



City of Falls City
 299 Mill St • Falls City, Oregon • 97344
 Ph. (503) 787-3631 • www.fallscityoregon.gov

The next City Council election is scheduled to occur at the General Election to be held on

Tuesday November 8, 2022

THE FOLLOWING IS A LIST OF OPEN POSITIONS

Open Positions	Term	Term begins	Terms Ends
Mayor Position currently held by TJ Bailey	Two years	January 1, 2023	December 31, 2024
Council Position Position currently held by Lori Jean Sickles	Four years	January 1, 2023	December 31, 2026
Council Position Position currently held by Tony Meier	Four years	January 1, 2023	December 31, 2026
Council Position Position currently held by Appointee	Four Years	January 1, 2023	December 31, 2026

- All Positions are non-partisan, elected at-large, and non-paid (volunteer)
- All terms begin January 1, 2023 with swearing in at the first council meeting thereafter (January 9, 2023)

ELECTION CALENDAR for CITY CANDIDATES - 2022

November 8, 2021	Last day to establish residency within City limits.
June 01, 2022	First day to file SEL 101 (Candidate Filing) and SEL 121 (Petition/Signatures).
August 19, 2022	Last day to submit petitions to Polk County for Verification.
August 23, 2022	Last day to file nominations and petitions (verified by Polk County).
August 26, 2022	Last day for candidate to withdraw SEL 150.
September 7, 2022	Last day for City Elections officer to submit candidate names to County Elections Office.
November 8, 2022	General Election!

The Basics: The Falls City City Council consists of a mayor and six councilors nominated and elected from the city at large. The election is nonpartisan. All forms for city elections are filed with and maintained by the City and are a matter of public record.

The nomination of all candidates for all elective offices of the city shall be by petition only (Municipal Code 33.01 A).

City Council meets a minimum of 14 times a year at monthly City Council Meetings, Goal Setting Work Session(s) and Budget Committee Meeting(s). The City Council may schedule additional meetings: Special Meetings, Emergency Meetings, Work Sessions and Executive Sessions. There are attendance requirements. The Regular City Council Meeting is held on the second Thursday of each month in the evening.

City Council meeting packets are delivered several days before a meeting. City Councilors are expected to read the meeting packet prior to the meeting. To review City Council Meeting Packets go to www.fallscityoregon.gov select the tab labeled City Committees and select City Council.

New Councilors and Mayor will be required to take the oath of office at City Hall on January 9, 2023.

Minimum Qualifications (City Charter):

- The mayor and each councilor must be a qualified elector under state law, and reside with the city for a least one year immediately before election or appointment to office. (You must be registered to vote and have lived within city limits on or before November 8, 2021)
- No person may be a candidate for more than one city office at a single election.
- Neither the mayor nor a councilor may be employed by the city.
- The council is the final judge of the election and qualification of its members.
- The mayor and each councilor must swear or affirm to faithfully perform the duties of the office and support the constitution and laws of the United States and Oregon.

Additional Requirements:

- Annually councilors must file an online “Statement of Economic Interest” form with the State Government Standards and Practices Commission (ORS 244.050).
- Follow Council Rules adopted by Resolution 05-2014.
http://media.wix.com/ugd/e20ccb_d04a6be0b54348559587b4f37ed6fcef.pdf
- Information on the duties and responsibilities of elected city officials by City Charter and the Municipal Code available at City Hall or can be viewed at the city website

www.fallscityoregon.gov from the “Document Center” tab. The City Elections tab on the website offers additional materials.

- A Council seat may be declared vacant by the City Council if
 - (1) Failure to qualify for the office within 10 days of the time the term of office is to begin,
 - (2) Absence from the city for 30 days without council consent,
 - (3) Absence from all council meetings within a 90-day period,
 - (4) Absence from 5 council meetings in a calendar year,
 - (5) Ceasing to reside in the city,
 - (6) Ceasing to be a qualified elector under state law,
 - (7) Conviction of a public offense punishable by loss of liberty, or
 - (8) Resignation from the office.

