



Dear Prospective City Council Candidate:

Thank you for your interest in running for the La Pine City Council. The attached guide provides an overview of the election process. You may need to reference the following election publications and forms online:

- Publications: <https://sos.oregon.gov/elections/Pages/manuals-tutorials.aspx>.
 - *County, City and District Candidate Manual*
 - *Campaign Finance Manual*

- Laws, Rules, Restrictions and Statistics: <https://sos.oregon.gov/elections/Pages/laws-rules.aspx>
 - *Election Law Summary*

- Election Forms: <https://sos.oregon.gov/elections/Pages/electionforms.aspx>
 - *SEL101 – Candidate Filing – Major Political Party or Nonpartisan*
 - *SEL121 – Candidate Signature Sheet – Nonpartisan*
 - *SEL338 – Petition Submission – Candidate, Voter’s Pamphlet*

There will be one Mayor and two City Councilor positions on the ballot at the November 3, 2020 General Election. The term of each position begins January 1, 2021, with the Mayor serving a two-year term and the City Councilors serving four-year terms.

If you have any questions, I can be reached at (541) 536-1432. You may also contact the Secretary of State’s Office at (866) 673-VOTE. I look forward to working with you in the coming months.

Thank you,

Robin Neace
City Recorder

OPEN POSITIONS
November 3, 2020 General Election
La Pine City Council Candidate Application Packet

Open Candidate Positions

Mayor	Daniel Richer (Incumbent)
City Councilor	Connie Briese (Incumbent)
City Councilor	Donald Greiner (Incumbent)

- The terms of office for the City’s open positions shall commence on January 1, 2021.
 - Mayor position serves a two-year term
 - Councilor positions serve a four-year term
- The La Pine City Council meets on the second and fourth Wednesday of each month at 5:30 p.m., as well as other Special and Executive Sessions as needed.
- The La Pine City Council also meets two to four times during Budget Season as part of the Budget Committee. These meetings are usually held in April/May.
- The La Pine City Council also represents our community by serving on various other subcommittees.

See ***City Council Job Description*** for more information.

QUALIFICATIONS FOR CANDIDACY

Requirements

- 18 years of age or older;
- A qualified elector under state law;
- A registered voter; and
- A resident of the City of La Pine for at least one year immediately before election or appointment to office.

The City Council is the final judge of the election and qualifications of its members. See ***City Charter, Chapter VII*** and the ***Oregon Constitution Article II, Section II*** for more information.

FILING PERIOD

The filing period is Wednesday, June 3, 2020, through Tuesday, August 25, 2020. Candidates should deliver their prospective petitions in person to City Hall from 8:00 a.m. to 4:00 p.m. Monday through Friday.

HOW TO FILE

Please review the *2020 Candidates Manual*, *2020 Campaign Finance Manual* and *ORESTAR User's Manual* for additional information. Forms and publications are available on the Secretary of State's website at <http://sos.oregon.gov/elections/Pages/laws-rules-publications.aspx>

Step 1: File Your Prospective Petition

Complete the three forms listed below and file them with the City Recorder no sooner than June 3, 2020.

- SEL 101 – *Candidate Filing – Major Political Party or Nonpartisan*
- SEL 121 – *Candidate Signature Sheet – Nonpartisan (sign line #1 only)*
- Qualified Elector / Residency Certification (City form)

The candidate must sign the **first line only** of the SEL 121 – *Candidate Signature Sheet – Nonpartisan*. **DO NOT COLLECT SIGNATURES UNTIL YOUR PETITION HAS BEEN APPROVED IN WRITING BY THE CITY ELECTIONS OFFICIAL.** Failure to do so will result in the rejection of those signature sheets.

All election forms and petitions should be filed well in advance of the final filing day to ensure ample time to complete the entire filing process.

Step 2: File by Declaration of Candidacy or Prospective Petition

All forms for City elections are filed with and maintained by the City Elections Officer.

Option 1: Declaration of Candidacy (SEL 101 only)

- **Candidate Filing for Nonpartisan Nomination (SEL 101).** Fill out Form (SEL101). The filing fee is \$50 (checks should be made out to the City of La Pine).

Option 2: Prospective Petition (Forms SEL 101, 121 and 338)

The candidate files with the City Elections Officer:

- Candidate Filing – Major Political Party or Nonpartisan Form (SEL 101); complete both sides, and mark the appropriate boxes:
 - Prospective Petition with proposed signature sheet; AND
 - Petition circulators will be paid (mark one) Yes or No
- Candidate Signature Sheet – Nonpartisan Form (SEL 121)
Petition Submission – to accompany Petition (SEL 338)

Step 3: Approval to Gather Signatures

The City Elections Officer approves the SEL 121 form for signature gathering and provides the candidate a letter authorizing the collection of signatures.

Step 4: Gather Signatures

A candidate obtains signatures on the signature collection petitions. Eight (8) valid signatures are required to validate nomination; it is **strongly suggested** that the candidate obtain several more signatures than the minimum eight (8) needed. Each signature sheet must be signed by the circulator who has actually witnessed and obtained the signatures. A signature is considered valid if the signer is an active registered City of La Pine voter.

Step 5: Verification of Signatures

Prior to submitting your signature sheets to the Deschutes County Clerk's office for verification of signatures, a prospective candidate must:

1. Ensure each signature sheet is signed and dated by the circulator;
2. Number each signature sheet sequentially in the space provided; and
3. Submit the signature sheets to the Deschutes County Clerk's Office for verification allowing sufficient time for the verification process to be completed prior to the filing deadline.

Please note that the Deschutes County Clerk recommends allowing 10 days to verify signatures. The City Recorder will notify the candidate of the results of the signature verification process. If it is determined there are not enough valid signatures and the filing deadline has not passed, the candidate may submit additional signatures.

Step 6: File Your Completed Petition

Candidate submits the completed Candidate Filing – Major Political Party or Nonpartisan Form (SEL 101) marked "Completed Petition with certified signature sheets" and Candidate Signature Sheet – Nonpartisan Form (SEL 121) certified by the County Clerk's office to the City Election Officer no later than 5:00 pm August 28, 2020.

Step 7: Ballot Completion (skip to Step 8 if filing by Declaration of Candidacy)

If the City Elections Officer finds the package is complete, the candidate's name will appear on the November ballot.

Step 8: Follow Campaign Finance Reporting Requirements

It is important that candidates follow all laws and rules concerning campaign financing. Please refer to the *Candidate Quick Guide* to determine if you must file:

<http://sos.oregon.gov/elections/Pages/manuals-tutorials.aspx>

All candidates are required to have a dedicated campaign bank account if they spend or receive more than \$750 during the entire calendar year (including personal funds). All finance reports are submitted directly to the Secretary of State's Office using the *Oregon Elections System for Tracking and Reporting* (ORESTAR). For additional information on campaign finance reporting requirements, please contact the Secretary of State's Office at (866) 673-VOTE.

WITHDRAWAL OF CANDIDACY OR NOMINATION

To withdraw from candidacy or nomination, a candidate must file the following form with the City Recorder no later than 5:00 p.m. on August 28, 2020:

- SEL150 – *Candidate Filing – Withdrawal*

POLITICAL SIGNS

The City of La Pine asks that all candidates for political office comply with the following guidelines when distributing political campaign signs:

- Signs shall be placed on private property and should not be located in public rights-of-way.
- Signs shall not be placed in any clear vision area at the intersection of two streets or a street and any other vehicular access.
- Candidates shall not place signs on motor vehicles or trailers and park the vehicle for the primary purpose of displaying a sign that would be otherwise prohibited by the City's sign code.
- Signs shall not be placed on power poles, street light poles or other utility fixtures which are located in the public way.
- All signs shall be removed within 10 days after the election to which they relate.
- Signs shall not utilize any moving or flashing lights, flags, propellers, or similar wind-activated or attention-attracting devices.

The City's sign code contains additional provisions on signs. Please call City Hall at (541) 536-1432 if you have any questions concerning these guidelines or additional provisions in the City's sign code.

