OF MANZANITA ELECTIVE OFFICES

GENERAL ELECTION – NOVEMBER 3, 2020

To All Candidates:

The following are the forms and procedures needed for placing a candidate’s name on the ballot for Mayor or City Councilor of Manzanita.

Seats Open on Manzanita City Council

Mayor2 year term
Two City Councilor positions4 year term

The two candidates with the most votes of all the candidates running for City Councilor are the ones elected.

INFORMATION/FORMS

FILING DEADLINE

1. General Information and Instructions (including Section 31 of City of Manzanita Charter (Nominations))
2. SEL 101 – Candidate Filing –Major Political Party or Nonpartisan
3. SEL 121 – Candidate Signature Sheet - Nonpartisan

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Prior to collection of signatures

Fill out information and bring to City Manager/Recorder’s office for review and approval PRIOR TO CIRCULATION.
Return signed candidate signature sheets no later than 4:00 p.m. Friday, August 14, 2020

(Note: Fillable forms are available at <https://sos.oregon.gov/elections/Pages/electionforms.aspx>.)

NOMINATION PROCEDURE:

A. Please fill out the SEL 101 Candidate Filing form and submit it to the City Manager/Recorder (City Elections Officer) as a prospective petition **prior to circulating the Candidate Signature Sheet.** Please contact the City Manager/Recorder for additional required forms if the candidate expects to spend **more than \$750** on the candidate’s campaign.

B. At the same time the SEL 101 Candidate Filing form is submitted, please submit a proposed Candidate Signature Sheet (SEL 121) with the blanks completed on the upper part of the form. **Submit these forms for written approval by the City Manager/Recorder (City Elections Officer) PRIOR to obtaining signatures from registered voters.** Candidates may only run for one lucrative office at a given election date.

C. After the completed Candidate Signature Form is approved, obtain signatures from registered voters who reside within the City limits of Manzanita. The City Charter requires at least 20 registered voters on a Nomination Petition, but it is suggested that a few more be obtained in the event that some of the persons signing the petition are not currently registered voters within the City.

Completed Candidate Signature Forms with the required number of signatures must be submitted to the City Manager/Recorder’s office no later than 4:00 p.m. on Friday, August 14, 2020

The signatures on the petition will be verified by the County Clerk. Candidates will be notified by the City Manager/Recorder whether the required number of valid signatures has been obtained and whether the prospective Candidate Filing is now considered the Completed Petition.

Campaign Finance Reporting: This information packet assumes that most candidates for City office will receive and/or spend less than \$750 for their campaigns. A “candidate” is defined as someone who files for office, someone who withdraws or is disqualified, and someone who files a prospective petition for candidacy even if signatures are never filed. Candidates who anticipate receiving and/or spending more than \$750 should consult with the City Manager/Recorder for additional reporting requirements through the Oregon Secretary of State, Elections Division. **Candidates should maintain detailed records of contributions and expenses regardless of the amount received or spent.**

Questions?? All forms must be returned to the Office of the City Manager/Recorder, Manzanita City Hall (temporary), 167 S 5th Street, Manzanita, OR 97130. Phone: (503)368-5343. Completed forms may not be faxed or mailed electronically in order to meet a filing deadline.

SECTION 31 OF MANZANITA CITY CHARTER

Section 31. Nominations. Any qualified elector may be nominated to be a candidate for election to the Council, if he will have resided in the City for one year immediately preceding the time that his name is submitted to the voters. The name of such elector shall be printed upon the ballot whenever a petition and a written acceptance of nomination, both in substantially such form as the Council prescribed, have been filed in his behalf with the Recorder. Such petition shall be signed by not fewer than twenty electors. No elector shall sign more than one such petition pertaining to an individual candidate for office or single item to be voted on, and if he signs two or more of them relating to individual candidate or single item to be voted on, his signature shall be valid only on the first of them filed.

The signatures to a nomination petition need not all be appended to one paper, but to each separate paper of the petition shall be attached an affidavit of the circular thereof, indicating the number of signers of the paper and stating that each signature appended thereto was made in his presence and is the genuine signature of the person whose name it purports to be. With each signature shall be stated the place of residence of the signer, identified by its street and number or other description sufficient to identify it. Nomination petitions shall be in the form and filed in the manner and within the time prescribed by state law. The Recorder shall make a record of the exact time when each petition is filed and shall take and preserve the name and address of the person with whom it is filed.

Within five days after the filing, the Recorder shall notify the candidate and the person who filed the petition whether or not it is found to be signed by the required number of qualified electors. If it is found insufficient, the Recorder shall return it immediately to the person who filed it, with a statement certifying wherein the petition is insufficient.

Within the regular time allowed for the filing of nomination petitions, such petition may be amended and filed again as a new petition, or a different petition may be filed for the same candidate. Any eligible person placed in nomination as hereinbefore provided shall have his name printed on the ballot for the election, if, within five days after notification to him by the Recorder of the nomination, an acceptance nomination is filed with the Recorder on his behalf. The nomination petition for a successful candidate for election to the Council shall be preserved in the office of the Recorder until the expiration of the term of office for which the candidate is elected.