INSTRUCTIONS FOR FILING FOR ELECTED CITY OFFICE

Note: These are condensed instructions developed to simplify the elections process for Falls City candidates and do not replace the instruction in the State of Oregon Elections Division Candidates Manual available at www.oregonvotes.gov

Filing by Nominating Petition ORS 249.008, 249.020, 249.031, 249.035, 249.061-249.076

Step 1: Complete SEL 101 and submit to City Hall for verification and approval

An election packet, including forms, is available at City Hall.

- [SEL101: Candidate Filing - Nonpartisan](#)

Location: 299 Mill Street, Falls City, Oregon 97344

Phone: 503.787.3631

Hours: Monday – Thursday 8:30 AM -- 4:00 PM

Step 2: Approval to Circulate

***Important:** All SEL 121 Candidates Signature Sheets MUST be approved by the City, in writing, before the circulation of petitions. Failure to comply with legal requirements and guidelines will result in the rejection of those signature sheets.*

The City Elections Officer will verify if you are a registered voter and the length of your residency in the City of Falls City. He will review the forms completed in Step 1 and issue a letter authorizing the collection of signatures. He will call you to arrange a time for you to pick up the paperwork.

Step 3: Collect signatures of registered Falls City voters

Once the petition has been approved to circulate, but before collecting any signatures, the candidate must review with circulators the legal requirement and guidelines for circulating a candidate nominating petition. See Circulator Training Manual beginning on Page 9.

<http://sos.oregon.gov/elections/Documents/circulator-training.pdf>

Important: All SEL 121 Candidates Signature Sheets MUST be approved by the City, in writing, before the circulation of petitions. **Failure to do so will result in the rejection of those signature sheets.**

- The Candidate Signature Sheets (SEL 121) shall be signed by not less than ten (10) legal voters in the City of Falls City (Municipal Code 33.01 A). A candidate is advised to obtain more than the required number of signatures to ensure the petition contains a sufficient number.
- The Circulator is required to certify, in writing, that she/he witnessed the signing of the signatures for each individual.
- Please refer to the State of Oregon Candidates manual for specific requirements for form SEL 121. A copy of the manual can be viewed at City Hall or on the website:
<http://sos.oregon.gov/elections/Documents/statecandidates.pdf>

Step 4: Verification of the Candidate Signature Sheets

It is the responsibility of each candidate to have SEL 121 signatures verified by the County Clerk prior to submission to the City (City Code 33.01 A).

- Ensure that each signature sheet is signed and dated by the person circulation and number each signature sheet sequentially in the space provided.
- Take the signed SEL 121 to the Polk County Clerk for verification of signatures. Please provide sufficient time for the County to verify signatures. Location: Polk County Courthouse, 850 Main Street, Dallas

Step 5: Getting on the Ballot

Submit the following completed forms to City Hall. Forms can be filed NO later than August 23, 2022 at 4:00 PM.

- Submit Form SEL 121: Submit Candidate Signature Sheets verified by Polk County Elections Office.
- Submit Form SEL 101: Submit Filing of Candidacy for Nonpartisan Nomination form; indicate if petition circulator(s) was paid.
- Submit Form SEL 338: Submit signed and completed Petition Submission form.
- The City Elections Officer will review the forms and will confirm, in writing, that your filing is complete and that your name will be on the ballot.
- If the City Elections Officer determines the petition does not contain the number of valid signatures and the filing deadline has not passed, the candidate may submit additional signatures; the City Election Officer must approve the forms before signatures are collected.

Step 6: Determine what your requirements are for campaign finance reporting in Oregon

If you are a candidate who will receive or spend more than \$750 during a calendar year for your campaign, please call the State of Oregon Elections Division at 503.986.1518.

Please review the 2016 Finance Reform Manual available at the on their website:

<http://sos.oregon.gov/elections/Documents/campaign-finance.pdf>

WITHDRAWAL OF CANDIDACY

If a candidate decides to withdraw, they must file a *Withdrawal of Candidacy or Nomination Form SEL150*. The candidate must submit the withdrawal form to the City Elections Official prior to 4:00 PM on August 23, 2022.