IMPORTANT DATES

June 3, 2020 – First day a candidate can file

August 25, 2020 – Last day a candidate can file

August 28, 2020 – Deadline to withdraw from candidacy

VOTERS' PAMPHLET

The Deschutes County Clerk’s Office will prepare, print and distribute a County Voters’ Pamphlet for the 2020 General Election. Candidates intending to file a statement for publishing in the Voters’ Pamphlet must submit the Candidate Statement and pay a filing fee of \$50 to the Deschutes County Clerk’s Office Election Department no later than 5:00 p.m. Monday, August 27, 2020. The *Candidates Statement for VP 2020* form is available online at <http://www.deschutes.org/clerk/page/candidate-measure-filing-forms>

QUESTIONS

The information supplied within the City of La Pine Election Packet pertains to candidates for City office in most situations. If you have other questions or need additional information, please contact City Hall at (541) 536-1432.

CONTACT INFORMATION

City of La Pine

Robin Neace, City Recorder(541) 536-1432
16345 Sixth Street.....rneace@lapineoregon.gov
La Pine, OR 97739www.lapineoregon.gov

Deschutes County Clerk’s Office

Elections Division(541) 388-6547
1300 NW Wall St, Suite 202 elections@deschutes.org
Bend, OR 97701 www.deschutes.org

Oregon Secretary of State

Elections Division (866) 673-VOTE
255 Capitol St NE, Suite 501 elections.sos@state.or.us
Salem, OR 97310..... <http://sos.oregon.gov/voting-elections/Pages/default.aspx>

ATTACHMENTS

1. [SEL101 – Candidate Filing – Major Political Party or Nonpartisan](#)
2. [SEL121 – Candidate Signature Sheet – Nonpartisan](#)
3. [SEL150 – Candidate Filing – Withdrawal](#)
4. [SEL338 – Petition Submission – Candidate, Voters’ Pamphlet](#)
5. Qualified Elector / Residency Certification
6. Candidate’s Statement for County Voters’ Pamphlet
7. [Restrictions on Political Campaigning by Public Employees – Quick Guide](#)
8. [Campaign Finance Reporting in Oregon – Quick Guide](#)
9. City Charter
10. City Council Rules & Procedures

Candidate Filing

Major Political Party or Nonpartisan

SEL 101

rev 01/20
ORS 249.031

Filing Dates		Candidate Filing	Candidate Withdrawal
Primary Election May 19, 2020	First Day to File	September 12, 2019	March 13, 2020
	Last Day to File	March 10, 2020	
General Election November 3, 2020	First Day to File	June 3, 2020	August 28, 2020
	Last Day to File	August 25, 2020	

Filing Information	
This filing is an	<input type="checkbox"/> Original <input type="checkbox"/> Amendment

Office Information			
Filing for Office of:			
District, Position or County:			
Party Affiliation:	<input type="checkbox"/> Democratic Party	<input type="checkbox"/> Republican Party	<input type="checkbox"/> Nonpartisan
Incumbent Judge (for judicial candidates only):	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Nondisclosure on file

Filing Method			
<input type="checkbox"/> Fee			
Office	Filing Fee	Office	Filing Fee
United States President	n/a	District Attorney	\$50
United States Vice President	n/a	County Judge	\$50
United States Senator	\$150	MSD Executive Officer, MAD Director	\$100
United States Representative	\$100	MSD Councilor	\$25
Statewide Offices	\$100	County Office	\$50
State senator or Representative	\$25	City Office	Set by charter or ordinance
Circuit Court Judge	\$50	Justice of the Peace	n/a
<input type="checkbox"/> Prospective Petition, in lieu of filing fee	Some circulators may be paid		<input type="checkbox"/> Yes <input type="checkbox"/> No

Candidate Information				
Name of Candidate				
First	MI	Last	Suffix	Title
How you would like your name to appear on the ballot				
Candidate Residence / Route Address				
Street Address	City	State	Zip	County
Candidate Mailing Address and Contact Information Only one phone number and an email is required.				
Street Address or PO Box	City	State	Zip	
Work Phone	Home Phone	Cell Phone	Fax	
Email Address	Web Site, if applicable			

Race and Ethnicity Optional

Occupation (present employment) If not employed, enter "Not Employed".

Occupational Background (previous employment) If no relevant experience, None or NA must be entered.

Educational Background (schools attended)

Complete name of School	Last Grade completed	Diploma/Degree/Certificate	Course of Study
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Educational Background (other) Attach a separate sheet if necessary.

Prior Governmental Experience (elected or appointed) If no relevant experience, None or NA must be entered.

Campaign Finance Information Not applicable to candidates for federal office.

A candidate must file a Statement of Organization not later than three business days of first receiving a contribution or making an expenditure and no later than the deadline for filing a nominating petition, declaration of candidacy, or certificate of nomination, whichever occurs first, unless they meet the criteria for an exemption. To meet the criteria, the candidate must serve as their own treasurer, not have an existing candidate committee, and not expect to spend or receive more than \$750 during the entire calendar year (including in-kind contributions and personal funds).

If you have an existing candidate committee you must amend the statement of organization not later than 10 days after a change in information. This includes changes to the election you are active in and the office you are running for.

See the Campaign Finance Manual for the procedural and legal requirements of establishing and maintaining a candidate committee.


Candidate Attestation

By signing this document, I hereby state that:

- I will accept the nomination for the office indicated above;
- I will qualify for said office if elected;
- All information provided by me on this form is true to the best of my knowledge; **and**
- No circulators will be compensated based on the number of signatures obtained by the circulator on a prospective petition

For Major Political Party Candidates

- if not nominated, I will not accept the nomination or endorsement of any political party other than the one named
- I have been a member of said political party, subject to the exceptions stated in ORS 249.046, for at least 180 days before the deadline for filing a nominating petition or declaration of candidacy (ORS 249.031). Does not apply to candidates filing for the office of US President.

 **Warning** Supplying false information on this form may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715). A person may only file for one lucrative office or not more than one precinct committee person at the same election. Unless the person has withdrawn from the first filing, **all** filings are invalid. (ORS 249.013 and ORS 249.170)

Candidate Signature

Date

Candidate Filing Withdrawal

SEL 150rev 01/20 ORS 249.170, ORS 249.180
ORS 249.830, ORS 255.235

Withdrawal Deadlines

2020 Primary Election March 13, 2020	2020 General Election August 28, 2020	2021 District Election March 18, 2021
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 All information must be completed or the form will be rejected.

This filing is an Original Amendment

Withdrawal from Candidacy or Nomination for Office Information

Office of:

District, Position or County:

 Candidacy for Nomination: Please indicate below what party or parties you are withdrawing from:

<input type="checkbox"/> Constitution	<input type="checkbox"/> Democratic	<input type="checkbox"/> Independent	<input type="checkbox"/> Libertarian
<input type="checkbox"/> Pacific Green	<input type="checkbox"/> Progressive	<input type="checkbox"/> Republican	<input type="checkbox"/> Working Families

Candidate and Nominee Information

Name of Candidate

First	MI	Last	Suffix
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Candidate Residence/Route Address

Street Address	City	State	Zip
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Candidate Mailing Address and Contact Information: Only one phone number and an email are required.

Street Address or PO Box	City	State	Zip
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Work Phone	Home Phone	Cell Phone	Fax
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Email Address (required)	Web Site, if applicable
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Withdrawal Reason

I submit notice of withdrawal from candidacy or nomination to the above named office. My reason for withdrawal is:

By signing this document, I hereby state that:

- I withdraw my candidacy or nomination for the office stated above and
- The reasons provided by me on this form for withdrawal are true.



Warning

Supplying false information on this form may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715).

Candidate's Signature

Date Signed

For Office Use Only Initials _____

Petition Submission

Candidate, Voters' Pamphlet

SEL 338

rev. 08/18
OAR 165-010-0005, 165-016-0000

→ This form must be completed and filed with any submission of signatures.

Filing Officer		
<input type="checkbox"/> State	<input type="checkbox"/> County For both county and district petitions.	<input type="checkbox"/> City

Election Type		Year			
<input type="checkbox"/> Primary	<input type="checkbox"/> General	<input type="checkbox"/> Special Election	<input type="checkbox"/> 2018	<input type="checkbox"/> 2019	<input type="checkbox"/> 2020

Petition Information	
Petition ID/Candidate's Name	Type <input type="checkbox"/> Candidate Nominating <input type="checkbox"/> Voters' Pamphlet, Candidate <input type="checkbox"/> Voters' Pamphlet, Measure

Type of Filing	Number of Signatures Submitted
<input type="checkbox"/> Candidate Nominating	
<input type="checkbox"/> Voters' Pamphlet, Candidate	
<input type="checkbox"/> Voters' Pamphlet, Measure	

Candidate's Nominating/Voters' Pamphlet Filing
→ By signing this document, I hereby state that all information on the form is true and correct to the best of my knowledge.

