

# **County Initiative and Referendum Manual**

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# Notice

The 2002 County Initiative and  
Referendum Manual and  
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BILL BRADBURY  
SECRETARY OF STATE



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Dear Oregonian,

It is my pleasure to provide the *2002 County Initiative & Referendum Manual*. Oregon encourages its citizens to participate in lawmaking at all levels of government.

This manual has been prepared for use by citizens interested in filing a county initiative or referendum petition and by county governing authorities and county elections filing officials in the conduct of elections throughout the state. The purpose is to provide uniformity in administration of elections for the 36 counties in the State of Oregon.

The manual describes county initiative and referendum processes, explaining the steps necessary to comply with the law. However, county elections filing officials should check their charters and ordinances for provisions that may impose additional requirements.

Local Elections Calendars have been included with this manual for 2002 and 2003. Be sure to check with your county elections official before using these calendars to develop your election schedules to be sure you are using current information.

Staff of your county elections office and the Elections Division is available to answer questions and assist in resolving problems.

Best,

A handwritten signature in black ink, appearing to read 'Bill Bradbury', written in a cursive style.

Bill Bradbury  
Secretary of State



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# INTRODUCTION

This manual is intended to assist individuals interested in the county initiative and referendum process and to provide an explanation of the procedures and regulations necessary to file a county initiative or referendum petition.

This manual is **not** intended to serve as a comprehensive guide for county governing bodies.

This manual is intended to provide an overview of county initiative and referendum processes. Some of the processes discussed herein **may be superseded** by county charter or ordinance. Check with your county elections official for applicable county charter or ordinance provisions.

The county elections official is available to assist and answer any questions.

As used in this manual, unless otherwise noted:

- ◆ “County elections official” refers to the county officer who is responsible for conducting elections and administering election laws at the county level.
- ◆ “Secretary” refers to the Elections Division.
- ◆ “Elections Division” refers to the Secretary of State, Elections Division.
- ◆ Initiative or Referendum Petition:
  - “Prospective initiative or referendum” refers to a prospective initiative or referendum petition that has been filed with the county elections official but has not received approval to circulate.
  - “Initiative” used alone refers to an initiative petition, including complete text, cover and signature sheet, which has received written approval to circulate, from the county elections official but has not yet qualified for the ballot.
  - “Completed Petition” refers to a prospective initiative or referendum petition where the chief petitioners have submitted 100 percent of the signatures required for verification.
  - “Measure” refers to an initiative or referendum, which has obtained enough valid signatures to qualify for the ballot.
- ◆ “Chief petitioners” refers to any combination of chief petitioners, including an individual, who sponsors an initiative or referendum.



# 2002 LOCAL ELECTIONS CALENDAR

DATE OF ELECTION	MARCH 12	MAY 21	SEPTEMBER 17	NOVEMBER 5
<b>County Elections Filing Officers:</b> * publish notice of district board election on or before (ORS 255.075)	December 1, 2001	January 31	June 8	July 18
<b>District Candidates:</b> ** file verified signatures or \$10 filing fee with county elections filing officer on or before (ORS 255.235)	January 10	March 12	July 18	August 27
<b>Local Governing Bodies:</b> *** file notice of measure with county elections filing officer on or before (ORS 254.095, 254.103, 255.085)	January 10	March 21	July 18	September 5****
<b>Voters' Pamphlet Filings:</b> candidates who file candidacy with county clerk, file material for inclusion in county voters' pamphlet on or before	January 14	March 14	July 22	August 29
persons filing measure arguments and candidates who file candidacy with governing body other than county clerk, file material for inclusion in county voters' pamphlet on or before (OAR 165-022-0010)	January 14	March 25	July 22	September 9
<b>County Elections Filing Officers:</b> for county & city elections held at the polls, publish facsimile ballot between (ORS 254.205)	February 25 through March 8	May 6 through May 17	September 2 through September 13	October 21 through November 1
for special district elections held at the polls, publish facsimile ballot between (ORS 255.095)	February 25 through Election Day	May 6 Through Election Day	September 2 Through Election Day	October 21 through Election Day
* Regular district elections for the purpose of electing district board members (including Local School Committee members, School Board and ESD directors) are generally held at the May election in each odd-numbered year. Districts should contact the county elections filing officer of the county in which the district's administrative office is located for district board election information.				
** Candidates: contact your local elections filing officer regarding filing required campaign finance reports.				
*** County and City Elections Filing Officers: Publish notice of receipt of ballot title and notice of measure election, as required by charter, ordinance and/or statute, in next available edition of newspaper in electoral district (ORS 250.175, 250.275, 255.085, 255.145)				
****For resubmitted measures the deadline is September 19; the measure argument filing deadline is September 23; if the county includes the resubmitted measure in the county voters' pamphlet.				

# 2003 LOCAL ELECTIONS CALENDAR

DATE OF ELECTION	MARCH 11	MAY 20	SEPTEMBER 16	NOVEMBER 4
<b>County Elections Filing Officers: *</b> publish notice of district board election on or before (ORS 255.075)	November 30, 2002	February 8	June 7	July 26
<b>District Candidates: **</b> file verified signatures or \$10 filing fee with county elections filing officer on or before (ORS 255.235)	January 9	March 20	July 17	September 4
<b>Local Governing Bodies: ***</b> file notice of measure with county elections filing officer on or before (ORS 254.095, 254.103, 255.085)	January 9	March 20	July 17	September 4****
<b>Candidate Statements and Measure Arguments:</b> file for inclusion in county voters' pamphlet (OAR 165-022-0010)	January 13	March 24	July 21	September 8
<b>County Elections Filing Officers:</b> for county & city elections held at the polls, publish facsimile ballot between (ORS 254.205)	February 24 through March 7	May 5 through May 16	September 1 through September 12	October 20 through October 31
for special district elections held at the polls, publish facsimile ballot between (ORS 255.095)	February 24 through Election Day	May 5 Through Election Day	September 1 Through Election Day	October 20 through Election Day
* Regular district elections for the purpose of electing district board members (including Local School Committee members, School Board and ESD directors) are generally held at the May election in each odd-numbered year. Districts should contact the county elections filing officer of the county in which the district's administrative office is located for district board election information.				
** Candidates: contact your local elections filing officer regarding filing required campaign finance reports.				
*** County and City Elections Filing Officers: Publish notice of receipt of ballot title and notice of measure election, as required by charter, ordinance and/or statute, in next available edition of newspaper in electoral district (ORS 250.175, 250.275, 255.085, 255.145)				
****For resubmitted measures the deadline is September 18; the measure argument filing deadline is September 22, if the county includes the resubmitted measure in the county voters' pamphlet.				

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# **COUNTY INITIATIVE PETITION PROCESS**

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## Filing Prospective Initiative Petition (Oregon Constitution, Article IV, §1 and ORS 250.165)

A prospective initiative petition consists of the text of the proposed county charter or ordinance, or an amendment to an existing county charter or ordinance, as well as the required forms that must be completed before filing the prospective initiative petition with the county elections official. All the forms required to file a prospective initiative petition and the instructions for completing those forms are contained in this manual.

County charter or ordinance requirements may supersede state statutes, except for the statutory ballot title requirements. Review the requirements with the county elections official before filing the prospective petition.

### CHIEF PETITIONERS

The chief petitioners file the prospective initiative petition with the county.

#### When to File

A county prospective initiative petition may be filed at any time.

#### What to File

The prospective initiative petition must include the following:

- ♦ Text of proposed measure to be initiated. Chief petitioners are encouraged to seek legal assistance when drafting the text of any measure;
- ♦ Statement One or More/No Petition Circulators Will Be Paid (SEL 300); and

**STATEMENT ONE OR MORE PETITION CIRCULATORS WILL BE PAID**

I/We hereby declare one or more petition circulators will be paid money or other valuable consideration for obtaining signatures of active registered voters on the attached petition or certificate. I/We understand the filing officer must be notified not later than the tenth day after I/we first have knowledge or should have had knowledge that no petition circulator will be paid for obtaining signatures.

\_\_\_\_\_  
Identify Petition  
(Name of Candidate or Minor Political Party on Prospective Petition; or Subject of Initiative, Referendum Petition or Name of Officeholder on Recall Petition)

Signed\* \_\_\_\_\_ Date signed \_\_\_\_\_  
 \_\_\_\_\_ Date signed \_\_\_\_\_  
 \_\_\_\_\_ Date signed \_\_\_\_\_

\*Statement must be signed by one of the following:

- candidate for nomination;
- all chief petitioners for initiative or referendum petition;
- chief petitioner for recall petition;
- chief sponsor for certificate of nomination; or
- chief sponsor for minor political party formation petition.

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**STATEMENT NO PETITION CIRCULATORS WILL BE PAID**

I/We hereby declare no petition circulator will be paid money or other valuable consideration for obtaining signatures of active registered voters on the attached petition or certificate. I/We understand the filing officer must be notified not later than the tenth day after I/we first have knowledge or should have had knowledge that one or more petition circulators will be paid for obtaining signatures.

\_\_\_\_\_  
Identify Petition  
(Name of Candidate or Minor Political Party on Prospective Petition; or Subject of Initiative, Referendum Petition or Name of Officeholder on Recall Petition)

Signed\* \_\_\_\_\_ Date signed \_\_\_\_\_  
 \_\_\_\_\_ Date signed \_\_\_\_\_  
 \_\_\_\_\_ Date signed \_\_\_\_\_

\*Statement must be signed by one of the following:

- candidate for nomination;
- all chief petitioners for initiative or referendum petition;
- chief petitioner for recall petition;
- chief sponsor for certificate of nomination; or
- chief sponsor for minor political party formation petition.

SEL 300 REV 11/01  
ORS 240.010, ORS 240.041, ORS 240.070, ORS 240.742,  
ORS 240.865, ORS 250.040, ORS 250.145, ORS 250.300, ORS 250.320

- ♦ Prospective Petition for Local Measure (SEL 370) which designates not more than three chief petitioners (see form on following page). If the petition designates less than three chief petitioners, additional chief petitioners, up to a total of three, may be added before final approval of the cover and signature sheets. A chief petitioner may resign or be replaced by another individual before final approval of the cover and signature sheets. A letter signed by all current chief petitioners must accompany the SEL 370 when designating additional or different chief petitioners. **At least one original chief petitioner must remain as a chief petitioner throughout the process.** If all original chief petitioners wish to resign, the initiative must be refiled.