POLITICAL SIGN REGULATIONS

Citizens are welcome to post signs on private property with permission of the property owner during election season; however, please follow these guidelines:

Limit the size of your signs to 6 square feet. (FCZDO 2.204.05 B)

Keep signs out of the public right-of-way (including the planter strip between the sidewalk and street), out of vision clearance areas that may obstruct views of oncoming traffic, and do not post them on utility poles or trees. (FCZDO 2.204.05 K, L, N)

Political signs may be displayed 45 days prior to the date that ballots are distributed to the general population and must be removed 7 days after the election.

If you have any questions about posting political or other signs, please contact City Hall staff or view Guidelines for Political Signs on the website at www.fallscityoregon.gov "[City Elections](#)" [Tab](#). This guide contains detailed information including maintaining a clear vision area for public safety.

ELECTION Resources

Falls City City Charter Chapter VII:

http://media.wix.com/ugd/e20ccb_e031fa31a446423994c90286d98c85fc.pdf

Falls City Municipal Code Chapter 33.01 City Policies, Manner of nominating elective officers:

http://media.wix.com/ugd/e20ccb_0610bbdb2e1649348479ea75ee313cdf.pdf

State of Oregon Resource Manuals

2020 Candidates Manual: <http://oregonvotes.org/doc/publications/Candidates.pdf>

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

2020 Candidates Finance Manual: <http://sos.oregon.gov/elections/Documents/campaign-finance.pdf>

Additional State of Oregon resources: <http://sos.oregon.gov/elections/Pages/manuals-tutorials.aspx>

Elections Offices

<p><u>City of Falls City</u> 299 Mill Street Falls City, OR 97344 503.787.3631 www.fallscityoregon.gov <u>v</u></p>	<p><u>Polk County Elections</u> 850 Main Street Dallas, OR 97338-3179 503.623.9217 http://www.co.polk.or.us/clerk/elections/general-information-about-election-department</p>	<p><u>State of Oregon Elections Division</u> 225 Capital Street NE, Suite 501 Salem, OR 97310 503.986.1518 TTY 1.800.735.2900 www.oregonvotes.gov <u>v</u></p>
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Candidate Filing

Major Political Party or Nonpartisan

SEL 101

rev 04/22
ORS 249.031

Filing Dates		Candidate Filing		Candidate Withdrawal
Primary Election May 17, 2022	First Day to File	September 9, 2021	March 11, 2022	
	Last Day to File	March 8, 2022		
General Election November 8, 2022	First Day to File	June 1, 2022	September 2, 2022	
	Last Day to File	August 30, 2022		

Filing Information

This filing is an Original Amendment

Office Information

Filing for Office of:

District, Position or County:

Party Affiliation: Democratic Party Republican Party Nonpartisan

Incumbent Judge (for judicial candidates only): Yes No Nondisclosure on file

Filing Method

Fee

Office	Filing Fee	Office	Filing Fee
United States President	n/a	District Attorney	\$50
United States Vice President	n/a	County Judge	\$50
United States Senator	\$150	MSD Executive Officer, MAD Director	\$100
United States Representative	\$100	MSD Councilor	\$25
Statewide Offices	\$100	County Office	\$50
State senator or Representative	\$25	City Office	Set by charter or ordinance
Circuit Court Judge	\$50	Justice of the Peace	n/a

Prospective Petition, in lieu of filing fee Some circulators may be paid Yes No

Candidate Information

Name of Candidate

First | MI | Last | Suffix

How you would like your name to appear on the ballot

Candidate Residence / Route Address

Street Address | City | State | Zip | County

Candidate Mailing Address and Contact Information Only one phone number and an email is required.

Street Address or PO Box | City | State | Zip

Work Phone | Home Phone | Cell Phone | Fax

Email Address | Web Site, if applicable

Race and Ethnicity Optional

Continued on page 2 of this form

Occupation (present employment) If not employed, enter "Not Employed".

Occupational Background (previous employment) If no relevant experience, None or NA must be entered.

Educational Background (schools attended)

Complete name of School	Last Grade completed	Diploma/Degree/Certificate	Course of Study
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Educational Background (other) Attach a separate sheet if necessary.

Prior Governmental Experience (elected or appointed) If no relevant experience, None or NA must be entered.

Campaign Finance Information Not applicable to candidates for federal office.

