



City of Tigard Instructions to Candidates

Tigard Councilor Positions

Two city councilor terms expire on December 31, 2016. Election for these positions is the November 8, 2016, General Election. The terms are effective January 1, 2017 and run through December 31, 2020.

To file for candidacy for councilor, one must have been a Tigard resident for at least one year and be a registered voter. Filing and petition forms are available in the City Recorder's office at Tigard City Hall, 13125 SW Hall Boulevard, Tigard, Oregon or online. Please note that signatures must not be gathered until after the petition form [SEL 121](#) is approved for circulation by the City Recorder.

To qualify for nomination, a candidate must submit a petition signed by at least 20 City of Tigard registered voters and pay a \$50 filing fee.

Filing deadline for the Tigard City Councilor positions:

- ❖ September 1, 2016, 4 p.m.

You will find the following information in this document:

➤ Qualifications for Candidacy	➤ Sign Regulations
➤ How to File	➤ Voter's Pamphlet
➤ Withdrawal of Candidacy or Nomination	➤ Election Offices

If you have questions or would like more information, please call Elections Official Carol Krager 503 718-2419, carolk@tigard-or.gov

Qualifications for Candidacy

Requirements

- Registered to vote in Oregon
- Resided in the city continuously during the twelve months immediately preceding the election or appointment

How to File

The City Recorder or Deputy Recorder will provide you with copies of the [2016 Candidates Manual](#). Forms and publications are also available on the [Secretary of State's website](#)

Step 1: Register Your Campaign Committee with the Oregon Secretary of State

A prospective candidate establishes a candidate committee by opening a campaign account and filing:

- [SEL 220 Statement of Organization](#)
- [SEL 223 Campaign Account Information](#)

The candidate is not required to establish a campaign account, file a Statement of Organization, or file contribution and expenditure transactions if **all three** of the following conditions are met:

1. The candidate serves as the candidate's own treasurer.
2. The candidate does not have an existing candidate committee.
3. The candidate does not expect to receive or spend more than \$750 during a calendar year.

See the [2016 Campaign Finance Manual](#) for additional details on filing forms with the Secretary of State's office.

Step 2: File Your Prospective Petition

Complete the two forms listed below and file them with the City Recorder or Deputy Recorder:

- [SEL 101 Candidate Filing Form](#)
- [SEL 121 Candidate Signature Sheet - Nonpartisan](#)

The candidate should sign the first line on the first sheet of the prospective petition. All signature sheets must be approved, in writing by the City Elections Official, before circulating. Failure to do so will result in the rejection of those signature sheets.

Step 3: File Your Completed Petition

Circulate the approved petition ([SEL 121](#)) for signatures. Tigard candidates must collect 20 valid signatures and pay a \$50 filing fee to the City of Tigard to place a candidate on the ballot [Tigard Municipal Code 2.40.010](#) and City of Tigard Resolution No. 08-25. It is recommended that you collect 35 signatures before submitting signatures to the City Recorder or Deputy Recorder who will verify signatures with the Washington County Elections Division. The filing deadline (Tigard Municipal Code 2.40) is:

❖ September 1, 2016, 4 p.m.

***Petition signatures must be filed with the City Election Official by this date along with [SEL 338 Petition Submission](#)**

Step 4: Follow Campaign Finance Reporting Requirements

Please review the Campaign Finance Manual for instructions and a schedule of filing deadlines. These filings are completed online: <http://www.sos.state.or.us/elections/> Candidates use “ORESTAR” to file forms. All candidates are required to have a dedicated campaign bank account if they receive contributions or make expenditures over \$750 for the entire election cycle.

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, file a Statement of Organization and establish a dedicated bank account – either by using ORESTAR or by submitting the paper forms State of Organization for Candidate Committee (SEL 220) and Campaign Account Information Form (SEL 233) File a *Certificate of Limited Contributions and Expenditures* ([PC7](#)). If at any time during the election, the total expenditures or contributions exceed \$3,500, you must file detailed contribution and expenditure reports.

Withdrawal of Candidacy or Nomination

To withdraw from candidacy or nomination, a candidate must file a Withdrawal of Candidacy or Nomination ([SEL150](#)) with the City Recorder or Deputy Recorder. This form must be filed no later than 5 p.m. on September 2, 2016, to have the candidate’s name removed from the ballot for the 2016 General Election.

Sign Regulations

If you have, or plan to have, signs displayed for any upcoming election, please note that the City of Tigard has regulations regarding the types and placement of signs:

RIGHT-OF-WAY AND CITY PROPERTY: All signs must be placed on private property with the permission of the property owner. Signs are never allowed in the public right-of-way, even if the adjoining property owner has given you permission. The right-of-way varies from location to location, however streets, sidewalks, planter strips, medians, utility poles, and traffic control devices, are always in the right-of-way. Additionally, an area behind the street or sidewalk from 1 to 10 feet may be right-of-way property. City owned property includes but is not limited to parks, water quality facilities, and open spaces. Before placing signs, contact the City to determine the right-of-way in the area you are considering a sign.

RESIDENTIAL ZONES:

Lawn signs are temporary signs placed on private property (not right of way) supported by one stick, post, rod or A-frame in or on the ground. These signs are allowed without permits in all residential zones. The combined amount can total 24 square feet per residential parcel if the signs are placed at least 50 feet apart from each other. Additionally in residential zones, A-frame signs are considered lawn signs and do not need permits. A-board signs can be no larger than 6 square feet per face, and can only be erected from 8am to 6pm daily. (CDC 18.780.015.A.52.c and 18.780.060 A.1. a. and b.).

COMMERCIAL ZONES:

Lawn signs are not permissible. A-board signs are permissible when a permit is first obtained.

ALL ZONES:

Larger signs which need additional supports such as posts or multiple stakes are considered freestanding signs, and require a permit in any zone.

Regulations on balloons, banners, flags, and pennants, are also included in sign code.

CONTACTS:

If you have questions regarding types of signs, permits, and proper placement, please contact the *Community Development Department's planner on duty at 503-718-2421.*

PENALTIES:

Violations of the sign code are Class 1 Civil Infractions. First time offenses can be fined up to \$250 per sign, per day. Subsequent violations double and then quadruple in fines. Persons placing the signs do not need to be apprehended, as the person for whom the sign is being placed can be cited. Signs in the public right of way are illegal and may be confiscated. Illegal signs in Tigard can be cause for a court citation.

Voters' Pamphlet

Candidates can file a statement in the Voters' Pamphlet with Washington County Elections Division. Contact information: Phone: 503-846-5831 Fax: 503-846-5810

E-mail: barbara_harness@co.washington.or.us

Filing deadline is September 12, 2016, 4 p.m.

Cost for filing is \$100

Forms most likely needed are:

- [Candidate's Statement for County Voters' Pamphlet](#)
- [Statement of Endorsement](#)

Forms can be printed off the County's website:

<http://www.co.washington.or.us/AssessmentTaxation/Elections/> - click on "Forms."

Election Offices

City of Tigard

Carol Krager, City Recorder

13125 SW Hall Boulevard

Tigard, OR 97223

www.tigard-or.gov

503-718-2419

carolk@tigard-or.gov

Washington County Elections

3700 SW Murray Blvd., Suite 101

Beaverton, OR 97005

<http://www.co.washington.or.us/AssessmentTaxation/Elections/>

503-846-5800

elections@co.washington.or.us

State of Oregon Elections Division

141 State Capitol

Salem, OR 97310

<http://sos.oregon.gov/voting-elections/>

503-986-1518

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