PROSPECTIVE PETITION FOR LOCAL MEASURE	
<input type="checkbox"/> INITIATIVE <input type="checkbox"/> REFERENDUM	
COUNTY _____	CITY _____ DISTRICT _____
TO THE COUNTY ELECTIONS FILING OFFICER/CITY RECORDER (AUDITOR): We, the undersigned, request the (circle one) district attorney/city attorney prepare a ballot title for the attached proposed measure to be submitted to the people of (name of county/city/district) _____	
DESIGNATING CHIEF PETITIONERS	
Every petition shall designate not more than three persons as chief petitioners, setting forth the name, residence address and title (if officer of sponsoring organization) of each.	
1.	NAME (PRINT) _____ SIGNATURE _____ RESIDENCE ADDRESS _____ MAILING ADDRESS (IF DIFFERENT) _____ EMAIL ADDRESS AND/OR WEBSITE _____ DAY TELEPHONE _____ SPONSORING ORGANIZATION (IF ANY) _____
2.	NAME (PRINT) _____ SIGNATURE _____ RESIDENCE ADDRESS _____ MAILING ADDRESS (IF DIFFERENT) _____ EMAIL ADDRESS AND/OR WEBSITE _____ DAY TELEPHONE _____ SPONSORING ORGANIZATION (IF ANY) _____
3.	NAME (PRINT) _____ SIGNATURE _____ RESIDENCE ADDRESS _____ MAILING ADDRESS (IF DIFFERENT) _____ EMAIL ADDRESS AND/OR WEBSITE _____ DAY TELEPHONE _____ SPONSORING ORGANIZATION (IF ANY) _____
INSTRUCTIONS FOR CIRCULATORS	
Only active registered voters of the county, city or district may sign a petition. All signers on any one signature sheet must be active registered voters of the same county. It is advisable to have signers use a pen for signing petitions or for certifying petitions. Only one circulator may collect signatures on any one sheet of a petition. Each circulator must personally witness all signatures the circulator collects. Circulators shall not file a petition knowing it to contain a false signature. Circulators shall not knowingly make any false statement to any person who signs it or requests information about it. Circulators shall not attempt to obtain the signature of a person knowing that the person signing the petition is not qualified to sign it. Circulators shall not offer money or any thing of value to another person to sign or not sign a petition. Circulators shall not sell or offer to sell signature sheets. Warning: Violations of the circulator requirements may result in conviction of a felony with a fine of up to \$100,000 and/or prison for up to five years.	
INSTRUCTIONS FOR SIGNERS	
Only active registered voters of the county, city or district may sign a petition. Sign your full name, as you did when you registered to vote. Please fill in the date on which you signed the petition, your printed name and your residence address in the spaces provided. It is advisable to use a pen for signing petitions. It is unlawful to sign any person's name other than your own. Do not sign another person's name under any circumstances. It is unlawful to sign a petition more than once. It is unlawful for a person to knowingly sign a petition when the person is not qualified to sign it.	

SEL 370 REV 11/01 ORS 250.045, 250.145, 250.205, 250.135

*Note: Residence addresses of the chief petitioners are printed on the cover sheet ORS 250.165(2).*

### CHECKLIST FOR FILING A SUFFICIENT PROSPECTIVE INITIATIVE PETITION:

Below is a checklist of all the components required to file a prospective initiative petition. Take time to check each item to ensure that you have not overlooked any of the components and that all the forms have been completed in their entirety.

- The text of proposed measure to be initiated;
- A completed Statement One or More/No Petition Circulators Will Be Paid (SEL 300); and
- A Prospective Petition For Local Measure (SEL 370).

## Procedural Constitutional Requirements (Oregon Constitution, Article IV, §1 and ORS 250.168)

After receiving the prospective initiative petition the county elections official has five business days to review the text of the proposed charter or ordinance to determine whether or not it complies with the procedural constitutional requirements. After the review the county elections official notifies the chief petitioners of the determination.

### COUNTY ELECTIONS OFFICIAL

If the text of the proposed charter amendment or ordinance complies with the procedural constitutional requirements:

#### Step 1:

The county elections official notifies the chief petitioners in writing that the text complies with the procedural constitutional requirements no later than the sixth business day after the prospective initiative petition is filed.

#### Step 2:

The county elections official forwards two copies of the prospective initiative petition to the District Attorney for preparation of the ballot title no later than the sixth business day after the prospective initiative is filed.

If the text of the proposed charter or ordinance **does not** comply with the procedural constitutional requirements the county elections official notifies the chief petitioners, by certified mail (with return receipt requested), that the prospective initiative petition does not comply with procedural constitutional requirements. This notice must be mailed no later than the sixth business day after the prospective initiative petition is filed.

**REGISTERED VOTER**

Any registered Oregon voter who disagrees with the procedural constitutional requirement determination may file a petition with the Circuit Court challenging the determination.

If the county elections official determines that the text of the proposed charter amendment or ordinance **does** comply with the procedural constitutional requirements, the deadline to file a petition to review the procedural constitutional requirement determination is no later than the seventh business day after the ballot title is filed with the county elections official.

If the county elections official determines that the text of the proposed charter or ordinance **does not** comply with the procedural constitutional requirements, the deadline to file a petition is no later than the seventh business day after the written determination is made by the county elections official.

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**Ballot Title (ORS 250.035, 250.175 and 250.195)**


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If the county elections official determines that the proposed charter amendment or ordinance complies with the procedural constitutional requirements, the county elections official forwards two copies of the prospective initiative petition to the District Attorney for preparation of the ballot title.

**DISTRICT ATTORNEY**

After receiving copies of the prospective initiative petition, the District Attorney has five business days to prepare a ballot title and return it to the county elections official. Oregon statutes require that the ballot title contain the following elements:

- ♦ A caption not to exceed 10 words. The caption must reasonably identify the subject of the initiative;
- ♦ A question not to exceed 20 words. The question must plainly phrase the chief

purpose of the initiative so that an affirmative response corresponds to a yes vote on the measure; and

- ♦ A summary of the prospective initiative not to exceed 175 words. The summary shall be concise and impartial and summarize the measure and its major effect.

**COUNTY ELECTIONS OFFICIAL**

Immediately after receiving the ballot title from the District Attorney, the county elections official completes the ballot title process as follows:

**Step 1:**

The county elections official furnishes the chief petitioners with a copy of the ballot title.

**Step 2:**

The county elections official publishes notice of receipt of the ballot title in the next available edition of a newspaper of general circulation in the county which includes:

- ♦ A statement that the prospective initiative petition meets the procedural constitutional requirements;
- ♦ A notice that an elector may file a petition for a review of the ballot title; and
- ♦ The deadline for filing a petition for review of the ballot title with the Circuit Court.

**REGISTERED VOTER****Step 1:**

Any registered Oregon voter who is dissatisfied with the ballot title may petition the Circuit Court to review the ballot title issued by the District Attorney. To file a petition to review the ballot title an individual must be an elector of Oregon. The petition must name the District Attorney as the respondent. The petition shall state the reasons the title filed with the court is insufficient, not concise or unfair.

The deadline to file a petition to review the ballot title is no later than the seventh business day after the ballot title is filed with the county elections official.

**Step 2:**

If an elector files a petition to review a ballot title with the Circuit Court, the elector must also notify the county elections official in writing that the petition has been filed.

The notice must be filed with the county elections official no later than 5:00 p.m. on the first business day following the day the petition is filed with the Circuit Court.

**CIRCUIT COURT**

**Step 1:**

After a petition to review a ballot title is filed, the Circuit Court conducts its review. The review of the ballot title by the Circuit Court shall be the first and final review.

**Step 2:**

After reviewing the ballot title the Circuit Court renders its decision and certifies a ballot title meeting the requirements of ORS 250.035 to the county elections official.

The county elections official will not approve the cover and signature sheets for circulation until after the challenge period for the ballot title expires, or if the ballot title is challenged, after the Circuit Court order is received by the county elections official.

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**Prospective Initiative Petition  
Cover and Signature Sheets  
(ORS 250.165)**

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After receiving a certified or amended ballot title, the chief petitioners may begin the cover and signature sheet approval process.

Cover and signature sheets for a prospective initiative petition must be approved in writing

by the county elections official before the chief petitioners may begin circulating the petition.

The chief petitioners must comply with specific detailed requirements when preparing their cover and signature sheets. Failure to comply with the requirements on pages 21-23 will delay the receipt of written approval to circulate.

**CHIEF PETITIONERS**

After preparing the cover and signature sheets for the prospective initiative petition, the chief petitioners submit the first draft to the county elections official for review. If the text of the prospective initiative is not printed on the cover sheet, a complete copy of the text must also be submitted with the draft cover and signature sheets. If cover and signature sheets are submitted for approval by someone other than a chief petitioner, all of the chief petitioners must file written consent with the county elections official before the initial proofing of the cover and signature sheets by the county elections official.

See the Guidelines and Requirements for Petitions on pages 21-23 and the Sample Cover Sheet on page 39.

**COUNTY ELECTIONS OFFICIAL**

After receiving the text, cover and signature sheets from the chief petitioners, the county elections official reviews the sheets for compliance with the requirements for prospective county initiative petitions.

**Step 1:**

The county elections official reviews the text of the prospective initiative to assure that the text reads exactly as the text submitted with the original filing. The county elections official also reviews the cover and signature sheets for compliance with the county petition requirements. See pages 21-23.

**Step 2:**

The county elections official prepares and mails a written notice to the chief petitioners detailing any corrections which must be made to the text, cover or signature sheets before they can be approved for circulation.

**Step 3:**

Once the text, cover and signature sheets meet all of the requirements, the county elections official notifies the chief petitioners in writing of approval to circulate the initiative petition.

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## **Circulating an Initiative Petition (ORS 250.165)**

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Once the chief petitioners receive written approval of the cover and signature sheets from the county elections official the chief petitioners may collect the signatures needed to place the initiative on the ballot.

**CHIEF PETITIONERS**

Before collecting signatures, the chief petitioners must review with circulators the legal prohibitions and guidelines for circulating an initiative. See page 24.

**CHIEF PETITIONERS AND CIRCULATORS**

After reviewing the legal requirements and guidelines for circulating an initiative, the chief petitioners and circulators may circulate the petition.

Each person collecting signatures must carry at least one full and correct copy of the text of the initiative and must allow any person to review the text upon request.

Each signature collected must be personally witnessed by the circulator whose certification appears at the bottom of the petition sheet.

Circulators shall not attempt to obtain signatures of persons knowing that the person signing the petition is not qualified to sign it.

Circulators shall not offer money or any thing of value to another person to sign or not sign a petition, nor shall they sell or offer to sell signature sheets.

*Warning: Violations of the circulator requirements may result in conviction of a felony with a fine of up to \$100,000 and/or prison for up to five years.*

**COUNTY ELECTIONS OFFICIAL**

If the initiative petition is not completed within one year from the date the cover and signature sheets were approved for circulation, the county elections official sends an inquiry letter by certified mail (return receipt requested) to the chief petitioners, asking whether the petitioners are still actively gathering signatures.

The county elections official must send the letter no later than 30 days before the annual anniversary date that the petition was approved for circulation.

**CHIEF PETITIONERS**

No later than the annual anniversary date of the approval to circulate the initiative, the chief petitioners must file a statement with the county elections official indicating whether or not the initiative is still active. If the initiative is still active, the chief petitioner may submit the signatures gathered in the preceding year to the county elections official for verification.

