

# City of Portland Candidate Guide



## November 2024 Municipal General Election

Candidate Filing Window: June 5, 2024 — August 27, 2024



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# Introduction

This guide is intended to be used as a comprehensive tool for prospective candidates in the City of Portland in preparation for the November 2024 election. Updates to this guide will be released as new information, such as filing forms, become available. Comments and suggestions about this guide are welcomed and can be made by contacting the City Elections Office.

Candidates are responsible for understanding and complying with the City’s Charter, Code, and Administrative Rules as well as all relevant laws and requirements that apply to participating candidates in the City’s public financing of campaigns through the Small Donor Elections program. Although every effort has been made to present clear and accurate information, the applicable state or local law, and not this guide, are official references. If any information in this guide conflicts with any legal authority, the relevant legal authority should be followed.

## Contact the City Elections Office

The City Elections Office oversees City of Portland’s elections processes and campaign finance regulation enforcement. The Office works with the State of Oregon and Multnomah, Clackamas, and Washington Counties to oversee City elections, certify candidates and measures to the ballot, and certify official elections results.

The City Elections Office is part of the City Auditor’s Office and supports the City Auditor’s mission to ensure open and accountable government and the values of accountability, transparency, customer service, inclusion, and equity. In addition to the Elections Office, the Portland City Auditor serves the public through its Audit Services, Ombudsman, Council Clerk, Operations Management, and Archives and Records Management.

The City Elections Office will communicate with candidates or interested parties primarily by email, unless specified otherwise.

Web <https://www.portland.gov/elections>  
Email [elections@portlandoregon.gov](mailto:elections@portlandoregon.gov)  
Phone (503) 823-4022  
Office City Hall  
1221 SW 4th Avenue, Room 130  
Portland, OR 97204

# Offices and qualifications

## City offices on the ballot in November 2024

The City offices listed below will be on the ballot at the November 5, 2024, General Election. All terms of office begin on January 1 and end on December 31 following the relevant General Election.

- City Mayor [4-year term]
- City Councilor, District 1 (Three Seats) [4-year term]
- City Councilor, District 2 (Three Seats) [4-year term]
- City Councilor, District 3 (Three Seats) [2-year term]
- City Councilor, District 4 (Three Seats) [2-year term]
- City Auditor [2-year term]

At the November 2024 Election, the Mayor and each Councilor from District 1 and 2 will be elected to a 4-year term. The Auditor and each Councilor from District 3 and 4 will be elected to a 2-year term. At subsequent elections, those elected will hold office for four years.

## City office qualifications

To be eligible to run as a candidate, you must meet and maintain the following minimum qualifications as of November 5, 2023, unless otherwise specified. Please see [Residency Requirements](#) on Page 6 for additional information on proof of residency and district boundaries. A checklist for filing for office can be found in [Appendix C](#).

### City Mayor

- Citizen of the United States and of the State of Oregon (Oregon resident)
- Resident of the City of Portland
- Registered voter in the City of Portland

## City Auditor

- Citizen of the United States and of the State of Oregon (Oregon resident)
- Resident of the City of Portland
- Registered voter in the City of Portland
- Certified as a Certified Public Accountant, Certified Internal Auditor, or Certified Management Accountant at the time of filing to be on the ballot (and if elected, must maintain certification throughout their term)

## City Councilor of District 1, 2, 3, or 4

- Citizen of the United States and of the State of Oregon (Oregon resident)
- Resident of the relevant Council district
- Registered voter in the relevant Council district

## Residency requirements

In addition to being a citizen of the United States and of Oregon (that is, a resident of Oregon), to be a candidate you must establish that you reside in the electoral district of the office you are running for at least **1 year prior** to November 5, 2024. For more details, read the [Residency Verification Process](#) for the City of Portland section.

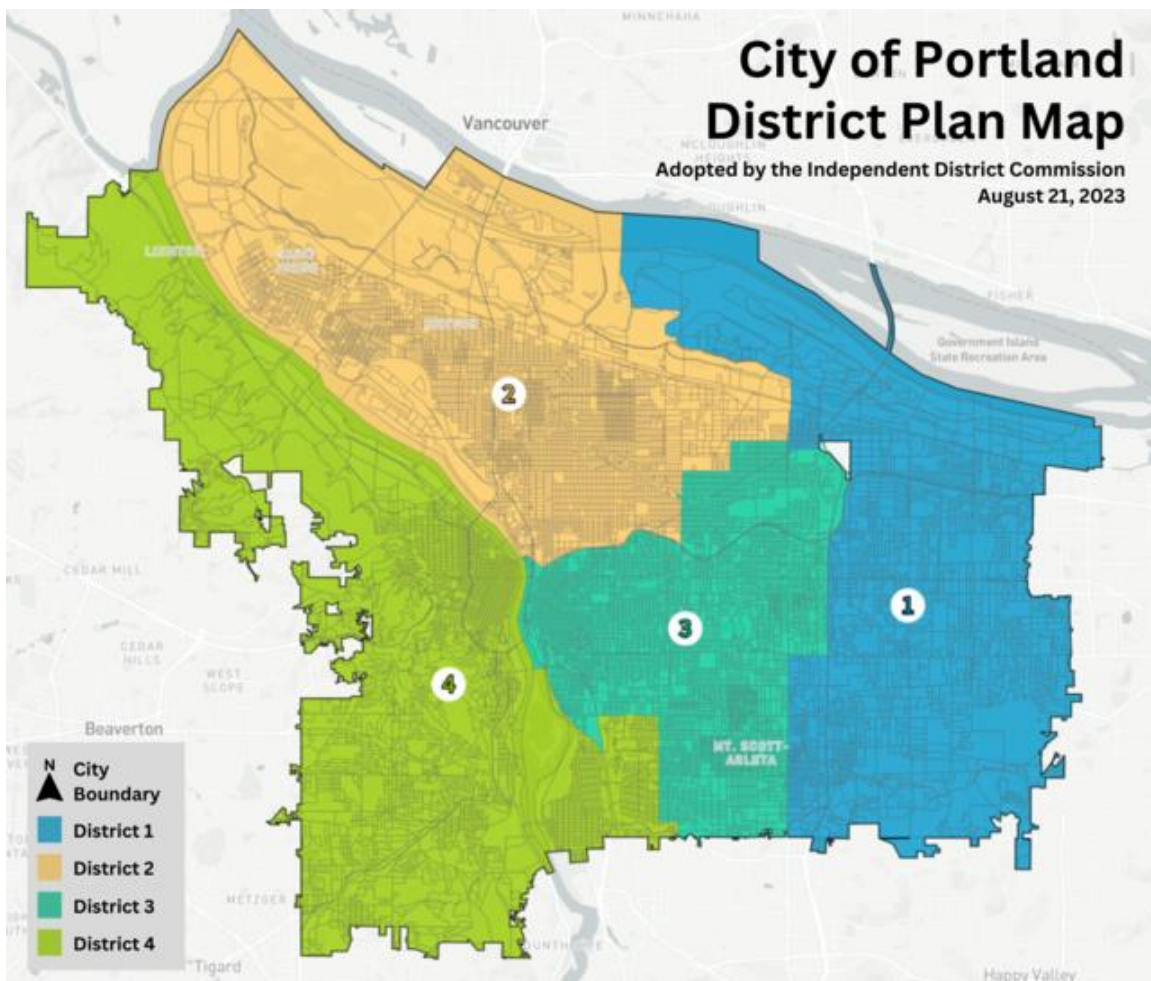
- For Auditor and Mayor, the relevant electoral district is the City of Portland.
- For Council seats, you must reside within the seat's district boundary.

