



INDEPENDENCE

Oregon's Story Begins Here

CITY OF INDEPENDENCE

OFFICE OF THE CITY RECORDER

GENERAL INFORMATION FOR CANDIDATES

ELECTION LAWS

Elections for office in the City of Independence follow the general laws of the State of Oregon as they apply to municipalities, unless specifically addressed by the Independence City Charter or City Code. The positions of Mayor and City Councilor are nonpartisan positions. City code requires that candidates shall be nominated by petition. When filing for an office, you must specify the position for which you intend to run.

The person with the highest number of votes wins the seat; a majority is not required. In the event of a tie vote for candidates for an elective office, the successful candidate shall be determined by a public drawing of lots. The term of office begins at the first Council meeting of the year immediately after the election and continues until the successor to the office assumes their position.

QUALIFICATIONS FOR OFFICE

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

- A qualified elector, under the laws and constitution of the state of Oregon, and a registered voter of the City of Independence; and
- A resident of the City of Independence who has resided continuously in the City during the 12 months immediately preceding the election you are filing for.

ELECTION DATES

- First day to file (NST 8:00 am) June 5, 2024
Forms SEL 101, Candidate Filing and SEL 121, Candidate Signature Sheet
- Last day to submit petitions for signature verification (NLT 5:00 pm) August 19, 2024
- Last day to file verified petitions/filing form (NLT 5:00 pm) August 27, 2024
Verified Form(s) SEL 121 and SEL 338
- Last day to withdraw from candidacy (NLT 5:00 pm) August 30, 2024
Form SEL 150, Candidate Filing – Withdrawal
- General Election November 5, 2024
(NST = Not Sooner Than / NLT = Not Later Than)

CITY OF INDEPENDENCE OPEN POSITIONS

Mayor	Currently held by John McArdle	Two-year term
Councilor Pos. #3	Currently held by Dawn Roden	Four-year term
Councilor Pos. #5	Currently held by Sarah Jobe	Four-year term
Councilor Pos. #6	Currently held by Kathy Martin-Willis	Four-year term

- All positions are non-partisan.
- Council positions are elected at large, meaning candidates may reside in any area of the city.
- All positions are volunteer/non-paid.
- All terms will begin on January 1, 2025. The Oath of Office will be administered at the first meeting of the Council, January 14, 2025.

STATEMENT OF ECONOMIC INTEREST (SEI) AND STATE REPORTING REQUIREMENTS

All persons holding elective office in the City of Independence are required to file a "Statement of Economic Interest" with the Oregon Government Ethics Commission. This annual report must be filed by April 15th of every year that you are in office. You will be required to set up an account and file the information online, at: <http://www.oregon.gov/ogec/Pages/index.aspx>.

The information requested will be your sources of income, property owned, business interests and gifts received related to the office. Civil penalties may be imposed for failure to file or for insufficient information. Please contact the Ethics Division for any questions at 503-378-5105. An instructional handbook can also be obtained on their website, or by contacting Karin Johnson at 503-837-1172 / kjohnson@ci.independence.or.us.



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OFFICE OF THE CITY RECORDER

NOVEMBER 5, 2024 GENERAL ELECTION Independence City Council Candidate Application Packet

At the 2024 General Election, the positions of Mayor and three Councilor positions will appear on the ballot. The following information is being provided to assist you in understanding the requirements and guidelines for the election process.

The Independence City Recorder, Karin Johnson, is the Elections Officer for City of Independence elections. You may contact her at 503.837.1172, or via email at kjohnson@ci.independence.or.us.

BACKGROUND INFORMATION

The Independence City Charter was first adopted upon the city's incorporation in 1874. An amended charter was passed by voters in November, 1986, and it outlines the form of government; the powers and duties of the Council and officers; and various provisions for the operation of the City of Independence and its elections. The Charter states the government of the City shall be vested in a Mayor and six Councilors elected from the City at large by numbered positions. Unlike many other cities, Independence is not divided into council wards or districts within the City. City Ordinance requires that the filing of positions shall be done by petition.