If the chief petitioners fail to timely file such a statement, the county elections official shall not accept any signatures for verification and the initiative is void.

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## Filing a Completed Initiative with the County Elections Official (ORS 250.215)

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Once the chief petitioners have collected at least 100 percent of the required number of signatures to place an initiative on the ballot, the chief petitioners may submit the signature sheets to the county elections official.

### CHIEF PETITIONERS

Only the chief petitioners may submit signature sheets with the county elections official for verification. Signature sheets will not be accepted from circulators, agents, circulator companies or any other individual or entity.

#### Step 1:

Before submitting the signature sheets for verification with the county elections official, the chief petitioners must number the signature sheets beginning with the number 1 and continue numbering sequentially until all sheets have been numbered.

*Warning: It is the responsibility of the chief petitioners to ensure that the signature sheets are numbered sequentially before filing the petition signatures for verification. Failure to comply with this requirement may result in rejection of those sheets.*

#### Step 2:

The chief petitioners submit numbered signature sheets for verification with the county elections official.

The initiative must contain at least 100 percent of the required number of original signatures.

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## Verification of Signatures (ORS 250.215 and OAR 165-014-0110)

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After receiving the signature sheets from the chief petitioners, the county elections official begins verifying the signatures to determine if the initiative contains enough valid signatures to qualify for the ballot.

Signature verification must be completed no later than the 15<sup>th</sup> calendar day after signatures are submitted for verification.

### COUNTY ELECTIONS OFFICIAL

The county elections official processes signature sheets submitted for verification in the following manner:

- ♦ Compares the submitted cover and signature sheets to the approved versions;
- ♦ Reviews the signature sheets and the signed circulator's certifications;
- ♦ Verifies that each signature sheet is back to back with an approved cover sheet; and
- ♦ Verifies the original signatures against the voter registration records.

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*Note: If the petition requires more than 4,500 signatures the county elections official may use a statistical sampling process to determine the petition's sufficiency. See OAR 165-014-0110.*

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*Note: If signatures are submitted and signature verification shows that the petition did not qualify the chief petitioner may submit additional signatures for verification.*

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## **Certification of Measure to Ballot (ORS 250.221 and 254.108)**

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### **COUNTY ELECTIONS OFFICIAL**

After the signature verification process has been completed and it has been determined that the initiative has enough valid signatures to qualify as a county measure, the county elections official assigns a measure number to the qualified petitions in the following manner:

#### **Step 1:**

Measure numbers are assigned by election in the sequence the measures were filed with the county, for signature verification. Each county measure number is preceded by a unique county prefix number. Ballot measure numbers will not be repeated.

#### **Step 2:**

After issuing the qualified initiative a measure number, the county elections official assigns the measure to the appropriate election. The election date must be the next available election which is no sooner than the 90<sup>th</sup> day after the initiative petition was filed for signature verification with the county elections official. See page 27.

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## **Withdrawing an Initiative (ORS 250.029)**

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### **CHIEF PETITIONERS**

Chief petitioners may withdraw their initiative by submitting a Withdrawal of Initiative or Referendum Petition (SEL 375) to the county elections official signed by all current chief petitioners.

### **When to Withdraw**

Chief petitioners may withdraw their initiative any time before submitting the petition signature sheets for signature verification.

### **COUNTY ELECTIONS OFFICIAL**

The county elections official discontinues the initiative process. The chief petitioners may not re-activate the withdrawn petition.



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# **COUNTY REFERENDUM PETITION PROCESS**

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## Filing Prospective Referendum Petition (ORS 250.015, 250.165 and 250.205)

A prospective referendum petition consists of the text of the ordinance or resolution as enacted by the county governing body, as well as the required forms that must be completed before filing the prospective referendum petition with the county elections official. All the forms required to file a prospective referendum petition and the instructions for completing those forms are contained in this manual.

County charter or ordinance requirements may supersede state statutes, except for the statutory ballot title requirements. Review the requirements with the county elections official before filing the prospective petition.

### CHIEF PETITIONERS

The chief petitioners file the prospective referendum petition with the county elections official.

#### When to File

A county prospective referendum petition may be filed at any time after the ordinance is adopted, but must be completed before the ordinance takes effect. Signatures must be filed for verification with the elections official no later than the 90<sup>th</sup> day after the adoption of a nonemergency county measure. To determine the filing deadline, day one is the first day after the measure was adopted by the governing body.

#### What to File

The prospective referendum petition must include the following:

- ♦ Title of the measure as enacted by the county governing body;
- ♦ Statement One or More/No Petition Circulators Will Be Paid (SEL 300); and

**STATEMENT ONE OR MORE PETITION CIRCULATORS WILL BE PAID**

I/We hereby declare one or more petition circulators will be paid money or other valuable consideration for obtaining signatures of active registered voters on the attached petition or certificate. I/We understand the filing officer must be notified not later than the tenth day after I/we first have knowledge or should have had knowledge that no petition circulator will be paid for obtaining signatures.

\_\_\_\_\_  
Identify Petition  
(Name of Candidate or Minor Political Party on Prospective Petition; or Subject of Initiative, Referendum Petition or Name of Officeholder on Recall Petition)

Signed\* \_\_\_\_\_ Date signed \_\_\_\_\_  
 \_\_\_\_\_ Date signed \_\_\_\_\_  
 \_\_\_\_\_ Date signed \_\_\_\_\_

\*Statement must be signed by one of the following:

- candidate for nomination;
- all chief petitioners for initiative or referendum petition;
- chief petitioner for recall petition;
- chief sponsor for certificate of nomination; or
- chief sponsor for minor political party formation petition.

---

**STATEMENT NO PETITION CIRCULATORS WILL BE PAID**

I/We hereby declare no petition circulator will be paid money or other valuable consideration for obtaining signatures of active registered voters on the attached petition or certificate. I/We understand the filing officer must be notified not later than the tenth day after I/we first have knowledge or should have had knowledge that one or more petition circulators will be paid for obtaining signatures.

\_\_\_\_\_  
Identify Petition  
(Name of Candidate or Minor Political Party on Prospective Petition; or Subject of Initiative, Referendum Petition or Name of Officeholder on Recall Petition)

Signed\* \_\_\_\_\_ Date signed \_\_\_\_\_  
 \_\_\_\_\_ Date signed \_\_\_\_\_  
 \_\_\_\_\_ Date signed \_\_\_\_\_

\*Statement must be signed by one of the following:

- candidate for nomination;
- all chief petitioners for initiative or referendum petition;
- chief petitioner for recall petition;
- chief sponsor for certificate of nomination; or
- chief sponsor for minor political party formation petition.

SEL 300 REV 11/01  
ORS 240.010, ORS 240.061, ORS 240.070, ORS 240.740,  
ORS 240.860, ORS 250.015, ORS 250.165, ORS 250.205, ORS 250.210

- ♦ Prospective Petition for Local Measure (SEL 370) which designates not more than three chief petitioners. If the petition designates less than three chief petitioners, additional chief petitioners, up to a total of three, may be added before final approval of the cover and signature sheets. A chief petitioner may resign or be replaced by another individual before final approval of the referendum cover and signature sheets. A letter signed by all current chief petitioners must accompany the SEL 370 when designating additional or different chief petitioners. **At least one original chief petitioner must remain as a chief petitioner throughout the process.** If all original chief petitioners wish to resign, the referendum must be refilled.

<b>PROSPECTIVE PETITION FOR LOCAL MEASURE</b> <input type="checkbox"/> INITIATIVE <input type="checkbox"/> REFERENDUM	
COUNTY _____	CITY _____ DISTRICT _____
TO THE COUNTY ELECTIONS FILING OFFICER/CITY RECORDER (AUDITOR): We, the undersigned, request the (circle one) district attorney/city attorney prepare a ballot title for the attached proposed measure to be submitted to the people of (name of county/city/district) _____	
<b>DESIGNATING CHIEF PETITIONERS</b> Every petition shall designate not more than three persons as chief petitioners, setting forth the name, residence address and title (if officer of sponsoring organization) of each.	
1.	NAME (PRINT) _____ SIGNATURE _____ RESIDENCE ADDRESS _____ MAILING ADDRESS (IF DIFFERENT) _____ EMAIL ADDRESS AND/OR WEBSITE _____ DAY TELEPHONE _____ SPONSORING ORGANIZATION (IF ANY) _____
2.	NAME (PRINT) _____ SIGNATURE _____ RESIDENCE ADDRESS _____ MAILING ADDRESS (IF DIFFERENT) _____ EMAIL ADDRESS AND/OR WEBSITE _____ DAY TELEPHONE _____ SPONSORING ORGANIZATION (IF ANY) _____
3.	NAME (PRINT) _____ SIGNATURE _____ RESIDENCE ADDRESS _____ MAILING ADDRESS (IF DIFFERENT) _____ EMAIL ADDRESS AND/OR WEBSITE _____ DAY TELEPHONE _____ SPONSORING ORGANIZATION (IF ANY) _____
<b>INSTRUCTIONS FOR CIRCULATORS</b> Only active registered voters of the county, city or district may sign a petition. All signers on any one signature sheet must be active registered voters of the same county. It is advisable to have signers use a pen for signing petitions or for certifying petitions. Only one circulator may collect signatures on any one sheet of a petition. Each circulator must personally witness all signatures the circulator collects. Circulators shall not file a petition knowing it to contain a false signature. Circulators shall not knowingly make any false statement to any person who signs it or requests information about it. Circulators shall not attempt to obtain the signature of a person knowing that the person signing the petition is not qualified to sign it. Circulators shall not offer money or any thing of value to another person to sign or not sign a petition. Circulators shall not sell or offer to sell signature sheets. <b>Warning:</b> Violations of the circulator requirements may result in conviction of a felony with a fine of up to \$100,000 and/or prison for up to five years.	
<b>INSTRUCTIONS FOR SIGNERS</b> Only active registered voters of the county, city or district may sign a petition. Sign your full name, as you did when you registered to vote. Please fill in the date on which you signed the petition, your printed name and your residence address in the spaces provided. It is advisable to use a pen for signing petitions. It is unlawful to sign any person's name other than your own. Do not sign another person's name under any circumstances. It is unlawful to sign a petition more than once. It is unlawful for a person to knowingly sign a petition when the person is not qualified to sign it.	

SEL 370 REV 11/01 ORS 250.045, 250.165, 250.205, 250.195

*Note: Residence addresses of the chief petitioners are printed on the cover sheet ORS 250.165 (2).*

**CHECKLIST FOR FILING A SUFFICIENT PROSPECTIVE REFERENDUM PETITION**

Below is a checklist of all the components required to file a prospective referendum petition. Take time to check each item to ensure that you have not overlooked any of the components and that all the forms have been completed in their entirety.

- Title of the measure as enacted by the county governing body;
- A completed Statement One or More/No Petition Circulators Will Be Paid (SEL 300); and
- A Prospective Petition For Local Measure (SEL 370).

