


# State Voters' Pamphlet Manual

*Published by*

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## Secretary of State

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# Using This Manual

This manual explains how to file a statement or argument in the state voters' pamphlet. Also included is the process the Elections Division uses to make corrections to statements and arguments that do not meet requirements.

## Icons

In this manual the following icons highlight information:

**alert icon**

indicates alert; warning; attention needed

**info icon**

indicates other information

**deadline icon**

indicates a deadline

**petition sheet icon**

indicates a reference to a signature sheet

**example icon**

indicates a detailed example of a concept, process or form

**search icon**

indicates information found elsewhere

**form icon**

indicates a reference to a form

## Help

If you have any questions about the material covered in this manual or need further help, please contact:

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for the hearing impaired



# Filing Requirements for State Voters' Pamphlet

Statements and arguments are due no later than 5:00:00 pm on the deadline day listed below. All signatures must be of active registered voters within the district (ORS 251.095)

	Primary Election	General Election		
<b>First Day to File Prospective Petition (other than candidates for US Representative or State Legislature)</b>	September 9, 2021	June 1, 2022		
<b>First Day to File Prospective Petition (candidates for US Representative or State Legislature)</b>	January 1, 2022	N/A		
<b>First Day to File by Fee or Completed Petition</b>	January 17, 2022	July 11, 2022		
<b>Last Day to File by Fee or Completed Petition</b>	March 10, 2022	August 30, 2022		
<b>Last Day to Withdraw</b>	March 10, 2022	August 30, 2022		
<b>Last Day to Submit Signatures for Guaranteed Verification</b>	February 24, 2022	August 16, 2022		
If 100% of the required signatures are submitted by the Guaranteed Verification Deadline, the elections official will verify signatures so they can be used as payment. Signatures filed after this date may not be verified by the filing deadline and the filer would be required to pay the fee instead.				
<b>Statements Become Public</b>	March 16, 2022	September 6, 2022		
Voters' pamphlet records are exempt from public disclosure until the 4th business day after the filing deadline.				
<b>Candidate Statement</b>	<b>Fee</b>	<b>Word Count</b>	<b>Required Signatures</b>	<b>Verification of Signatures</b>
<b>President or Vice President</b>	\$3500	325	500	Elections Division
<b>US Senator or Statewide Office</b>	\$3000	325	500	Elections Division
<b>US Representative</b>	\$2500	325	300	Elections Division
<b>State Senator or Representative</b>	\$750	325	200	Elections Division
<b>Circuit Court Judge, District Attorney or County Judge</b>	\$600	325	200	Elections Division
<b>County Office</b>	\$600	325	200	County Elections Official
<b>City Office</b>	\$600	325	200	County Elections Official
<b>Metropolitan Service District Office</b>	\$600	325	200	County Elections Official
Each statement listed above, including any portrait, must fit within one column of voters' pamphlet space.				
<b>Measure Argument</b>	<b>Fee</b>	<b>Word Count</b>	<b>Required Signatures</b>	<b>Verification of Signatures</b>
<b>State Measure</b>	\$1200	325	500	Elections Division
<b>County Measure</b> May only appear in the state voters' pamphlet in specific circumstances.				
See page 18 for complete explanation.	Contact county	325	Contact county	County Elections Official
<b>Community College District Measure Relating to Bonding</b> May only appear in the state voters' pamphlet in specific circumstances.				
See page 18 for complete explanation.	Contact county	325	Contact county	County Elections Official
The length of an argument may not exceed the equivalent of one column of voters' pamphlet space, even if it spans columns or pages.				
<b>Other Statements</b>	<b>Fee</b>	<b>Word Count</b>	<b>Required Signatures</b>	<b>Verification of Signatures</b>
<b>Statewide Political Party</b>	\$1200	650	500	Elections Division
<b>Less than Statewide Political Party</b>	\$600	325	300	Elections Division
<b>Statewide Assembly of Electors</b>	\$1200	650	500	Elections Division
<b>Less than Statewide Assembly of Electors</b>	\$600	325	300	Elections Division
<b>Citizen Initiative Review Statement</b>	Actual cost	250	N/A	N/A
The length of any Statement by Statewide Political Party, Statewide Assembly of Electors or Citizen Initiative Review Statement may not exceed one page of voters' pamphlet space. Statements by any less than Statewide Political Party or Assembly of Electors may not exceed the equivalent of one column of voters' pamphlet space, even if it spans columns or pages. There is no cost for printing a Statewide Political Party or Less than Statewide Political Party Statement in the Primary Election Voters' Pamphlet.				