Name	Contact Phone	Email Address
Signature	Date Signed	

Measure Argument Filing
→ By signing this document, I hereby state that all information on the form is true and correct to the best of my knowledge.

Name	Contact Phone	Email Address
Signature	Date Signed	

For office use only	
Submittal number	Number of signatures accepted
Is the petition complete? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be additional submittals? <input type="checkbox"/> Yes <input type="checkbox"/> No



Qualified Elector/Residency Certification

I, _____, hereby certify that I am currently a qualified elector or that I will be a qualified elector at such time as I may be elected to City office. I further certify that I will have been a resident of the City of La Pine, Oregon, for the twelve (12) month period immediately preceding the November 3, 2010 General Election.

Dated the ____ day of _____, 2020.

Signature of Candidate

Candidate's Statement for County Voters' Pamphlet (2020)

Name of Candidate _____

Office _____

District _____

Position/Zone No. _____

Part One: Required Information (shall be typed)

Occupation (Present Employment – Paid or Unpaid)

Occupational Background (Previous Employment – Paid or Unpaid)

Educational Background (Schools Attended, Last Grade Completed; Degree(s), if any)

Prior Governmental Experience (Elected or Appointed)

By signing this form I HEREBY CERTIFY THAT all information supplied by me about my occupation, occupational and educational background, and prior governmental experience is true to the best of my knowledge.

Any person, who supplies any information in this part, knowing it to be false, is subject upon conviction to imprisonment for up to five years or a fine of \$125,000 or both.

X _____
Candidate's Signature

Candidate Name (printed)

Date

Candidate's Statement for County Voters' Pamphlet (2020)

Part Two: Optional Information (shall be typed)

X

Signature of Candidate acknowledging responsibility for the content of Part Two (Optional Information) of the Candidate's Statement.

For Office Use Only

Word Count:

Part One Total: _____

Part Two Total: _____

Grand Total: _____ (325 Maximum)

Instructions

1. **The Candidate’s Statement shall be typed. The text of the statement will be printed as submitted.**
2. The combined word count total for **Part One** (Required Information) and **Part Two** (Optional Information) shall not exceed 325 words/numbers. This word count **includes the eight words** in the headings of **Part One** (Occupation, Occupational Background, etc.).
3. **Completing and submitting the forms:**
 - a. At a minimum, one candidate signature is required if not submitting optional Part Two.
 - b. When submitting both **Part One** and **Part Two**, the candidate must sign and date both parts of the form.
 - c. The required, Part One, and optional, Part Two, information may be submitted on a separate piece of paper. Part One, Part Two and additional sheet(s) **must** signed and dated.
 - d. Indicate on the form in the area designated for required information “SEE ATTACHED”. **If using additional sheets, again, the additional sheet(s) must be signed and dated** as well.
 - e. Print, sign and submit original form(s) with payment to:

Nancy Blankenship
Deschutes County Clerk
1300 NW Wall Street, Suite 202
PO Box 6005
Bend, OR 97708-6005
 - f. Please email form(s) in a word processing format (.docx, .doc, .rtf, .txt) to:
Nancyb@deschutes.org
4. Use semicolons (;) to separate items such as jobs, organizations, dates, etc.
5. The word “None” must be used in any section which does not contain any information. The word “None” shall count as part of the word/number count.
6. All information cited or quoted from previously published material **shall include** the source and date of publication. (Example: *The Oregonian*, January 2, 2006.)
7. Any endorsement by an individual or an organization, which was not previously made public, shall be accompanied by an Endorsement Form authorizing the use of their name and/or organization in the text of the statement.
8. The Candidate’s Statement will not be returned to the candidate for proofreading.
9. The Candidate’s Statement, photographs and filing fee **shall be filed no later than 5:00 p.m. on the filing deadline shown in the table below.**

ELECTION:	March 10, 2020	May 19, 2020	September 15, 2020	November 3, 2020
Deadline for candidates that file candidacy with County Clerk’s Office:	January 13, 2020	March 12, 2020	July 20, 2020	August 27, 2020
Deadline for candidates that file candidacy with a City, Department of Agriculture or other:	January 13, 2020	March 23, 2020	July 20, 2020	September 8, 2020

10. The Candidate's Statement will not be accepted without the filing fee:

County and City Offices	
Electoral District's Active Voter Registration	Candidate Fee
Less than 1,000 within the county	\$25
1,000 to 9,999 within the county	\$50
10,000 to 49,999 within the county	\$100
50,000 and over within the county	\$300

Special Districts	
Salaried Position	\$100
Non-Salaried Position	\$25

11. A refund may be requested by the person who paid the filing fee no later than the last day for filing the Candidate's Statement. If a refund is made, the Candidate's Statement will not be printed in the Voters' Pamphlet.

12. If a candidate desires to provide a photograph, the candidate shall provide **two (2) identical photographs (black and white)**, not later than 5:00 p.m. on the filing deadline. 5" x 7" portrait style photographs are recommended.

Photographs Must:

- a. Be less than four (4) years old when it is filed;
- b. Be reproducible to a finished black and white picture which is not smaller than 1.5 inches by 1.75 inches;
- c. Have a plain background (Note: A grey background reproduces the best); and
- d. Show the face, neck and shoulders only.

Photographs Must Not:

- a. Include the hands or anything held in the hands;
- b. Show the wearing of a judicial robe, hat, or military, police or fraternal uniform; or
- c. Show the uniform or insignia of any organization.

13. Any cost incurred for retouching the photographs to meet the requirements will be billed to the candidate.

14. Candidate's Statements shall become public record on the 4th business day after the filing deadline (ORS 251.430).

15. The Election Official shall reject any Candidate Statement (ORS 251.415) which:

- a. Contains any obscene, profane or defamatory language;
- b. Incites or advocates hatred, abuse or violence toward any person or group; or
- c. Contains any language which may not legally be circulated through the mails.

16. Voters' pamphlets are prepared county by county. If your name will appear on the ballot in more than one county, and you wish to have your statement and photograph in more than one county's voters' pamphlet, you must contact each individual county for information on the appropriate forms.

**Candidate Statement / Measure Argument Endorsement Form
Deschutes County Voters' Pamphlet**

ORS 251.405

Primary Election 20____

General Election 20____

Special Election _____

(date)

Endorsement for:

Candidate's Statement: _____

(name of candidate)

Measure Argument: _____

(measure # and name of person who furnished argument)

Designation Box

Type or print the name of person and/or organization person is authorized to represent exactly as it should appear in the voters' pamphlet statement or argument. An organization's name should be used only if the organization is endorsing the argument or statement. The person's title must also be listed if it is to appear in the voters' pamphlet statement or argument.

I consent to the use of my name and/or the name of the organization I am authorized to represent exactly as it appears in the Designation Box above.

Signature

Date Signed

Note: Submitting A False Signature On This Statement Is A Violation Of ORS 251.405.

For Office Use Only

Instructions

If the name of a person or organization is used in your candidate statement or measure argument, you must either:

1. Use the name of the person or organization with a quotation made by the person on behalf of the person or by an authorized person on behalf of an organization. The quotation must have been disseminated to the public prior to its inclusion in the statement or argument and it must be identified in the statement or argument by its source (such as the name of the newspaper in which it appeared) and date of dissemination/publication. Examples for identifying the source of a quote are:

James Joyce, *The Oregonian*, 1/22/90

Bob Dole, *Time Magazine*, July 7, 1997

John F. Kennedy, *Profiles in Courage*, 1960

OR:

2. File an Endorsement Form signed by the person, or by an authorized person on behalf of an organization, stating that the person consents to the use of the name of the person or organization in the statement or argument. An organization's name should only be used if the organization is endorsing the statement or argument.

This Endorsement Form must be filed with the statement or argument it relates to by the voters' pamphlet filing deadline.

