

2022 Candidate Elections

Declaration Filing Option (\$5.00 fee)



August 5, 2022 to August 22, 2022



2022 Candidate Instructions

August 5, 2022

Dear Potential Candidate,

Thank you for your interest in the political process of the City of Albany. Please review this packet carefully.

FILING PROCESS:

You may file by declaration of candidacy, with a filing fee of \$5; or by acceptance of nomination, with a petition containing the signatures of 100 persons having the same qualifications as the office you seek.

FILING PERIOD:

The filing period is from 8:00 a.m. Friday, August 5, 2022., to 5:00 p.m. Monday, August 22, 2022. Accurate, complete documents are due no later than the end of the filing period. Allow enough time to make corrections if needed before the filing deadline.

APPLICATION PACKETS:

Candidate filing packets will be available at 8:00 a.m. August 5, 2022, and will continue to be available through the filing period.

OPEN SEATS FOR JANUARY 2022:

Position	Term	Seat years
Mayor	Two years	2023 through 2024
Ward I-a	Four years	2023 through 2026
Ward II-a	Four years	2023 through 2026
Ward III-a	Four years	2023 through 2026

QUALIFICATIONS:

To run for mayor:

- You must be a registered voter
- You must have resided in the city during the 12 months before the election date

To run for councilor:

- You must be a registered voter
- You must have resided in the city during the 12 months before the election date
- You must have resided in the ward you are running in for at least 90 days

See Albany City Charter, Section 13

PLEASE NOTE:

- We cannot accept early or late filings.
- We cannot advise you how to fill out your forms. We can only tell you if your form is complete.
- We can't accept digital signatures. Please print your forms and sign the paper. To file electronically, attach copies of the scanned completed forms to an email addressed to the city clerk. (cityclerk@cityofalbany.net)
- Please submit your forms early enough to allow time for corrections and resubmission if needed.
- The forms used to file for candidacy are public records and subject to disclosure in a public records request.

TO COMPLETE YOUR APPLICATION:

Filing by declaration:

1. Complete the Secretary of State's SEL 101 and the City of Albany "Declaration of Candidacy" form included in your packet. You can use the Secretary of State's Election Manual at (<https://sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf>) for reference when filling out the SEL 101.
2. Make an appointment with the City Clerk (cityclerk@cityofalbany.net) to submit your forms.
3. Pay \$5.00 candidate filing fee when you submit your completed forms.

Filing by petition:

1. Complete the Secretary of State's SEL 101 and the City of Albany "Acceptance of Nomination" form included in your packet. You can use the Secretary of State's Election Manual at (<https://sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf>) for reference when filling out the SEL 101.
2. Make an appointment with the City Clerk (cityclerk@cityofalbany.net) to submit your forms.
3. **You must have written approval of the City Clerk to begin gathering signatures.**
4. Gather 100 signatures meeting the requirements of AMC 2.08.010; that is, having the same qualifications as the office sought. The secretary of state's office recommends collecting more than 100 signatures, as some may be disqualified.
5. Submit signatures and a completed SEL 338 to the City Clerk. **Allow enough time (up to 10 business days) for the clerk and the county elections official to verify signatures before the end of the filing period.**

TO WITHDRAW YOUR CANDIDACY:

To withdraw from candidacy, turn in a completed SEL 150 form by the withdrawal deadline, September 2, 2022. This will remove your name from the ballot.

LUCRATIVE OFFICE:

Councilors receive \$130 per month, plus a \$50 internet stipend. The mayor receives \$185 per month, plus a \$50 internet stipend. These stipends mean the position of mayor or councilor is considered a lucrative office. Per ORS 249.013 (1), a person may not be a candidate for more than one lucrative office to be filled at the same election.

RESPONSIBILITIES OF COUNCILOR CANDIDATES AND COUNCILORS:

Campaign finance reporting:

To register your campaign committee, contact the State of Oregon Elections Division for rules and forms. <https://sos.oregon.gov/elections/Documents/candidatequickguide.pdf>

Statement of economic interest:

All elected council members must file a Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission (OGE). For more information, visit: <https://www.oregon.gov/ogec/Pages/default.aspx>

Signs:

Please refer to the City's website for current information: <https://www.cityofalbany.net/elections>

Restrictions on political campaigning:

Refer to the Secretary of State's website: <https://sos.oregon.gov/elections/Documents/restrictions.pdf>

VOTER'S PAMPHLETS:

Forms to appear in voter's pamphlets are available from the agency producing the voter's pamphlet.

1. Benton County: Contact Benton County Elections at <https://www.co.benton.or.us/elections>.
2. Linn County: Contact Linn County Elections at <http://www.co.linn.or.us/elections/>.
3. State of Oregon: If you are eligible, coordinate directly with the state to appear in the voter's pamphlet: <https://sos.oregon.gov/elections/Pages/filevoterspamphlet.aspx>

See other side



DECLARATION OF CANDIDACY

A person having the qualification as provided in Section 13 of the City Charter (below) may declare themselves a candidate for elective office by filing with the City Elections Officer a "Declaration of Candidacy" together with a filing fee of five dollars (\$5.00) per City of Albany Resolution No. 3206.

Section 13: Qualifications of Officers. No person shall be eligible for an elective office of the City unless at the time of election the person is a qualified elector within the meaning of the State Constitution and has resided within the City limits during the twelve (12) months immediately preceding the election, and in the Ward the person represents for a period of ninety (90) days. The Council shall be final judge of the qualifications and election of its own members, subject, however, to review by a court of competent jurisdiction."

Declaration of Candidacy

I, _____, hereby declare myself as a candidate for the office of _____, Ward _____ (if for Councilor) to serve for the ensuing term and say that I possess the necessary qualifications as described in Section 13, of the Charter of the City of Albany, Oregon.

Dated this _____ day of _____ 2022.

Signature of Candidate

City Clerk

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