# Guidelines and Requirements

The Elections Division publishes a voters' pamphlet for each Primary and General Election, as well as for any state special election. One copy is mailed to every household in the state.

Included in the voters' pamphlet is information about candidates, measures, recognized political parties and any assembly of electors. It also includes instructions for marking the ballot, a complete list of federal and state candidates and other information on the voting process.

## ORESTAR

Oregon election law requires all state voters' pamphlet statements and arguments to be filed electronically.



ORESTAR is a secure web-based electronic reporting system for voters' pamphlet filings.

A filer must register in ORESTAR by creating a user account before submitting a voters' pamphlet statement or argument. For further detail on how to file a voters' pamphlet filing using ORESTAR:



See the **ORESTAR User's Manual: Voters' Pamphlet Filing** available at [www.oregonvotes.gov](http://www.oregonvotes.gov).



The Elections Division will reject any statement not filed electronically in ORESTAR.

## Designated Filer for Specified Committees

The following committees and groups must supply written notification to the Elections Division of the ORESTAR account username, first and last name and contact information for the person chosen to file the statements or arguments electronically:

- Legislative Committee responsible for drafting argument in support of legislative referral;
- Explanatory Statement Committee;
- Legislative Counsel Committee;
- Financial Estimate Committee;
- Political parties;
- Assembly of electors;
- Citizens' Initiative Review Commission; and
- Oregon Criminal Justice Commission.



Notification must be delivered to the Elections Division no later than 10 business days prior to any filing deadline. See the individual processes outlined in this manual on [pages 8-19](#) for more detail.

## Statements of Endorsement


ORS 251.049

If the name of a person or organization is used in a statement or argument as supporting or endorsing the candidate or measure, the filer must either submit a completed and signed SEL 400, Statement of Endorsement form for each person or organization identified or include a publicly disseminated quote identified by source and date.

### Form SEL 400 Statement of Endorsement

A Statement of Endorsement is completed and signed by the person or by an authorized person on behalf of an organization, consenting to the use of their name or the name of the organization they are speaking for. An organization's name should only be used if the organization is endorsing the argument or statement. A spokesperson for an organization may not list individual names of members of the organization without an accompanying SEL 400 for each of those individuals. The form requires the following for completion:

- 1 the applicable election date;
  - A Statement of Endorsement is only valid for the election it is filed at.
- 2 the statement or argument filing type;
- 3 the name of the candidate, political party, assembly of electors or person who filed the argument; and
  - A Statement of Endorsement is only valid for the statement or argument it is filed for.
- 4 Endorsement information; select **Option 1** or **Option 2**.
  - **Option 1** allows the statement or argument filer to decide how a person's name, applicable title, name of the organization the person represents, if any and other biographical information will appear in the statement or argument.
  - **Option 2** requires the statement or argument filer to reproduce the person's name, applicable title and name of the organization the person represents, if any, exactly as it appears on the completed and signed SEL 400.

 A quote made by the person or by an authorized person on behalf of an organization does not have to be written on the SEL 400 or attached to the completed and signed form.

### Filing Statements of Endorsement

The easiest way to file Statements of Endorsements is to:

- 1 compile all Statement of Endorsement forms into a single PDF document;
- 2 name the scanned document with the statement or argument filer's last name; and
- 3 upload electronically using ORESTAR.




See the [ORESTAR User's Manual: Voters' Pamphlet Filing](http://www.oregonvotes.gov) available at [www.oregonvotes.gov](http://www.oregonvotes.gov).