The term of office for the Mayor is two years. The Mayor presides over the meetings, acts as the chairperson to preserve order, enforces the rules of the Council and determines the order of business under the rules of the Council. The Mayor also has the power to appoint Council committees as provided by the rules of the Council.

The Council positions are numbered one through six; each position serves for a four-year term. A Council President is chosen from among the members at the first meeting of each year and presides over the meetings in the absence of the Mayor.

FILING INFORMATION AND GUIDELINES

The information in this packet will assist you in fulfilling the requirements to appear on the November ballot. The State of Oregon publishes a Candidates Manual which serves as a guide and also provides the necessary forms referenced below. **The City Recorder is the Elections Officer for the City.**

FILING FOR OFFICE:

STEP 1: FILE THE REQUIRED FORMS

To file as a candidate for a position on the City Council, you must complete the following election forms and file them with the Recorder **prior to beginning your campaign & collecting signatures:**

- **Candidate Filing – Major Political Party or Non Partisan (SEL 101)**, marked “Prospective Petition, in lieu of filing fee” under “Filing Method”. Complete the Candidate Information portions and sign and date the form.
- **Candidate Signature Sheet - Nonpartisan (SEL 121)**
This signature sheet must be approved **prior** to the collection of signatures. The general information at the top of the form should be completed before submitting the blank petition back to the City Recorder. The petition will be reviewed and will be returned to you, along with written approval authorizing you to begin gathering signatures. *Signatures collected prior to receiving written approval will be rejected.*

You should make copies of your approved Form SEL 121, keeping the original in case you need additional copies. Each sheet is to be numbered prior to circulation. You should sign on the first line of one of the petitions; this will help us verify your qualification for office.

Guidelines for completion of Forms SEL 101 and SEL 121 can be found in the Candidates Manual, beginning on page 21.

STEP 2: CIRCULATE THE PETITIONS / COLLECT SIGNATURES

- **Petition for Nonpartisan Nomination Signature Sheet (SEL 121)**
Once the signature sheet has been approved you may circulate petitions, keeping in mind the following guidelines:
 - All signers must be active registered voters within the city limits;
 - All signatures must be original signatures;
 - All signatures must be personally **witnessed** by the petition circulator and the circulator’s certification must be completed and dated *after* all signatures have been collected on each signature sheet;
 - No additional signatures may be added to a sheet once the circulator has signed and dated the sheet.

Oregon Law requires original signatures on petitions for office, and that the circulator of the petition personally witnessed the signature(s). **Digital signatures or scanned copies will not be accepted.**

STEP 3: FILING COMPLETED PETITIONS / COMPLETING THE PROCESS

You must gather a minimum of **36** valid signatures. It is recommended that you obtain an additional number to ensure the minimum number is met. Once they have been gathered you will submit:

- **Completed signature sheets (SEL 121)**
- **Petition Submission (SEL 338)**

These must be submitted to the City Recorder's office to provide enough time for them to be taken to the Polk County Clerk for verification of signatures: **The deadline to file the signature sheets with the City Recorder for verification is no later than 5:00 pm, August 19, 2024.** Any time you submit signature sheets to the city, they must be accompanied by a completed Form SEL 338, Petition Submission.

Once the process is complete, you will be contacted with the results of the signature verification. If it is determined that there are not enough valid signatures, and the filing deadline of August 27th has not passed, you may submit additional signatures.

The entire filing process, including County Clerk signature verification, must be completed by August 27, 2024 at 5:00 p.m.

Once this is completed, your name will then be sent to the Polk County Clerk's Office to be placed on the November 2024 ballot.

CHANGE IN INFORMATION PRIOR TO ELECTION:

If during your campaign there is a change in the information provided on any of the forms you were required to file, new or additional forms may be required. If this occurs, please contact Ms. Johnson for further information.

