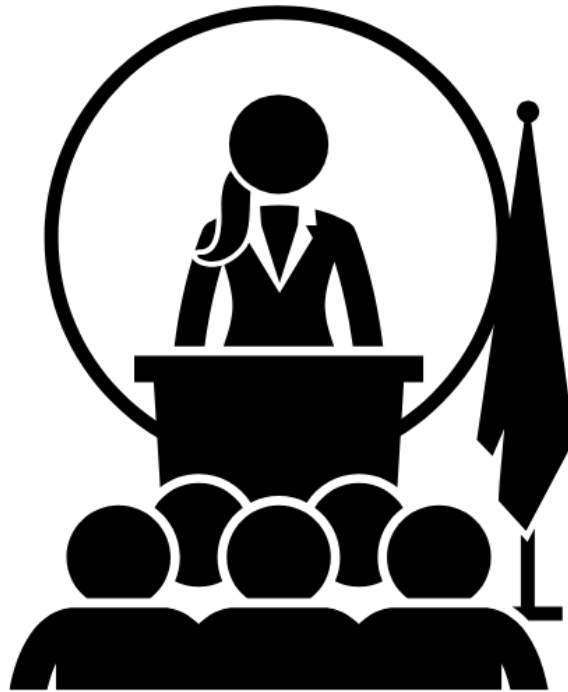




P O R T L A N D
C I T Y A U D I T O R
Elections

City of Portland Candidate Filing Packet



2022 Municipal Elections

**Candidate Filing Window
September 9, 2021 through March 8, 2022**

City of Portland
1221 SW 4th Avenue, Room 130, Portland, OR 97204
(503) 865-6503
www.portland.gov/elections



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Introduction: Purpose, Authority, and Contact Resources

Purpose

This packet provides information to candidates interested in filing for City office and appearing on the May 17, 2022 Municipal Primary Election ballot. For each City office on the ballot, if no candidate receives a majority vote at the May Primary Election, the two candidates receiving the highest number of votes will appear on the November 8, 2022 General Election ballot. The candidate receiving the most votes cast at the General Election shall then be elected. Candidates for City office elected at either the May Primary Election or the November General Election begin their term of office the following January (January 1, 2023).

Authority

Use of this information packet is intended solely as a reference guide. Every effort has been made to present clear and accurate information. Readers should note that the information contained herein should not be considered as having the same weight and authority as City Charter, City Code, or City Administrative Rules. Candidates are responsible for understanding and complying with the City's Charter, Code, and Administrative Rules, including all laws and required training applicable to participating candidates in the City's public financing of campaigns program, the [Small Donor Elections Program](#) (formerly known as the Open and Accountable Elections Program or OAE). In the event any information within this packet conflicts with other authority, this packet is not considered controlling, and users must instead follow relevant legal authority.

City Elections Contact Information

City Elections Office (Office of the City Auditor)

Oversees the City of Portland's elections processes and enforces campaign finance regulations.

Web	portland.gov/elections
Email	elections@portlandoregon.gov
Phone	(503) 865-6503
City Hall	1221 SW 4th Ave, Room 130 Portland, OR 97204-1900

Note: The City Elections Office will communicate elections information to candidates or interested parties primarily by email, unless specified otherwise. **Due to the COVID-19 pandemic, in-person access to the Elections Office is limited, and the office is**

best reached at elections@portlandoregon.gov.

Additional Contact Resources

Note: Website addresses for resources listed below are also included in **Appendix B**.

Small Donor Elections Program

The City of Portland's optional public campaign funding program (formerly known as the Open and Accountable Elections Program or OAE), which also includes some provisions that pertain to candidates not participating in the program

Web	www.portlandoregon.gov/oe
Email	smalldonorelections@portlandoregon.gov
Phone	(503) 823-4345
Resources	How to Run Under the Small Donor Elections Program Small Donor Elections Program Documents

Oregon Secretary of State Elections Division

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

Web	www.sos.oregon.gov/elections
Email	elections.sos@oregon.gov
Phone	(503) 986-1518 (Salem)
Resources	ORESTAR login Campaign Finance Reporting in Oregon "Quick Guide" (pdf) State Campaign Finance Manual (pdf) Additional State Manuals and Quick Guides

Multnomah County Elections Division

Provides various forms required for all candidates and campaigns and oversees voters' pamphlet publications, ballot mailing, ballot counting, and unofficial elections results