Endorsements may also be hand delivered, mailed or faxed to the Elections Division.

### Publicly Disseminated Quote

The name of the person or organization with a quotation made by the person or by an authorized person on behalf of an organization may be included if the quote:

- ✓ has been publicly available prior to its inclusion in the statement or argument; and
-  This includes, but is not limited to, appearing on a website.
- ✓ is identified by its source and date in the statement or argument.

## Formatting of Voters' Pamphlet Material

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A statement or argument may only include:

- words and numbers (charts and graphics may not be used);
- numbered or bulleted lists on consecutive lines;
- italic, bold or underlined text;
- block quotes;
- centered, left justified or right justified text; and
- a table to ensure two-column formatting.



For best results, filers should use the text editor in ORESTAR to draft and format their statement or argument. The Elections Division will edit statements or arguments that do not follow the requirements listed above.

The Elections Division will apply standard formatting to all voters' pamphlet statements and arguments. Standard formatting includes:

- numbered and bulleted lists on consecutive lines, indented with hanging bullet or number;
- font size;
- smart quotation marks;
- vertical spacing between paragraphs;
- single spacing after punctuation and between words;
- plain text for candidate statement required information;
- URLs and email addresses will be underlined and changed to hyperlinks;
- first line indents, superscript, subscript, small caps, table borders and cell padding are not allowed.



Examples of the standard format applied to voters' pamphlet filings are on [pages 28-29](#).



The Elections Division may make additional text or format changes to comply with space and word count limitations or to facilitate the use of assistive technology. Statements and arguments will not be returned to filers for proofreading before or after the printing of the voters' pamphlet.




# Types of Filings

## Candidate Statements

ORS 251.065-251.095

Any federal or state candidate may file a statement for inclusion in the state voters' pamphlet. Candidates for county, city and metropolitan service district offices may only file for inclusion in the state voters' pamphlet if a county in the electoral district is not producing a voters' pamphlet.

### Voters' Pamphlet Filed For Inclusion With:

	Elections Division	County Elections Official
Federal Candidate	Yes	No
State Candidate	Yes	No
County Candidate	No  Unless county is not producing a voters' pamphlet	Yes
City Candidate	No  Unless county is not producing a voters' pamphlet and the city has a population over 50,000	Yes
Metropolitan Service District Candidate	No  Unless county is not producing a voters' pamphlet	Yes

The Elections Division includes city or metropolitan service district candidate statements in each applicable county voters' pamphlet if that county is not producing a voters' pamphlet.



Contact the county elections official for information as to whether the county is publishing a voters' pamphlet and if so, how to be included.



Space in the state voters' pamphlet for city offices is limited to those cities with populations over 50,000. Those cities are Albany, Beaverton, Bend, Corvallis, Eugene, Gresham, Hillsboro, Medford, Portland, Salem, Springfield and Tigard.

Candidate statements appear in ballot order, separated by office type and position. For the primary election, statements are also separated by political party, if applicable. The order of political parties rotates every two years. Statements will be arranged in the following manner:


2022 Primary Election	2022 General Election
→ Democratic candidates by position in ballot order	→ partisan candidates by position in ballot order
→ Republican candidates by position in ballot order	→ nonpartisan candidates by position in ballot order
→ nonpartisan candidates by position in ballot order	

### Included Information

When published, each candidate's statement includes:


- candidate's name;
- candidate's photograph, if filed;
- office sought;
- party affiliation and party nominations, if applicable;
- occupation;
- occupational background;
- educational background;
- prior governmental experience; and
- candidate's reasons for seeking nomination or election.



 The information required by law—pertaining to occupation, occupational background, educational background and prior governmental experience—is certified as true by the candidate. A remedy for providing false information is to file an action in circuit court under ORS 260.532.

Each candidate statement must begin with the required information of Occupation, Occupational Background, Educational Background and Prior Governmental Experience. These informational headings must be part of the candidate's statement and count toward the word count.