**Ballot Title (ORS 250.035 - 250.041, 250.175 and 250.195)**

After the county elections official receives a prospective referendum petition, two copies are forwarded to the District Attorney for preparation of the ballot title. The ballot title drafting process and the collection of signatures will occur simultaneously. Once the chief petitioners have received written approval to circulate from the county elections official the chief petitioners may begin collecting signatures. The chief petitioners are not required to wait for the ballot title before collecting signatures.

**DISTRICT ATTORNEY**

After receiving copies of the prospective referendum petition, the District Attorney has five business days to prepare a ballot title and return it to the county elections official. Oregon statutes require that the ballot title contain the following elements:

- ♦ A caption not to exceed 10 words. The caption must reasonably identify the subject of the referendum;
- ♦ A question not to exceed 20 words. The question must plainly phrase the chief purpose of the referendum so that an affirmative response corresponds to a yes vote on the ballot; and
- ♦ A summary of the referendum not to exceed 175 words. The summary shall be concise and impartial and summarize the measure and its major effect.

**COUNTY ELECTIONS OFFICIAL**

Immediately after receiving the ballot title from the District Attorney the county elections official completes the ballot title process as follows:

**Step 1:**

The county elections official furnishes the chief petitioners with a copy of the ballot title.

**Step 2:**

The county elections official publishes notice of receipt of the ballot title in the next available edition of a newspaper of general circulation in the county which includes:

- ♦ A notice that an elector may file a petition for a review of the ballot title; and
- ♦ The deadline for filing a petition for review of the ballot title with the Circuit Court.

**REGISTERED VOTER****Step 1:**

Any registered Oregon voter who is dissatisfied with the ballot title may petition the Circuit Court to review the ballot title issued by the District Attorney. To file a petition to review the ballot title an individual must be an elector of Oregon. The petition must name the District Attorney as the respondent. The petition shall state the reasons the title filed with the court is insufficient, not concise or unfair.

The deadline to file a petition to review the ballot title is no later than the seventh business day after the ballot title is filed with the county elections official.

**Step 2:**

If an elector files a petition to review a ballot title with the Circuit Court, the elector must also notify the county elections official in writing that the petition has been filed.

This notice must be filed with the county elections official no later than 5:00 p.m. on the first business day following the day the petition is filed with the Circuit Court.

**CIRCUIT COURT****Step 1:**

After a petition to review a ballot title is filed the Circuit Court conducts its review. The review of the ballot title by the Circuit Court shall be the first and final review.

**Step 2:**

After reviewing the ballot title, the Circuit Court renders its decision and certifies the ballot title meeting the requirements of ORS 250.035 to the county elections official.

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## **Prospective Referendum Petition Cover and Signature Sheets (ORS 250.165)**

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Cover and signature sheets for a prospective referendum petition must be approved in writing by the county elections official before the chief petitioners may begin circulating the petition. The chief petitioners must comply with specific detailed requirements when preparing their cover and signature sheets. Failure to follow the guidelines and comply with the requirements on pages 22-23 may delay the process of receiving written approval to circulate. The ballot title process and the collection of signatures will occur simultaneously. The chief petitioners are not required to wait for the ballot title before collecting signatures. Once the chief petitioners have received written approval to circulate from the county elections official they may begin collecting signatures.

**CHIEF PETITIONERS**

After preparing the cover and signature sheets for the prospective referendum petition, the chief petitioners submit the first draft to the county elections official for review. Each sheet of signatures on a referendum petition shall contain the number of the ordinance or resolution to be referred, if any, and the date it was adopted by the county governing body. A complete copy of the ordinance must also be submitted with the draft cover and signature sheets. If cover and signature sheets are submitted for approval by someone other than a chief petitioner, all of the chief petitioners must file written consent with the county elections official before the initial review of the cover and signature sheets.

See the Guidelines and Requirements for Petitions on pages 22-23 and the Sample Cover Sheet on page 39.

### **COUNTY ELECTIONS OFFICIAL**

After receiving the text of the measure to be referred, cover and signature sheets from the chief petitioners, the county elections official reviews the sheets for compliance with the requirements for a county referendum petition.

#### **Step 1:**

The county elections official reviews the text of the ordinance to assure it reads exactly as the ordinance adopted by the governing body. The county elections official also reviews the cover and signature sheets for compliance with the county petition requirements. See pages 22-23. The petition will be circulated using the title of the measure as enacted by the county governing body or, if there is no title, the title supplied by the chief petitioner.

#### **Step 2:**

The county elections official prepares and mails a written notice to the chief petitioners detailing any corrections which must be made to the text, cover or signature sheets before they can be approved for circulation.

#### **Step 3:**

Once the text, cover and signature sheets meet all of the requirements, the county elections official notifies the chief petitioners in writing of the approval to circulate the referendum petition.

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## **Circulating a Referendum Petition (ORS 250.165 and 250.205)**

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Once the chief petitioners receive written approval of the cover and signature sheets from the county elections official, the chief petitioners may collect the signatures needed to place the referendum on the ballot.

### **CHIEF PETITIONERS**

Before collecting signatures, the chief petitioners must review with circulators the legal prohibitions and guidelines for circulating a referendum. See page 24.

### **CHIEF PETITIONERS AND CIRCULATORS**

After reviewing the legal requirements and guidelines for circulating a referendum, the chief petitioners and circulators may circulate the petition.

Each person collecting signatures must carry at least one full and correct copy of the text of the ordinance and must allow any person to review the text upon request.

Each signature collected must be personally witnessed by the circulator whose certification appears at the bottom of the petition sheet.

Circulators shall not attempt to obtain signatures of persons knowing that the person signing the petition is not qualified to sign it.

Circulators shall not offer money or any thing of value to another person to sign or not sign a petition, nor shall they sell or offer to sell signature sheets.

*Warning: Violations of the circulator requirements may result in conviction of a felony with a fine of up to \$100,000 and/or prison for up to five years.*

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## **Filing a Completed Referendum with the County Elections Official (ORS 250.215)**

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Once the chief petitioners have collected at least 100 percent of the required number of signatures to place a referendum on the ballot, the chief petitioners may submit the signature sheets to the county elections official. The deadline for filing signatures with the county elections official is no later than the 90<sup>th</sup> day after the adoption of the county legislation sought to be referred.

To determine the deadline for submitting signatures, day one is the first day after the ordinance was passed by the governing body.

### CHIEF PETITIONERS

Only the chief petitioners may submit signature sheets with the county elections official for verification. Signature sheets will not be accepted from circulators, agents, circulator companies or any other individual or entity.

#### Step 1:

Before submitting the signature sheets for verification with the county elections official, the chief petitioners must number all of the signature sheets beginning with the number 1 and continue numbering sequentially until all sheets have been numbered.

*Warning: It is the responsibility of the chief petitioners to ensure that the signature sheets are numbered sequentially before filing the petition signatures for verification. Failure to comply with this requirement may result in rejection of those sheets.*

#### Step 2:

The chief petitioners submit numbered signature sheets for verification with the county elections official. The referendum must contain at least 100 percent of the required number of original signatures.

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## Verification of Signatures (ORS 250.215 and OAR 165-014-0110)

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After receiving the signature sheets from the chief petitioners, the county elections official begins verifying the signatures to determine if the referendum contains enough valid signatures to qualify for the ballot.

Signature verification must be completed no later than the 15<sup>th</sup> calendar day after the deadline for chief petitioners to file signatures with the county elections official.

### COUNTY ELECTIONS OFFICIAL

The county elections official processes signature sheets submitted for verification for each referendum in the following manner:

- ♦ Compares the submitted cover and signature sheets to the approved versions;
- ♦ Reviews the signature sheets and the signed circulator's certifications;
- ♦ Verifies that each signature sheet is back to back with an approved cover sheet; and
- ♦ Verifies the original signatures against the voter registration records.

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*Note: If the petition requires more than 4,500 signatures the county elections official may use a statistical sampling process to determine the petition's sufficiency. See OAR 165-014-0110.*

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## Certification of Measure to Ballot (ORS 250.221 and 254.108)

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### COUNTY ELECTIONS OFFICIAL

After the signature verification process has been completed and it has been determined that the referendum has enough valid signatures to qualify as a county measure, the county elections official assigns a measure number to the qualified petitions in the following manner:

#### Step 1:

Measure numbers are assigned in the sequence the measures were filed with the county, for signature verification. Each county measure number is preceded by a unique county prefix number. Ballot measure numbers will not be repeated.

Step 2:

After issuing the qualified referendum a measure number, the county elections official assigns the measure to the appropriate election. The election date must be the next available election which is no sooner than the 90<sup>th</sup> day after the referendum petition was filed for signature verification with the county elections official. See page 27.

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## **Withdrawing a Referendum (ORS 250.029)**

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### **CHIEF PETITIONERS**

Chief petitioners may withdraw their referendum by submitting a Withdrawal of Initiative or Referendum Petition (SEL 375) to the county elections official signed by all current chief petitioners.

### **When to Withdraw**

Chief petitioners may withdraw their referendum any time before submitting the petition signature sheets for signature verification.

### **COUNTY ELECTIONS OFFICIAL**

The county elections official discontinues the referendum process. The chief petitioners may not re-activate the withdrawn petition.

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# **GUIDELINES AND REQUIREMENTS FOR PETITIONS**

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## Initiative Petition Cover and Signature Sheet Requirements (Oregon Constitution, Article IV, §1, ORS 250.165)

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All cover and signature sheets must be approved in writing by the county elections official **before** circulating any petition. Signatures collected on unapproved cover and signature sheets will be rejected.

*Warning: Logos, slogans, advertisements, party affiliation, etc. or any symbol or language which may be construed as advocacy is not permitted on any cover or signature sheet. Failure to comply with this requirement may result in rejection of those sheets and disqualification of those signatures.*

### Cover Sheet Requirements

Each cover sheet for a prospective initiative petition shall include:

- ♦ The printed words COUNTY INITIATIVE PETITION across the top of the cover sheet;
- ♦ The certified ballot title for the initiative, printed and formatted exactly as prepared by the District Attorney or, when applicable, as certified by the Circuit Court;
- ♦ Names, residence addresses and phone numbers of all chief petitioners as designated on the Prospective Petition For Local Measure (SEL 370); and
- ♦ The instructions to the petition circulators and signers exactly as they appear on the Prospective Petition For Local Measure (SEL 370).

The chief petitioners may also include the name and mailing address of the political committee sponsoring the prospective initiative petition.

### Signature Sheet Requirements

Form SEL 371 or 373 (whichever is appropriate) may be recreated by the chief petitioners but must appear the same as the original form. The form number (SEL 371 or SEL 373) may not be used on a recreated signature sheet.