CAMPAIGN FINANCE REPORTING REQUIREMENTS
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Filing of financial documents is done with the Oregon Secretary of State, Elections Division. Filing is done electronically, and all the information you will need regarding this process can be found at the state's website: <http://www.sos.state.or.us/elections/>.

All candidates must establish a campaign account and file a Statement of Organization with the State of Oregon designating a candidate committee, **UNLESS you meet all three** of the following conditions:

- The candidate serves as the candidate's 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. (This includes the use of personal funds for any campaign-related costs.)

Please review the Candidate Manual, page 8, for reporting instructions. If you have questions regarding Campaign Finance, please contact the Elections Division at 503.986.1518.

WITHDRAWAL AS A CANDIDATE

If you wish to withdraw your name as a candidate prior to the election, you must complete and file a Withdrawal of Candidacy or Nomination Form (SEL 150). This form must be filed no later than 5:00 p.m. on August 30, 2024 with the City Elections Official to remove your name from the ballot.

ELECTION SIGN REGULATIONS

Before purchasing or displaying any elections signs, please review the City of Independence Sign Code (available on the city website: www.ci.independence.or.us).

ELECTION OFFICES

City of Independence
Karin Johnson, MMC
City Recorder/Elections Officer
555 South Main Street
Independence, OR 97351
Ph: 503.837.1172
TTY: 800.735.2900
kjohnson@ci.independence.or.us

Secretary of State Election Division
503.986.1518
www.sos.state.or.us/elections
www.oregonvotes.org

Polk County Clerk
Kim Williams
Ph: 503.623.9217
TTY/TDD: 503.623.7557
williams.kim@co.polk.or.us

*Please do not hesitate to contact the City Elections Officer
for additional information or questions.*

**THANK YOU FOR YOUR INTEREST
IN YOUR LOCAL GOVERNMENT!**

Candidate Filing

Major Political Party or Nonpartisan

SEL 101rev 01/24
ORS 249.031

Filing Dates		Candidate Filing	Candidate Withdrawal
Primary Election May 21, 2024	First Day to File	September 14, 2023	March 15, 2024
	Last Day to File	March 12, 2024	
General Election November 5, 2024	First Day to File	June 5, 2024	August 30, 2024
	Last Day to File	August 27, 2024	

Filing Information	
This filing is an	<input type="checkbox"/> Original <input type="checkbox"/> Amendment

Office Information			
Filing for Office of:			
District, Position or County:			
Party Affiliation:	<input type="checkbox"/> Democratic Party	<input type="checkbox"/> Republican Party	<input type="checkbox"/> Nonpartisan
Incumbent Judge (for judicial candidates only):	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Nondisclosure on file

Filing Method			
<input type="checkbox"/> 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
<input type="checkbox"/> Prospective Petition, in lieu of filing fee		Some circulators may be paid	<input type="checkbox"/> Yes <input type="checkbox"/> No

Candidate Information				
Name of Candidate				
First	MI	Last		
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		
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.

Residence Address Exemption

To exempt your residence address from public disclosure, complete form [SEL 180 – Residence Address Exemption Request](#). The request for a Residence Address Exemption MUST include a publicly disclosable mailing address. See the Candidates Manual for further information.

☐ I don't want my residence address to be disclosed. I will be filing a separate [SEL 180 – Residence Address Exemption Request](#).

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

☐ 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.


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

Petition ID

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.

 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
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Petition Submission
Candidate, Voters' Pamphlet

SEL 338

rev. 01/22
OAR 165-010-0005, 165-016-0000

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

Election Type			Year		
<input type="checkbox"/> Primary	<input type="checkbox"/> General	<input type="checkbox"/> Special Election	<input type="checkbox"/> 2022	<input type="checkbox"/> 2023	<input type="checkbox"/> 2024

Petition Information	
Petition ID/Candidate's Name	

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