The Elections Division will change required information filed in list format to a run-on format, using commas, semicolons and colons.

 All required information must be submitted or the statement may be rejected.

## Photographs

Candidates may include a photograph for publication with the candidate statement. A candidate's photograph must be:

- filed electronically using ORESTAR in .png, .jpg, .gif or .bmp format;
- less than four years old when filed; and
- front-facing, showing the face, neck and shoulders only.

 Hands shall not be shown.


### Preferred Photograph Format


To ensure a candidate's photograph appear as they want it to, the photo should also be:

- 1.5" x 1.75" in size;
- portrait style; and
- black and white.

Photographs must not include:

- anything that is clearly identifiable in the background (this includes, but is not limited to, flags, backdrops, landscaping, paneling, wallpaper and signs); and
- the candidate wearing clothing or other symbol related to a profession or organization (this includes, but is not limited to, judicial robes, any type of uniform, lapel pins of a fraternal organization and hats).

 Photographs which do not meet the above criteria may be cropped and airbrushed and the cost billed to the candidate.

 Photographs will not be returned to the candidate or the candidate's campaign for review before or after printing of the voters' pamphlet.

## Guidelines for Required Fields

The following are guidelines to complete the required fields of occupation, occupational background, educational background and prior governmental experience. Any Information included in the statement must be true.



Making a false statement is a violation of Oregon Election Law and the candidate may be convicted of a Class C Felony. ORS 260.715(1)



It is not required that every occupational, educational or prior governmental experience be listed, but something must be entered in each field and what is entered must be accurate. If the candidate is not employed or has no relevant experience enter "Not Employed", "None" or other equivalent. Full- or part-time, paid or unpaid or volunteer experience may be included (not required to indicate whether paid or not paid).

### Occupation and Occupational Background

→ **Occupation:** The current employment or other line of work, business, craft or professional information.

→ **Occupational Background:** Previous employment or other line of work, business, craft or professional information.

### Educational Background

→ This may include schools attended by the candidate and the last level completed; whether the candidate received a diploma, degree or certificate; and course of study. Use the complete name of any school; no acronyms.

→ Other educational experiences of the candidate.



A degree indicates a college, university or professional school has awarded a title upon the person for completion of a program of study. For this purpose, honorary degrees or degrees from "degree mills" should not be included under this requirement.

### Prior Governmental Experience

→ The current or earlier governmental experience, which refers to a person's involvement in governmental activities, such as appointed boards and commissions, elected boards and other elected or appointed public offices.

## Statement by Political Party or Assembly of Electors

*ORS 251.115 and ORS 251.026*

At the Primary Election, a statewide political party that intends to nominate candidates for the general election may file a voters' pamphlet statement that argues for the success of its principles and the election of its candidates on a statewide or county basis or opposes the principles and candidates of other political parties or organizations on a statewide or county basis.

At the General Election, any political party or assembly of electors who has nominated candidates to the general election may file a voters' pamphlet statement.

### Primary Election

→ a current party officer must provide the Elections Division with the first and last name and contact information for the person authorized to file the statement; and

→ the designated filer must email the statement, in a format compatible with Microsoft Word, to [orestar-support@sos.oregon.gov](mailto:orestar-support@sos.oregon.gov).



The filing is not considered complete and will not be accepted unless received by 5:00:00 pm, March 10, 2022.

### General Election

- a current party officer must provide the Elections Division with the ORESTAR account username, first and last name and contact information for the person authorized to file the statement; and
- the designated filer must electronically file the statement using ORESTAR.



#### Deadline to Provide ORESTAR Username and File Statement

<b>ORESTAR Username</b>	August 16, 2022
<b>File Statement</b>	August 30, 2022

## Measure Arguments

### *ORS 251.255*

A ballot measure argument is a statement supporting or opposing a measure on the ballot. Any person or organization may file an argument in favor of or in opposition to a state measure for inclusion in the voters' pamphlet. A measure argument must be filed by the individual who will be listed as furnishing the information in the Voters' Pamphlet.