## City of Portland district boundaries

The City's Independent District Commission adopted the City's district plan on August 21, 2023, through a process of community engagement and outreach. The Commission created two map files:

- [District Boundaries Map](#) (visual map outlining districts with zoom-in capability)
- [Portland Interactive Map](#) (includes address look-up tool and zoom-in capability)

For more information about the mapping process, visit the [Independent District Commission](#) website.



## Residency verification process for the City of Portland

The City Elections Office coordinates with the relevant County to verify residency and voter registration requirements for candidate applicants. Residency is typically established by comparing the address information you provide on your candidate filing documentation with your voter registration on file with the County in which you reside. To avoid delays, we recommend ensuring your voter registration is current prior to the deadline to establish residency. The Elections Office may follow up if more documentation is required to establish residency.

Documents requested for verification may include those listed under ORS 247.035 (Rules to Consider in Determining Residence of Person for Voting Purposes):

- Utility bills or mail addressed to the candidate
- Driver's license or other government identification
- Motor vehicle registration
- Federal or state income tax documents

If additional proof of residency is requested, it is your responsibility as a candidate to provide additional documentation with sufficient processing time for the City Elections Office to file the list of official candidates with the Counties.



# 2024 Election calendar

November 5, 2023	Last day to meet residency requirement
January 8, 2024	First in-person Learning Session for Candidates
January 10, 2024	First virtual Learning Session for Candidates
June 5, 2024	First day to file as a City candidate
August 1, 2024	<u>Small Donor Elections</u> : Mandatory training deadline
August 20, 2024	<u>Small Donor Elections</u> : Last day to file Notice of Intent
August 27, 2024	Last day to file as a City candidate
August 27, 2024	Last day to be certified to take part in Small Donor Elections
August 30, 2024	Last day to withdraw as a candidate to avoid appearing on ballot
September 5, 2024	Deadline for City to submit candidates to County for inclusion
September 9, 2024	Deadline for candidates to send voters' pamphlet information to Counties
September 24, 2024	7-day ORESTAR campaign finance reporting begins
October 15, 2024	Last day to register to vote for the General Election
October 16, 2024	Ballots are mailed to voters
October 29, 2024	Last day to file Write-in Certification
November 5, 2024	Municipal General Election
December 2, 2024	Deadline for County to deliver Abstract of Votes to the City
December 18, 2024	Last possible date for City to certify election results
January 1, 2025	First day of office
January 2, 2025	<u>Small Donor Elections</u> : Last day to return unspent funds.  This date may change depending on City certification date.

# Changes to the 2024 Election

The City Elections Office is available by phone or email to answer general questions and questions about the candidate filing process. For the first time, the Office is planning to offer learning sessions in each Council district and virtually. More information and registration for the learning sessions can be found here: [Portland.gov/Vote2024](https://portland.gov/Vote2024). These learning sessions will focus on the candidate filing process and recent changes to City elections, including ranked-choice voting. In addition, City Elections staff may be available by request to offer one-on-one trainings on specific portions of the candidate filing process. Please contact our office for more information.

Candidates can also play a vital role in sharing accurate information with voters to ensure voters participate successfully in the electoral process. Convincing someone to vote for you will be of little help if they do not understand how to vote!

## Council districts

The Independent District Commission established four geographic districts for City Council elections. Voters in each district will elect three Councilors, for a total of 12 City Councilors.

See a map of the newly established districts and review details about their creation in the [Residency Requirements section](#).

## New mayor-council form of government

A mayor-council form of government will take shape in Portland, after voters approved changes to the City Charter in 2022. The mayor-council form of government replaces the commission form of government and will include a legislative 12-member City Council elected by districts that focuses on setting policy, and a mayor elected citywide to run the city's day-to-day operations, with the help of a professional city administrator. The Council will not oversee day-to-day operations of Portland bureaus. Instead, the executive mayor will lead the administrative operations of the City.

The 12-member legislative Council will:

- Set policy;
- Have the legislative power to make appropriations, raise revenues, and adopt the City budget;
- Convene public meetings, gather input, debate, and evaluate policy choices, and adopt laws or policies to reflect those choices; and
- Exercise quasi-judicial power to apply laws and policies.

