

City of Lafayette

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NOVEMBER 2024 GENERAL ELECTION CANDIDATE INFORMATION PACKET

Thank you for your interest in running for the Lafayette City Council in 2024. The following information is intended to provide guidance to prospective candidates for election to the position of Lafayette Mayor or City Councilor.

The City Council positions open for election are:

Position	Elected	Term Length	Term End Date
Mayor	At Large	2 Years	December 31, 2026
Councilor	At Large	2 Years	December 31, 2026
Councilor	At Large	2 Years	December 31, 2026
Councilor	At Large	4 Years	December 31, 2028
Councilor	At Large	4 Years	December 31, 2028
Councilor	At Large	4 Years	December 31, 2028

The successful candidates will be sworn in at the first Council meeting in January 2025. The City Elections Officer will accept nomination papers comprising a petition beginning at 8:00 a.m. on August 7, 2024. Petitions must be filed **no later than 5:00 p.m. August 27, 2024.**

This guide is intended to provide an overview of the local election process. For detailed background on the process, refer to the City Charter and Municipal Code at www.ci.lafayette.or.us> government> municipal code. In addition to understanding Lafayette's regulations, candidates also need to be aware of the State requirements and should reference the current publications posted on the Secretary of State Elections Division website at <http://sos.oregon.gov/elections/Pages/electionforms.aspx>. In addition, the County Elections website is also a valuable resource for local candidates. Please visit <https://www.co.yamhill.or.us/404/clerk-records-elections>.

As your City Elections Officer, please do not hesitate to contact me at 503-864-2451 or email at kennedeer@ci.lafayette.or.us with any questions. If you plan to file your papers or have questions about the process, please call or email me to ensure I am in the office and available. You may also contact the Secretary of State's Office at 503-986-1518 and Yamhill County Clerk and Elections Office at 503-434-7518.

Sincerely,

Kennedee Richardson
City Elections Officer

Important Dates

If you are interested in running for office, here are some critical dates for your calendar:

November 4, 2023	Any person running for City office must have been a City resident by this date.
August 7, 2024	First day to file nomination papers comprising a petition with the City Elections Officer.
August 27, 2024	Last day to file nomination papers comprising a petition with the City Elections Officer.
August 30, 2024	Last day to withdraw candidacy.
September 5, 2024	Final day for City Elections Officer to submit names of candidates for the November 5, 2024 General Election.
September 9, 2024	Last day to file candidate statements for City positions with the County Elections Office for the voters' pamphlet.
October 16, 2024	First day ballots can begin to be mailed to voters; Official ballot drop sites open.
November 5, 2024	Election Day.
January 9, 2025	Oath of Office is administered at the first Council meeting of the year.

Qualifications for Candidacy

- Must be at least 18 years of age.
- Must be a qualified elector in Yamhill County.
- Must currently reside within, and during the 12 months immediately preceding the election, must have continuously resided within the city limits of Lafayette.

About the City Council

- The City Council is composed of a mayor and six councilors.
- The City Council openings are not by position, but each prospective candidate will need to declare if they are running for the 2-year term or the 4-year term.
- The top vote getters will win the election as follows:
 - Mayor – candidate with the highest number of votes
 - Council 2-Year – two candidates with the highest number of votes
 - Council 4-Year – three candidates with the highest number of votes
- Councilors must take an Oath of Office before commencing duties.
- Councilors must file an annual "Statement of Economic Interest" with the Oregon Government Ethics Commission (OGEC) by April 15.

How to File for Candidacy – Candidates Filing by Petition

Approved candidate filing forms are available from the City Recorder/Elections Officer or you may download them directly from the State Elections Division website at <http://sos.oregon.gov/elections/Pages/electionforms.aspx> or at the Yamhill County Elections website at <https://yamhillcounty.gov/408/candidate-committee-resources>.

Step #1: File the following two forms with the City Elections Officer (City Clerk):

1. **Form SEL 101: Candidate Filing for Nonpartisan Nomination**
<http://sos.oregon.gov/elections/Documents/SEL101.pdf>
2. **Form SEL 121: Candidate Signature Sheet – Nonpartisan**
<http://sos.oregon.gov/elections/Documents/SEL121.pdf>

According to the City Charter, all nomination papers comprising a petition shall be assembled and filed with the City Elections Officer as one instrument not earlier than 90 days nor later than 70 days before the election. For the November 5, 2024, General Election the filing window is 8:00 a.m. on August 7, 2024, through 5:00 p.m. on August 27, 2024.