A candidate must file a Statement of Organization not later than three business days of first receiving a contribution or making an expenditure and no later than the deadline for filing a nominating petition, declaration of candidacy, or certificate of nomination, whichever occurs first, unless they meet the criteria for an exemption. To meet the criteria, the candidate must serve as their own treasurer, not have an existing candidate committee, and not expect to spend or receive more than \$750 during the entire calendar year (including in-kind contributions and personal funds).

If you have an existing candidate committee you must amend the statement of organization not later than 10 days after a change in information. This includes changes to the election you are active in and the office you are running for.

See the Campaign Finance Manual for the procedural and legal requirements of establishing and maintaining a candidate committee.


Candidate Attestation

By signing this document, I hereby state that:

- I will accept the nomination for the office indicated above;
- I will qualify for said office if elected;
- All information provided by me on this form is true to the best of my knowledge; **and**
- No circulators will be compensated based on the number of signatures obtained by the circulator on a prospective petition

For Major Political Party Candidates

- if not nominated, I will not accept the nomination or endorsement of any political party other than the one named
- I have been a member of said political party, subject to the exceptions stated in ORS 249.046, for at least 180 days before the deadline for filing a nominating petition or declaration of candidacy (ORS 249.031). Does not apply to candidates filing for the office of US President.

 **Warning** Supplying false information on this form may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715). A person may only file for one lucrative office or not more than one precinct committee person at the same election. Unless the person has withdrawn from the first filing, **all** filings are invalid. (ORS 249.013 and ORS 249.170)

Candidate Signature

Date

Candidate Signature Sheet | Nonpartisan

Petition ID _____

SOME Circulators No Circulators for this petition are being paid.

This is a candidate nominating petition. Signers of this page must be active registered voters in the county listed.

1 Signatures must be verified by the appropriate county elections official before the petition can be filed with the filing officer.

County _____

Candidate Information	
Name	Office
Election	
District or Position Number (include city if applicable)	

To the Elections Official/Filing Officer, We the undersigned voters, request the candidate's name be placed on the ballot at the election listed above for nomination to the office indicated.

1 Signers must initial any changes the circulator makes to their printed name, residence address or date they signed the petition.

Signature	Date Signed mm/dd/yy	Print Name	Residence or Mailing Address street, city, zip code
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Circulator Certification This certification must be completed by the circulator and additional signatures should not be collected on this sheet once the certification has been signed and dated. I hereby certify that I witnessed the signing of the signature sheet by each individual whose signature appears on the signature sheet, and I believe each person is a voter qualified to sign the petition (ORS 249.061). I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

Circulator Signature	Date Signed mm/dd/yy	Sheet Number
		Completed by Candidate

Printed Name of Circulator _____ Circulator's Address street, city, zip code _____

Petition Submission

Candidate, Voters' Pamphlet

SEL 338

rev. 08/18
OAR 165-010-0005, 165-016-0000

→ This form must be completed and filed with any submission of signatures.

Filing Officer		
<input type="checkbox"/> State	<input type="checkbox"/> County For both county and district petitions.	<input type="checkbox"/> City

Election Type		Year			
<input type="checkbox"/> Primary	<input type="checkbox"/> General	<input type="checkbox"/> Special Election	<input type="checkbox"/> 2018	<input type="checkbox"/> 2019	<input type="checkbox"/> 2020

Petition Information	
Petition ID/Candidate's Name	Type <input type="checkbox"/> Candidate Nominating <input type="checkbox"/> Voters' Pamphlet, Candidate <input type="checkbox"/> Voters' Pamphlet, Measure

Type of Filing	Number of Signatures Submitted
<input type="checkbox"/> Candidate Nominating	
<input type="checkbox"/> Voters' Pamphlet, Candidate	
<input type="checkbox"/> Voters' Pamphlet, Measure	

Candidate's Nominating/Voters' Pamphlet Filing
→ By signing this document, I hereby state that all information on the form is true and correct to the best of my knowledge.

Name	Contact Phone	Email Address
Signature		Date Signed

Measure Argument Filing
→ By signing this document, I hereby state that all information on the form is true and correct to the best of my knowledge.

Name	Contact Phone	Email Address
Signature		Date Signed

For office use only	
Submittal number	Number of signatures accepted
Is the petition complete? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be additional submittals? <input type="checkbox"/> Yes <input type="checkbox"/> No