The executive Mayor will:

- Manage city services with the help of the City Administrator;
- Adopt administrative rules and executes laws;
- Administer bureaus, employees, facilities, and resources and ensures the City is using appropriated funds effectively; and
- Introduce matters before City Council with the same authority as a councilor and vote in the case of a tie.

The Portland City Auditor is independent of the Mayor and Council and accountable only to the public. The Auditor, assisted by a Deputy Auditor, oversees:

- The Council Clerk;
- The City Elections Office;
- Audit Services;
- The City Ombudsmen; and
- The City Archivist.

The City Auditor's Office promotes open and accountable government by providing independent and impartial reviews, access to public information, and services for City government and the public.

The City will engage all elected officials in an onboarding process after the election and continuing into early 2025. The onboarding process will provide incoming officials with the initial education and resources they need to fulfill their roles successfully as defined by the revised Portland City Charter and desired outcomes of Portlanders. In the meantime, Charter-defined authority for all elected officials and Council organization and procedure information can be found at the following resources:

- [City Charter](#)
- [City Code Chapter 3.02 \(Council Organization and Procedure\)](#)

## Ranked-choice voting

In the November 2024 General Election, the Mayor and Auditor will be elected in citywide contests using single-winner ranked-choice voting, while 12 Councilors (three per district) will be elected using multi-winner ranked-choice voting.

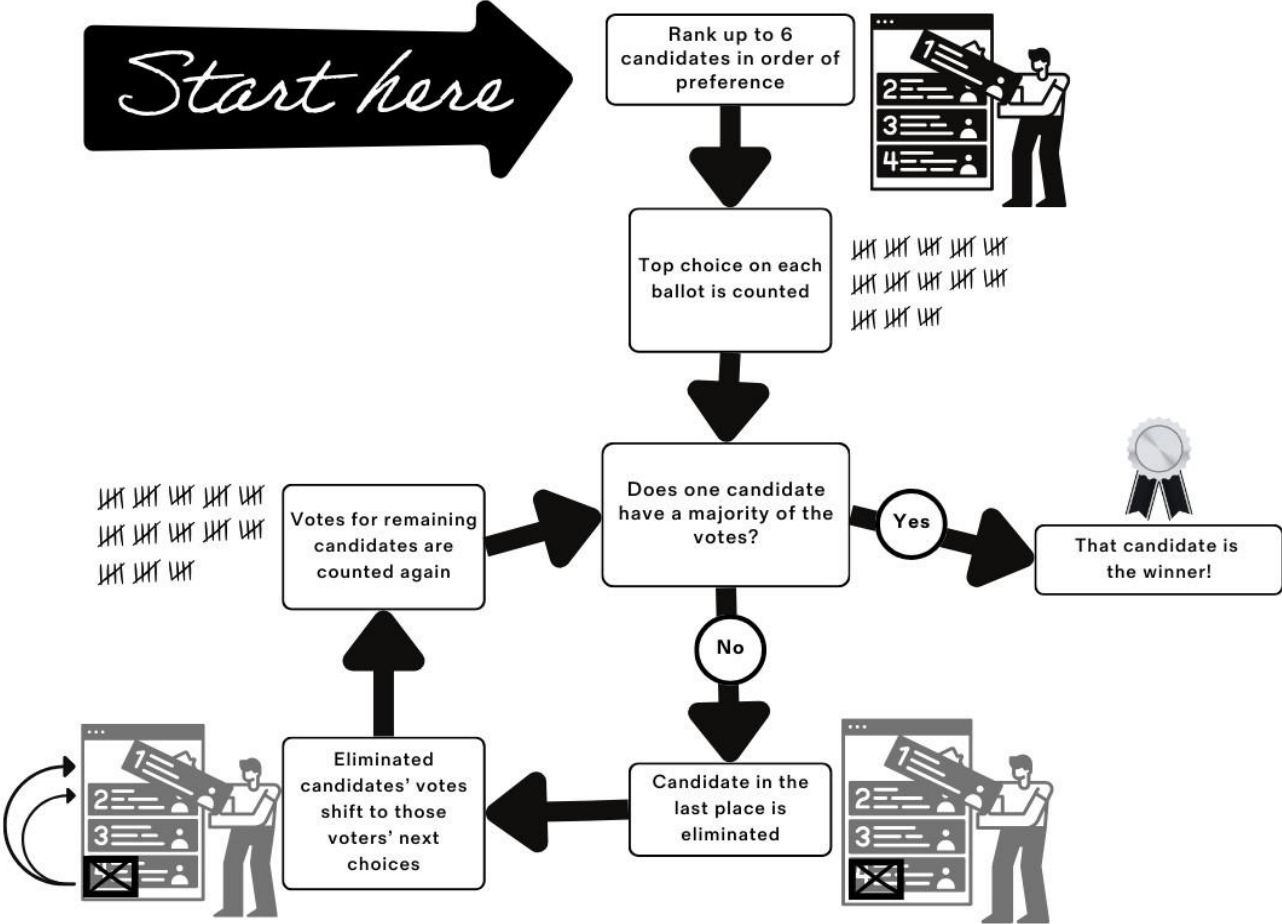
In either case, the voter has the same experience with the ballot. The voter will have a choice for three offices: Mayor, Auditor, and City Council. The voter can only vote for Councilors within the district they are registered in. The ballot will show each eligible office listed on the ballot with corresponding candidates and space for write-in options. A voter will then make up to six selections for each of the three offices, ranking their choices in order of preference.

The difference between single-winner and multi-winner contests only becomes apparent once ballot tabulation begins. Some differentiating characteristics between the two voting types are included here.