Web	www.multco.us/elections
Email	elections@multco.us
Phone	(503) 988-3720
Office	1040 SE Morrison St. Portland, OR 97214

Chapter 1: 2022 Elections Overview, Qualifications, and Dates

Election Dates

- May 17, 2022: Municipal Primary Election
- November 8, 2022: Municipal General Election

Portland City Offices Currently on the Ballot

- Commissioner, Position No. 2 (Commissioner Dan Ryan, current official)
- Commissioner, Position No. 3 (Commissioner Jo Ann Hardesty, current official)
- City Auditor (Auditor Mary Hull Caballero, current official)

Candidate Qualifications

- Citizen of the United States
- Resident of the State of Oregon
- Resident of the City of Portland (or resident of an area that has been incorporated by the City) since May 17, 2021
- Registered voter in the City of Portland



Residency and Voter Registration Requirements



The City Elections Office coordinates with the County to verify residency and voter registration requirements for candidate applicants. If additional information is necessary to verify Portland residency, the City Elections Office may contact candidate applicants to request additional documentation. Documents requested may include those listed under ORS 247.035, including:

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

Note: If additional proof of residency is requested, it is the candidate's responsibility to provide additional documentation with sufficient processing time for the City Elections Office to timely file the list of official candidates with the County.

Candidate Filing Period for City Office

- 8:00 AM on September 9, 2021 through 5:00 PM on March 8, 2022

Candidacy Withdrawal Deadline

- March 11, 2022 at 5:00 PM (refund of filing fee provided if withdrawn by deadline)

How to Submit the Candidate Filing Application to the City Elections Office

1. File Online: [Visit the Online Candidate Filing Portal](#)
2. Scan and email application to elections@portlandoregon.gov
3. Submit in Person* or Mail to:

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

***Note:** Due to limited City Hall access, if you wish to submit your filing in person, please email elections@portlandoregon.gov to schedule an appointment. Same-day appointments cannot be guaranteed, and candidates wishing to schedule an in-person filing are advised to email several days in advance for an appointment.

Appearing in Voters' Pamphlets of Multiple Counties

- To appear in voters' pamphlets for Multnomah County, Washington County, and Clackamas County, City of Portland candidates must submit forms and pay filing fees directly to each county's elections office. See ORS 251.335(2).

2022 Election Season Calendar

Municipal Primary Election – Important Dates

December 18, 2020	First day for candidates to file notice of intent to participate in City's public funding of campaigns program (Small Donor Elections Program, formerly known as the Open and Accountable Elections Program or OAE)
September 9, 2021	First day to file as a candidate
January 7, 2022	Last day to file notice of intent to participate in City's public funding of campaigns program (Small Donor Elections Program) Contact Small Donor Elections Program for more information
January 28, 2022	Last day to be certified to participate in City's public funding of campaigns program (Small Donor Elections Program) Contact Small Donor Elections Program for more information
March 8, 2022	Last day to file as a candidate
March 11, 2022	Last day to withdraw as a candidate to avoid appearing on ballot
March 17, 2022	Deadline for Auditor to file list of candidates with the County
March 21, 2022	Deadline for County to receive information for voters' pamphlets
April 5, 2022	7-day ORESTAR campaign finance reporting begins
April 26, 2022	Last day to register to vote in Primary Election
May 17, 2022	Municipal Primary Election
June 6, 2022	Deadline for County to deliver abstract of votes to the City
June 16, 2022	Deadline for City to proclaim election results

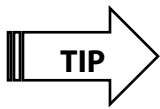
Municipal General Election – Important Dates

September 2, 2022	Last day to withdraw as a candidate
September 3, 2022	Deadline for County to receive information for voters' pamphlets
September 8, 2022	Deadline for Auditor to file list of candidates with the County
September 27, 2022	7-day ORESTAR campaign finance reporting begins
October 18, 2022	Last day to register to vote in General Election
November 8, 2022	Municipal General Election
November 28, 2022	Deadline for County to deliver Abstract of Votes to the City
December 8, 2022	Deadline for City to proclaim election results

Chapter 2: Filing for Office

Step 1: 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. Before filing a Principal Campaign Committee, any other existing committee (state, county or otherwise) must be closed.