The Elections Division assigns a number to each argument filed in favor of or in opposition to a measure and uses it to randomly order all arguments filed for the measure within a category. Arguments in favor of a measure appear first, followed by arguments in opposition to the measure and are printed in the state voters' pamphlet in the randomly generated order.



A random number generator program will be used to assign the order.

### Included Information

In addition to the arguments supporting or opposing a state measure the Elections Division includes the following information for each measure on the ballot:

- ballot title;
- estimate of financial impact;
- explanation of the estimate of financial impact, if determined to be necessary by the committee;
- complete text of the proposed measure; and
- explanatory statement.

## Ballot Title

A ballot title is a concise and impartial statement drafted by the Attorney General's office summarizing the measure and consists of:

- a caption of not more than 15 words that reasonably identifies the subject matter of the measure;
- a simple and understandable statement of not more than 25 words that describes the result if the measure is approved;
- a simple and understandable statement of not more than 25 words that describes the result if the measure is rejected; and
- a concise and impartial statement of not more than 125 words summarizing the measure and its major effect.

## Financial Impact Statement

An estimate of the financial impact of each state measure is prepared and printed in the state voters' pamphlet and on the ballot. The estimate is prepared by the Financial Estimate Committee, which consists of the Secretary of State, State Treasurer, Director of the Department of Administrative Services, Director of the Department of Revenue and a representative of a city, county or district with expertise in local government finance chosen by the other four committee members.

The financial estimate and any explanation of the estimate must be filed electronically using ORESTAR. The committee must choose a person to file the estimate or statement and provide the Elections Division with the ORESTAR account username, first and last name and contact information for that person.



### Deadline to Provide ORESTAR Username of Designated Filer

**Primary Election** January 24, 2022

**General Election** July 18, 2022

- 1 The committee estimates the financial impact of a state measure on state and local government revenue and expenditures and files the statement electronically using ORESTAR.



### Deadline to File Financial Estimate

**Primary Election** February 7, 2022

**General Election** August 1, 2022

- i** Financial estimates must be impartial, simple and understandable and include:

  - the amount, if any, of financial effect on state, local or tribal government expenditures, revenues or indebtedness (with specific amounts or ranges of amounts);
  - any such recurring annual amounts; and
  - a description of the most likely financial effects if the measure passes and (optionally) if it does not pass.
  - If the estimated financial effect is \$100,000 or less, the committee must file a statement that states that.

An impartial, simple and understandable statement explaining the financial effects of the measure, not to exceed 500 words, may also be prepared. This explanation of the estimate is only printed in the state voters' pamphlet and not on the ballot.

- 2 The committee consults the Legislative Revenue Officer (LRO) to decide if the measure has potentially significant indirect economic or fiscal effects which can be estimated. The Committee must incorporate relevant information prepared by the LRO to estimate any potentially significant indirect economic or fiscal effects.
- 3 The committee considers suggested changes and any other information filed before or during public hearings held in Salem. Suggested changes or other information may be considered by the committee if they are:
  - submitted orally or in writing at the hearing **or**
  - submitted in writing to the Secretary of State at any time before the close of the hearing.
- 4 The committee must file a final financial estimate or explanation of the estimate if they change the original.



At least three members of the committee must approve the revised estimate or statement. If a member does not concur, the estimate or statement must show only that the member dissents. The revised statement must be filed electronically using ORESTAR.

**Deadline to File Revised Financial Estimate**


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<b>Primary Election</b>	February 16, 2022
<b>General Election</b>	August 10, 2022



If a majority of the Committee members do not approve the estimate or statement, the Secretary of State prepares, files and certifies a financial estimate or statement.

**Deadline for Secretary of State to File Financial Estimate if Committee Does Not**


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<b>Primary Election</b>	February 18, 2022
<b>General Election</b>	August 12, 2022

- 5 Any person who alleges a financial estimate or statement was prepared in violation of the procedures described in ORS 250.125 and 250.127 may petition the Oregon Supreme Court.