### Single-winner ranked-choice voting (applies to Mayor and Auditor contests)

- Once a candidate receives more than half of the votes in a given round, that candidate is declared the winner.
- If no winner is determined in a round, the candidate with the fewest votes is eliminated. Votes for that candidate are shifted to those voters' next choice.
- A new round begins, and this continues until a winner is declared.

# How does ranked-choice voting work?



The above graphic describes the general steps of single-winner ranked-choice voting.

## Multi-winner ranked-choice voting (applies to City Councilor contests)

- Any candidate receiving more than 25% of the votes in a round is declared a winner.
- If any candidate has received more votes than required to win, their extra votes are shifted to those voters' next choice. (see *Surplus votes* below for an analogy)
- If no winner is determined in a round, the candidate with the fewest votes is eliminated. Votes for that candidate are shifted to those voters' next choice.
- A new round begins, and this continues until three winners are declared.

**Surplus votes:** The way that extra votes for a candidate are handled in multi-winner ranked-choice voting can be illustrated using \$1. Imagine your vote is \$1, but it only takes \$.90 to elect your first-choice candidate. \$.10 of your vote will now shift to your second-choice candidate, while the first \$.90 stays where it was with your first-choice candidate.

**Election Results:** Multnomah County will serve as the central tabulator and will report results for City candidate contests. The County will begin to release unofficial results after 8pm on election night and provide regular updates in the days following, as additional ballots are tallied.

With ranked-choice voting, the eventual winners after final round-by-round tabulation may not be the candidates who receive the most first choice rankings. As with all elections, results are unofficial until certified. Certification by the County will happen by December 2, 2024, and the City will report official results to the Council by December 18, 2024. Candidates can find all unofficial results before certification on Multnomah County's website.

## Voter intent

It is important to understand how City Code interprets voter intent with skipped votes, overvotes, and repeat rankings on a ballot.

### Skipped rankings

	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Rank 6
<b>Candidate A</b>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate B</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<b>Candidate C</b>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate D</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate E</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate F</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate G</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate H</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

When filling out a ballot, if a voter skips any ranking, the next highest ranking will be elevated to take its place in the counting process. In the example illustrated above, if a voter ranks Candidate A as first choice, Candidate C as third choice, Candidate B as sixth choice, and then skips all other rankings, Candidate C will be elevated and counted as a voter’s second choice, while Candidate B will be counted as the third choice.

### Overvotes

	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Rank 6
<b>Candidate A</b>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate B</b>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate C</b>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate D</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate E</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>Candidate F</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<b>Candidate G</b>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate H</b>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If a voter chooses multiple candidates in the same ranking—for example, ranks two candidates as a first choice—this is called an overvote. The overvote is ignored and the next highest ranking is elevated to take the place of the overvote. In the illustrated example, if a voter ranks Candidates A, B, G and H all as a first choice, the votes for candidates A, B, G and H become invalid and Candidate C is elevated to first choice.

## Repeat rankings

	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Rank 6
<b>Candidate A</b>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate B</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate C</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate D</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate E</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate F</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Candidate G</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>Candidate H</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

If a voter ranks a single candidate multiple times, the highest ranking is accepted and each lower ranking for the same candidate is ignored as if the voter had skipped that ranking. In the above example, if Candidate A is ranked first, second, and third choice, and then Candidate F is ranked as fourth choice, Candidate F is elevated to the position of second choice.

### Learning more about ranked-choice voting

We recommend attending a learning session or reaching out directly to Elections staff if you want further explanation of how ranked-choice voting will work in Portland in 2024. You can also go to [Portland.gov/Vote2024](https://Portland.gov/Vote2024) to learn more about changes to the 2024 election.



# Campaign finance and disclosure requirements

Before you are on the ballot or have filed to be a candidate, you will likely spend resources campaigning for your election. For a more detailed guide to City campaign finance and disclosure requirements, read the [City of Portland Campaign Finance Manual](#).

Although this section also provides a general overview of common filing items required by the state, it is advisable to contact the Oregon Secretary of State Elections Division to confirm all filing requirements needed by candidates. Two other recommended state resources include:

- [State Campaign Finance Manual \(Appendix A\)](#)
- State's [CLEAR Initiative](#) website (includes training videos, live training information, and compliance documentation)

## Establish a Candidate Committee (Principal Campaign Committee)

First, determine whether a Candidate Committee (Principal Campaign Committee) needs to be established. A candidate may have only one Principal Campaign Committee at one time.

For further assistance in determining whether a Principal Candidate Committee needs to be established, please see the [Local Candidates Manual](#) and [State Campaign Finance Manual \(Appendix A\)](#).

## Filing requirements for all candidates

All candidates, with some exceptions, must:

- Establish a campaign account with a bank or credit union no later than **three (3) business days** after first receiving a contribution or making an expenditure, or not later than the deadline for filing for office, whichever occurs first. See details in the [State Campaign Finance Manual \(Appendix A\)](#).
- File a [Statement of Organization \(SEL 220 Form\)](#) no later than **three (3) business days** after first receiving a contribution or making an expenditure, or not later than the deadline for filing for office, whichever occurs first ([Appendix B](#)).
- File contribution and expenditure transactions in the Oregon Elections System for Tracking and Reporting (ORESTAR) within **thirty (30) calendar days** of each transaction. This filing deadline gets shorter as the General Election approaches. For exact deadlines, see the [State Campaign Finance Manual \(Appendix A\)](#).
- Adhere to State requirements. The State has specific filing requirements and exceptions based on financial thresholds that may apply to you. These pertain to establishing a campaign account with a financial institution, filing a Statement of Organization, filing contribution and expenditure transactions in ORESTAR, or filing a Certificate of Limited Contributions and Expenditures. To learn how these requirements may apply, please contact the [Oregon Secretary of State Elections Division \(Appendix A\)](#).

