



# City of Coos Bay

## *Finance Dept.*

500 Central Ave, Coos Bay, Oregon 97420  
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DATE: June 3, 2020

TO: Interested Candidates for Mayor and City Councilor

FROM: Nichole Rutherford, Election Official

**SUBJECT: QUALIFICATIONS AND FILING DOCUMENTS FOR CANDIDACY**

This memo is a brief outline of what could be required for filing for a City office. It is the candidate's responsibility to obtain the specific information (candidate organizing and campaign finance) from the Secretary of State's website <http://oregonvotes.org/> or by calling 1-(866) 673-VOTE.

**General Election:** November 3, 2020. There are three City Councilor positions open, each with a four-year term. The Mayor position is open and has a two-year term.

**Qualifications:** Chapter III of the City Charter outlines the qualifications to serve as an elected official:

#### Section 3.6 Qualifications.

A person who at the time of election or appointment is a qualified voter within the meaning of the state constitution and has resided within the City one year immediately preceding the election or appointment to fill a vacancy shall be eligible to fill an elective office of the City. No elective office holder of the City may be employed by the City in a position that is not substantially volunteer in nature. Before the names of candidates for elective office are placed on the ballot and before the appointment of an elective officer to fill a vacancy, the candidate for elective office shall present proof of qualifications to the municipal judge whose decision shall be a final determination of both fact and law, but if there is no municipal judge then such determination shall be made by the city attorney.

**Deadline:** Candidate filing requirements must be submitted to the City of Coos Bay Elections office located in the Finance office at City Hall by 5:00 p.m. between June 3<sup>rd</sup> and no later than August 25, 2020 to file by fee.

If filing by petition, all forms must be completed and submitted to the City of Coos Bay Finance Office - Elections office by August 17, 2020 at 5:00 p.m. to allow sufficient time for the Coos County Elections to verify signatures.

**Candidate Filing:**

Filing by Fee.

- a. Submit the Candidate Filing Major Political Party or Nonpartisan SEL 101.
- b. Pay a fee of \$26.25 to the City of Coos Bay

OR

Filing by Petition.

- a. Submit the Candidate Filing Major Political Party or Nonpartisan Form SEL 101 marked "Prospective Petition" and SEL 121 to the City of Coos Bay Elections office before circulating a petition.
- b. Coos Bay Municipal Code requires 25 valid signatures.
- c. Signers must be qualified voters within the city limits of Coos Bay.
- d. Candidate to submit SEL 121, SEL 338, and signature sheets to the City of Coos Bay by 5:00 p.m. on August 21, 2018.
- e. The City will submit the documents to the Coos County Elections for verification.

**Political Signs:** Guidance on the placement of political signs:

Coos Bay Municipal Code Chapter 17.337.020 General Provisions:

- (1) General Location of Signs. No sign allowed by this ordinance shall be placed so that it is supported within a public right of way, unless this ordinance specifies otherwise. Some signs may project over rights of way, subject to the standards for that type of sign or for the underlying ongoing district.
- (3) Installation and Maintenance. The installation of all signs shall be in compliance with the appropriate chapter of the State Structural Specialty Code in effect. No signs shall be erected, relocated, or maintained to prevent free ingress to or egress from any door, window, or fire escape required by code. All signs shall be maintained in a safe, complete, and neat condition.

Chapter 17.337.030 Signs allowed without permit:

- (9) Political campaign signs