



# City of Bay City

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## GENERAL INFORMATION AND INSTRUCTIONS FOR FILING BY PETITION FOR CITY OF BAY CITY MAYOR/COUNCIL MEMBERS POSITIONS GENERAL ELECTION – NOVEMBER 8, 2022

To All Candidates:

The following are the forms and procedures needed for placing a candidate's name on the ballot for Mayor or City Councilor of Bay City.

Seats Open on Bay City Council

Mayor .....2 year term

Three City Councilor positions .....4 year term

The three candidates with the most votes of all the candidates running for City Councilor are the ones elected.

### INFORMATION/FORMS FILING DEADLINE

1. General Information and Instructions (including Sections 23-26 of the Bay City Charter)
2. SEL 101 – Candidate Filing –Major Political  
Party or Nonpartisan Prior to collection of signatures
3. SEL 121 – Candidate Signature Sheet - Nonpartisan **Fill out information and bring to City Elections Official/Recorder's office for review and approval PRIOR TO CIRCULATION.** Return signed candidate signature sheets to Tillamook County Clerk, Tassi O'Neil recommended no later than 4:00 p.m. Friday, August 19, 2022. (Please call ahead for an appointment (503) 842-3402)  
*(Note: Fillable forms are available at <https://sos.oregon.gov/elections/Pages/electionforms.aspx>.)*

### NOMINATION PROCEDURE:

**A.** Please fill out the SEL 101 Candidate Filing form and submit it to the City Elections Official (City Recorder) as a prospective petition **prior to circulating the Candidate Signature Sheet.** Please contact the City Manager/Recorder for additional required forms if the candidate expects to spend more than \$750 on the candidate's campaign.

**B.** At the same time the SEL 101 Candidate Filing form is submitted, please submit a proposed Candidate Signature Sheet (SEL 121) with the blanks completed on the upper part of the form. **Submit these forms for written approval by the City Elections Official (City Recorder) PRIOR to obtaining signatures from registered voters.** Candidates may only run for one office at a given election date.

**C.** After the completed Candidate Signature Form is approved, obtain signatures from registered voters who reside within the City limits of Bay City. Seven (7) certified signatures are required on the Nomination Petition, but it is suggested that a few more be obtained in the event that some of the persons signing the petition are not currently registered voters within Bay City.

**Completed Candidate Signature Forms with the required number of signatures to Tillamook County Clerk Tassi O’Neil recommended no later than 4:00 p.m. on Friday, August 19, 2022. Appointments are required. Please call (503)842-3402.**

The signatures on the petition will be verified by the County Clerk. Candidates will be notified whether the required number of valid signatures has been obtained. After petition signatures are certified all forms must be returned to the Office of the City Elections Official (City Recorder), City of Bay City, 5525 B Street, Bay City, OR 97107. Phone: (503)377-2288. **The last day to complete the filing process is August 30, 2022, by 5:00 p.m.**

**PLEASE NOTE: Completed forms may not be faxed or mailed electronically in order to meet a filing deadline.**

Campaign Finance Reporting: This information packet assumes that most candidates for City office will receive and/or spend less than \$750 for their campaigns. A “candidate” is defined as someone who files for office, someone who withdraws or is disqualified, and someone who files a prospective petition for candidacy even if signatures are never filed. Candidates who anticipate receiving and/or spending more than \$750 should consult with the City Elections Official (City Recorder) for additional reporting requirements through the Oregon Secretary of State, Elections Division. Candidates should maintain detailed records of contributions and expenses regardless of the amount received or spent.

## **BAY CITY CHARTER**

### **CHAPTER VI**

#### **ELECTIVE OFFICER QUALIFICATIONS**

##### **Section 23. Qualifications.**

**1)** An elective City officer shall be a qualified elector under the State constitution and shall have resided in the City during the 12 months immediately before being elected or appointed to the office. In this subsection City means area inside the City limits at the time of the election or appointment.

**2)** No person may be a candidate at a single election for more than one elective City office.

**3)** No person may hold elective office and be an employee of the City. An elective officer may be employed in a City position that is substantially volunteer in nature. Whether the position is so may be decided by the Council.

**4)** The Council is the final judge of the election and qualifications of its members.

**5)** The qualifications of appointive officers of the City are whatever the Council prescribes or authorizes.

**Section 24. Compensation.** The Council shall prescribe the compensation of City officers. The Council may prescribe a plan for reimbursing City officers for expenses that they incur in serving the City.

**Section 25. Oath of Office.** Before assuming the duties of elected or appointive office of the City of Bay City, the officer shall take the following oath:

I, \_\_\_\_\_ (name) \_\_\_\_\_, do solemnly swear that I will support the Constitutions of the United States and the State of Oregon, and the Charter, Rules and Ordinances of the City of Bay City and that I will faithfully perform the duties of the office of \_\_\_\_\_ Mayor/Councilor/Officer (as appropriate) to which I have been duly elected/appointed (as appropriate) according to the best of my abilities.

## **Chapter VII**

### **ELECTIONS**

**Section 26. State Law.** Except as this Charter or a City ordinance prescribes to the contrary, a City election shall conform to State law applicable to the election.