## Filing requirements: Spending/receiving over \$750

### \$750 threshold exception

As a candidate, you are not required to establish a campaign account with a financial institution, file a Statement of Organization or file contribution and expenditure transactions if **all of the following** are met:

- You serve as your campaign's own treasurer,
- You do not have an existing candidate committee, and
- Your campaign does not expect to receive or spend more than \$750 per calendar year.

### If the \$750 threshold is exceeded

If you were taking advantage of the exception above, but your campaign goes over the \$750 threshold:

- You have **three (3) business days** to establish a campaign account with a bank or credit union and file a Statement of Organization (SEL 220 Form) with the Oregon Secretary of State. Some banks require evidence of filing with the Oregon Secretary of State before they let you open a campaign account. If your bank has this requirement, contact the Oregon Secretary of State's Office for advice on how to navigate this requirement.
- You have **seven (7) calendar days** to either:
  - File a statement in the Oregon Elections System for Tracking and Reporting (ORESTAR) of all transactions made that calendar year. Note that all future transactions will be required to be filed in ORESTAR following the timeline described in Filing Requirements for All Candidates (third checkbox, Page 18), or
  - File a Certificate of Limited Contributions and Expenditures with the Oregon Secretary of State, which pauses the requirement to file transactions in ORESTAR (The next subsection talks more about filing this certificate).

### Certificate of Limited Contributions and Expenditures

If your campaign exceeds the \$750 threshold but does not expect to spend or receive more than \$3,500 in a calendar year, you can pause the requirement to file transactions in ORESTAR by filing a Certificate of Limited Expenditures. To do this, within **seven (7) days** of exceeding the \$750 threshold, you must file with the Oregon Secretary of State:

- First, a Statement of Organization (SEL 220 Form). This must be completed before filing the Certificate.
- Second, a Certificate of Limited Contributions and Expenditures (filed in place of filing individual transactions in ORESTAR).

If your campaign ends up going over the \$3,500 threshold during the calendar year, you must file a statement in ORESTAR within **seven (7) calendar days** of exceeding \$3,500. This statement must include all transactions made that calendar year. Going forward, all transactions for the calendar year must be filed in ORESTAR following the timeline described in the third checkbox listed under Filing Requirements for All Candidates on Page 18.

## Small Donor Elections

The City provides matching funds for campaigns that agree to raise most of their donations from individuals living in Portland. The Small Donor Elections program is separate from the City Elections Office. Participation in the program is optional for City candidates. Individuals must sign up for the program and raise enough contributions to qualify for matching funds. Key program dates are included in the Elections Calendar on Page 9.

**Importantly, Small Donor Elections requires all candidates, whether they are participating in the program or not, to file detailed transaction information with the program.** Some information is in addition to the information required for ORESTAR reporting. The timeline for reporting differs between candidates participating in the program and those that are not. Program participants also report information to the program through an online portal, while candidates not participating in the program report using a spreadsheet provided by the program. For more information on these requirements, see Code Section 2.16.140 (Additional Reporting), Small Donor Elections Administrative Rules, Chapter 2.16 and contact the program (Appendix A).

Potential candidates, campaign staff, and community organizations interested in this program are encouraged to schedule a confidential training about how the program works by contacting Small Donor Elections Program Administrators (Appendix A).

## Contribution limits

For the November 2024 General Election cycle, City candidates and their candidate committees are only allowed to accept the following contributions:

- No more than \$579 from each individual contributor
- No more than \$579 from each political committee
- Any amount from small donor committees
- Only for Small Donor Elections program participants: any other contributions allowed by Small Donor Elections

If any of these contribution limits are exceeded, the candidate (or candidate committee) and the contributor may both be liable for exceeding the limits.

To help keep donors from donating beyond what is allowed, you may want to list these contribution limits where you request donations. For more information about the Small Donor Elections program and its separate requirements for contribution limits, see the [Small Donor Elections](#) section on Page 20 and contact the Program Administrators ([Appendix A](#)). More definitions, examples, and other detailed information are included in the [City's Campaign Finance Manual](#).

## Disclosures on political communications

All City candidates regardless of participation in Small Donor Elections, are subject to the City's communication disclosure requirements.

Communication to voters that support or oppose a City candidate and cost more than \$250 to create must show the source of the contributions used to fund the communication. This typically includes who paid to either provide or present the communication and their top five funding contributors.

The rules for what must be disclosed and how it is disclosed are very specific. Please review the [City of Portland Campaign Finance Manual \(Appendix A\)](#) and [City Code 2.10.030](#) (Timely Disclosure of Large Contributions and Expenditures) before producing any campaign-related communications.

# Filing for office

## Filing for candidacy using one of two options

Under [Code Section 2.08.060](#) (Candidacy by Declaration), a candidate may qualify to appear on the ballot if they successfully file by either of two options: Declaration of Candidacy or Nominating Petition.

After the City Elections Office reviews your application, you will be notified in writing of the Office's determination of your qualification for the ballot.

Links to the required forms are included for you in this guide ([Appendix B](#)). State forms may also be downloaded from the [Oregon Secretary of State's website](#) or requested from the City Elections Office by calling (503) 823-4022 or emailing [elections@portlandoregon.gov](mailto:elections@portlandoregon.gov).

## Filing option 1: Declaration of Candidacy (filing by fee or fee waiver)

Candidates can file for office beginning on June 5, 2024. All forms must be submitted with enough time to review and process prior to the candidate filing deadline of August 27, 2024.

To file by Declaration of Candidacy, you must submit the following items (linked in [Appendix B](#)) with the City Elections Office:

1. Candidate Filing Application (AUD 120 Form, available June 2024)
2. Filing Fee (or completed Fee Waiver Form, available June 2024)

### Filing fee option

Fees have been updated to account for inflation and align with current fee structures in similar elections offices. You may pay by credit card through the Online Candidate Filing Portal (available June 5, 2024), cash, or check made payable to "City of Portland."

