



Congratulations on your decision to run for office!

The next City Council election is November 5, 2024. At that time, three seats will be up for election, those of Mayor Fitzgerald, Councilor Akervall, and Councilor Linville. Terms of office are for 4 years.

The City strongly encourages candidates to set up an appointment to review important filing deadlines, paperwork, and process questions. The City Recorder is available to answer questions during business hours at CityRecorder@ci.wilsonville.or.us or 503.570.1506.

Provided in this document are links to the State Elections forms required to file your candidacy for City Office. These forms are also found online at www.sos.state.or.us. The forms may be filled out online and then printed for your convenience. Candidates are strongly encouraged to read the [County, City, and District Candidate Manual](#) available online, to become familiar with State Election requirements.

ELIGIBILITY

In Wilsonville, City Council and Mayoral candidates are non-partisan positions that are elected at large. Candidates must be U.S. Citizens, have lived within the city limits for the 12 months immediately prior to the election, and be registered to vote. No person shall hold an elected office of the City if the person is an employee of the City.

FILING PROCESS

Prospective Petition Election forms are to be filed with the City Recorder's office no earlier than **June 5, 2024, and the last day to file with the City is August 20, 2024**. Please note the State's deadline is different from the City's deadline to ensure that the City Recorder has sufficient time to verify signatures and provide an opportunity to correct or obtain additional signatures.

Written approval of the Prospective Petition Election forms must be received from the City Recorder's office prior to circulation of the Nomination Petition. The following forms must be submitted for approval before gathering any signatures:

- [SEL 101](#) Candidate Filing – Major Political Party or Nonpartisan
- [SEL 121](#) Candidate Signature Sheet – Nonpartisan

Contact the City Recorder, by email at CityRecorder@ci.wilsonville.or.us or by phone at 503-570-1506 to schedule a time to drop off the forms.

After receiving written approval of the petition forms from the City Recorder, candidates may circulate their petition to gather the required signatures (see [County, City, and District Candidate Manual](#), Guidelines for Circulation). Under [Wilsonville City Charter, Chapter VI – Elections](#) a candidate must receive at least twenty (20) signatures from registered voters residing within the City limits. It is recommended to obtain more than the required number of signatures to ensure the petition has enough valid signatures.

Candidates must take the completed nominating petition to the City Recorders office for verification by the Clackamas County Elections office. Please contact the City Recorder to schedule a time to drop off the forms. The City Recorder can be reached at 503.570.1506 or cityrecorder@ci.wilsonville.or.us. Furthermore, to ensure that the City Recorder has sufficient time to verify signatures and provide an opportunity to correct or obtain additional signatures, signature sheets must be turned into the City Recorder no later than **August 20, 2024**.

***Early submission is highly recommended.** (See [County, City, and District Candidate Manual](#) for instructions on signature verification and petition completion.)

The City Recorder reviews the Prospective Petition Election forms for required information and will provide written approval before the candidate may circulate the Nomination Petition.

To complete the filing process the candidate must submit the following forms to the City Recorder:

- [SEL 338](#) Petition Submission - Candidate, Voters' Pamphlet
- Verified signature sheets that contain the required number of valid signatures

CAMPAIGN FINANCE

The Campaign Finance Manual and related forms can be found at:

<http://sos.oregon.gov/elections/Documents/campaign-finance.pdf>

Candidates that expect to spend or receive more than \$750 during a calendar year must complete and file with the Oregon Secretary of State – Elections Division the following forms:

- [SEL 220](#) Statement of Organization for Candidate Committee

These forms should be completed and filed with the Secretary of State within **3 business days** of receiving a contribution or making an expenditure, but no later than the deadline for filing for candidacy.

Candidates may also file the Certificate of Limited Contributions and Expenditures (PC7) if the candidate does not expect to spend or receive more than \$3,500 during the campaign. The form must be filed before the deadline of the first Contribution and Expenditure filings.

