



April 2020

To: Prospective City Council Candidates

Thank you for your interest in serving on the Hillsboro City Council! The November 3, 2020, general election ballot will feature Councilor positions B for Wards 1, 2 and 3, as well as the Mayor position. The individuals elected in November 2020 will serve four-year terms that begin on January 1, 2021, and end on December 31, 2024.

To run for city office in Hillsboro, an individual must be a registered voter that has lived in the City for at least twelve months before the November election day. Interested and eligible residents must first submit forms to both the state and city – see pages 4 and 5 of this packet for more details.

The city elections officer (city recorder) will accept nomination papers beginning at 8 am on July 6, 2020 through 5 pm on Aug. 25, 2020. Once the city elections officer certifies that a candidate is eligible to run, the candidate must then file by filing fee of \$50, or collect 20 valid signatures from registered Hillsboro voters during the filing period. **Please note that if filing by petition, signature sheets must be approved by the city elections officer before they can be circulated.**

This guide provides an overview of the local election process. Candidates for local office need to be aware of state requirements, including campaign finance rules, and should review the state election's website: <https://sos.oregon.gov/elections/Pages/laws-rules-publications.aspx>. For more information, internet resources are listed on page 3.

As your elections officer, I am a resource for you. Please contact me with any questions at 503-681-6117 or amber.ames@hillsboro-oregon.gov. When you are ready to file candidate paperwork, please contact me to ensure I am available.

Sincerely,

A handwritten signature in black ink, appearing to read 'Amber Ames', written over a printed name and title.

Amber Ames
City Recorder

City of Hillsboro Candidate Application Packet

Election Overview

By Charter, the Hillsboro City Council is composed of a mayor and six councilors elected-at-large. For the purposes of municipal representation on the City Council, the City is divided into three wards, with two councilors residing within each ward. Prospective candidates may verify their ward at [Hillsboro Maps](#). Prospective candidates must be registered voters in the State of Oregon who have resided in the City during the 12 months immediately preceding the election. Terms are four years, and no person may serve more than two consecutive terms as mayor or councilor. Terms begin at the City Council meeting at the first Council meeting in January 2021, where the oath of office will be administered.

The City Council meetings are held the first and third Tuesday of each month, with additional special meetings scheduled as necessary. Prospective candidates are encouraged to attend one of these meetings, which can also be viewed on Tualatin Valley Community Television (cable channel 30) or are archived online at <http://tvctv.org/>.

Elections of mayor and councilors coincide with each General Election. Terms are staggered with three Council positions and the mayor elected during one race and three Council positions the next. Each Council position is designated as Position A or B, and the prospective candidate must designate the position he/she is running for when filing. Based on the staggered terms for these positions, the November 2020 election will fill the Mayor position, and Position B in each of the wards. Positions A will be chosen in the November 2022 election.

Council Positions	Term Expiration	Length of Term	Currently Held By
Mayor	December 31, 2020	Four years	Steve Callaway
Ward 1			
Position A	December 31, 2022	Four years	Beach Pace
Position B	December 31, 2020	Four years	Rick Van Beveren
Ward 2			
Position A	December 31, 2022	Four years	Kyle Allen
Position B	December 31, 2020	Four years	Anthony Martin
Ward 3			
Position A	December 31, 2022	Four years	Olivia Alcaire
Position B	December 31, 2020	Four years	Fred Nachtigal

As Elections Officer for the City of Hillsboro, the City Recorder is available as a resource during your candidacy. Additional sources of information are also listed.

City of Hillsboro

Amber Ames, City Recorder, MMC
150 East Main Street
Hillsboro, OR 97123
(503) 681-6117
Amber.ames@hillsboro-oregon.gov

Washington County Elections Office

2925 NE Aloclek Drive
Hillsboro, OR 97124
(503) 846-5800
election@co.washington.or.us

Secretary of State Elections Division

255 Capitol Street NE, Ste 501
Salem, OR 97310
(503) 986-1518
elections.sos@state.or.us

Important Dates

If you are interested in running for City Council, note these critical 2020 dates:

Candidate filing window begins	Monday, July 6
Candidate filing window ends	Tuesday August 25 (5 pm)
Last day for candidate to withdraw from election	Friday, August 28
Last day to file a statement for county voter's pamphlet	Monday, September 8
Election day	Tuesday, November 3

Internet Resources

[Hillsboro Charter and Municipal Code](#)

[Campaign Sign Brochure](#)

[City Council Rules](#)

[Calendar of City Council Meetings and Meeting Information](#)

[League of Oregon Cities Guide "So You Want to Run for Local Office?"](#)

Filing Information and Guidelines

The City Elections Officer makes available two publications to assist you in the filing process: [\(These publications are available on the Secretary of State's website\)](#)

County, City and District Candidate's Manual – This manual and associated forms are adopted by Oregon Administrative Rule No. 165-010-0005. It contains general information and required forms that must be filed for candidacy.