Each signature sheet for an initiative petition shall be printed back to back with a cover sheet and shall include:

- ♦ A notice stating "Some Circulators For This Petition Are Being Paid," if one or more persons will be paid for obtaining signatures of electors on the petition;
- ♦ The sentence, "Do not sign this petition more than once;"
- ♦ The sentence "It is unlawful to sign a petition more than one time;"
- ♦ The petition identification number;
- ♦ Statement that signers on any one signature sheet must be active registered voters from the same county;
- ♦ Caption of the certified ballot title as issued by the District Attorney or the Circuit Court;
- ♦ Petition circulator's certification stating that each person who signed the petition did so in the circulator's presence and the circulator believes each signer is an elector;
- ♦ A space for placing the signature sheet number;
- ♦ The county verification box at the bottom of the signature sheet; and
- ♦ Ten (10) signature lines.

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*Note: Signature sheets may contain up to 20 signature lines. Any variation from 10 signature lines (as adopted by the Secretary of State) must be approved by the elections official.*

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### Signature Verification Requirements

- Signature (required);
- \*Printed name;
- \*Residence address;
- \*Date of signing petition.

\*These fields are required to be on the signature sheets. However, an elector's printed name, residence address and date they signed the petition are not mandatory under Oregon law. These information fields, while optional, provide valuable assistance to county elections officials who are performing the signature verification. If these fields are not completed, the signatures may still be submitted for signature verification. If the county elections official can determine from the signature alone that the elector was an active registered voter at the time the elector signed the petition, that signature will count toward the total signature requirement for the petition. If no date is provided by the elector, the signatures are considered valid only if the county elections official determines that the elector was an active registered voter during the period beginning the date the petition was approved for circulation through the date of filing the petition.

*Warning: Circulators are advised to encourage signers to complete the optional information whenever possible. Failure to provide the optional information increases the possibility that the signature cannot be confirmed to be that of an active registered voter, and thus reduces the chances of the petition having adequate verifiable signatures to qualify for the ballot.*

## Referendum Petition Cover and Signature Sheet Requirements (Oregon Constitution, Article IV, §1, ORS 250.165 and 250.175)

All cover and signature sheets must be approved in writing by the county elections official **before** circulating any petition. Signatures collected on unapproved cover and signature sheets will be rejected.

*Warning: Logos, slogans, advertisements, party affiliation, etc. or any symbol or language which may be construed as advocacy is not permitted on any cover or signature sheet. Failure to comply with this requirement may result in rejection of those sheets and disqualification of those signatures.*

### Cover Sheet Requirements

Each cover sheet for a prospective referendum petition shall include:

- ♦ The printed words COUNTY REFERENDUM PETITION across the top;
- ♦ The title of the measure as enacted by the county governing body or, if no title, the title of the Act as supplied by the petitioner filing the prospective referendum petition;
- ♦ Names, residence addresses and phone numbers of the chief petitioners as designated on the Prospective Petition For Local Measure (SEL 370); and
- ♦ Instructions to the petition circulators and signers exactly as they appear on the Prospective Petition For Local Measure (SEL 370).

The chief petitioners may also include the name and mailing address of the political committee sponsoring the prospective referendum petition.

### Signature Sheet Requirements

Form SEL 371 or 373 (whichever is appropriate) may be recreated by the chief petitioners but must appear the same as the original form. The form number (SEL 371 or SEL 373) may not be used on a recreated signature sheet.

Each signature sheet for a referendum petition shall be printed back to back with a cover sheet and shall include:

- ♦ A notice stating "Some Circulators For This Petition Are Being Paid," if one or more persons will be paid for obtaining signatures of electors on the petition;
- ♦ The sentence, "Do not sign this petition more than once;"
- ♦ The sentence "It is unlawful to sign a petition more than one time;"
- ♦ The petition identification number;
- ♦ Statement that signers on any one signature sheet must be active registered voters from the same county;
- ♦ Title of the Act;

- ♦ Petition circulator's certification stating that each person who signed the petition did so in the circulator's presence and the circulator believes each signer is an elector;
- ♦ A space for placing the signature sheet number;
- ♦ The county verification box at the bottom of the signature sheet; and
- ♦ Ten (10) signature lines.

*Note: Signature sheets may contain up to 20 signature lines. Any variation from 10 signature lines (as adopted by the Secretary of State) must be approved by the elections official.*

#### Signature Verification Requirements

- Signature (required);
- \*Printed name;
- \*Residence address;
- \*Date of signing petition.

\*These fields are required to be on the signature sheets. However, an elector's printed name, residence address and date they signed the petition are not mandatory under Oregon law. These information fields, while optional, provide valuable assistance to county elections officials who are performing the signature verification. If these fields are not completed, the signatures may still be submitted for signature verification. If the county elections official can determine from the signature alone that the elector was an active registered voter at the time the elector signed the petition, that signature will count toward the total signature requirement for the petition. If no date is provided by the elector, the signatures are considered valid only if the county elections official determines that the elector was an active registered voter during the period beginning the date the petition was approved for circulation through the date of filing the petition.

*Warning: Circulators are advised to encourage signers to complete the optional information whenever possible. Failure to provide the optional information increases the possibility that the signature cannot be confirmed to be that of a registered voter, and thus reduces the chances of the petition having adequate verifiable signatures to qualify for the ballot.*

## Format Requirements for All Cover and Signature Sheets

The format to be followed in preparing cover and signature sheets shall be:

- ♦ Standard 8 ½" x 11" size paper;
- ♦ At least 20 pound (weight) uncoated paper. (Upon request from the County Elections Official, the chief petitioners may be called upon to provide a printer's certification that the paper they are using is uncoated);
- ♦ Printed on white or pastel colored paper stock to render text readable and enable election officials to readily verify signatures. All paper must be approved by the county elections official prior to circulation (coated paper will not be approved); and
- ♦ Printed in type size not smaller than 7 point. Size and style of type are otherwise left to the discretion of the petitioner, as long as it is deemed readable and approved in writing, by the county elections official.

Cover and signature sheets must be submitted for approval exactly as intended to circulate, including weight, style and color of paper with cover and signature sheets back to back. Any proposed variation to approved cover or signature sheets must be resubmitted and approved in writing by the county elections official before circulating.

## Guidelines for Circulation of Petitions (ORS 250.165, 260.555, 260.558 and 260.560)

It is very important for chief petitioners to instruct circulators on the guidelines for circulating a petition. A circulator's failure to comply with the guidelines may result in the rejection of petition signature sheets and a felony conviction for the circulator. To ensure compliance with the circulating requirements the chief petitioners must educate their circulators and monitor their activities.

### PETITION CIRCULATOR

Each petition circulator:

- ♦ Must carry at least one full and correct copy of the text of the initiative or referendum and shall allow any person to review the text upon request;
- ♦ Must ensure all active registered voters who sign a single signature sheet are residents of the same county;
- ♦ Must sign\* the petition circulator's certification stating that:

"I hereby certify every person who signed this sheet did so in my presence and I believe each person is a qualified voter of the State of Oregon (ORS 250.045)."

*\*Circulators must personally sign their legal signature. Initials and stamps are not acceptable.*

- ♦ Shall not attempt to obtain the signature of a person knowing that the person signing the petition is not qualified to sign it.
- ♦ Shall not knowingly make any false statement regarding the contents, meaning or effect of the petition to a prospective signer;
- ♦ Shall not offer money or any thing of value to another person to sign or not sign a petition;
- ♦ Shall not sell or offer to sell signature sheets; and
- ♦ May be paid to obtain signatures on any petition.

*Warning: Violations of the circulator requirements may result in conviction of a felony with a fine of up to \$100,000 and/or prison for up to five years.*

### PETITION SIGNER

Each petition signer must be an active registered voter in the county at the time of signing the petition or the person's signature will not be counted.

Signing a petition and filling out a voter registration card, or updating their voter registration, at the same time is not sufficient to make the petition signature valid, unless the card is received by an elections filing officer before 5:00 p.m. on the same day the petition is signed.

## Signature Requirements for Completed Petitions (ORS 250.205)

The number of active registered voters' signatures required to place an initiative or referendum measure on the ballot is based upon a percentage of the total votes cast in the county for all candidates for governor at the last election in which a candidate for governor was elected to a full term. Call your county elections official for the total number of votes cast in your county.

The signature requirements are:

- ♦ For an initiative, six percent; and
- ♦ For a referendum, four percent.

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# **GENERAL INFORMATION**

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## Initiative and Referendum Timeline for Ballot Placement (ORS 203.085 and 250.221)

### FOR A COUNTY MEASURE

After the county elections official has determined that the initiative or referendum has the required number of valid signatures needed to be placed on the ballot, the county elections official shall establish the date for the measure election.

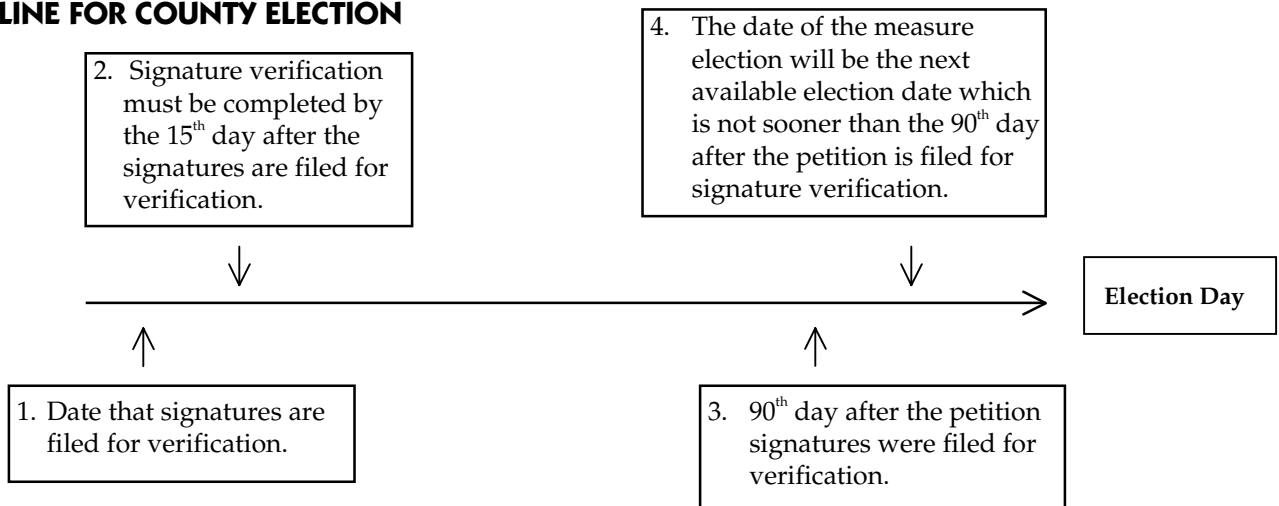
The election shall be held on the next available election date in ORS 203.085 that is no sooner than the 90<sup>th</sup> day after the measure was filed for signature verification with the county elections official and for which a sufficient number of signatures have been verified.