The current filing fees are as follows:

- Mayor: \$100
- Auditor: \$100
- City Councilor: \$75

## Fee waiver option

Instead of paying a fee to run for office, you can also either file by Nominating Petition (and collect signatures) or file for a fee waiver based on economic hardship. If you choose the fee waiver option, your fee waiver must be approved before you file your Candidate Filing Application (AUD 120, Form available by June 2024).

For the fee waiver, the Auditor's Office may review the following that establish receipt of an income-based benefit or tax exemption from a government entity:

- Household Exemption qualification on the Portland City Arts Education and Access Income Tax (in the last tax year)
- Permanent Filing Exemption for Seniors or Permanently Disabled Individuals qualification on the Portland City Arts Education and Access Income Tax (within the past year)
- Income-based discount qualification on your water bill from the Portland Water Bureau's Financial Assistance Application (in the last 12 months)
- Other income-based government financial assistance (in the last 12 months)
- Household income at or below 60% of the Portland metro area's median family income (MFI) (for the most recent tax year available)

To make your request, file a Fee Waiver Form with the City Elections Office. Once this form becomes available, it will be listed in [Appendix B](#). Fee waiver details are also included in administrative rule [ARA 16.01\(D\)\(2\)](#) (Filing by Declaration of Candidacy: Payment of Filing Fee or by Approval of a Fee Waiver).

## Filing option 2: Nominating Petition (filing by obtaining voter signatures)

A candidate may also file for office by submitting a Nominating Petition, which includes signatures from registered voters instead of a fee. Filing by this method requires the filing of three forms that are linked in [Appendix B: Candidate Filing Application \(AUD 120 Form\)](#) (available June 2024), [Candidate Signature Sheets \(SEL 121 Form\)](#), and the [Petition Submission \(SEL 338 Form\)](#).

There are three steps to file by Nominating Petition.

### Step 1: File two forms first

To start the process of filing by Nominating Petition, file the following two items (linked in [Appendix B](#)) with the City Elections Office:

1. Candidate Filing Application (AUD 120 Form, available June 2024)
  - Select “Filing by Nominating Petition” in Section III of the form.
2. [Candidate Signature Sheet \(SEL 121 Form\)](#)
  - Fill out all portions but leave signature lines blank.
  - For the “District or Position Number” field, include “City of Portland, Mayor,” “City of Portland, Auditor,” or “City of Portland, District [1, 2, 3 or 4]” on the form.
  - This form will be your proposed version of the form to circulate for signatures.
  - Do not circulate for signatures until receiving written approval from the City Elections Office. We will provide you with an official version of the Signature Sheet that is fit for circulation.



## Step 2: Circulate Signature Sheets

Candidates must receive **written approval** from the City Elections Office to circulate an approved version of the Signature Sheet.

Candidates must then gather at least **500 valid signatures** from City of Portland registered voters on copies of the approved version of the Signature Sheet form. If running to be a City Councilor, signatures must be from voters registered in the City Council district you are running in.

Candidates are responsible for reviewing the [Circulator Training Manual \(Appendix A\)](#) for gathering signatures and adhering to state and local regulations for this process.

The City Elections Office recommends candidates collect at least 20% more signatures than the required amount based on signature rejection rates in past elections. Since the requirement is to collect 500 valid signatures, we recommend submitting at least 600 signatures.

### Step 3: File petition forms in person with the City Elections Office

Email the City Elections Office at [elections@portlandoregon.gov](mailto:elections@portlandoregon.gov) to schedule an in-person appointment to file the following completed forms ([Appendix B](#)):

#### 1. **Signed Candidate Signature Sheets – SEL 121 Form**




- Signature sheets must contain at least **500 signatures** of registered City of Portland voters. If running to be a Councilor, signatures must be from voters registered in the district you are running in.

#### 2. **Petition Submission – SEL 338 Form**

- Indicate the number of signatures collected on the form.
- The form must be filed each time signatures are submitted for review. For example, if a candidate submits the requisite number of signatures the first time but has to submit additional signatures later because some signatures were invalid, the candidate will have to file another SEL 338 Form with the second set of submitted signatures.
- Filing for candidacy by Nominating Petition is not considered complete until all signatures have been submitted during the filing period and have been verified to contain the required number of valid City of Portland registered voters.

# Filing process

Candidates can file for office June 5, 2024 through August 27, 2024.

<h2 style="text-align: center;">Filing process</h2>	 Petition	 Fee	 Fee Waiver
AUD 120 Form (available June 2024): Candidate Filing Application.  File with City Elections Office	✓	✓	✓
<u>SEL 121 Form</u> : Signature sheet with 500 Portland voter signatures from your electoral district (must submit proposed template for approval before you can circulate)  File with City Elections Office	✓		
<u>SEL 338 Form</u> : Petition Submission (filed with each batch of signatures)  File with City Elections Office	✓		
Filing Fee (cash, check, or card via filing portal)  \$100 Mayor/Auditor  \$75 City Councilor  File with City Elections Office		✓	
Fee Waiver Form (available June 2024) with economic hardship documentation  File with City Elections Office			✓
<u>SEL 220 Form</u> : Statement of Organization (If you expect to spend/receive more than \$750 in the calendar year)  File with Oregon Secretary of State	✓	✓	✓
<u>PC 7 Form</u> : Certificate of Limited Contributions and Expenditures (If you have spent/received more than \$750, but do not expect to spend/receive more than \$3,500 in the calendar year). File with Oregon Secretary of State	✓	✓	✓

## Candidate filing review process

Once a candidate has submitted all filing materials, including Filing Fee or completed Fee Waiver, the City Elections Office conducts a review to determine whether the candidate is qualified to appear on the ballot as an official City candidate. This review includes:

- Reviewing candidate qualifications, such as residency requirements
- Partnering with the Multnomah County Elections Division to determine the validity of all petition signatures (if filing by Nominating Petition)
- Reviewing Fee Waiver forms for eligibility (if applicable)

## Write-In Certification

Write-in candidates must be certified to be elected. To become certified, a Write-In Certification Form must be filed with the City Elections Office at least **seven (7) days** before the election date. Once the form becomes available, by June 2024, it will be available online and included in [Appendix B](#).