Attention: If an Endorsement Form is not received, the person or organization whose name is mentioned will be edited from the candidate statement or measure argument. If the information contained in the Designation Box on the front of this Endorsement Form does not match what is printed in the statement or argument, the statement or argument will be edited to match the Designation Box.



ORS 260.432 Quick Reference— Restrictions on Political Campaigning for Public Employees rev 12/13

Generally, ORS 260.432 states that a public employee* may not, while on the job during working hours, promote or oppose election petitions, candidates, political committee or ballot measures. Additionally, no person (including elected officials) may require a public employee (at any time) to do so.

*A “public employee” includes public officials who are not elected, whether they are paid or unpaid (including appointed boards and commissions).

As used in this Quick Reference

We use the phrase “advocate(s) a political position” to mean—

promote or oppose an initiative, referendum or recall petition, candidate, political committee or ballot measure.

The term “impartial” means equitable, fair, unbiased and dispassionate.

See the Secretary of State’s detailed manual on ORS 260.432 for specific factors to assist in ensuring impartiality in communications about ballot measures. It is posted on the website under Election Laws, Rules and Publications, Manuals and Tutorials.

For more detailed information about ORS 260.432 and information about other election laws, contact:

Elections Division	phone	503-986-1518
Secretary of State	fax	503-373-7414
255 Capitol St NE, Suite	tty	1-800-735-2900
Salem, OR 97310	web	www.oregonvotes.gov

Prohibited Activities

A public employee, while on the job during work hours may not:

- prepare or distribute written material, post website information, transmit emails or make a presentation that advocates a political position
- collect funds, prepare filing forms or correspondence on behalf of candidates or political committees
- produce or distribute a news release or letter announcing an elected official’s candidacy for re-election (except for an elections official doing so as an official duty) or presenting an elected official’s political position
- make outgoing calls to schedule or organize campaign events or other political activity on behalf of an elected official or political committee (however, a scheduler may, as part of official duties, take incoming calls about the official’s availability and add an event to the schedule)
- grant unequal access to public facilities to candidates or political committees
- direct other public employees to participate in political activities, when in the role of a supervisor
- draft, type, format or edit a governing body’s resolution that advocates a political position (except to conform the resolution to a standard format)
- prepare or give recommendations to the governing body urging which way to vote on such a resolution
- sign such a resolution, except if the signature is only ministerial and clearly included to attest the board took the vote
- announce the governing body’s position on such a resolution to the media
- include the governing body’s position or vote on such a resolution in a jurisdiction’s newsletter or other publication

A public employee who provides voter registration assistance under the federal National Voter Registration Act (NVRA) must not, when performing voter registration services, influence a client’s political choices. This means no display of political preferences, including a restriction that no political buttons may be worn. ORS 247.208(3)

Allowable Activities

A public employee, while on the job during working hours may:

- prepare and distribute impartial written material or make an impartial presentation that discusses election subjects (using the guidelines provided in the Secretary of State's detailed manual on ORS 260.432.)

The Secretary of State's Elections Division is also available for an advisory review of draft material about ballot measures produced by government agencies.

- perform standard job duties, such as taking minutes at a public meeting, maintaining public records, opening mail, inserting a proposed resolution into a board agenda packet, etc.
- impartially advise employees about possible effects of a measure, but not threaten them with financial loss to vote a particular way
- address election-related issues while on the job, in a factual and impartial manner, if such activity is legitimately within scope of employee's normal duties
- as staff of an elected official, handle incoming calls about the official's availability for political events
- prepare neutral, factual information for a governing body to use in determining what position to take on an issue (planning stage of a governing body's proposed issue before certified as a measure to a ballot is not subject to ORS 260.432)
- in a clerical manner, incorporate amendments into a finalized version of a governing body's resolution on an issue respond to public records request for information, even if the material advocates a political position
- wear political buttons subject to applicable employer policies unless the public employee is providing voter registration services under NVRA, where additional restrictions apply - see note on previous page about ORS 247.208(3)

A public employee, on their own, off duty time, may send letters to the editor that advocate a political position and may participate in any other lawful political activity.

It is advised that a salaried public employee keep records when appropriate in order to verify any such political activity that occurs while off duty.

Prohibited and Allowable Activities for Elected Officials*

*includes a person appointed to fill a vacancy in an elective public office

Elected officials may:

- advocate a political position at any time. Elected officials are not considered a "public employee" for purposes of ORS 260.432. ORS 260.432(4)(a).
- vote with the other elected officials of a governing body (such as a school board, city council or county commission) to support or oppose a measure, and publicly discuss such a vote—but must not use the public employee staff time to assist in this, except for ministerial functions
- perform campaign activity at any time, however must take caution not to involve any public employee's work time to do so

Elected officials may not:

- in the role of a supervisor, request a public employee—whether the public employee is on or off duty—to perform any political activity
A request made by a person in a position of supervisor or superior is viewed as a command for purposes of this election law.
- have an opinion piece or letter advocating a political position published in a jurisdiction's newsletter or other publication produced or distributed by public employees

Campaign Finance Reporting in Oregon

Candidate "Quick Guide"

Congratulations on your decision to run for office! We hope this guide provides tips and answers to frequently asked questions by first-time candidates.



More detailed information is available in the **Campaign Finance Manual** and the **ORESTAR User's Manuals** available at www.oregonvotes.gov. The Campaign Finance Manual explains what information is disclosed when reporting campaign finance transactions. The ORESTAR User's Manual: Statement of Organization and ORESTAR User's Manual: Transaction Filing explains how to file a statement of organization and campaign finance transactions electronically using ORESTAR.

Who Must File a Candidate Committee?

If you

- Serve as your own treasurer
and
- Do not have an existing candidate committee
and
- Do not expect to spend or receive more than \$750 during the entire calendar year (including in-kind contributions and personal funds)

Then

- ✓ Relax. No action is necessary because under Oregon Election Law you are not required to establish a candidate committee if you meet all of the criteria. **However, you must keep track of all contributions and expenditures because if you exceed the \$750 threshold you must establish a committee and open a dedicated bank account not later than three business days after exceeding the threshold. NOTE: Any fee paid for filing a candidate's statement for inclusion in the state voters' pamphlet is not included for the purpose of calculating the \$750 threshold. Additionally, you must either file a Certificate of Limited Contributions and Expenditures (PC 7) or all transactions that have occurred in the calendar year. See information below to determine if you are eligible to file a Certificate.**

- Do not expect to receive a total of more than \$3,500 or spend a total of more than \$3,500 for the entire calendar year

- ✓ File a Statement of Organization and establish a dedicated bank account – either by using ORESTAR or by submitting the paper form Statement of Organization for Candidate Committee (SEL 220)
- ✓ File a Certificate of Limited Contributions and Expenditures either by using ORESTAR or by submitting the paper form (PC 7) not later than seven days after first receiving a contribution or making an expenditure

- Expect to spend or receive more than \$3,500

- ✓ File a Statement of Organization and establish a dedicated bank account – either by using ORESTAR or by submitting the paper form Statement of Organization for Candidate Committee (SEL 220)
 - ✓ File campaign finance transactions using ORESTAR
-

What starts the whole process?

The decision to run for a public office (even if the office is not known), accepting contributions and making expenditures, whether from personal funds, campaign funds, or another person's funds to support your candidacy.

Once I become a candidate, then what?

You must register your committee with the Secretary of State not later than 3 business days of first receiving a contribution or making an expenditure if you are not exempt under the \$750 threshold law.

May I serve as my own treasurer?

Yes, you may serve as your own treasurer. The Campaign Finance Manual provides committees with information on candidate/treasurer responsibilities.

Must I have a dedicated campaign account?

Oregon law requires you to establish a dedicated campaign account if you are required to file a Statement of Organization. The account must be established in a financial institution located in Oregon that ordinarily conducts business in Oregon. One important reminder—when establishing your campaign account, the name of the committee and the name of the account must be the same.

Campaign Finance Reporting in Oregon (cont.)

Candidate "Quick Guide"

How do I file?

The key to complying with campaign contribution and expenditure disclosure requirements is to keep detailed records and file your transactions on time.

Electronic Filing

Oregon Election law requires that campaign finance transactions be filed electronically. The Secretary of State's Office provides an electronic filing system, ORESTAR, free of charge. There is a terminal located in the Election's Division office for public use.

What if I don't own a computer?