For assistance in determining whether a Candidate Committee (Principal Campaign Committee) needs to be established, please see the Oregon Secretary of State's Candidate "Quick Guide" included in **Appendix A** of this packet.

For All Candidates Expecting to Spend or Receive **\$750 or Less**

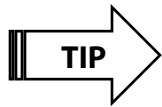
- **Filing Exceptions Apply:** A candidate is not required to establish a campaign account, file a Statement of Organization or file contribution and expenditure transactions if all three of the following conditions are met:
 1. Candidate serves as the candidate's own treasurer
 2. Candidate does not have an existing candidate committee
 3. Candidate does not expect to receive or spend more than \$750 per calendar year

For All Candidates Expecting to Spend or Receive **More than \$750**

- **Necessary Forms:** All forms to set up committees are included in **Appendix B**.
- **Establish and Register a Principal Campaign Committee:** If a candidate anticipates receiving or spending more than \$750 during the entire campaign, they must form and register a Principal Campaign Committee with the Secretary of State through the State's online campaign finance reporting system (ORESTAR) **within 3 business days** of meeting the \$750 threshold.
- **Establish Campaign Account:** The candidate must also set up a campaign account and submit Campaign Account Information to the Secretary of State.

For All Candidates Expecting to Spend or Receive **\$3,500 or Less**

- **Certificate of Limited Contributions and Expenditures Option:** Candidates may only file a Certificate of Limited Contributions if they do not expect to spend or receive more than \$3,500 for the entire calendar year.
- **Transactions in ORESTAR Option:** Candidates may alternatively file all transactions for the calendar year in ORESTAR. For more information, see the Oregon Secretary of State’s Candidate “Quick Guide” included in **Appendix A** of this packet.



Option of Both: Candidates may benefit from filing both a certificate and transactions in ORESTAR due to ORESTAR filing requirements under the Small Donor Elections Program (formerly known as the Open and Accountable Elections Program or OAE).

Step 2: File for Candidacy Using One of Two Options

After reviewing and setting up campaign finance accounts and candidate committees as needed, candidates may file for office. [City Code Section 2.08.060](#) provides for a candidate to qualify to appear on the ballot by filing a declaration of candidacy that is either:

- (1) Accompanied by a filing fee, or
- (2) Filed by submitting a completed nominating petition.

Each filer will receive written notification of their qualification to appear on the ballot.

Candidate Filing Applications (Declarations of Candidacy) may be filed through our online portal, by email, by mail, or in person. See page 6 for contact information. Due to limited City Hall access, if filing in person, please email the City Elections Office to schedule an appointment.

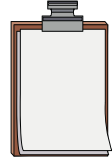
Copies of the required forms are included in **Appendix B** at the end of this packet. State forms may also be downloaded from the [Oregon Secretary of State’s website](https://sos.oregon.gov/elections/pages/electionforms.aspx) (<https://sos.oregon.gov/elections/pages/electionforms.aspx>), or requested from the City Elections Office by calling (503)865-6503 or emailing elections@portlanoregon.gov.

Candidate Filing Options

COMPARISON OF FILING REQUIREMENTS



Fee



Petition

Completed Candidate Filing Application
([AUD 120 Form](#))



Fee of \$30 (or \$50 for Mayoral Candidates)
*Cash or Check Payable to
"City of Portland"*



Signatures of at Least 100 Registered Portland
Voters ([SEL 121 Form](#))



Petition Submission Form ([SEL 338 Form](#))
with Petition ([SEL 121 Form](#))



[Notice of Intent to Participate Form](#) for the City's
Optional Campaign Public Financing Program

*File with Small Donor Elections Program
(formerly Open and Accountable
Elections Program or OAE)*



Statement of Organization ([SEL 220 Form](#)) for
Candidates Expecting to Spend/Receive More
than \$750 in a Calendar Year



File with Oregon Secretary of State

Certificate of Limited Contributions and
Expenditures ([PC 7 Form](#)) for Candidates
Expecting to Spend/Receive Less than \$750
in a Calendar Year



File with Oregon Secretary of State



Personal Safety Public Records Exemption



The City's Candidate Filing Application Form (AUD 120 Form) is a public document that includes personal candidate identifying information that may be subject to disclosure. Under ORS 192.368 and OAR 137-004-0800, candidates may request their home address, personal telephone number, and personal email address be exempt from public disclosure because personal safety is endangered.