Campaign Finance Manual – This manual contains information on filing contribution and expenditure reports and necessary forms. Please read this manual carefully as it contains the general rules on how and when to file financial reports with the State Elections Division.

Find candidate forms here: <https://sos.oregon.gov/elections/Pages/electionforms.aspx>. All election forms are a matter of public record and will be released, if requested.

STEP 1: Register Your Campaign Committee

Prospective candidates must file a [Candidate's Statement of Organization \(SEL 220\)](#) with the *State Elections Division* within three business days of receiving the first contribution or making an expenditure unless the candidate does not expect to receive or spend more than \$750 for the entire election, does not have an existing campaign committee, and serves as his or her own treasurer. [These filings can be done electronically.](#) At this website you may log in and register in the OreStar system to receive additional instructions. Visit: <https://sos.oregon.gov/elections/Documents/candidatequickguide.pdf>

STEP 2: File by Declaration of Candidacy and Filing Fee or Prospective Petition

All forms for City elections are filed with and maintained by the City Recorder.

Option 1: Declaration of Candidacy and Filing Fee (SEL 101 only)

- [Candidate Filing for Nonpartisan Nomination \(SEL 101\)](#). The filing fee is \$50 (checks should be made out to the City of Hillsboro).

Or

Option 2: Prospective Petition (SEL 101 and 121)

- [Candidate Filing for Nonpartisan Nomination](#), marked “Prospective Petition” (SEL 101). This form must be completed and returned to the City Recorder *before* circulating petitions.
- [Candidate Nonpartisan Signature Sheet \(SEL 121\)](#). The City Recorder reviews the prospective petition for required information and approves the petition for circulation with an approval letter.

The candidate must sign the first line on the signature sheet of the prospective petition. **All signature sheets must be approved, in writing, by the City Elections Officer before circulating.** Failure to do so will result in rejection of those signature sheets.

STEP 3: Circulate and File Your Completed Petition (skip to Step 4 if filing by Declaration of Candidacy and Filing Fee)

The candidate (or circulator) circulates approved signature sheets to collect signatures following the guidelines in the [state’s candidate manual](#). Circulate the approved [signature sheet\(s\) \(SEL 121\)](#) for signatures. The prospective candidate must have his/her signature sheets signed by 20 electors, all of whom must be registered voters in the City of Hillsboro. **It is recommended that at least five additional signatures be obtained.** Persons may not sign more than one signature sheet for the same position.

The candidate submits the signature sheets to the City Recorder for verification with the Washington County Elections Office, allowing sufficient time for the verification process to be completed prior to the filing deadline. Signature sheets and a completed [Petition Submission \(SEL 338\)](#) are encouraged to be filed with the City Recorder no later than **Friday, August 21 at 5 pm**, to ensure there is enough time for verification.

After reviewing the sheets the City Recorder tabulates the number of valid signatures contained on the accepted signature sheets. If the City Recorder determines the petition does not contain the required number of valid signatures and the filing deadline has not passed, the candidate may submit additional signatures.

STEP 4: Follow Campaign Finance Reporting Requirements

Please review the Campaign Finance Manual for instructions and a schedule of filing deadlines.

Withdrawal of Candidacy or Nomination

To withdraw from candidacy or nomination, a candidate must file a [Candidate Filing Withdrawal \(SEL 150\)](#) with the City Recorder. This form must be filed no later than **August 28, 2020 at 5 pm** to have the candidate's name removed from the ballot for the 2020 General Election.

Additional Information

Hillsboro Campaign and Candidate Sign Regulations

See [brochure](#) for details.

Statements of Economic Interest

All persons holding office in the City of Hillsboro are required to file Statements of Economic Interest with the Oregon Government Ethics Commission. The annual reports must be filed electronically 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. Please contact the City Recorder's Office for additional information. Information and online tutorials are available on their [website](#).

County Voters' Pamphlet

Mayor and City Council candidates will need to file a candidate's statement in support of their candidacy in the County Voters' Pamphlet. Forms can be found on their [website](#). A candidate desiring to file a statement must file the form above and pay a filing fee directly with Washington County Elections, 2925 NE Alcock Drive, Hillsboro, OR, 97124, (503) 846-5800. This fee is considered an expense and must be included on state campaign expenditure reports. *Please note: If a candidate's statement and photo is not filed with Washington County Elections, information on the candidate will not be included in the voter's pamphlet.*