A Statement of Organization (SEL 220) and Certificate of Limited Contributions and Expenditures (PC 7) may be filed using the paper forms. If you are not eligible to file a Certificate, contribution and expenditure transactions must be reported electronically using ORESTAR. You may want to check with your local library or other public facilities in your area to see if they provide a computer terminal for public use.

When do I report contribution and expenditures?

Generally, the deadline for filing a transaction is not later than 30 calendar days after the date of the transaction. For committees active in an election, beginning on the 42nd day before the date of the election and through the date of the election, a transaction is due not later than 7 calendar days after the date of the transaction. The campaign finance reporting requirements and additional transaction deadlines are available in the Campaign Finance Manual. Information on how to electronically file transactions is detailed in the ORESTAR User's Manual: Transaction Filing.

Are my campaign finance transactions public record?

Yes, after the transactions are filed in ORESTAR they are immediately available to the public by accessing the Public Search link for ORESTAR.

Are there campaign contribution and expenditure limits?

No, Oregon does not have contribution and expenditure limits.

How do I discontinue my committee?

In order to discontinue your committee, you must: (1) Achieve a zero balance and (2) File a Statement of Organization discontinuing the committee.

Where do I get copies of forms and instructional manuals?

All publications and forms are available online at www.oregonvotes.gov, or may be requested from the Elections Division at 503 986 1518 or via email at orestar-support.sos@oregon.gov

Need additional help?

The Elections Division staff is available to answer any questions. You may:

- email your questions to elections.sos@oregon.gov
- call us at 503 986 1518 or at 866 ORE VOTE
- visit our website at www.oregonvotes.gov



L A P I N E

O R E G O N

**QUALIFIED* ELECTOR / RESIDENCY
CERTIFICATION**

I, _____, hereby certify that I am currently a qualified elector or that I will be a qualified elector at such time as I may be elected to City office. I further certify that I will have been a resident of the City of La Pine, Oregon, for the twelve (12) month period immediately preceding the November 6, 2018, General Election

Dated the ____ day of _____, 2018.

Signature of Candidate

*Qualified Elector is defined in Article II, Section 2 of the Oregon Constitution. See Attached

Oregon Constitution
Article II

Section 2. Qualifications of electors.

- (1) Every citizen of the United States is entitled to vote in all elections not otherwise provided for by this Constitution if such citizen:
 - (a) Is 18 years of age or older;
 - (b) Has resided in this state during the six months immediately preceding the election, except that provision may be made by law to permit a person who has resided in this state less than 30 days immediately preceding the election, but who is otherwise qualified under this subsection, to vote in the election for candidates for nomination or election for President or Vice President of the United States or elector of President and Vice President of the United States; and
 - (c) Is registered not less than 20 calendar days immediately preceding any election in the manner provided by law.
- (2) Provision may be made by law to require that persons who vote upon questions of levying special taxes or issuing public bonds shall be taxpayers. -

CHARTER

We, the voters of the City of La Pine, Oregon, exercise our power to the fullest extent possible under the Oregon Constitution and laws of the state, and enact this Home Rule Charter.

Chapter I

Names and Boundaries

Section 1. Title. This charter may be referred to as the 2011 City of La Pine Charter.

Section 2. Name. The City of La Pine, Oregon, continues as a municipal corporation with the name City of La Pine.

Section 3. Boundaries. The city includes all territory within its boundaries as they now exist or are legally modified. The city will maintain as a public record an accurate and current description of the boundaries.

Chapter II

Powers

Section 4. Powers. The city has all powers that the constitutions, statutes and common law of the United States and Oregon expressly or impliedly grant or allow the city, as fully as though this charter specifically enumerated each of those powers.

Section 5. Construction. This charter will be liberally construed so that the city may exercise fully all powers possible under this charter and under United States and Oregon law.

Section 6. Distribution. The Oregon Constitution reserves initiative and referendum powers as to all municipal legislation to city voters. This charter vests all other city powers in the council except as this charter otherwise provides. The council has legislative, administrative and quasi-judicial authority. The council exercises legislative authority by ordinance, administrative authority by resolution, and quasi-judicial authority by order. The council may not delegate its authority to adopt ordinances.

Chapter III

Council

Section 7. Council. The council consists of a mayor and four councilors nominated and elected from the city at large. The council will receive no compensation for serving on the council. Council members may be reimbursed for expenses they incur in serving the city.

Section 8. Mayor. The mayor presides over and facilitates council meetings, preserves order, enforces council rules, and determines the order of business under council rules. The mayor only votes to break a tie of the council and has no veto authority. With the consent of the council, the mayor appoints members of commissions and committees established by ordinance or resolution. The mayor must sign all records of council decisions. The mayor serves as the political head of the city government.

Section 9. Council President. At its first meeting each year, the council must elect a president from its membership. The president presides in the absence of the mayor and acts as mayor when the mayor is unable to perform duties.

Section 10. Rules. The council must by resolution adopt rules to govern its meetings.

Section 11. Meetings. The council must meet at least once a month at a time and place designated by its rules, and may meet at other times in accordance with the rules.

Section 12. Quorum. A majority of the council members is a quorum to conduct business, but a smaller number may meet and compel attendance of absent members as prescribed by council rules. Council members may attend via telephonic conference call or other means of conferencing and be considered present provided all members of the council and the public attending the meeting can reasonably hear the member's voice and, conversely, the council member attending by conferencing can reasonably hear the proceedings.

Section 13. Vote Required. The express approval of a majority of a quorum of the council is necessary for any council decision, except when this charter requires approval by a majority of the council.

Section 14. Record. A record of council meetings must be kept in a manner prescribed by the council rules.

Chapter IV

Legislative Authority

Section 15. Ordinances. The council will exercise its legislative authority by adopting ordinances. The enacting clause for all ordinances must state "The City of La Pine ordains as follows:"

Section 16. Ordinance Adoption.

(a) Except as authorized by subsection (b), adoption of an ordinance requires approval by a majority of the council at two meetings.

(b) The council may adopt an ordinance at a single meeting by the unanimous approval of all council members present, provided the proposed ordinance is available in writing to the public at least one week before the meeting.

(c) Any substantive amendment to a proposed ordinance must be read aloud or made available in writing to the public before the council adopts the ordinance at that meeting.

(d) After the adoption of an ordinance, the vote of each member must be entered into the council minutes.

(e) After adoption of an ordinance, the city custodian of records must endorse it with the date of adoption and the custodian's name and title.

Section 17. Effective Date of Ordinances. Ordinances normally take effect on the 30th day after adoption, or on a later day provided in the ordinance. An ordinance may take effect as soon as adopted or other date less than 30 days after adoption if it contains an emergency clause.

Chapter V

Administrative Authority

Section 18. Resolutions. The council will normally exercise its administrative authority by approving resolutions. The approving clause for resolutions may state "The City of La Pine resolves as follows:"

Section 19. Resolution Approval.

(a) Approval of a resolution or any other council administrative decision may be approved by the council at one meeting.

(b) Any substantive amendment to a resolution must be read aloud or made available in writing to the public before the council adopts the resolution at that meeting.

(c) After approval of a resolution or other administrative decision, the vote of each member must be entered into the council minutes.

(d) After approval of a resolution, the city custodian of records must endorse it with the date of approval and the custodian's name and title.

Section 20. Effective Date of Resolutions. Resolutions and other administrative decisions take effect on the date of approval, or on a later day provided in the resolution or decision.

Chapter VI

Quasi-Judicial Authority

Section 21. Orders. The council will normally exercise its quasi-judicial authority by approving orders. The approving clause for orders may state "The City of La Pine orders as follows:"

Section 22. Order Approval.

(a) Approval of an order or any other council quasi-judicial decision may be approved by the council at one meeting.

(b) Any substantive amendment to an order must be read aloud or made available in writing to the public at the meeting before the council adopts the order.

(c) After approval of an order or other council quasi-judicial decision, the vote of each member must be entered into the council minutes.

(d) After approval of an order, the city custodian of records must endorse it with the date of approval and the custodian's name and title.

Section 23. Effective Date of Orders. Orders and other quasi-judicial decisions take effect on the date of final approval, or on a later day provided in the order or decision.

Chapter VII

Elections

Section 24. Councilors. The term of a councilor in office when this charter is adopted is the term for which the councilor was elected. At each general election after the adoption, two councilors will be elected for four-year terms.