To submit a personal safety exemption request, please complete the [Public Records Exemption Request Form](#), also included in **Appendix B**, and submit by email to PublicRecordSafetyExemption@portlandoregon.gov.

Filing Option 1: Declaration and Fee

STEP 1

What to File with the City Elections Office:

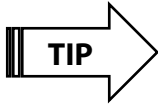
- **Candidate Filing Application (Declaration of Candidacy) — AUD 120 Form**
 - Form available in **Appendix B**
- **Filing Fees**
 - \$30 for Commissioner or Auditor
 - \$50 for Mayor
 - Cash or check, made payable to "City of Portland"

STEP 2

What to File with Oregon's Secretary of State (using ORESTAR):

- **Statement of Organization — SEL 220 Form**
 - File if you expect to spend/receive more than \$750 in the calendar year
- **Certificate of Limited Contributions and Expenditures — PC 7 Form**
 - File if you expect to spend/receive less than \$3,500 in the calendar year
- **All Campaign Finance Transactions**

- File if you expect to spend/receive more than \$3,500 in the calendar year



All candidates, including candidates not participating in the City's [Small Donor Elections Program](#), must comply with that program's additional reporting requirements for contributions and expenditures. The [Small Donor Elections Program Candidate Guide](#) has more information.

Filing Option 2: Declaration and Nominating Petition (No Fee)

A candidate may also file for office by submitting the same candidate forms as above and then submitting a completed nominating petition instead of paying a filing fee.

STEP 1

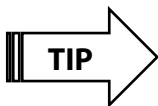
What to File with the City Elections Office

- **Candidate Filing Application (Declaration of Candidacy) — AUD 120 Form**
 - Select Filing by Nominating Petition in Section III of the form
 - Form available in **Appendix B**
- **Nominating Petition — SEL 121 Form**
 - Fill out all portions, but leave signature lines blank
 - Include "City of Portland, Position [X]" as the "District or Position Number"
 - Do not circulate until you have received written approval from the City Elections Office

STEP 2

What to File with Oregon's Secretary of State (Using ORESTAR):

- **Statement of Organization — SEL 220 Form**
 - File if you expect to spend/receive more than \$750 in the calendar year
- **Certificate of Limited Contributions and Expenditures — PC 7 Form**
 - File if you expect to spend/receive less than \$3,500 in the calendar year
- **All Campaign Finance Transactions**
 - File if you expect to spend/receive more than \$3,500 in the calendar year



All candidates, including candidates not participating in the City's [Small Donor Elections Program](#), must comply with that program's additional

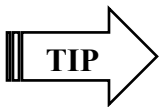
reporting requirements for contributions and expenditures. The [Small Donor Candidate Guide](#) has more information.



STEP 3

Circulate Signature Forms

- Candidates must receive written approval from the City Elections Office to circulate the nominating petition form.
- Candidates then gather at least **100 valid signatures from City of Portland registered voters** on copies of the approved nominating petition form.
- Candidates are responsible for reviewing the [Circulator's Guide](#) (available at <https://sos.oregon.gov/elections/Documents/circulator-training.pdf>) for gathering signatures and adhering by state and local regulations for this process.



TIP

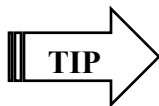
The City Elections Office recommends candidates collect **at least 20 percent more** signatures than the required amount based on signature rejection rates of past elections.



STEP 4

File Petition Forms in Person with the City Elections Office

- Email the City Elections Office at elections@portlandoregon.gov to schedule an appointment to file the following two forms:
 - **Completed Petition – SEL 121 Form**
 - File all original signature sheets with the City Elections Office
 - Signature sheets must contain at least 100 signatures of registered City of Portland voters
 - **Petition Submission – SEL 338 Form**
 - Indicate the number of signatures collected on the form
 - 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 of the signatures were invalid, the candidate will have to file another SEL 338 Form with the second set of submitted signatures.



TIP

Filing for candidacy by declaration and 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 or Portland registered voters. **All signature sheets must be submitted in time to be verified before the filing deadline of March 8, 2022.**

STEP 5

Nominating Petition Review Process

- Once all items from Steps 1 and 4 above have been submitted, the City Elections Office conducts a review to determine whether a candidate is qualified to appear on the ballot as an official City candidate:
 - The City Elections Office reviews candidate qualifications, such as residency requirements.
 - The City Elections Office partners with the Multnomah County Elections Division to determine the validity of all petition signatures.
- After the review is completed, candidates are notified in writing of the City Elections Office's determination of their qualification for the ballot.
- Written notification will be sent in the order that completed filings are received.