### INITIATIVE TIMELINES

2002 Election Dates	Last Day To Submit Signatures To Qualify For This Election
March 12, 2002	December 12, 2001
May 21, 2002	February 20, 2002
September 17, 2002	June 19, 2002
November 5, 2002	August 7, 2002

2003 Election Dates	Last Day To Submit Signatures To Qualify For This Election
March 11, 2003	December 11, 2002
May 20, 2003	February 19, 2003
September 16, 2003	June 18, 2003
November 4, 2003	August 6, 2003

### TIMELINE FOR COUNTY ELECTION



**Note:** To determine the date of the election for an *initiative or referendum*, day one is the first day after the chief petitioner submits 100% of the signatures for verification.

## Determining the Filing Officer For Your Committee

TYPE OF POLITICAL COMMITTEE	FILING OFFICER
<p><b>Political committee supporting or opposing any candidate for state office:</b> Governor, Secretary of State, State Treasurer, Attorney General, Commissioner of the Bureau of Labor and Industries, Superintendent of Public Instruction, State Senator, State Representative, Judge (Supreme Court, Court of Appeals, Tax Court and Circuit Court) and District Attorney.</p> <p><b>Political committee supporting or opposing any statewide measure</b></p> <p><b>Chief petitioner committee for statewide initiative or referendum petition or recall of state public office holder</b></p>	<p><b>Secretary of State</b></p>
<p><b>Political committee supporting or opposing any candidate for county office:</b> County Judge, County Commissioner, County Assessor, County Clerk, County Sheriff, County Surveyor, Justice of the Peace and County Treasurer.</p> <p><b>Political committee supporting or opposing any candidate for district office within the county, except irrigation districts:</b> Generally, a member of a board of directors.</p> <p><b>Political committee supporting or opposing any county measure</b></p> <p><b>Political committee supporting or opposing any district measure within the county, except irrigation districts</b></p> <p><b>Chief petitioner for county initiative or referendum petition or recall of county public office holder</b></p>	<p><b>County Elections Filing Officer</b></p>
<p><b>Political committee supporting or opposing any candidate for multi-county district office, except irrigation districts</b></p> <p><b>Political committee supporting or opposing any multi-county district measure, except irrigation districts</b></p> <p><b>Chief petitioner for multi-county initiative or referendum petition or recall of multi-county public office holder, except irrigation districts</b></p>	<p><b>County Elections Filing Officer</b> where administrative office of the district is located</p>
<p><b>Political committee supporting or opposing any candidate for city office:</b> Mayor, City Councilors, municipal Judge and any other elective office created by the City.</p> <p><b>Political committee supporting or opposing any city measure</b></p> <p><b>Chief petitioner for city initiative or referendum petition or recall of city public office holder</b></p>	<p><b>City Elections Filing Officer</b></p>
<p><b>Political committee supporting or opposing any candidate for irrigation district office</b></p> <p><b>Political committee supporting or opposing any irrigation district measure</b></p> <p><b>Chief petitioner for multi-county initiative or referendum petition or recall of multi-county irrigation district office holder</b></p>	<p><b>Secretary of the Irrigation District</b> for all elections, other than the district formation election.</p> <p><b>County Elections Filing Officer</b> where the secretary's office of the proposed district will be located, for the district formation election.</p>

*Note: Any committee that supports or opposes a mix of state, county, city or district candidates or measures must file a Statement of Organization and contribution and expenditure reports with each appropriate elections filing officer.*

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## **Contribution and Expenditure Reporting (ORS Chapter 260)**

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All chief petitioners must comply with ORS 260.118 regarding the filing of statements of organization and contribution and expenditure reports with the county elections official. For detailed information regarding compliance and schedules of accounting and reporting periods refer to the *2002 Campaign Finance Manual*.

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## **Conduct of Elections (ORS Chapter 254)**

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### **COUNTY ELECTIONS OFFICIAL**

#### **Step 1:**

The county elections official conducts the election.

#### **Step 2:**

The county elections official prepares the abstract of election results no later than the 20<sup>th</sup> day after the election.

#### **Step 3:**

The county elections official determines the results of the measure election no later than the 30<sup>th</sup> day after the election.



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# DEFINITIONS

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## Definitions

As used in state election manuals, unless the context requires otherwise, the following terms mean:

**Act** - An act is a bill that has been passed by both houses of the legislature and has been enrolled with the Secretary of State's office. The bill must have either been signed by the governor, or not vetoed by the governor within the time provided for the governor to veto or sign the bill.

**Appropriate Elections Filing Officer/Official** - The person with whom the candidate or political committee files the appropriate forms:

- ♦ State Candidate or Measure - Elections Division, Secretary of State's Office;
- ♦ County Candidate or Measure - County Elections Official;
- ♦ City Candidate or Measure - City Recorder/Auditor; or
- ♦ District Candidate or Measure - County Elections Official. (For a district located in more than one county, the County Elections Official of the county in which the administrative office of the district is located.)

**Business Days** – Regular work days (calendar days excluding weekends and legal holidays as provided in ORS 187.010 and 187.020.)

**Candidate** - An individual whose name is printed or expected to be printed on the ballot, an individual who campaigns for write-in votes, or an individual who collects or spends money to secure nomination or election to office at any time, even if the specific office is not indicated and name does not appear on a ballot. "Candidate" for purposes of ORS chapter 260 does not include a candidate for precinct committee person.

**Chief Petitioner** - The individual responsible for the preparation and organization of an initiative, recall or referendum petition. No more than three persons may be designated as chief petitioners for any one initiative or referendum petition.

**City Offices** - The elected public offices of a city, which may be voted on only by the registered voters of the city. City offices typically include a Mayor, four (4) City Councilors, a municipal Judge and other officers the city council considers necessary for the conduct of business. (The offices may vary depending upon the city's charter and ordinances. Contact the city elections filing officer if you have any questions regarding city offices.)

**Committee** - A political committee.

**Committee Director** - Any person who directly and substantially participates in decision-making on behalf of a political committee concerning the solicitation or expenditure of funds and the support of or opposition to candidates or measures. The officers of a political party shall be considered the directors of any political party committee of that party, unless otherwise provided in the party's bylaws.

**Committee Identification Number** – The six-digit number assigned to Oregon political committees registered with the Elections Division.

**Completed Petition** - The prospective initiative or referendum petition where the chief petitioners have submitted 100 percent of the signatures required for verification.

**County Offices** - The elected public offices of a county, which may be voted on only by the registered voters of the county. County offices typically include County Commissioners, County Assessor, County Clerk, County Sheriff, County Surveyor and County Treasurer. (The offices may vary depending upon the county's charter and ordinances. Contact the county elections filing officer if you have any questions regarding county offices.)

**District Offices** - The elected public offices of a special service district (such as a transportation or water district), which may be voted on only by the registered voters of the special district. District offices typically include a board of directors. (The offices may vary depending upon the district's statutory requirements. Contact the county elections filing officer if you have any questions about district offices.)

**Electoral District** - An area within the state, county, city or district that is designated to be governed or represented by a particular elected public office.

**Electors** - Active registered voters in the State of Oregon.

**Filing Officer** – See “Appropriate Elections Filing Officer/Official.”

**Independent Candidate** - A candidate filing for a partisan office by Assembly of Electors or Individual Electors. An independent candidate cannot have been a member of any political party during the last 180 days before the deadline for filing the certificate of nomination.

**Initiative Petition** - An initiative petition, including complete text, cover and signature sheet, which has received written approval to circulate, from the Elections Division but has not yet qualified for the ballot.

**Local Office or Measure** - Any office or measure to be voted upon by the registered voters of a county, city or special district.

**Measure** - Includes any of the following submitted to the people for their approval or rejection at an election:

- ♦ An Act or part of an Act of the Legislative Assembly;
- ♦ A county, city or special district legislation;
- ♦ A proposed law;
- ♦ A proposition or question; or
- ♦ A proposed revision or amendment to the Oregon Constitution.

**Measure Committee** - A political committee organized exclusively to support or oppose one

or more measures certified to a ballot in Oregon. Measure committee includes the committee designated by the chief petitioners of an initiative or referendum petition.

**Nonpartisan Office** - An office for which the candidate does not run under the name of any political party. Nonpartisan offices include: Judge (Supreme Court, Court of Appeals, Tax Court and Circuit Court), Superintendent of Public Instruction, Commissioner of the Bureau of Labor and Industries, any elected office of a metropolitan service district under ORS chapter 268, County Judge exercising judicial functions, Justice of the Peace, Sheriff, County Clerk, County Treasurer, County Assessor, County Surveyor, District Attorney and any office designated nonpartisan by a home rule charter. Special District offices are also nonpartisan. (Contact the appropriate elections official for further clarification.)

**OAR** - Oregon Administrative Rules.

**ORS** - Oregon Revised Statutes.

**Partisan Office** - An office for which the candidate may be nominated by a major or minor political party or as an independent candidate.

**Person** - An individual, corporation, limited liability company, labor organization, association, firm, partnership, joint stock company, club, organization or other combination of individuals having collective capacity.

**Political Committee** - A combination of two or more individuals, or a person other than an individual, that has received a contribution or made an expenditure for the purpose of supporting or opposing a candidate, measure or political party. Expenditure does not include a contribution to a candidate or political committee required to report the contribution or an independent expenditure that is required to be reported. Political committee also includes an individual who solicits and receives a contribution.

**Political Party Committee** - A political committee organized by a political party which has appropriately filed its organizational documents with the Secretary of State under ORS 248.007 or 248.009.

**Principal Campaign Committee** - A political committee formed by an individual running for public office.

**Prospective Petition** –

- ♦ **Candidate:** The information and filing forms, except signatures and other identification of petition signers, required to be contained in a completed petition.
- ♦ **Local (City, County, District):** The information and filing forms, except signatures and other identification of petition signers, required to be contained in a completed petition.
- ♦ **Statewide:** A prospective initiative petition, which has been filed and accepted by the Elections Division's office, but has not received written approval to circulate, from the Elections Division.

**Public Office** - Any national, state, county, city or district office or position, except a political party office, filled by electors.

**Recall Petition** - A petition by registered voters to place a question on a special recall election ballot regarding whether a specified public officer should be removed from office.

**Referendum Petition** - A petition by registered voters to reject legislation adopted by the Oregon legislature or the governing body of a county, city or district.

**Registered Voter** - A resident of the State of Oregon who:

- ♦ is a U. S. citizen;
- ♦ is 18 years of age or older; and
- ♦ is registered more than 20 calendar days before the election.

**Regularly Published Publication** – A publication published on a recurring basis according to a

time schedule that bears no relation to an election.

**State Measure** - A measure to be voted on by the registered voters of the entire state.

**State Offices** - Governor, Secretary of State, State Treasurer, Attorney General, Commissioner of the Bureau of Labor and Industries, Superintendent of Public Instruction, Judge (Supreme Court, Court of Appeals, Tax Court, Circuit Court and any County Judge who exercises judicial functions), State Senator, State Representative or District Attorney.