Section 25. Mayor. The term of the mayor in office when this charter is adopted continues until the beginning of the first odd-numbered year after adoption. At every general election after adoption of this charter, a mayor will be elected for a two-year term.

Section 26. State Law. City elections must conform to state law, except as this charter or ordinances provide otherwise. All elections for city offices will be nonpartisan.

Section 27. Qualifications.

(a) The mayor and each councilor must be a qualified elector under state law, and reside within the city for at least one year immediately before election or appointment to office.

(b) No person may be a candidate at a single election for more than one city office.

(c) Neither the mayor nor a councilor may be employed by the city.

(d) The council is the final judge of the election and qualifications of its members.

Section 28. Nominations. The council must adopt an ordinance prescribing the manner for a person to be nominated to run for mayor or a city councilor position.

Section 29. Terms. The term of an officer elected at a general election begins at the first council meeting of the year immediately after the election, and continues until the successor qualifies and assumes the office.

Section 30. Oath. The mayor and each councilor must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and Oregon.

Section 31. Vacancies: The mayor or a council office becomes vacant:

- (a) Upon the incumbent's:
 - (1) Death,
 - (2) Adjudicated incompetence, or
 - (3) Recall from the office.

- (b) Upon declaration by the council after the incumbent's:
 - (1) Failure to qualify for the office within 10 days of the time the term of office is to begin,
 - (2) Absence from the city for 30 days within a 60-day period, without council consent,
 - (3) Ceasing to reside in the city,
 - (4) Ceasing to be a qualified elector under state law,
 - (5) Conviction of a public offense punishable by loss of liberty,
 - (6) Resignation from the office, or
 - (7) Removal under Section 33(i).

Section 32. Filling Vacancies. A mayor or councilor vacancy will be filled by the appointment of a majority of the remaining council members. The appointee's term of office runs from appointment until expiration of the term of office of the last person elected to that office. If a disability prevents a council member from attending council meetings or a member is absence from the city, a majority of the council may appoint a councilor pro tem.

Chapter VIII

Appointive Officers

Section 33. City Manager.

(a) The office of city manager is established as the administrative head of the city government. The city manager is responsible to the mayor and council for the proper administration of all city business. The city manager will assist the mayor and council in the development of city policies, and carry out policies established by ordinances and resolutions.

(b) A majority of the council will appoint and may remove the manager. The appointment must be made without regard to political considerations and solely on the basis of

education and experience in competencies and practices of local government management.

(c) The manager need not reside in the city.

(d) The manager may be appointed for a definite or an indefinite term, and may be removed at any time by a majority of the council. The council must fill the office by appointment as soon as practicable after the vacancy occurs.

(e) The manager must:

- (1) Attend all council meetings unless excused by the mayor or council;
- (2) Make reports and recommendations to the mayor and council about the needs of the city;
- (3) Administer and enforce all city ordinances, resolutions, franchises, leases, contracts, permits, and other city decisions;
- (4) Appoint, supervise, and remove city employees;
- (5) Organize city departments and administrative structure;
- (6) Prepare and administer the annual city budget;
- (7) Administer city utilities and property;
- (8) Encourage and support regional and intergovernmental cooperation;
- (9) Promote cooperation among the council, staff, and citizens in developing city policies and building a sense of community;
- (10) Perform other duties as directed by the council; and
- (11) Delegate duties, but remain responsible for acts of all subordinates.

(f) The manager has no authority over the council or over the judicial functions of the municipal judge.

(g) The manager and other employees designated by the council may sit at council meetings but have no vote. The manager may take part in all council discussions.

(h) When the manager is temporarily disabled from acting as manager or when the office of manager becomes vacant, the council must appoint a manager pro tem. The manager pro tem has the authority and duties of manager, except that a pro tem manager may appoint or remove employees only with council approval.

(i) No council member may directly or indirectly attempt to coerce the manager or a candidate for the office of manager in the appointment or removal of any city employee, or in administrative decisions regarding city property or contracts. Violation of this prohibition is grounds for removal from office by a majority of the council after a public hearing. In council meetings, councilors may discuss or suggest anything with the manager relating to city business.

Section 34. Municipal Court and Judge.

(a) A majority of the council may appoint and remove a municipal judge. A municipal judge will hold court in the city at such place as the council directs. The court will be known as the Municipal Court.

(b) All proceedings of this court will conform to state laws governing justices of the peace and justice courts.

(c) All areas within the city and areas outside the city as permitted by state law are within the territorial jurisdiction of the court.

(d) The municipal court has jurisdiction over every offense created by city ordinance. The court may enforce forfeitures and other penalties created by such ordinances. The court also has jurisdiction under state law unless limited by city ordinance.

(e) The municipal judge may:

- (1) Render judgments and impose sanctions on persons and property;
- (2) Order the arrest of anyone accused of an offense against the city;
- (3) Commit to jail or admit to bail anyone accused of a city offense;
- (4) Issue and compel obedience to subpoenas;
- (5) Compel witnesses to appear and testify and jurors to serve for trials before the court;
- (6) Penalize contempt of court;
- (7) Issue processes necessary to enforce judgments and orders of the court;
- (8) Issue search warrants; and
- (9) Perform other judicial and quasi-judicial functions assigned by ordinance.

(f) The council may appoint and may remove municipal judges pro tem.

(g) The council may transfer some or all of the functions of the municipal court to an appropriate state court.

Chapter IX

Personnel

Section 35. Compensation. The council must authorize the compensation of city officers and employees as part of its approval of the annual city budget.

Chapter X

Public Improvements

Section 36. Procedure. The council may by ordinance or resolution provide for procedures governing the making, altering, vacating, or abandoning of a public improvement. A proposed public improvement may be suspended for six months upon remonstrance by owners of the real property to be specially assessed for the

improvement. The number of owners necessary to suspend the action will be determined by ordinance.

Section 37. Special Assessments. The procedure for levying, collecting, and enforcing special assessments for public improvements or other services charged against real property will be governed by ordinance.

Chapter XI

Miscellaneous Provisions

Section 38. Debt. City indebtedness may not exceed debt limits imposed by state law. A charter amendment is not required to authorize city indebtedness.

Section 39. Ordinance and Resolution Continuation. All ordinances and resolutions consistent with this charter in force when it takes effect remain in effect until amended or repealed.

Section 40. Severability. The terms of this charter are severable. If any provision is held invalid by a court, the invalidity does not affect any other part of the charter.

Section 41. Time of Effect. This charter will be effective as of July 1, 2011.

**CITY OF LA PINE
COUNCIL RULES AND PROCEDURES**

1.0 MEETINGS

1.1 Regular Meetings. The La Pine City Council (the “Council”) will hold a regular meeting at 6:00 p.m. on the second and fourth Wednesdays of each month. Regular meetings will be held at the Meeting Room of the South Deschutes County Building at 51340 Hwy 97, La Pine, Oregon 97739 or the new City Hall located at 16345 6th Street, La Pine, OR 97739. If a regular meeting date falls on a legal holiday (as defined by Oregon law), the Council will meet on the following day and such meeting will be a regular meeting. The Council may choose to move a regular meeting to an alternative location by providing the media and the public no less than 24 hours advance notice.

1.2 Executive Sessions. Executive sessions may be called by the Presiding Officer, by the request of a majority of the Council, the City Manager, or the City Attorney. A motion or notice calling for an executive session will identify the specific statutory authorization for the executive session. Executive sessions will be held in accordance with applicable Oregon law. Subject to and in accordance with applicable Oregon law, media representatives will be allowed to attend executive sessions. Final action on any matter discussed in executive session must be taken at an open meeting.

1.3 Special Meetings. A special meeting may be called at any time on the request of a majority of the Council, the Presiding Officer, the City Attorney, or the City Manager. Notice of the special meeting will be given to the Council members, the City Attorney, the City Manager, and the public. Notice of a special council meeting must be given at least 24 hours in advance.

1.4 Emergency Meetings. A special meeting called without 24 hours prior notice is an emergency meeting. An emergency meeting may be called when the Council could not reasonably have foreseen the need for meeting on a limited issue at a time when adequate notice could have been provided. The meeting will be limited to a discussion and action regarding the emergency. The notice for an emergency meeting will be provided as soon as possible after becoming aware of the emergency and the need for the meeting. An emergency meeting may be called by the Presiding Officer, the City Attorney, the City Manager, or a majority of the Council. Notice of the emergency meeting will be given to the Council members, the City Attorney, the City Manager, and the public. The minutes will indicate the reason for the emergency.