Chapter 3: Withdrawal of Candidacy or Nomination

To withdraw from candidacy or nomination, a candidate must file a Withdrawal of Candidacy or Nomination form ([SEL 150 Form](#)), available in **Appendix B** of this packet. On the form, the candidate provides a reason for the withdrawal and must sign the form attesting that the information is accurate (ORS 249.170 and ORS 249.180). The form must be filed with the City Elections Office.

Deadlines for Withdrawing Candidacy or Nomination:

- **2022 Municipal Primary Election:** March 11, 2022 at 5:00 PM
- **2022 General Election:** September 2, 2022 at 5:00 PM

Appendix A: Links to Candidate and Campaign Resources

City Resources for Candidates:

[City Elections Office Resources](https://www.portland.gov/elections/elections-resources)

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

[Run for City Office](https://www.portland.gov/elections/run-city-office)

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

[Small Donor Elections Program \(formerly known as the Open and Accountable Elections Program or OAE\)](https://www.portland.gov/smalldonorelections)

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

[Small Donor Elections Program Candidate Guide](https://www.portland.gov/sites/default/files/2021/open-accountable-elections-candidate-guide-2-28-2021.pdf)

(<https://www.portland.gov/sites/default/files/2021/open-accountable-elections-candidate-guide-2-28-2021.pdf>)

[How to Run Under the Small Donor Elections Program \(Step-By-Step Guide\)](https://www.portland.gov/smalldonorelections/how-run-under-oae)

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

[Small Donor Elections Program Documents](https://www.portland.gov/smalldonorelections/oae-documents)

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

County Resources for City Candidates:

[Multnomah County Elections Calendar \(May 2022 Dates and Voters' Pamphlet Information\)](https://www.multco.us/elections/elections-calendar)

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

State Resources for City Candidates:

[ORESTAR – Online Campaign Finance Reporting System](https://secure.sos.state.or.us/oim/login)

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

[Local Candidates Manual \(Oregon Secretary of State\)](https://sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf)

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

[Campaign Finance Manual \(Oregon Secretary of State\)](https://sos.oregon.gov/elections/Documents/campaign-finance.pdf)

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

[Additional State Manuals and Quick Guides](https://sos.oregon.gov/elections/Pages/manuals-tutorials.aspx)

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

Appendix B: Forms

[Candidate “Quick Guide” for Campaign Finance Reporting in Oregon](https://sos.oregon.gov/elections/Documents/candidatequickguide.pdf)

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

[AUD 120 Form — City of Portland Candidate Filing Application \(Declaration of Candidacy\)](https://www.portland.gov/sites/default/files/2021/2022-aud-120-11052021.pdf)

- Online Filing Portal: (<https://www.research.net/r/candidate-filing>)
- Paper Filing Application: (<https://www.portland.gov/sites/default/files/2021/2022-aud-120-11052021.pdf>)

Candidacy must be filed during the filing window of September 9, 2021 through March 8, 2022

[SEL 121 Form — Petition for Nonpartisan Nomination Signature Sheet](https://sos.oregon.gov/elections/Documents/SEL121.pdf)

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

This form must be approved before circulating for signatures

[SEL 338 Form — Petition Submission](https://sos.oregon.gov/elections/Documents/SEL338.pdf)

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

This form must be submitted in conjunction with each signature submission containing at least 100 percent of required signatures

[SEL 150 Form — Withdrawal of Candidacy or Nomination](https://sos.oregon.gov/elections/Documents/SEL338.pdf)

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

[SEL 220 Form — Statement of Organization for Candidate Committee](https://sos.oregon.gov/elections/Documents/SEL220.pdf)

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

This form must be filed with the Oregon Secretary of State’s Campaign Finance Division, which may be done online through the State’s ORESTAR system

[PC 7 Form — Certificate of Limited Contributions and Expenditures](https://sos.oregon.gov/elections/Documents/PC7.pdf)

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

This form must be filed with the Oregon Secretary of State’s Campaign Finance Division, which may be done online through the State’s ORESTAR system

[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)

This form may be submitted to PublicRecordSafetyExemption@portlandoregon.gov