**Deadline to File Petition to Review Financial Estimate Procedures**


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<b>Primary Election</b>	February 22, 2022
<b>General Election</b>	August 15, 2022



A petition may not be filed challenging the contents of the estimate or statement or whether an estimate or statement should be prepared.



For correct procedures on filing a challenge, refer to the Oregon Rules of Appellate Procedure, Rule 11.30. Contact the Oregon Supreme Court for more information at 503 986 5555.

- 6 The Supreme Court conducts the review and considers the petition expeditiously. After reviewing the procedures, the Supreme Court makes its decision.



If the Supreme Court orders the preparation of a second estimate or statement by the Financial Estimate Committee the estimate or statement is:


- filed not later than two days after the court's decision;
- subject to a public hearing within two days of filing;
- certified not later than seven days after the court's decision; and
- may not be appealed.



## Explanatory Statement

*ORS 251.205, 251.215, 251.225, 251.230 and 251.235*

The explanatory statement is an impartial statement explaining the measure. For all state measures a committee of five members writes an explanatory statement. There is a separate committee for each measure.

 If a committee does not adopt an explanatory statement, one drafted by the Legislative Counsel Committee is printed.

The explanatory statement must be filed electronically using ORESTAR. Committees must choose a person to file the statement and provide the Elections Division with the ORESTAR account username, first and last name and contact information for that person.


### Deadline to Provide ORESTAR Username of Designated Filer

<b>Primary Election</b>	January 24, 2022
<b>General Election</b>	July 18, 2022

- Two proponents are appointed to the explanatory statement committee for all state measures.
  - For a legislative referral, the President of the Senate and the Speaker of the House appoint one senator and one representative.
  - For an initiative or referendum petition, two proponents are appointed by chief petitioners.

### Deadline to Appoint Proponents to Explanatory Statement Committees

<b>Primary Election</b>	January 18, 2022
<b>General Election</b>	July 11, 2022

 If legislative officials or chief petitioners do not appoint the two members to the explanatory statement committee, the Secretary of State appoints two proponents.

### Deadline for Secretary of State to Appoint Proponents if Legislative Officials or Chief Petitioners do not

<b>Primary Election</b>	January 19, 2022
<b>General Election</b>	July 13, 2022

- The Secretary appoints two measure opponents to the committee.

### Deadline for Secretary of State to Appoint Opponents

<b>Primary Election</b>	January 19, 2022
<b>General Election</b>	July 13, 2022

- 3 The four appointed committee members select the fifth member and notify the Secretary, in writing, of the choice.



#### Deadline for Committee to Select Fifth Member

**Primary Election** January 26, 2022

**General Election** July 20, 2022



If the four explanatory statement committee members do not appoint the fifth member, the Secretary appoints the fifth member.



#### Deadline for Secretary of State to Select Fifth Member if Committee Does Not

**Primary Election** January 28, 2022

**General Election** July 22, 2022

- 4 Explanatory statements are prepared by the explanatory statement committee and the Legislative Counsel Committee. If the committee does not adopt an explanatory statement, the one drafted by the Legislative Counsel Committee is printed in the voters' pamphlet. For the explanatory statement committee to adopt an explanatory statement, it must be approved by at least three members.



Both committees prepare and file a statement that:

- is simple, impartial and understandable;
- is 500 words or less; and
- explains the measure.



#### Deadline to File Explanatory Statements

**Primary Election** February 7, 2022

**General Election** August 1, 2022

- 5 Public hearings are held in Salem to receive suggested changes or other information relating to the explanatory statement. Submit suggested changes or other information:

→ orally or in writing at the hearing

or

→ in writing to the Secretary of State at any time before the close of the hearing



#### Deadline to File Revised Explanatory Statement

**Primary Election** February 16, 2022

**General Election** August 10, 2022

- 6 Any person dissatisfied with an explanatory statement may petition the Oregon Supreme Court seeking a different version of that statement.