1.5 Work Sessions. Work sessions of the Council will be held for the purpose of studying or discussing City issues. Work sessions will be called by the Presiding Officer, a majority of the Council, the City Attorney, or the City Manager. No decisions may be made or action taken either formally or informally by the Council at any work session.

1.6 Cancellation, Reschedule, and Adjournment. Any meeting may be cancelled or rescheduled on the concurrence of a majority of the Council, but in no event will there be less than one meeting per month as required under ORS 221.120(9). Any meeting may be adjourned to a time, place, and date certain, but not beyond the next regular meeting.

1.7 Oregon Public Meeting Laws. All Council meetings will be held in compliance with ORS 192.610 to 192.710, Oregon's Public Meeting Laws. Except for executive sessions held pursuant to ORS 192.660, all Council meetings will be open to the public.

2.0 COUNCIL AGENDA AND ORDER OF BUSINESS

2.1 Agenda - General. Unless otherwise directed by the Presiding Officer, staff will prepare an agenda for every Council meeting. Items may be placed on the regular meeting agenda by any Council member, the City Attorney, or the City Manager with approval from any Council member, but such items must be presented to staff not later than 12:00 p.m. on the Wednesday immediately preceding the meeting at which the items are to be discussed. Agendas and informational material for regular meetings will be distributed to the Council not later than 5:00 p.m. on the Thursday immediately preceding the subject meeting. Each agenda will contain the time, date, and place of the meeting and a brief description of the ordinances, resolutions, or other matters to be discussed.

2.2 Order of Business. The order of business for regular meetings will be as follows; provided, however, that the Council may change the order of business when the Council determines it is in the best interest of the public or the Council: (1) call to order; (2) establish a quorum; (3) pledge of allegiance; (4) added agenda items; (5) consent agenda; (6) land use public hearing - quasi judicial; (7) land use public hearing - legislative; (8) general public hearing; (9) legislative action; (10) other matters; (11) public comment for items not on agenda; (12) staff comments; (13) Council comments; and (14) adjournment.

2.3 Consent Agenda. In order to make more efficient use of meeting time, staff may place certain action items on a "consent agenda" to be considered at a Council meeting. Items placed on the consent agenda (1) must have been distributed to each member of the Council for reading and study before the subject meeting, (2) must be considered routine, and (3) and must concern matters that no debate will be expected. Items placed on the consent agenda will be enacted or approved by one motion of the Council without separate discussion. If separate discussion is desired with respect to a particular matter listed within the consent agenda, that matter may be removed from the consent agenda and placed on the regular agenda by the request of any Council member.

2.4 Action Items. Only those items on the agenda will be acted on by the Council; provided, however, a matter deemed to be an emergency or of an urgent nature by the Presiding Officer, a Council member, the City Attorney, or the City Manager may be submitted for Council consideration and action at a meeting. Subject to the immediately preceding sentence, matters raised as new business which are not itemized on the agenda will be deferred.

2.5 New Business. The Mayor, City Manager, City Attorney, or a Council member may bring before the Council any new business under the "other matters" portion of the agenda. These matters need not be specifically listed on the agenda, but formal action on such matters will be deferred until a subsequent Council meeting, unless deemed an emergency or urgent under paragraph 2.3, above.

2.6 Citizen Agenda Items. Any citizen may submit a written request to the City Manager to place an item on a meeting agenda if received at least 7 days before the scheduled meeting.

3.0 CONDUCT OF MEETINGS AND VOTING

3.1 Call to Order. The Presiding Officer will take the chair precisely at the time appointed for the meeting and will immediately call the Council to order. If a quorum is not present, the Presiding Officer will immediately inform (or direct the City Recorder to inform) the absent members (except those known to be unavoidably detained or absent) that their presence is required to enable the Council to proceed. If the absent member(s) do not appear after the notice, the members present will adjourn until a specific time or until the next regular meeting.

3.2 Roll Call. Before proceeding with Council business, the Presiding Officer will call the roll of the Council members and the names of those present will be entered into the minutes.

3.3 Quorum. A majority of the Council members will constitute a quorum for any action of the Council. A lesser number may meet and adjourn from time to time and compel the attendance of absent members.

3.4 Voting - General. No action by the Council will have any legal effect unless concurred in by a majority of the Council. Unless otherwise provided by statute, ordinance, or resolution, all votes will be taken by voice and entered in full on the record; provided, however, upon demand by any Council member, a roll call vote will be made upon any question before the Council. A roll call vote will be used for all ordinances and resolutions. A Council member may not explain his or her vote during roll call.

3.5 Voting Procedure - General. When the question has been called for, the Presiding Officer will first ask for the Ayes followed by the Nays. After a vote has been taken, the Presiding Officer will announce the results of the vote. The results of every vote and the vote of each member by name will be entered upon the record. Every member present when a question is called will vote either Aye or Nay, unless the Council, by unanimous consent, excuses a member for a special reason or unless a member has a conflict of interest under applicable law, in which case no consent is required. There will be no debate on such a request. If any member declines to vote, and the result of such action will create a tie, that member's vote will be counted as an aye; in all other situations, that member's vote will be counted with the majority.

3.6 Reconsideration of Actions Taken. Any member who voted with the majority may move for a reconsideration of an action at the same or immediately following regular meeting. Once a matter has been reconsidered, no motion for further reconsideration thereof will be made without unanimous consent of the Council.

3.7 Signing of City Documentation. Unless the Council directs otherwise, the Mayor will sign all ordinances, resolutions, agreements, memorandums, and contracts approved or adopted by the Council at the meeting at which the action was taken (or soon as practicable thereafter).

3.8 Expressing and Recording Dissents or Protests. Any Council member will have the right to express dissent from or protest against any ordinance, resolution, or decision of the Council and have the reason therefore entered on the Council minutes. Such dissent or protest may be verbal during the meeting or in writing and presented to Council not later than the next regular meeting following the date of passage of the ordinance, resolution, or objected decision.

4.0 MINUTES

4.1 Recording of Minutes. Minutes of all Council meetings will be recorded in electronic form. Minutes will be maintained in the office of the City Recorder. The City Recorder will transcribe the Council meeting minutes and circulate the transcribed meeting minutes for the review of the Council members in advance of the upcoming Council meeting. Subject to and in accordance with applicable law, the meeting minutes will be available for public inspection at City Hall upon agenda distribution and will be maintained as a permanent record of Council actions.

4.2 Content of Minutes. The minutes of each meeting will contain at least the following information: (1) the identification of each Council member present; (2) all motions, proposals, resolutions, orders, ordinances, and rules proposed and their dispositions; (3) the results of all votes, and the vote of each Councilor; and (4) the substance of any discussion on any matter. The minutes of any executive session will be completed in accordance with applicable Oregon law.

4.3 Approval of Minutes. Approval of the minutes will not require review of the electronic recording of the meeting or reading in open meeting prior to approval. Prior to approval, any Council member may request that an amendment or correction be made to the minutes to accurately reflect the substance of any motion, amendment, or matter considered during the prior meeting. If an objection is made by any Council member to such amendment or correction, the amendment or correction will only be made upon Council approval.

5.0 PRESIDING OFFICER

5.1 Mayor. The Mayor will be elected at the general election and will be elected for a term of two years. The Mayor will be the Presiding Officer of the Council and will be the recognized head of the City for all ceremonial purposes. The Mayor will be counted in quorum calculations. The Mayor will only vote in the event of a tie between City Council member's votes. The Mayor's vote will be the tie-breaking vote.

5.2 President. At its first regular meeting of each odd numbered year, the Council will elect a President from its membership. In the Mayor's absence from any Council meeting, the President will be the Presiding Officer and will exercise mayoral responsibilities in absence or incapacity of the Mayor.

5.3 Removal of Mayor and President of the Council. The Mayor may be removed from office upon a recall vote election. The President may be removed by a majority vote of the council from the Presidency.

6.0 DECORUM AND ORDER

6.1 Presiding Officer. The Presiding Officer will preserve decorum and decide all points of order, subject to appeal to the Council.