- [PC7](#) Certificate of Limited Contributions and Expenditures

For further detail on campaign finance reporting requirements, candidates should review the [Campaign Finance Manual](#) and [ORESTAR User's Manual: Candidate Filing](#) both available at www.oregonvotes.gov.

Questions regarding campaign finance reporting should be directed to the State Elections office at elections.sos@state.or.us or by calling 503.986.1518.

ELECTIONS INFORMATION

Further information regarding elections can be requested from the following:

Oregon Secretary of State
Elections Division
255 Capitol Street NE, Suite 126
Salem, Oregon 97310
<http://sos.oregon.gov/elections/>
elections.sos@sos.oregon.gov
503.986.1518

Clackamas County
Elections Division
1710 Red Soils Court, Suite 100
Oregon City, Oregon 97045
<http://www.clackamas.us/elections/>
elections@clackamas.us
503.655.8510

Washington County
Elections Division
2925 NE Alcock Drive, Suite 170
Hillsboro, Oregon 97124
[https://www.co.washington.or.us/Elections/
Elections@washingtoncountyor.gov](https://www.co.washington.or.us/Elections/Elections@washingtoncountyor.gov)
503.846.5800

ADDITIONAL MATERIALS

View the links below for additional information:

- ✓ List of [Important Dates for Candidates](#) - It is the candidates responsibility to ensure paperwork is complete and submitted on time.
- ✓ The [County, City and District Candidates Manual](#) prepared by the Secretary of State Elections Division containing information and instructions for filing as a candidate and the forms to do so. This information is also available on-line from the Secretary of State's website, www.sos.state.or.us:
- ✓ [SEL 101](#) Candidate Filing – Major Political Party or Nonpartisan
- ✓ [SEL 121](#) Candidate Signature Sheet – Nonpartisan
- ✓ [SEL 150](#) Candidate Filing - Withdrawal
- ✓ [SEL 220](#) Statement of Organization for Candidate Committee
- ✓ [SEL 338](#) Petition Submission - Candidate, Voters' Pamphlet
- ✓ [PC7](#) Certificate of Limited Contributions and Expenditures
- ✓ [Candidate's Statement for Voters' Pamphlet](#)
- ✓ [Statement of Endorsement for Voters' Pamphlet](#)
- ✓ The [Campaign Finance Manual](#) prepared by the Secretary of State Elections Division containing information about filing the contributions and expenditures forms, and instructions on how to do so. The laws require all contribution and expenditure reports to be filed directly with the Secretary of State using their [ORESTAR](#) system.
- ✓ [ORESTAR User's Manual: Candidate Filing](#)
- ✓ [City of Wilsonville City Charter](#)
- ✓ [Wilsonville Code, Chapter 2](#), pertaining to the City Council.
- ✓ [A Guide to Lawn Signs in the City of Wilsonville](#), excerpted from [Wilsonville Code Section 4.156\(.10\)](#). This guide includes regulations for the placement of campaign and temporary signs. In addition, a [map](#) showing where campaign signs may be placed. This information is also available on the City's [website](#). Specific, questions about sign placement should be directed to the Code Compliance Coordinator at 503.570.1603.

This information should get you started on your way as a candidate.

Candidates are also encouraged to watch the City Council meetings. The Wilsonville City Council typically meets twice a month, on the first and third Monday of each month. However, should the Monday fall on a holiday, the meeting will be held that Thursday. Generally, a work session is held at 5 pm, followed by the regular meeting at 7 pm. If needed an Executive Session will occur before or after the City Council meeting.

City Councilors also serve as members of the Urban Renewal Agency (meetings held as necessary, usually before or after a Council meeting) and the Budget Committee (spring meetings to confirm the annual fiscal year budget). Councilors may receive additional assignments as liaisons to City Boards and Commissions and/or as representatives on state/county/regional boards.

Prior meetings can be watched via the City of Wilsonville [YouTube channel](#).