

Joint County Voters' Pamphlet Candidate Statement Instructions

Voters' Pamphlet Candidate Filing Fees:

- Special District/City/County positions at Special/Regular Election: Metro positions at Primary/General Election
 - **\$25** – An office with no salary or other compensation beyond expenses.
 - **\$100** – An office with a salary or other compensation beyond expenses.
- City/County positions at Primary/General Election (please contact your County Elections office to determine registered voters in jurisdiction/district)
 - **\$25** – Districts with **fewer than 1,000 voters** within the county.
 - **\$50** – Districts with **1,000 – 9,999 voters** within the county.
 - **\$100** – Districts with **10,000 – 49,999 voters** within the county.
 - **\$300** – Districts with **50,000 or more voters** within the county.

Payment Options

Cash, check, or credit/debit cards are accepted for payment at Clackamas, Multnomah, Washington, and Yamhill County. JCVP forms can be submitted in person at the county elections office, via mail, or via email.

Filing Deadline

- JCVP-01 original typewritten filing must be received in the County Elections office by 5 pm on the Candidate Statement filing deadline; signed and with the appropriate filing fee. Postmarks do not count. No changes will be allowed to a Candidate Statement, including Statements of Endorsements and/or portraits, after the 5 pm deadline. Please note: early filing offers more opportunity for Elections staff to notify you of issues with word count, Statements of Endorsements and/or portrait issues. Filings unsigned or received after the 5 pm deadline will not be accepted.
- It is recommended that the candidate email the text (Word or Text format) of the Required and Optional Information to the County Elections office.** Both printed and emailed copies must be exactly the same. If there are discrepancies, the print version provided will be used for the Voters' Pamphlet production.
- Each county produces its own individual County Voters' Pamphlet. If the Candidate's jurisdiction/district is located in more than one county, a separate JCVP-01 must be filed and the fee paid, by the deadline, to each county where the statement is to be printed.

Signatures

JCVP-01 must be signed by the candidate or authorized agent. Electronic Signatures are accepted at Clackamas, Multnomah, Washington, and Yamhill County. E-signatures must represent the signer's true/"wet" signature to be accepted. Digital Signatures (Typewritten, DocuSign, etc.) will not be accepted.

Word Count/Format

- The combined total word count for Required and Optional Information must not exceed 325 words/numbers. **Please hand count your statement to ensure that your word count does not exceed the 325 maximum word/number count. The County Elections office will not print more than 325 words/numbers.**
- Required Information headings which include "Occupation", "Occupational Background", "Educational Background" and "Prior Governmental Experience" – these eight words must be a part of the statement, but these eight words do not count towards the maximum word count of 325.
- Generally, anything with white space around it counts as a word. Hyphenated words that are listed in a dictionary as one word and can be used either with or without a hyphen will count as one word. All other hyphenated words will count as more than one word. Ampersand (&) will count as one word.
- The County Elections office will not correct errors in spelling, punctuation, grammar, or syntax. No corrections to these errors will be allowed after the filing deadline. Please proof your submission before filing.
- If the material in the statement violates the provisions of ORS 251.415, the material in violation will be rejected. If possible, the County Elections office will notify the candidate of the rejection.

Required Information.

Please use semicolons (;) to separate items such as jobs, organizations, dates, etc. Required Information submitted in list format will be changed to a run-on format using commas, semicolons and colons as appropriate. All Required Information will be printed in plain text (no boldface, caps, centering, underlining or bulleting). Provide itemized listing of information without embellishments. The word "None" (part of word count) must be used in any section of the Required Information if the candidate does not have relevant information for that section.

Optional Information

Optional Information must consist of words/numbers only. Standard formatting attributes such as boldface, all caps, centering, underlining; bulleted and numbered lists may be used and do not count as words. Italics may only be used when citing the source of published material. Any other italic used will be changed to plain text. Custom formatting may be changed to fit available print space.

Quotes

1. Quotes from published sources may be used. The quotation must have been published publicly prior to its inclusion and must include the source and date of publication. If a quote from a previously published source is used no endorsement form is necessary. The quote, source, and date will count towards the 325 maximum word count.
2. Italics should only be used when citing the source of a quote from a published source. Example of quotes: “*The Oregonian, 06/21/2018*”; or from Mayor Smith’s website, “*www.mayor-smith.com 06/21/2018*” or “In the latest edition of the *NW Times*, the paper said this about me ‘... that Joe Smith is the best person for the job.’” *NW Times, 02/04/2018*.

Endorsements

1. If the name of a person and/or organization (other than the person or committee submitting the JCVP-01) is used to endorse or support the candidate in the JCVP-01 statement, a signed JCVP-02 form must be filed no later than 5 pm on the filing deadline or the name will be removed.
2. See the JCVP-02 forms for detailed instructions.