## Personal Safety Public Records Exemption

The City's Candidate Filing Application (AUD 120 Form) is a public document that includes personal candidate identifying information that may be subject to disclosure. Under ORS 192.368 (Nondisclosure on Request of Home Address, Home Telephone Number and Electronic Mail Address) and OAR 137-004-0800 (Personal Safety Public Records Exemption), you may request that your home address, personal telephone number, and personal email address be exempt from public disclosure if you have personal safety concerns.

To submit a personal safety exemption request, please complete the [Public Records Exemption Request Form \(Appendix B\)](#) and submit it by email to [elections@portlandoregon.gov](mailto:elections@portlandoregon.gov).

## Submitting candidate filing materials to the City Elections Office

Filing materials can be submitted to the City Elections Office through the following methods:

- File online through the Online Candidate Filing Portal (available June 5, 2024)
- Print, scan, and email application to [elections@portlandoregon.gov](mailto:elections@portlandoregon.gov)
- Submit in person or mail to:

City Elections Office  
1221 SW 4th Avenue, Room 130  
Portland, OR 97204

To ensure timely filing, if you wish to submit your filing materials in person, please email [elections@portlandoregon.gov](mailto:elections@portlandoregon.gov) several days in advance to schedule an appointment.

## Candidate withdrawal

To withdraw from candidacy, a candidate must file a [Withdrawal of Candidacy or Nomination \(SEL 150\) Form](#) (linked in [Appendix B](#)). On the form, the candidate provides a reason for their withdrawal and must sign the form attesting that the information is accurate, as required by ORS 249.830 (Procedure for Withdrawing Nomination). The form must be filed with the City Elections Office.

## Filing to appear in County voters' pamphlet(s)

As a candidate, you have the option to file your Candidate Statement and portrait photo to appear in voters' pamphlets distributed to Portland voters. Since each County issues its own voters' pamphlet, to appear in voters' pamphlets for Multnomah County, Washington County, and Clackamas County, you must submit forms and pay filing fees directly to each relevant County's elections office.

Candidates for Mayor and Auditor may choose to file to appear in all three County voters' pamphlets because those candidates run city-wide. Candidates for City Councilor, however, will only be eligible to appear in a County voter pamphlet if their electoral district falls within that County.

Counties encourage candidates to file in person to receive the benefit of having materials reviewed for completeness. Candidate Statements may be filed in any language. It is best to contact the Counties for the most up-to-date information on the status of fees and filing options. For County contact information, please see [Appendix A](#).

The [Joint County Voters' Pamphlet: Candidate Statement](#) form is the same for each County and is provided for you along with the [Statement of Endorsement](#) form in [Appendix B](#).

# Appendix A: City, County, and State resources

## Small Donor Elections

The Small Donor Elections program seeks to reduce the influence of money in politics and encourage election of people to City office who are reflective of and accountable to all Portlanders. It is separate from the City Elections Office. Importantly, Small Donor Elections requires all candidates, whether they are participating in the program or not, to file detailed transaction information with the program. More information is available on Page 20 and at the web link below.

Web	<a href="https://www.portland.gov/smalldonorelections">https://www.portland.gov/smalldonorelections</a>
Email	<a href="mailto:smalldonorelections@portlandoregon.gov">smalldonorelections@portlandoregon.gov</a>
Phone	(503) 823-4345
Office	1120 SW 5th Avenue, 10th Floor Portland, OR 97204

### Program Administrators:

Susan Mottet, Director of Small Donor Elections  
(503) 823-4345 | [Susan.Mottet@portlandoregon.gov](mailto:Susan.Mottet@portlandoregon.gov)

Daniel Lewkow, Deputy Director of Small Donor Elections  
(503) 865-6185 | [Daniel.Lewkow@portlandoregon.gov](mailto:Daniel.Lewkow@portlandoregon.gov)

## Oregon Secretary of State Elections Division

The Secretary of State enforces the State of Oregon’s campaign finance regulations and manages the Oregon Elections System for Tracking and Reporting (ORESTAR) database, which is used by candidates, campaigns, and political action committees to meet disclosure and filing requirements.

Web <https://www.sos.oregon.gov/elections>  
Email [elections.sos@sos.oregon.gov](mailto:elections.sos@sos.oregon.gov)  
Phone (503) 986-1518 or toll free 1-866-673-VOTE (1-866-673-8683)  
Office Public Service Building, Suite 126  
255 Capitol Street NE  
Salem, OR 97310

## Multnomah County Elections Division

Multnomah County oversees voters’ pamphlet publications, ballot mailing, ballot counting, and unofficial elections results. The county publishes and receives various optional and required forms for candidates and campaigns.

Web <https://www.multco.us/elections>  
Email [elections@multco.us](mailto:elections@multco.us)  
Phone (503) 988-3720  
Fax (503) 988-3719  
Office 1040 SE Morrison Street  
Portland, OR 97214



## Washington County Elections Division

Washington County oversees voters' pamphlet publications, ballot mailing, ballot counting, and unofficial elections results. The county publishes and receives various optional and required forms for candidates and campaigns.

Web <https://www.washingtoncountyor.gov/elections>  
Email [elections@washingtoncountyor.gov](mailto:elections@washingtoncountyor.gov)  
Phone (503) 846-5800  
Fax (503) 846-5810  
Office 2925 NE Aloclek Drive, Suite 170  
Hillsboro, OR 97124

## Clackamas County Elections Division

Clackamas County oversees voters' pamphlet publications, ballot mailing, ballot counting, and unofficial elections results. The county publishes and receives various optional and required forms for candidates and campaigns.

