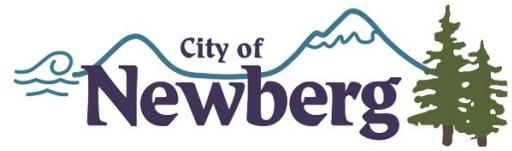


2024 Candidate Election Procedures



Summer 2024

To: Prospective City Council Candidates

Congratulations on your decision to run for public office!

The 2024 General Election will be held November 5, 2024. In Newberg, three Councilors will be elected to the Newberg City Council. Terms of office for Elise Yarnell-Hollamon (District 1), Molly Olson (District 3), Mike McBride (District 5) will end on December 31, 2024.

Filing for office opens June 5, 2024 and closes August 17, 2024. The 2024 candidate elections are for Councilors in Districts 1, 3 and 5 for a term of January 1, 2025 - December 31, 2028. All offices are elected at large.

This guide provides an overview of the local election process. For more information, candidates should review the [Newberg City Charter and Municipal Code online](#). Chapter VII of the Newberg City Charter and Chapter 2.05, Article II lists requirements for local candidate elections. The City is also bound by Oregon Election Law as administered by the Secretary of State. Yamhill County conducts the election.

Candidates for local office also need to be aware of state requirements, including campaign finance rules, and should review the state elections website: <https://www.oregonvotes.org>.

In addition the Yamhill County elections website is a valuable source of information: <https://www.co.yamhill.or.us/content/current-year-elections>

To run for office in Newberg, residents can do so by either:

- A) Filing a declaration of candidacy ([SEL 101](#)) and a petition ([SEL 121](#)) and collecting 25 signatures of qualified, legal voters of the City of Newberg, Yamhill County, Oregon or
- B) Filing a declaration of candidacy ([SEL 101](#)) and paying a \$25 filing fee.

Newberg Candidate requirements:

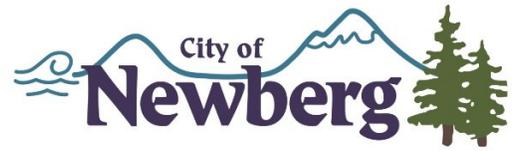
Candidates must be registered voters in the state of Oregon, and have lived in the City of Newberg for 12 months immediately preceding the election. Candidates must also reside in the district where they are running for office and remain in residence throughout their term.

Forms are available at the links above from the Secretary of State website. The local elections official must verify candidates, and approve petition nominating signature sheets in writing. Failure to do so before beginning circulation will result in rejection of the signature sheets. All information is a public record, and can be requested by the public through the Oregon Public Records and Meetings Law.

It is your responsibility to ensure your candidate paperwork is complete and submitted on time. When you are ready to file candidate papers, please contact me to make an appointment to submit them in person.

Rachel Thomas
City Recorder/ City Elections Officer
(503) 537-1283
cityrecorder@newbergoregon.gov

2024 Candidate Election Procedures



Candidate Checklist:

Choose a filing method:

Method A) By Petition

1. Turn in the following forms (before gathering any signatures).

* **SEL 101 Candidate Filing – See the Candidate Manual for guidelines on completing this form. Allow 2-5 business days for the City Recorder to verify you are a valid candidate.**

* **SEL 121 Candidate Signature Sheet – Nonpartisan – See the Candidate manual for guidelines on completing this form.**

2. The City Recorder approves the SEL 121 for signature gathering and provides the candidate with a letter authorizing the collection of signatures. **After it has been approved you may start collecting signatures.**

3. **Newberg Municipal Code requires the petition be signed by not less than 25 electors whom reside in the district you are a candidate in.** Signers must also be a valid active registered voter in the state of Oregon, and have resided in the City for not less than three months prior to signing. If voters are uncertain if they are an active voter, have them contact Yamhill County Elections at (503) 554-7850, elections@co.yamhill.or.us, or 414 NE Evans Street, McMinnville, Oregon.

4. Accept the nomination before the deadline.

Method B) Filing Fee

1. Turn in the following form

* **SEL 101 Candidate Filing – See the Candidate Manual for guidelines on completing this form. Allow 2-5 business days for the City Recorder to verify you are a valid candidate.**

2. Pay \$25 Filing Fee to City of Newberg.

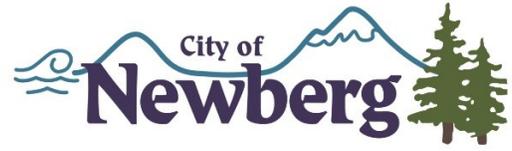
3. Accept the nomination before the deadline.

PLEASE NOTE THE DEADLINE FOR SUBMITTING ALL PAPERWORK AND COMPLETION OF SIGNATURE VERIFICATION TO THE NEWBERG CITY RECORDER IS AUGUST 17, 2024 AS THE CITY CODE REQUIRES PAPERWORK BE FILED NO LATER THAN 80 DAYS PRIOR TO THE ELECTION. (This differs from the general county deadlines.)

Additional Steps after filing for office:

1. Once all forms have been filed with our office and signatures verified, you must sign an Acceptance of Nomination form with the City Recorder.

2. As required by state law, candidates must follow campaign finance reporting requirements. Visit oregonvotes.org to review the reporting manuals. Be sure to review the contribution and expenditure reporting requirements and observe the filing deadlines.



4. City candidates may buy space in the county voter pamphlet by submitting the “Candidate’s Statement for Voter’s Pamphlet” form together with a fee. Yamhill County charges \$100 for Newberg candidates, which is set by state law and calculated based on the number of registered voters. **The voter pamphlet filing must be submitted to the Yamhill County Clerk not later than 5:00 p.m., September 9, 2024.** Go to <https://www.co.yamhill.or.us/content/candidatecommittee-resources> for forms.

8. Political Signs and printed material. [Regulations for temporary signs](#) are detailed in the municipal code. Contact the Planning Department for any questions at planning@newbergoregon.gov

9. The last day a candidate may withdraw their filing is August 30, 2024.

All state election forms and manuals can be found online at www.oregonvotes.org.

November 5, 2024 Elections Calendar

Districts 1, 3, and 5

First date to file as a candidate	June 5, 2024
Last date to complete paperwork as a candidate	August 17, 2024 Reference NMC 2.05.060 A
Deadline to withdraw candidacy	August 30, 2024
Deadline to submit statement to County for voter’s pamphlet	September 9, 2024
Last date to register to vote	October 15, 2024
Election Day	November 5, 2024