



To Prospective Candidates for Canby Mayor and City Council:

Thank you for your interest in running for the Canby City Council in 2022. Terms of office for Mayor Brian Hodson, Councilor Art Marine, Councilor Greg Parker, and Councilor Shawn Varwig will expire on December 31, 2022. The Mayor and Council Positions will be on the November 8, 2022, General Elections ballot.

The Council Positions are four year terms and the Mayor Position is a two year term. The winners of the Mayor and Council Positions will serve terms that commence in January 2023.

The first day to file with the City Elections Officer (the City Recorder) is June 1, 2022. Nomination papers will be accepted from 9:00 a.m. on June 1 through 4:30 p.m. on August 25, 2022.

This guide is intended to provide an overview of the local election process. Please read thoroughly. It is your responsibility to ensure your candidate paperwork is complete and submitted on time. For detailed background on the process, refer to the [Canby City Charter](#) and [Canby Municipal Code](#). In addition to understanding Canby's regulations, candidates also need to be aware of State requirements, and should reference the current publications posted on the Oregon Secretary of State Elections Division website. Candidates can access all necessary publications and forms online: <http://sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf>. In addition, the Clackamas County Elections website is a valuable resource for local candidates, visit <https://www.clackamas.us/elections>.

As your City Elections Officer, I am here as a resource, please contact me with any questions at 503-266-0733, 503-592-6922 (cell/text), or email bissetm@canbyoregon.gov. 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. Please be aware that signature sheets must be approved by the City Elections Officer before they may be circulated to collect signatures.** You may also contact the Secretary of State's Office at 503-986-1518 or Clackamas County Elections at 503-655-8510 with any questions.

Sincerely,

A handwritten signature in black ink that reads "Melissa Bisset".

Melissa Bisset

City Recorder/ Elections Officer

Important Dates

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

November 8, 2022	Any person running for City office must have been a Canby City resident by this date.
June 1, 2022	First Day to file declaration of nominating petition. Form SEL 101 .
June 1, 2022	First day to file nomination papers comprising a petition with the City Elections Officer. Note: signature sheets (petition) must be approved before being circulated. Form SEL 121
August 25, 2022	Last day to file nomination papers comprising a petition with the City Elections Officer.
August 30, 2022	Final day for City Elections Officer to submit names of candidates for the November 8, 2022, General Election.
September 2, 2022	Last day to withdraw candidacy.
September 12, 2022	Last day to file candidate statements for City positions with the County Elections Office for the voters' pamphlet.
November 8, 2022	Election Day.
January 4, 2023	Oath of Office administered at the first Council meeting after certified election results received from the County.

Qualifications for Candidacy

- Must be a City of Canby resident during the twelve (12) months immediately preceding the election.
- Must be a qualified elector in the State Oregon.
- May not be employed by the City.

About the Mayor and City Council

- The City Council is composed of six councilors.
- Mayor's term is for two (2) years.
- Council terms are four (4) years unless filling an unexpired term.
- The Mayor and Councilors must take an Oath of Office before commencing duties.
- The Mayor and Councilors must file an annual "Statement of Economic Interest" with the Oregon Government Ethics Commission (OGEC).

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>.

Step #1: A candidate may have only one candidate committee. A prospective candidate establishes a candidate committee by opening a campaign account and filing a [SEL 220](#) Statement of Organization for Candidate Committee form with the Secretary of State, Elections Division. *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. *The Candidate serves as their own treasurer;*
2. *The Candidate does not have an existing candidate committee; and*
3. *The Candidate does not expect to receive or spend more than \$750 during the calendar year (including in-kin contributions and personal funds).*

Establish your Candidate Committee by completing the following form with the Secretary of State, Elections Division:

1. **Form SEL 220: Statement of Organization for Candidate Committee**
<http://sos.oregon.gov/elections/Documents/SEL220.pdf>, and
2. NOTE: SEL 220 must be filed within three (3) business days of receiving a campaign contribution or making an expenditure; please refer to the *Campaign Finance Manual* (see link in Step #5), as filing these forms is not required under certain limited circumstances.

Step #2: **File the following two forms with the City Recorder/ Elections Officer:**

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

All signature sheets (SEL 121) must be approved before obtaining signatures. Please contact the City Recorder/ Elections Officer at 503-592-6922 (cell/ test) or 503-266-0733 to arrange a time to review and approve your signature sheet. Once your SEL 121 has been approved, you may start collecting signatures. Failure to do so will result in the rejection of those signature sheets.

Step #3: **The Candidate circulates and returns the Signature Sheets to City Recorder/ Elections Officer**

The [Canby City Code](#) requires candidates to acquire a minimum of 50 valid signatures from the active registered voters of the City of Canby in order to qualify for the ballot. It is recommended that more than 50 signatures be collected. No elector shall sign more than one nomination petition for each office to be filled and no elector shall sign more than one nomination petition for the office of Mayor.

The candidate (or circulator) circulates approved petition sheets (**SEL 121**) to collect signatures following the guidelines in the [State's Candidate Manual](#).

The Candidate must complete [SEL 338 Petition Submission](#) and submit it along with the certified signature sheets to the City Recorder. The City Recorder will send to the Clackamas County Elections Official to be verified. **According to the [City Code](#), all pages comprising a petition shall be assembled and filed together with the City**

Recorder as one instrument not less than 75 days before the election (**August 25, 2022**).

Candidates are strongly encouraged to submit signatures well in advance of the filing deadline, as verification can take up to a few days. Petitions with insufficient signatures will be returned to the candidate to acquire more signatures provided the filing deadline has not passed.

Step #4 Once all forms have been filed with the City Recorder/ Elections Officer, the Candidate has five calendar days to sign an Acceptance of Nomination Form. The City Recorder/ Elections Officer will provide you with this form.

Step #5 Follow Campaign Finance Reporting requirements
Visit <http://sos.oregon.gov/elections/Pages/manuals-tutorials.aspx> for the candidate "[Quick Guide](#)" on campaign finance reporting in Oregon and the [2020 Campaign Finance Manual](#). Be sure to review the contribution and expenditure reporting requirements and observe the filing deadlines. For detailed information regarding who must file and when, refer to the *Candidate Manual* or check with the local elections officer, Secretary of State at 503-986-1518, or Clackamas County Elections at 503-655-8510.

Withdrawal of Candidacy

To withdraw from candidacy, a candidate must file a [SEL 150 Candidate Filing Withdrawal form](#) with the City Elections Officer no later than September 2, 2022 for the November 8, 2022, General Election.

The County Voters' Pamphlet

Each candidate is responsible for their own voters' pamphlet submission with Clackamas County which generally includes a current photograph, brief biography, and a statement on issues. **City Candidates' deadline to file a Voter's Pamphlet statement is September 12, 2022.** The submission must be turned into the Clackamas County Elections office located at 1701 Red Soils Court, Suite 100, Oregon City, OR 97045.

Political Signs and Printed Material

Please refer to City of Canby document titled Canby Sign Code Standards Applicable to Political Signs.

Miscellaneous

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

As the Elections Officer for the City of Canby, the City Recorder is available as a resource during your candidacy. Please call City Recorder Melissa Bisset at 503-266-0733 if you have any questions on the election process or contact her by e-mail at bissetm@canbyoregon.gov.

Online Resources

[Canby City Charter](#)

[Clackamas County Elections Website](#)

[Oregon Secretary of State Elections Website](#)

[2022 Elections Calendar – SOS](#)

[2022 County City District Candidate Manual – SOS](#)

[2022 Campaign Finance Manual - SOS](#)