Web <https://www.clackamas.us/elections>  
Email [elections@clackamas.us](mailto:elections@clackamas.us)  
Phone (503) 655-8510  
Fax (503) 655-8461  
Office 1710 Red Soils Court, Suite 100  
Oregon City, OR 97045

# City resources for candidates

## [City Elections Office Resources](#)

(<https://www.portland.gov/elections/elections-resources>)

## [Run for City Office](#)

(<https://www.portland.gov/elections/run-city-office>)

## [City of Portland Campaign Finance Manual](#)

(<https://www.portland.gov/elections/campaign-finance#toc-campaign-finance-guide->)

## [Small Donor Elections Program](#)

(<https://www.portland.gov/smalldonorelections>)

## [Small Donor Elections Candidate Guide](#)

(<https://www.portland.gov/smalldonorelections/documents/2024-sde-candidate-guide-0/download>)

## [How to Run Under Small Donor Elections](#)

(<https://www.portland.gov/smalldonorelections/how-run-under-sde>)

## [Small Donor Elections Program Documents and Forms](#)

(<https://www.portland.gov/smalldonorelections/sde-documents>)

## [Small Donor Elections Administrative Rules, Chapter 2.16](#)

(<https://www.portland.gov/smalldonorelections/documents/small-donor-administrative-rules-2024-election-cycle/download>)

## [City of Portland Transition](#)

(<https://www.portland.gov/transition>)

## [Independent District Commission](#)

(<https://www.portland.gov/transition/districtcommission>)

## County resources for City candidates

Multnomah County Elections Division

(<https://www.multco.us/elections>)

[Multnomah County Election Calendar](https://www.multco.us/elections/elections-calendar)

(<https://www.multco.us/elections/elections-calendar>)

[Clackamas County Elections Division](https://www.clackamas.us/elections)

(<https://www.clackamas.us/elections>)

[Washington County Elections Division](https://www.washingtoncountyor.gov/elections)

(<https://www.washingtoncountyor.gov/elections>)

## State resources for City candidates

### Secretary of State Elections Division

(<https://sos.oregon.gov/voting-elections/Pages/default.aspx>)

### Oregon Elections System for Tracking and Reporting (ORESTAR)

(<https://secure.sos.state.or.us/oim/login>)

### Local Candidates Manual (County, City and District Candidate Manual)

(<https://sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf>)

### Campaign Finance Manual

(<https://sos.oregon.gov/elections/Documents/campaign-finance.pdf>)

### Circulator Training Manual

(<https://sos.oregon.gov/elections/Documents/circulator-training.pdf>)

### Additional State Manuals and Quick Guides

(<https://sos.oregon.gov/elections/Pages/manuals-tutorials.aspx>)

### CLEAR Initiative Guidance

([Oregonvotes.gov/transparency](https://oregonvotes.gov/transparency))

# Appendix B: Forms

AUD 120 Form — City of Portland Candidate Filing Application

(<https://www.portland.gov/sites/default/files/2021/2022-aud-120-11052021.pdf>)

[SEL 121 Form — Petition for Nonpartisan Nomination Signature Sheet](#)

(<https://sos.oregon.gov/elections/Documents/SEL121.pdf>)

[SEL 338 Form — Petition Submission](#)

(<https://sos.oregon.gov/elections/Documents/SEL338.pdf>)

[SEL 150 Form — Withdrawal of Candidacy or Nomination](#)

(<https://sos.oregon.gov/elections/Pages/candidate-filing-withdrawal-sel-150.aspx>)

[SEL 220 Form — Statement of Organization for a Candidate Committee](#)

(<https://sos.oregon.gov/elections/Documents/SEL220.pdf>)

[PC 7 Form — Certificate of Limited Contributions and Expenditures](#)

(<https://sos.oregon.gov/elections/Documents/PC7.pdf>)

[Public Records Exemption Request Form for Personal Safety](#)

([https://www.portland.gov/sites/default/files/2021/ors-192.368-personal-safety-exemption-form\\_fillable.pdf](https://www.portland.gov/sites/default/files/2021/ors-192.368-personal-safety-exemption-form_fillable.pdf))

[JCVP-01 – Joint County Voters’ Pamphlet: Candidate Statement](#)

(<https://multco-web7-psh-files-usw2.s3-us-west-2.amazonaws.com/s3fs-public/JCVP-01-2023.pdf>)

[JCVP-02 – Joint County Voters’ Pamphlet: Statement of Endorsement](#)

(<https://multco-web7-psh-files-usw2.s3-us-west-2.amazonaws.com/s3fs-public/JCVP-02-2023.pdf>)

# Appendix C: Candidate checklist

- Meet all required qualifications of office sought
  - Resident in relevant electoral district
  - Citizen of United States and resident of Oregon
  - Registered voter in relevant electoral district
  - Certified as a Public Accountant, Internal Auditor, or Management Accountant (applicable only to candidates for City Auditor)
- Establish a Principal Campaign Committee (if applicable)
  - Obtain a treasurer
  - Open a campaign bank account for campaign transactions
  - Register committee on ORESTAR
- Contact Small Donor Elections program to learn about requirements that apply to all candidates
- File with Small Donor Elections program (optional)
  - File Notice of Intent
  - Attend mandatory training
  - File for certification with program
- Attend City Elections Training Workshop (optional)
- File for candidacy using one of two options:
  - Option 1: Declaration of Candidacy
    - Candidate Filing Application (AUD 120)
    - Pay fee (or submit Fee Waiver form)
  - Option 2: Nominating Petition
    - Candidate Filing Application (AUD 120)
    - Petition for Nonpartisan Nomination Signature Sheet (SEL 121 Form)
    - Petition Submission (SEL 338 Form)
- File and pay fee to be included in the relevant County Voters' Pamphlet(s) (optional)
  - Multnomah County
  - Clackamas County (if applicable)
  - Washington County (if applicable)