**Statewide Offices** - The elected public offices of the State of Oregon which are voted on by all the registered voters of the state (Governor, Secretary of State, State Treasurer, Attorney General, Commissioner of the Bureau of Labor and Industries, Superintendent of Public Instruction, Supreme Court Judge, Court of Appeals Judge and Tax Court Judge).

**Text** – Actual language of proposed new constitutional, statutory, charter or ordinance amendment to be initiated or referred.

**Treasurer** - A person appointed by a candidate or political committee to manage and report the contributions and expenditures of the candidate or political committee. A treasurer shall perform all the duties prescribed for a candidate or political committee under ORS 260.005 and 260.035 to 260.156.



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# **SAMPLE COVER SHEET**

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**COUNTY/CITY/DISTRICT INITIATIVE PETITION**  
or  
**COUNTY/CITY/DISTRICT REFERENDUM PETITION**

**Cover & Signature  
Sheets Must Be Back  
to Back**

**Sample Cover Sheet**

*Replace X's with actual text of certified or amended ballot title.*  
XXXXX XXX XXXXXXXX XXXXXX XXXXXX XXX XXXXXXXXXXXX XX XXXX XXXXXXXXXXXX` XX XX XXX XXXXXX XX  
XXXX XXXXXXXXXXXXXXXX XX XXXX XX

**CAPTION:** XXXXXX XXX XXXXX XX XXXXX XXXX XX XXX XXXXX XX XXXXXXXXXXXX XX XXX XXXX XXX XXX XX XXXXX XX XXXXX  
XXXX XXXXXXXXXXX XXXXXX.

**QUESTION:** XXXXXX XXX XXXXX XX XXXXX XXXX XX XXX XXXXX XX XXXXXXXXXXXX XX XXX XXXX XXX XXX XX XXXXX XX XXXXX  
XXXX XXXXXXXXXXX XXXXXX.

**SUMMARY:** XXX XXXX XXX XXX XXXXXX XXX XXXXX XX XXXXX XXXX XX XXX XXXXX XX XXXXXXXXXXXX XX XXX XXXX XXX XXX  
XX XXX XX XXXXX XXXX XXXXXXXXXXX XXXXXX.XXXXXXXXX XXX XXX XX XXXXX XX XXXXX XXXX XXXXXXXXXXX XXXXXX.XXXXXXXXX XXXXX XX XXXXX  
XXXXX XX XXXXXXXXXXXX XX XXXXX XXXX XXXXXXXXXXX XXXXXX.XXXXX XXX XXXXX XX XXXXX XXXX XX XXX XXXXX XX XXXXXXXXXXXX XX XXX.

A chief petitioner may, but is not required to, place the text of an initiative or referendum petition here. If you choose to place the text here replace this text and all X's below with the actual text of the initiative or referendum. If the text is not attached, the person obtaining signatures on the petition shall carry at least one full and correct copy of the measure to be initiated or referred and shall allow any person to review the text upon request of the person (ORS 250.165, ORS 250.265 or ORS 255.135).

**XXX XXXXX XXXXX:**

(X) XXX X XXXXX XX XXXXX XXXXXXXXXXXX XX XXXXX XXXX XX X XXX XXXXXXXX XXXXXX X XXXXXXXXXXX X XXXXXXX XXXXXX X XX XX  
XXX X XXXXX XX XXXXX XXXXXXXXXXXX XX XXXXX XXXXXX X XXXXXXX XXXXXX X XX XX.

(X) XXX X XXXXX XX XXXXX XXXXXXXXXXXX XX XXXXX XXXX XX X XXX XXXXXXXX XXXXXX X XXXXXXXXXXX X XXXXXXX XXXXXX X XX XX  
XXX X XXXXX XX XXXXX XXXXXXXXXXXX XX XXXXX XXXX XX X XXX XXXXXXXX XXXXXX X XXXXXXXXXXX X XXXXXXX.

**XXXXXX:**

(X) XXX X XXXXX XX XXXXX XXXXXXXXXXXX XX XXXXX XXXX XX XXX X XXXXX XX XXXXX XXXXXXXXXXXX XX XXXXX XXXX XX X XXX  
XXXXXXXX XXXXXX X XXXXXXXXXXX X XXXXXXX XXXXXX X XX XX.

**CHIEF PETITIONERS:**

Name  
Residence Address  
City State Zip Code  
Phone number

Name  
Residence Address  
City State Zip Code  
Phone number

Name  
Residence Address  
City State Zip Code  
Phone number

**INSTRUCTIONS FOR CIRCULATORS**

Only active registered voters of the county, city or district may sign a petition.  
All signers on any one signature sheet must be active registered voters of the same county.  
It is advisable to have signers use a pen for signing petitions or for certifying petitions.  
Only one circulator may collect signatures on any one sheet of a petition.  
Each circulator must personally witness all signatures the circulator collects.  
Circulators shall not file a petition knowing it to contain a false signature.  
Circulators shall not knowingly make any false statement to any person who signs it or requests information about it.  
Circulators shall not attempt to obtain the signature of a person knowing that the person signing the petition is not qualified to sign it.  
Circulators shall not offer money or any thing of value to another person to sign or not sign a petition.  
Circulators shall not sell or offer to sell signature sheets.  
**Warning:** Violations of the circulator requirements may result in conviction of a felony with a fine of up to \$100,000 and/or prison for up to five years.

**INSTRUCTIONS FOR SIGNERS**

Only active registered voters of the county, city or district may sign a petition. Sign your full name, as you did when you registered to vote.  
Please fill in the date on which you signed the petition, your printed name and your residence address in the spaces provided.  
It is unlawful to sign any person's name other than your own. Do not sign another person's name under any circumstances.  
It is advisable to use a pen for signing petitions.  
It is unlawful to sign a petition more than once.  
It is unlawful for a person to knowingly sign a petition when the person is not qualified to sign it.

# Do not sign this petition more than once.

(It is unlawful to sign a petition more than one time.)

PETITION I.D. \_\_\_\_\_

Some Circulators  
For This Petition  
Are Being Paid

THIS IS A COUNTY / CITY /  
DISTRICT PETITION. SIGNERS  
OF THIS PAGE MUST BE ACTIVE  
REGISTERED VOTERS IN  
COUNTY ONLY

## PETITION FOR LOCAL INITIATIVE REFERENDUM MEASURE SIGNATURE SHEET

TO THE COUNTY ELECTIONS FILING OFFICER/CITY RECORDER (AUDITOR), COUNTY/CITY/DISTRICT OF \_\_\_\_\_

We, the undersigned voters, request this measure be submitted to the residents of the county /city /district for their approval or rejection.  
A full and correct copy of this measure was made available for review and we have not previously signed a petition sheet for this measure.

(Insert caption of ballot title OR number of ordinance/ resolution and date adopted) \_\_\_\_\_

	SIGNATURE	DATE SIGNED MO/DAY/YR	PRINT NAME	RESIDENCE ADDRESS STREET AND NUMBER	CITY AND ZIP CODE
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

### CIRCULATOR'S CERTIFICATION



THIS CERTIFICATION MUST BE  
SIGNED BY THE CIRCULATOR.

I hereby certify every person who signed this sheet did so in my presence and I believe each person is a qualified voter in the  
county / city / district (ORS 250.165, 250.265, 255.135, 198.750, 221.031).

SIGNATURE OF CIRCULATOR \_\_\_\_\_

PRINTED NAME OF CIRCULATOR \_\_\_\_\_

CIRCULATOR'S ADDRESS (street, city and zip code) \_\_\_\_\_

SHEET NUMBER \_\_\_\_\_

I hereby certify \_\_\_\_\_ signatures on this petition are those of active registered voters in \_\_\_\_\_ County / City / District, Oregon.

SIGNATURE OF  
COUNTY ELECTION OFFICIAL \_\_\_\_\_ DATE CERTIFIED \_\_\_\_\_

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# FORMS

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## STATEMENT ONE OR MORE PETITION CIRCULATORS WILL BE PAID

I/We hereby declare one or more petition circulators will be paid money or other valuable consideration for obtaining signatures of active registered voters on the attached petition or certificate. I/We understand the filing officer must be notified not later than the tenth day after I/we first have knowledge or should have had knowledge that no petition circulator will be paid for obtaining signatures.

---

### Identify Petition

(Name of Candidate or Minor Political Party on Prospective Petition; or Subject of Initiative, Referendum Petition or  
Name of Officeholder on Recall Petition)

Signed* _____	Date signed _____
_____	Date signed _____
_____	Date signed _____

\*Statement must be signed by one of the following:

- candidate for nomination;
- all chief petitioners for initiative or referendum petition;
- chief petitioner for recall petition;
- chief sponsor for certificate of nomination; or
- chief sponsor for minor political party formation petition.

---

## STATEMENT NO PETITION CIRCULATORS WILL BE PAID

I/We hereby declare no petition circulator will be paid money or other valuable consideration for obtaining signatures of active registered voters on the attached petition or certificate. I/We understand the filing officer must be notified not later than the tenth day after I/we first have knowledge or should have had knowledge that one or more petition circulators will be paid for obtaining signatures.

---

### Identify Petition

(Name of Candidate or Minor Political Party on Prospective Petition; or Subject of Initiative, Referendum Petition or  
Name of Officeholder on Recall Petition)

Signed* _____	Date signed _____
_____	Date signed _____
_____	Date signed _____

\*Statement must be signed by one of the following:

- candidate for nomination;
- all chief petitioners for initiative or referendum petition;
- chief petitioner for recall petition;
- chief sponsor for certificate of nomination; or
- chief sponsor for minor political party formation petition.



**PROSPECTIVE PETITION FOR LOCAL MEASURE**

**INITIATIVE**

**REFERENDUM**

COUNTY \_\_\_\_\_ CITY \_\_\_\_\_ DISTRICT \_\_\_\_\_

**TO THE COUNTY ELECTIONS FILING OFFICER/CITY RECORDER (AUDITOR):**

We, the undersigned, request the (circle one) district attorney/city attorney prepare a ballot title for the attached proposed measure to be submitted to the people of (name of county/city/district) \_\_\_\_\_

**DESIGNATING CHIEF PETITIONERS**

Every petition shall designate not more than three persons as chief petitioners, setting forth the name, residence address and title (if officer of sponsoring organization) of each.