#### Deadline to File Petition to Review Explanatory Statement

**Primary Election** February 22, 2022

**General Election** August 15, 2022



For correct procedures on filing a challenge, refer to the Oregon Rules of Appellate Procedure, Rule 11.30. Contact the Oregon Supreme Court for more information at 503 986 5555.

- 7 The Supreme Court conducts the review and considers the petition expeditiously. After reviewing the explanatory statement, the Supreme Court makes its decision. The statement certified by the Supreme Court is the explanatory statement printed in the state voters' pamphlet.

## Argument in Support of Legislative Referral

*ORS 251.245*

When the legislature refers a measure to the ballot, it may file a voters' pamphlet argument in support of the measure. This argument appears first in the supporting arguments section for a legislative referral.

The President and Speaker appoint a committee to draft the legislative argument in support of the measure, consisting of:

- one Senator and
- two Representatives

The argument may not exceed 325 words and must be filed electronically using ORESTAR. The committee must choose a person to file the argument and provide the Elections Division with the ORESTAR account username, first and last name and contact information for that person.



#### Deadline to Provide ORESTAR Username of Designated Filer

**Primary Election** February 24, 2022

**General Election** August 16, 2022



#### Deadline to File Argument in ORESTAR

**Primary Election** March 10, 2022

**General Election** August 30, 2022



## Citizens' Initiative Review Commission

*ORS 250.137-250.149—As of 2018 the Citizens' Initiative Review Commission has been on hiatus.*

The Citizens' Initiative Review Commission may select one or more state measures proposed by initiative petition and ask a separate citizen panel to review each selected measure.

Each citizen panel will:

- evaluate and write statements about the measure to appear in the voters' pamphlet;
- conduct public hearings to receive testimony or other information from both proponents and opponents of the measure; and
- adjust the statements as necessary from testimony received at the public hearings.

The statement must be filed electronically using ORESTAR.

Prior to filing, the panel must designate a person to file the statement and provide the Elections Division with the ORESTAR account username, first and last name and contact information for that person.



### Deadline to Provide ORESTAR Username of Designated Filer

**General Election** August 11, 2020



### Deadline to File Statement in ORESTAR

**General Election** August 25, 2020

## Racial and Ethnic Impact Statement For Measure Related to Crime

*ORS 137.685 and ORS 251.185*

Upon written request from a member of the Legislative Assembly from each major political party, the Oregon Criminal Justice Commission shall prepare a racial and ethnic impact statement for a state measure that is related to crime and likely to have an effect on the criminal justice system.

1 The racial and ethnic impact statement shall:

- describe the effects of the proposed legislation on the racial and ethnic composition of the criminal offender population;
- be impartial, simple and understandable;
- for racial and ethnic groups for which data is available:
  - ✓ include an estimate of how the proposed legislation would change the racial and ethnic composition of those likely to be convicted of a criminal offense created or changed by the proposed legislation;
  - ✓ include an estimate of the average length of incarceration that each racial and ethnic composition group receives as a sentence, if applicable;
  - ✓ include a statement of the methodologies and assumptions used in preparing the estimate;
  - ✓ include an estimate of the racial and ethnic composition of the crime victims who may be affected by the proposed legislation; and
- adjust the statement as necessary from testimony received at the public hearings.

- 2 The statement must be filed electronically by email to [orestar-support@sos.oregon.gov](mailto:orestar-support@sos.oregon.gov), not later than the following dates, in a format compatible with Microsoft Word. Statements are available as a public record upon filing.



#### Deadline to File Statement

<b>Primary Election</b>	January 27, 2022
<b>General Election</b>	July 21, 2022

- 3 The Secretary of State shall hold a public hearing in Salem no later than ten days after the statement deadlines above to receive suggested changes or other information relating to the explanatory statement. The Secretary must give reasonable statewide notice. Submit suggested changes or other information:
- orally or in writing at the hearing
  - or
  - in writing to the Secretary of State at any time before the close of the hearing.
- 4 The commission must consider public comments and may file a revised statement electronically by email to [orestar-support@sos.oregon.gov](mailto:orestar-support@sos.oregon.gov), not later than the following dates, in a format compatible with Microsoft Word. Revised statements are available as a public record upon filing.