Portrait Requirements (ORS 251.075)

A portrait photo is optional. Portrait photos will be reduced to 1 1/2” x 1 3/4” and printed on newsprint. Submitted portraits must be received by the 5 pm filing deadline and meet the following criteria to be included:

- Digital submissions must be in one of the following file formats: .jpg, .png, .tif
- The photo must be a headshot (shoulders to top of head) with a plain background.
- The photo must be recent (No more than 4 years old).
- Do not include hands, hats, sunglasses, apparel or objects associated with any organization, or anything below the shoulders.
- Portraits that do not meet these requirements will not be included in the Voters’ Pamphlet.

Amendments

Amended Statement or different portrait may be submitted until 5 pm on the filing deadline. If a Candidate Statement is amended a new completed and signed JCVP-01 form must be submitted with the “Amended” box marked. The amended JCVP-01 and Optional Information must be delivered to the County Elections office 5 pm on the filing deadline. No additional fee is required. **No changes will be permitted after the 5 pm deadline.**

Contact Information

<p>Clackamas County Elections 1710 Red Soils Ct, Suite 100 Oregon City, OR 97045 phone 503-655-8510 email elections@clackamas.us</p>	<p>Washington County Elections 2925 NE Aloclek Dr, Suite 170 Hillsboro OR 97124-7523 phone 503-846-5800 email elections@washingtoncountyor.gov</p>
<p>Multnomah County Elections 1040 SE Morrison Street Portland, OR 97214 phone 503-988-8683 email filings@multco.us</p>	<p>Yamhill County Elections 414 NE Evans Street McMinnville, OR 97128 phone 503-434-7518 email elections@co.yamhill.or.us</p>

Joint County Voters' Pamphlet Candidate Statement

! Important! Read all instructions before completing this form.

Please note that each county produces a separate County Voters' Pamphlet. If the jurisdiction or district is located in more than one county, a separate JCVP-01 form must be filed and the filing fee paid to each county where the Candidate Statement is to be printed.

1. Filing Information

Election Date: _____ Amended Statement

Name of Candidate (as it should appear on the ballot):

Filing for the Office of:

District/Position:

"This information furnished by" (Required: Name of Candidate or Committee as it should appear in the Voters' Pamphlet):

2. Contact Information:

Phone: _____

Email: _____

Warning: Any person who supplies information in the Required portion of a Voters' Pamphlet statement, knowing it to be false, is subject upon conviction of a Class C felony, to imprisonment for up to five years or to a fine of \$125,000, or both.
 ORS 260.715 (1); 260.993; 161.605; and 161.625.

Note: Language which violates any provision of ORS 251.415 will be excluded from the Voters' Pamphlet

By signing this document, I hereby state:

- That all information provided by me on this form and in this 'Candidate Statement' is true to the best of my knowledge;
- I am the author of this 'Candidate Statement' (ORS 251.415);
- I have read and understand the instructions for submitting this 'Candidate Statement'; and
- The portrait, if provided, is less than four (4) years old.

Signature of Candidate or Agent on behalf of Candidate

Date Signed

 (If applicable) Printed name of Agent

Phone number

For Office Use Only:	Required Info? <input type="radio"/> Yes <input type="radio"/> No	Word Count (325 max):
County: _____	Optional Info? <input type="radio"/> Yes <input type="radio"/> No	Providing digital copy? Yes No
Payment Method: _____	Signed? <input type="radio"/> Yes <input type="radio"/> No	Received digital copy? Yes No
Ref. Number: _____	Endorsements? <input type="radio"/> Yes # _____ <input type="radio"/> No	Review Staff Initials:
Amount \$: _____	Portrait? <input type="radio"/> Print? # _____	
Intake Staff Initials: _____	Providing digital copy? <input type="radio"/> Yes <input type="radio"/> No	
	Received digital copy? <input type="radio"/> Yes <input type="radio"/> No	
	<input type="radio"/> None	

Candidate Statement for Voters' Pamphlet

3. Candidate Checklist

- Typewritten & Signed JCVP-01
- | | |
|---|---|
| Required Information:
<input type="checkbox"/> Occupation
<input type="checkbox"/> Occupational Background
<input type="checkbox"/> Educational Background
<input type="checkbox"/> Prior Governmental Experience | <input type="checkbox"/> Word Count (325 words/numbers MAX)
<input type="checkbox"/> Fee Provided
<input type="checkbox"/> (If applicable) JCVP-02 Endorsement Statement #: _____
<input type="checkbox"/> (Optional) Optional Information
<input type="checkbox"/> (Optional) Portrait Photo |
|---|---|

4. Required Information

Candidate Name:
 Total maximum of 325 hand counted typewritten words/numbers for the combined Required and Optional Information, excluding the bold headings already printed on this form. All sections of the Required Information must be completed. If there is not relevant information for a required section, the word "None" should be inserted.

Occupation (present paid or unpaid employment):
 See Attached

Occupational Background (any previous paid or unpaid employment):
 See Attached

Educational Background (relevant school(s) attended):

Name of School	Educational Study - Major/Minor	Diploma/Degree/Certificate
See Attached	See Attached	See Attached

Prior Governmental Experience (elected or appointed):
 See Attached

5. Optional Information

Attach a separate sheet with your Optional Information. **Remember: both your Required and Optional Information count toward the 325 word limit (excluding required information headings).**