



# CITY OF LYONS

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## NOVEMBER 5, 2024 GENERAL ELECTION GUIDELINES Lyons City Council Candidate Informational Packet

Thank you for your interest in running for the Lyons City Council in 2024. The following information is to assist you through the elections process.

At the November 5, 2024 General Election, the positions of Mayor and two Councilor positions will appear on the ballot.

### OPEN CITY OF LYONS POSITIONS

POSITION	CURRENTLY HELD BY	TERM LENGTH
Mayor	Lloyd Valentine	Two Year
Councilor	Mike Wagner	Four Year
Councilor	W. Diane Hyde	Four Year

### QUALIFICATIONS

- All positions are **Nonpartisan**
- **Must be filed by petition with 10-20 verified signatures (voters for the City of Lyons)**
- Must be an “ELECTOR” (18 years of age or older and a registered voter.)
- Must have lived within the city limits of Lyons for the 12 months preceding the election
- Cannot be an employee of the City of Lyons
- All positions are volunteer/non-paid
- No person may be a candidate at a single election for more than one city office.
- The council is the final judge of the election and qualifications of elected officials.
- The successful candidates will be sworn-in at the first council meeting after January 1, 2025

### HOW TO FILE

The Linn County Elections filing process, including signature verification, must be completed by August 27<sup>th</sup>, 2024 at 5:00 pm. Therefore, all forms **must be submitted to City Hall no later than August 20<sup>th</sup>** to provide ample time for the signature verification process.

The following Nominee and Filing information is compiled from the City ordinances, City charter, and Oregon election laws. This information is not intended to be comprehensive in scope, but rather to give preliminary assistance to candidates for office.

1. Complete the two forms listed below and submit to the City Elections officer for approval **PRIOR TO GATHERING ANY SIGNATURES** and well in advance of the filing deadline. No filing fees are required to run for office.
  - **SEL 101 – Candidate Filing** – Major Political Party or Nonpartisan
  - **SEL 121 – Candidate Signature Sheet** – Nonpartisan

2. **Collect Signatures**

The City Elections Officer will review the prospective petition and provide written approval authorizing the candidate to begin the collection of signatures. Signatures gathered prior to written approval will be rejected.

The Lyons City Charter requires petitions to contain a minimum of 10 qualified signatures and not more than 20 qualified signatures. It is recommended you gather more than the minimum to assure you have the required amount necessary.

Oregon law requires that each petition sheet be properly certified by its circulator, who must personally witness each signature. The circulator signs the petition form **after** the signatures have been gathered. Please review the guidelines for circulation of petitions in the election manual.

The candidate shall sign the first line on the first sheet of the approved signature petition. This will provide confirmation of residency and voter requirements.

3. **Submit Signature Sheets**

When ample signatures have been collected, the candidate shall submit the petitions to the City Elections Officer. Signature sheets must be turned in **no later than Tuesday, August 20<sup>th</sup>** to provide ample time for the signature verification process.

4. **Complete Filing**

In order to complete the filing process, a candidate must file the following with the City Elections Officer:

- SEL 101 – Candidate Filing
- SEL 121 – Verified signature sheets that contain the required 10-20 valid signatures
- SEL 338 – Petition Submission – Candidate, Voters’ Pamphlet

## CAMPAIGN FINANCE REPORTING REQUIREMENTS

**All campaign finance reporting is handled at the Oregon Secretary of State Elections Division.** All of the forms and additional information regarding the process can be found at the Oregon Secretary of State Elections Division website – [www.sos.state.or.us](http://www.sos.state.or.us) under Campaign Finance.

## **Campaign Finance Guidelines**

Each candidate must establish a campaign account and file a Statement of Organization designating a candidate committee unless the candidate meets **ALL** three of the following conditions:

- The candidate serves as the candidate's own treasurer;
- The candidate does not have an existing candidate committee; AND
- The candidate does not expect to receive or spend more than \$750 during the calendar year. (The \$750 includes personal funds spent for any campaign related costs.)

If you do not meet all of the above conditions, but do not expect to receive a total of more than \$3,500 or spend a total of more than \$3,500 for the entire calendar year, you must do all of the following:

- File a Statement of Organization with the Secretary of State Office using form SEL 220 (using the electronic ORESTAR program or by paper);
- Establish a dedicated campaign account and file Campaign Account Information using form SEL 223;
- File a Certificate of Limited Contributions and Expenditures using form PC 7.

If you expect to spend or receive more than \$3,500 you will need to do the following:

- Register the committee in the Secretary of State's Election Division ORESTAR system;
- File a Statement of Organization with the Secretary of State Elections Division using form SEL 220 (using the electronic ORESTAR program or by paper); AND
- Establish a dedicated campaign account and file Campaign Account Information using form SEL 223;

If you have questions regarding Campaign Finance, please contact the Oregon Secretary of State Elections Division at 503-986-1518.

## **STATEMENT OF ECONOMIC INTEREST / STATE REPORTING REQUIREMENTS**

All persons holding office in the City of Lyons are required to file Statements of Economic Interest with the Oregon Government Ethics Commission. The annual reports must be filed by April 15 every year of the incumbency of the elected official. Information will be requested concerning sources of income, property, business interests, and gifts related to the office. Civic penalties may be imposed for failure to file, or for insufficient information. For additional information or sample forms, information can be found on the Oregon Government Ethics Commission website – [www.oregon.gov/OGEC](http://www.oregon.gov/OGEC) or by contacting the Commission at (503) 378-5105

## **VOTER'S PAMPHLET**

**If** Linn County decides to publish a Voter's Pamphlet, candidates will have the opportunity to place a candidate statement in it. Linn County will make this decision near the end of July.

## ELECTION OFFICES

You are highly encouraged to visit the Oregon Secretary of State Voting & Elections website to learn more about the elections process:

Elections Division  
255 Capitol St NE  
Salem, OR 97310  
(503) 986-1518  
[www.oregonvotes.gov](http://www.oregonvotes.gov)

Linn County Clerk  
300 SW 4<sup>th</sup> Ave, Room 205  
Albany, OR 97321  
(541) 967-3831  
<https://www.linncountyor.gov/clerk>

City of Lyons  
Micki Valentine  
City Manager/Elections Officer  
449 5<sup>th</sup> St  
Lyons, OR 97358  
(503) 859-2167  
[cityoflyons@wavecable.com](mailto:cityoflyons@wavecable.com)

**Please submit your signed petition forms to the City of Lyons.** This should be done **early** so that the county will have enough time to verify your signatures. If they find that you don't have a minimum of ten qualified signatures, your forms will be rejected. **It is common that some signers won't meet the qualifications.**