All signature sheets must be approved (see Step #2), in writing, before circulating. Failure to do so will result in the rejection of those signature sheets. Each prospective candidate must determine in advance which positions he or she plans to run for (Mayor or Council 2-year or 4-year term).

Optional Forms

Any candidate who serves as his or her own treasurer, and who does not expect to receive or spend more than \$750.00 for the entire election, is not required to file a Statement of Organization or contribution and expenditure reports. However, if at any time the candidate exceeds \$750.00 in either contributions or expenditures, the candidate must then file the following forms with the Elections Division of the Secretary of State:

3. **SEL 220: Candidate’s Statement of Organization**
<http://sos.oregon.gov/elections/Documents/SEL220.pdf>
4. **PC 7: Certificate of Limited Contributions and Expenditures**
<http://sos.oregon.gov/elections/Documents/PC7.pdf>

Candidates are strongly encouraged to refer to the 2024 Campaign Finance Manual, provided by the Oregon Secretary of State. This manual provides information about the legal and procedural requirements of campaign finance reporting, per ORS 260.

Step #2: The City Elections Officer reviews the prospective petition for required information and provides written approval prior to the candidate’s circulating the petition. At this time the Elections Officer will also provide the candidate with their petition number.

Step #3: The Candidate Circulates the Signature Sheets
The candidate circulates the approved signature sheets (**SEL 121**) for signatures. The Lafayette City Charter requires the candidate to acquire a minimum of 10 valid signatures. It is recommended that the circulator collect more than the required number of signatures and allow enough time for signature verification to be conducted by the Yamhill County Elections Office. Petitions with insufficient signatures will be returned to the candidate to acquire more signatures provided the filing deadline has not passed.

Step #4: The Candidate Submits Signature Sheets

Once the candidate has collected the appropriate number of signatures, they will need to submit the signature sheets along with the SEL 338: Petition Submission form to the City Elections Officer for review by **5:00 p.m. on Tuesday, August 27, 2024**. Candidates are strongly encouraged to submit signatures well in advance of the filing deadline, as verification can take up to a few days.

SEL 338: Petition Submission

<http://sos.oregon.gov/elections/Documents/SEL338.pdf>

Step #5: Signature Verification and Nomination Acceptance

The County Elections Official will verify the original signatures against the voters' current registration record and return the certified signature sheets to the city elections officer.

The City Elections Officer will notify the candidate of the results of the signature verification. If it is determined that there are not enough valid signatures and filing deadline has not passed the candidate may submit additional signatures.

If the candidate has an appropriate number of the signatures verified, the candidate will be notified of their nomination and such person shall file with the City Elections Officer a written acceptance of the nomination.

Withdrawal of Candidacy or Nomination

To withdraw from candidacy or nomination, a candidate must file a SEL 150 Candidate Filing Withdrawal form with the City Elections Officer no later than August 30, 2024, for the November 5, 2024, General Election. Form SEL 150 may be downloaded from <http://sos.oregon.gov/elections/Documents/SEL150.pdf>.

The County Voters' Pamphlet

Each candidate is responsible for his/her own voters' pamphlet submission with Yamhill County which generally includes a current photograph, brief biography, and a statement on issues. The filing fee to be included in the voters' pamphlet is \$50.00, and the deadline to file with the County is 5:00 p.m. on September 9, 2024. The instructions and the submission form can be downloaded from http://www.co.yamhill.or.us/sites/default/files/JCVP-01%20Candidate%20Statement_YC.pdf.

Miscellaneous

All forms for City elections that are filed with and maintained by the City Elections Officer are a matter of public record.

Please call Kennedee Richardson The City Elections Officer at 503-864-2451 or kennedeer@ci.lafayette.or.us with any questions on the election process.

Internet Resources

Yamhill County Clerk and Elections: <https://yamhillcounty.gov/404/Clerk-Records-Elections>

State of Oregon Elections Division: <http://www.oregonvotes.org/>