6.2 Council Members. Every Council member desiring to speak will address the Presiding Officer and, upon recognition by the Presiding Officer, will confine the remarks to the question under debate. Council members will preserve order and decorum during Council meetings, and will not, by conversation or other action, delay or interrupt the proceedings or refuse to obey the

orders of the Presiding Officer or these Rules and Procedures. Council members will, when addressing staff or members of the public, confine themselves to questions or issues then under discussion, will not engage in personal attacks, will not discredit the motives of any speaker, and will at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office.

6.3 City Employees and Administrative Staff. Members of the administrative staff and employees of the City will observe the same rules of procedure, decorum, and good conduct applicable to the members of the Council.

6.4 Council Debate. Any Councilor who has the floor will confine himself or herself to the question under debate, avoid personalities, and refrain from attacking the motives of any member argument or vote. No member will address the Presiding Officer or demand the floor while any vote is being taken. Councilors will limit their remarks on a subject to five minutes unless granted additional time by the majority of the Council. No Councilor will be allowed to speak more than once upon any one subject, until every other member choosing to speak thereon has spoken. A Councilor once recognized will not be interrupted while speaking, unless called to order by the Presiding Officer, or unless a point of order is raised by any Councilor while he or she is speaking, in which case he or she will cease speaking immediately until the point is determined. If ruled to be in order he or she will be permitted to proceed; if ruled to be out of order he or she will remain silent or will alter his or her remarks as to comply with the ruling.

6.5 Confidentiality. Council members will keep all written materials and verbal information provided them on matters of confidentiality under law in complete confidence to insure that the City's position is not compromised. No mention of the information read or heard should be made to anyone other than other Council members, the City Manager, or the City Attorney. If the Council, in executive session, provides direction or consensus to staff on proposed terms and conditions for any type of negotiations (whether it be related to property acquisition or disposal, pending or likely claim or litigation, or employee negotiations), all contact with the other parties will be made by designated staff or representatives handling the negotiations or litigation. A Council member will not have any contact or discussion with any other party or its representative nor communicate any executive session discussion. If a Council member does not refrain from disclosing such information as required by the Council rules, the Council will convene and address the matter, as provided in the censure provision of these rules.

6.6 Staff and Public. Members of the administrative staff, employees of the City, and other persons attending Council meetings will observe the same rules of procedure, decorum, and good conduct applicable to the Council members.

6.7 Council-Staff Relations. Council members will respect the separation between policy-making and administration by, among other things, adhering to the following: (1) not attempting to influence or coerce the City Manager concerning personnel or purchasing rules; (2) addressing all inquiries and requests for information from staff to the City Manager or City Attorney and allowing sufficient time for response (at the discretion of the City Manager or City Attorney, inquiries may be forwarded to the full Council for consideration); (3) limiting individual contacts with City officers and employees so as not to influence staff decisions or recommendations, undermine the authority of supervisors, or prevent the full Council from having the benefit of any information received; and (4) honoring the confidentiality of discussions with the City Attorney.

6.8 Right to Appeal. Any Council member may appeal to the Council from a ruling of the Presiding Officer. If the appeal is seconded, the member making the appeal may briefly state his or her reason for the appeal and the Presiding Officer may briefly explain his or her ruling; provided, however, there will be no debate on the appeal and no other member will participate in the discussion. The Presiding Officer will then put the question, "Will the decision of the Presiding Officer stand as the decision of the Council?" If the majority of the members vote aye, the ruling of the Presiding Officer is sustained; otherwise it is overruled.

7.0 PUBLIC COMMENT

7.1 Public Comment - Policy. The Council recognizes that public input into the governmental process is a valuable aid to informed decision making. Therefore, it is the policy of the Council that all citizens will have the right to speak before the Council on matters of public concern. However, each citizen will be responsible for abuse of such right. Consequently, to ensure that the greater public interest is fostered, each citizen or group of citizens who desires to speak before the Council will have the duty to exercise this right in a manner which furthers the greater public interest.

7.2 Public Comment - General. Any member of the general public wishing to address the Council on a matter of public concern may do so at the time set for public comments during each regular session of the Council. Any member so addressing the Council will be limited to a period of three minutes within which to make themselves heard. The Council, in its sole discretion, may extend this time, or may request further information be presented to the Council on such date and in such manner as it deems appropriate.

7.3 Public Members Addressing the Council - Agenda Items. Any public member desiring to address the Council will so indicate by signature on the sign-up sheet for that particular item(s) prior to the start of the meeting. After recognition, any public member desiring to address the Council will state his or her name and address for the record and limit his or her remarks to the question under discussion. No person may speak during a meeting without first being recognized by the Presiding Officer. Any public member addressing the Council is limited to three minutes unless further time is granted by the Presiding Officer. No public member may speak more than once upon any one subject until every other public member choosing to speak thereon has spoken. All remarks will be addressed to the Council as a body and not to any particular Council member, City employee, or City agent.

7.4 Persons Sharing Common Concerns. If any group of three or more persons sharing a common viewpoint on any subject wishes to address the Council during the time for public comment, the group will select a spokesperson, who will present the views of the group to the Council. The Council, in its sole discretion, may request to hear the views of additional speakers from the group. Additional support for the views of the group, in the form of petitions, letter, videotapes, etc., may be presented to the Council for consideration at the conclusion of the spokesperson's remarks.

7.5 Slandorous Remarks; Unauthorized Remarks; Demonstrations. Any person making impertinent or slanderous remarks or who become boisterous during the Council meeting will be removed from the room if so directed by the Presiding Officer; any such person may be barred from further remarks before that session of the Council. Unauthorized remarks from the audience, stamping of feet, whistles, yells, gestures, and similar demonstrations will not be permitted by the

Mayor. Disorderly conduct at Council meetings may be prosecuted upon appropriate complaint signed by the Mayor.

8.0 EMPLOYEE DUTIES

8.1 City Manager. The City Manager will attend all meetings of the Council, unless excused by the City Council or the Presiding Officer. The City Manager will make recommendations to the Council and will take part in all discussions concerning the welfare of the City. The City Manager will be the parliamentarian, and will advise the Presiding Officer on any questions of order.

8.2 City Attorney. The City Attorney will attend meetings of the Council when requested by the City Council or City Manager. Any member of the Council may at any time call upon the City Attorney for an informal oral opinion. Written opinions require the vote of a majority of the Council.

8.3 City Recorder. The City Recorder, or the City Recorder's designee, will be the clerk for the Council and will keep minutes of meetings and will perform such other duties at the meetings as ordered by the Presiding Officer, the Council, or the City Manager. The City Recorder will furnish each Council member with a copy of the minutes of each preceding meeting in the agenda packet for the next meeting.

8.4 Officers and Employees. Any member of the Council may request that the City Manager direct any employee to attend regular, special or executive meetings to confer with the Council on matters relating to the City.

9.0 CENSURE AND CODE OF ETHICS

9.1 Censure. The Council has the inherent right to make and enforce its own rules and to ensure compliance with those laws generally applicable to public bodies. Should any Council members act in any manner constituting a substantial violation of these Rules and Regulations or other general laws, the Council, acting as a whole, may discipline that Council member to the extent provided by law, including public reprimand. To exercise such inherent right, the Council has the right to investigate the actions of any member of the Council. Neither the Council nor any member thereof will have the right to make public any information obtained through such investigation. Any member accused of a substantial violation of Council rules or any other general law will have the right to present a defense to the allegations, including the right to present rebuttal evidence, and to have representation by legal counsel. Upon finding, by a moral certainty, that a substantial violation has occurred, and that such violation affects the Council member's ability to represent the interests of the City as a whole, the Council may, upon a majority vote of the Council members (other than the offending member of the Council) impose a censure on the offending member.

9.2 Code of Ethics. Council members will conduct themselves so as to bring credit upon the City as a whole, and to set an example of good ethical conduct for all citizens of the community. Council members should constantly bear in mind these responsibilities to the entire electorate, and refrain from actions benefiting any individual or special interest group at the expense of the City as a whole. Council members should likewise do everything in their power to insure impartial application

of the law to all citizens, and equal treatment of each citizen before the law, without regard to race, religion, national origin, sex, social station or economic position.

ADOPTED: August 2011