

Important Dates

May 3, 2020	Any person running for City office must have been a City resident by this date.
June 3, 2020	First day to file nomination papers by filing by fee or filing by petition with the City Elections Officer. Note: signature sheets (petition) must be approved before being circulated.
August 25, 2020	Last day for nomination papers to be completed and approved by the City Elections Officer, and Acceptance of Nomination form completed by candidate.
August 28, 2020	Last day to withdraw candidacy.
September 3, 2020	Final day for City Elections Officer to submit names of candidates for the November 3, 2020 General Election.
September 8, 2020 (September 7 is a Holiday)	Last day for candidates to file their candidate statements for the voter's pamphlet with Jackson County Elections.
Oct. 14 – Oct. 20, 2020	Jackson County Elections mails out ballots.
November 3, 2020	Election Day.
January 7, 2021	Oath of Office administered based on certified election results received from the County.

Qualifications for Candidacy

- Must be a city of Medford resident during the six months immediately preceding the election.
- Must be a qualified elector (voter) in the state of Oregon.
- For Council, must be a resident of the ward in which you are running for office.

About the City Council

- The City Council is composed of a mayor and eight councilmembers.
- There are four wards with two councilmembers for each ward. Terms are staggered.
- A Council candidate declares the ward for which he/she is running.
- A candidate may run for only one position.
- Terms are four years unless one is filling an unexpired term.
- Mayor and Council must take an Oath of Office before commencing duties.
- Mayor and Council also serve on the Medford Urban Renewal Agency (MURA) Board and serve on the City Budget Committee and the MURA Budget Committee.
- Each year, Mayor and Council must file an annual "Statement of Economic Interest" with the Oregon Government Ethics Commission (OGEC).
- Mayor and Council are volunteer positions.

How to File for Candidacy – Candidates Filing by Fee or Petition

Approved candidate filing forms are located in your packet, from the Secretary of State's website, or at www.ci.medford.or.us/Page.asp?NavID=91.

Step #1: File with the City Elections Officer (City Recorder)

File by Fee

Form SEL 101: Candidate Filing and pay \$25.00

Email or deliver SEL 101 to Elections Officer. Jackson County will verify qualifications to run for office. Once verified, candidate will pay a \$25.00 filing fee to the City of Medford Finance Department at 541-774-2030.

Continue to Step #5.

or

File by Petition

Form SEL101: Candidate Filing and

Form SEL121: Candidate Signature Sheet - Nonpartisan

All signature sheets must be approved (see Step #3), in writing by the City Elections Officer, before circulating. Failure to do so will result in the rejection of those signature sheets. Each council candidate will run for the ward in which they live.

The City Elections Officer reviews the prospective petition and provides written approval prior to the candidate circulating the petition.

File by Petition continues to Step #2.

Step #2: Circulation of the Signature Sheets

The candidate (or circulator) circulates approved petition sheets (**SEL121**) to collect signatures following the guidelines in the State's Candidate Manual. The Medford City Charter requires candidates to acquire a minimum of 25 valid signatures to qualify for the ballot and it is recommended to collect at least 30 or more signatures. Mayoral candidates may collect signatures throughout city limits; Council candidates collect signatures from their ward only.

In order to verify the candidate is a registered voter and resides in the ward he/she is running for, the candidate must be one of the signatures collected. It is encouraged he/she sign first.

Step #3: Candidate Returns the Signature Sheets

When a sufficient number of signatures have been collected, the candidate must submit the unverified signatures to the City Elections Officer.

To complete the filing process a candidate must:

- ensure each signature sheet certification is signed and dated by the circulator; and
- file the signature sheets with **Form SEL 338 Petition Submission – Candidate, Voter's Pamphlet.**

The City Elections Officer will then submit the signatures to the Jackson County Elections Office for verification. Candidates are strongly encouraged to submit signatures well in advance of the filing deadline, as **verification may take several days**. Petitions with insufficient signatures will be returned to the candidate to acquire more signatures provided the filing deadline has not passed.

Step #4: Acceptance of Nomination

Once signature have been verified by the Jackson County Elections office the City Elections Officer will notify the candidate. **Failure to submit the signatures in time to be approved by Jackson County Elections will nullify the candidate's application.**

Step #5 Acceptance of Nomination and Certification of Qualifications

City Elections Officer will complete "Acceptance of Nomination and Certification of Qualifications" form for candidate to sign. This form makes the candidate application for candidacy official.

Step #6 Establish your Candidate Committee with the Secretary of State, Elections Division and follow Campaign Finance Reporting Requirements

The Candidate "Quick Guide" form from the Secretary of State (SOS) Election Division will provide information on who must file a candidate committee. For more information refer to the *SOS Candidate Manual* or call the Secretary of State Elections Division at 503-986-1518.

Withdrawal of Candidacy or Nomination

To withdraw from candidacy or nomination, a candidate must file a **SEL150 Candidate Filing Withdrawal** form with the City Elections Officer no later than August 28, 2020, for the November 3, 2020, General Election.

The County Voters' Pamphlet

Each candidate is responsible for his/her own voters' pamphlet submission with Jackson County which generally includes a current photograph, brief biography, and a statement on issues. Contact Jackson County Elections for further information at 541-774-6148.

Miscellaneous

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

As the Elections Officer for the City of Medford, the City Recorder is available as a resource during your candidacy. Please call City Recorder Karen Spoons at 541-774-2088 if you have any questions on the election process or contact her by e-mail at Karen.Spoons@cityofmedford.com.

Internet Resources

Medford City Council Elections: <http://www.ci.medford.or.us/Page.asp?NavID=91>

Medford City Charter and Municipal Code: www.ci.medford.or.us/Code.asp

Jackson County Elections Division: <https://jacksoncountyor.org/clerk/Elections/Elections-Office>

State of Oregon Elections Division: www.oregonvotes.org/