1.  
NAME (PRINT) \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
RESIDENCE ADDRESS \_\_\_\_\_  
MAILING ADDRESS (IF DIFFERENT) \_\_\_\_\_  
EMAIL ADDRESS AND/OR WEBSITE \_\_\_\_\_ DAY TELEPHONE \_\_\_\_\_  
SPONSORING ORGANIZATION (IF ANY) \_\_\_\_\_

2.  
NAME (PRINT) \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
RESIDENCE ADDRESS \_\_\_\_\_  
MAILING ADDRESS (IF DIFFERENT) \_\_\_\_\_  
EMAIL ADDRESS AND/OR WEBSITE \_\_\_\_\_ DAY TELEPHONE \_\_\_\_\_  
SPONSORING ORGANIZATION (IF ANY) \_\_\_\_\_

3.  
NAME (PRINT) \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
RESIDENCE ADDRESS \_\_\_\_\_  
MAILING ADDRESS (IF DIFFERENT) \_\_\_\_\_  
EMAIL ADDRESS AND/OR WEBSITE \_\_\_\_\_ DAY TELEPHONE \_\_\_\_\_  
SPONSORING ORGANIZATION (IF ANY) \_\_\_\_\_

**INSTRUCTIONS FOR CIRCULATORS**

Only active registered voters of the county, city or district may sign a petition.  
All signers on any one signature sheet must be active registered voters of the same county.  
It is advisable to have signers use a pen for signing petitions or for certifying petitions.  
Only one circulator may collect signatures on any one sheet of a petition.  
Each circulator must personally witness all signatures the circulator collects.  
Circulators shall not file a petition knowing it to contain a false signature.  
Circulators shall not knowingly make any false statement to any person who signs it or requests information about it.  
Circulators shall not attempt to obtain the signature of a person knowing that the person signing the petition is not qualified to sign it.  
Circulators shall not offer money or any thing of value to another person to sign or not sign a petition.  
Circulators shall not sell or offer to sell signature sheets.  
**Warning:** Violations of the circulator requirements may result in conviction of a felony with a fine of up to \$100,000 and/or prison for up to five years.

**INSTRUCTIONS FOR SIGNERS**

Only active registered voters of the county, city or district may sign a petition. Sign your full name, as you did when you registered to vote.  
Please fill in the date on which you signed the petition, your printed name and your residence address in the spaces provided.  
It is advisable to use a pen for signing petitions.  
It is unlawful to sign any person's name other than your own. Do not sign another person's name under any circumstances.  
It is unlawful to sign a petition more than once.  
It is unlawful for a person to knowingly sign a petition when the person is not qualified to sign it.



# Do not sign this petition more than once.

(It is unlawful to sign a petition more than one time.)

PETITION I.D. \_\_\_\_\_

**No Circulators  
For This Petition  
Are Being Paid**

## PETITION FOR LOCAL INITIATIVE REFERENDUM MEASURE SIGNATURE SHEET

THIS IS A COUNTY / CITY / DISTRICT PETITION. SIGNERS OF THIS PAGE MUST BE ACTIVE REGISTERED VOTERS IN \_\_\_\_\_  
COUNTY ONLY \_\_\_\_\_

TO THE COUNTY ELECTIONS FILING OFFICER/CITY RECORDER (AUDITOR), COUNTY/CITY/DISTRICT OF \_\_\_\_\_

We, the undersigned voters, request this measure be submitted to the residents of the county / city / district for their approval or rejection. A full and correct copy of this measure was made available for review and we have not previously signed a petition sheet for this measure.

(Insert caption of ballot title OR number of ordinance/resolution and date adopted) \_\_\_\_\_

SIGNATURE	DATE SIGNED MO/DAY/YR	PRINT NAME	RESIDENCE ADDRESS STREET AND NUMBER	CITY AND ZIP CODE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

**CIRCULATOR'S CERTIFICATION**



**THIS CERTIFICATION MUST BE SIGNED BY THE CIRCULATOR.**

I hereby certify every person who signed this sheet did so in my presence and I believe each person is a qualified voter in the county / city / district (ORS 250.165, 250.265, 255.135, 198.750, 221.031).

SIGNATURE OF CIRCULATOR \_\_\_\_\_

PRINTED NAME OF CIRCULATOR \_\_\_\_\_

CIRCULATOR'S ADDRESS (street, city and zip code) \_\_\_\_\_

SHEET NUMBER \_\_\_\_\_

I hereby certify \_\_\_\_\_ signatures on this petition are those of active registered voters in \_\_\_\_\_ County / City / District, Oregon.  
SIGNATURE OF COUNTY ELECTION OFFICIAL \_\_\_\_\_ DATE CERTIFIED \_\_\_\_\_



# Do not sign this petition more than once.

(It is unlawful to sign a petition more than one time.)

PETITION I.D. \_\_\_\_\_

**Some Circulators  
For This Petition  
Are Being Paid**

THIS IS A COUNTY / CITY /  
DISTRICT PETITION. SIGNERS  
OF THIS PAGE MUST BE ACTIVE  
REGISTERED VOTERS IN  
  
COUNTY ONLY

## PETITION FOR LOCAL INITIATIVE REFERENDUM MEASURE SIGNATURE SHEET

TO THE COUNTY ELECTIONS FILING OFFICER/CITY RECORDER (AUDITOR), COUNTY/CITY/DISTRICT OF \_\_\_\_\_

We, the undersigned voters, request this measure be submitted to the residents of the county /city /district for their approval or rejection.  
A full and correct copy of this measure was made available for review and we have not previously signed a petition sheet for this measure.

(Insert caption of ballot title OR number of ordinance/ resolution and date adopted) \_\_\_\_\_

	SIGNATURE	DATE SIGNED MO/DAY/YR	PRINT NAME	RESIDENCE ADDRESS STREET AND NUMBER	CITY AND ZIP CODE
1.					
2.					
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4.					
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6.					
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9.					
10.					

### CIRCULATOR'S CERTIFICATION



**THIS CERTIFICATION MUST BE  
SIGNED BY THE CIRCULATOR.**

I hereby certify every person who signed this sheet did so in my presence and I believe each person is a qualified voter in the county / city / district (ORS 250.165, 250.265, 255.135, 198.750, 221.031).

SIGNATURE OF CIRCULATOR \_\_\_\_\_

PRINTED NAME OF CIRCULATOR \_\_\_\_\_

CIRCULATOR'S ADDRESS (street, city and zip code) \_\_\_\_\_

SHEET NUMBER \_\_\_\_\_

I hereby certify \_\_\_\_\_ signatures on this petition are those of active registered voters in \_\_\_\_\_ County / City / District, Oregon.

SIGNATURE OF  
COUNTY ELECTION OFFICIAL \_\_\_\_\_ DATE CERTIFIED \_\_\_\_\_



**WITHDRAWAL OF  INITIATIVE OR  REFERENDUM PETITION**

PLEASE TYPE OR LEGIBLY PRINT IN BLACK INK

COUNTY, CITY or DISTRICT of \_\_\_\_\_  
  
 STATEWIDE

WITHDRAWING PETITION TITLED  
(CAPTION OF BALLOT TITLE OR SUBJECT OF ACT):

PETITION ID, if applicable

ELECTION ID, if applicable

DATE PROSPECTIVE PETITION FILED:

TO THE SECRETARY OF STATE OF OREGON/COUNTY ELECTIONS OFFICIAL/CITY RECORDER:

I/WE SUBMIT THIS NOTICE OF WITHDRAWAL FOR THE PETITION NAMED ABOVE. MY/OUR REASON FOR THIS WITHDRAWAL IS: (optional)

Printed name of chief petitioner

Signature of chief petitioner

Date signed

Printed name of chief petitioner

Signature of chief petitioner

Date signed

Printed name of chief petitioner

Signature of chief petitioner

Date signed

**The chief petitioners of an initiative or referendum petition may withdraw the petition at any time prior to the submission of the petition for signature verification.**

FOR OFFICE USE ONLY

INITIALS \_\_\_\_\_

PETITION ID \_\_\_\_\_

RECEIPT NUMBER \_\_\_\_\_



**STATEMENT OF ORGANIZATION**

**Designation of  
Political Committee and Appointment of Treasurer and Directors**

Please type or print legibly in black ink.

Primary 20 \_\_\_\_\_ General 20 \_\_\_\_\_ Other election date \_\_\_\_\_  Will exist for more than one year

This filing is an:  Original  Amendment  Discontinuation

This filing is with:  Principal Filing Officer  Secondary Filing Officer \_\_\_\_\_  
(Name of Principal Filing Officer)

Name of political committee (if changing committee name, please include former name)	Abbreviation or acronym
--	-------------------------

Residence address (street/route, city, state, zip code) - **no post office box numbers**

Name of treasurer

Work phone number	Home phone number	Fax number	E-mail address
-------------------	-------------------	------------	----------------

Mailing address to which all correspondence will be sent

Additional address that may be used on political publications (post office box or street/route, city, state, zip code)

**Type of Political Committee**  
(mark only one box)

<input type="checkbox"/> <b>Miscellaneous</b> Support or oppose one or more of the following: <ul style="list-style-type: none"> <li>• Specific candidates</li> <li>• Entire ticket of a political party</li> <li>• Candidate in a recall election (includes chief petitioner of recall petition)</li> <li>• Multiple candidates and measures</li> </ul>	<input type="checkbox"/> <b>Measure</b> <ul style="list-style-type: none"> <li>• Chief petitioners of initiative or referendum petition</li> <li>• Exclusively support or oppose one or more measures on ballot</li> </ul>	<input type="checkbox"/> <b>Political Party</b> <ul style="list-style-type: none"> <li>• A major or minor party defined in ORS chapter 248</li> <li>• A committee established by a major or minor party under party bylaws (e.g., county central committee)</li> </ul>
--	---	---

Candidate Name/Party Name/Title of Measure or Petition	Support	Oppose
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Nature of political committee

Political committee intends to solicit funds by (mark all that apply):

<input type="checkbox"/> Direct mail	<input type="checkbox"/> Personal contact	<input type="checkbox"/> Radio	<input type="checkbox"/> Television
<input type="checkbox"/> Events	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Website	<input type="checkbox"/> Other _____

*Please complete and sign the back side of this form.*

**Committee Directors/Chief Petitioners**

Name	Address (including zip code)	Occupation	Phone Number

If two or more directors of this political committee are also directors of another political committee, list the names of those directors and the name and address of the other political committee.


By signing this document I acknowledge that I am personally liable for any penalties imposed under ORS chapter 260.

\_\_\_\_\_   
Treasurer's signature

\_\_\_\_\_   
Date signed

**Instructions**

**Filing a new committee**

The completed form must be filed within three business days of first receiving a contribution or making an expenditure. A date stamped copy, which includes your identification number, will be returned to you as an acknowledgment of your filing.

**Amending information on this form**

Any change in the information on this form must be filed within ten (10) days of the change. To notify the filing officer of a change in information, submit this form, completed in its entirety, and mark the "Amendment" box.

**Committee Directors/Chief Petitioners**

All committees, other than chief petitioner committees, must designate at least one committee director who is not the treasurer. The treasurer may be a committee director if the treasurer meets the definition of committee director in ORS 260.005(2), but the treasurer may not be the only committee director. A chief petitioner committee must list all chief petitioners of the petition. Occupational information for chief petitioners is optional.

**Discontinuing your committee**

You must file a final contribution and expenditure report that shows a zero balance, along with a completed SEL 221 with the "Discontinuation" box marked. The final report may be filed at any time.

**For Office Use Only**

Initials \_\_\_\_\_

Committee ID Number \_\_\_\_\_

Office Number \_\_\_\_\_



Form Number M21  
12/01

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