#### Deadline to File Revised Statement

<b>Primary Election</b>	February 16, 2022
<b>General Election</b>	August 10, 2022

## County Measure, Community College District Measure relating to bonding or Metropolitan Service District Measure

*ORS 251.285*

A county measure, community college district measure relating to bonding or metropolitan service district measure may only appear in the state voters' pamphlet in the following circumstances:

- county is not producing a voters' pamphlet;
- a ballot title and explanatory statement are drafted;
- an ordinance is adopted and followed that provides a review procedure for the ballot title and explanatory statement;
- an ordinance is adopted and followed that allows for the submission of arguments in support of or in opposition to the measure;
- the fee imposed for submission of arguments does not exceed \$300 or 1,000 signatures; and
- the county governing body, council of the metropolitan service district, chief petitioners or political committee that opposes the measure chooses to include the measure in the state voters' pamphlet and files notice with the county elections official or executive officer of the metropolitan service district.



Arguments are filed with the county elections official or executive of the metropolitan service district who is responsible for compiling and submitting the required information and all arguments to the Elections Division by the filing deadline.



Contact the county elections official for further information including how to file arguments.



Forms are available online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## City Measure in State Voters' Pamphlet

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There is no provision under state law that allows a city measure to appear in the state voters' pamphlet.

## Filing Statements and Arguments

All statements and arguments must be filed electronically using ORESTAR and accompanied by the required filing fee or a completed voters' pamphlet petition having the required number of signatures in lieu of the filing fee. The signature sheets for a completed voters' pamphlet petition are filed by paper.

Voters' pamphlet filings are filed while logged into the Private Workshop page in ORESTAR.



See the [ORESTAR User's Manual: Voters' Pamphlet Filing](#) for detailed instruction on filing electronically.

## Voters' Pamphlet Access

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To ensure a statement for a state candidate or an argument for or against a state measure appears in the voters' pamphlet, filers may submit a prospective petition and pay the filing fee. The fee must be paid prior to the filing deadline. If the voters' pamphlet petition is filed with the Elections Division by 5:00:00 pm on the filing deadline and it has the required number of signatures, the filing fee will be refunded.

## Filing by Fee

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After launching the Voters' Pamphlet Filing entry pages:

- 1 select Fee as the filing method in the Filing Information Tab;
- 2 complete all required fields in the Filing Information Tab and Statement Tab;
- 3 use the Upload Tab to attach any Statements of Endorsements or a photograph of the candidate; and
- 4 pay the required filing fee using eCheck, VISA or MasterCard.



An eCheck is an electronic version of a paper check used to make payments online. It allows filers without a VISA or MASTERCARD to electronically pay the required filing fees.



If an eCheck is returned due to insufficient funds and the filing deadline has not passed, contact the Elections Division at 503 986 1518 for instruction on resubmitting payment.



Any statement or argument paid for with an eCheck that is returned due to insufficient funds after the filing deadline will not appear in the voters' pamphlet.



## Filing by Petition

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After launching the Voters' Pamphlet Filing entry pages, do the following:

### 1 Prospective Petition


- select Petition as the filing method in the Filing Information Tab;
- complete all required fields in the Filing Information Tab and Statement Tab;
- use the Upload Tab to attach any Statements of Endorsements or a photograph of the candidate; and
- click Submit Filing.

### 2 Approval to Circulate

The Elections Division reviews the prospective petition and, if complete, will give written approval to circulate that includes the required number of signatures, the filing deadline and:

 signature sheet template

- with a copy of the statement or argument that must be attached to or copied onto the back of the signature sheet template.

 After receiving approval to circulate the statement or argument may not be amended unless the filer begins the petition process again.

### 3 Format of Petition Signature Sheets

Each signature sheet must meet the following requirements:


- standard 8½ x 11 size paper or equivalent;
- printed on at least 20-pound uncoated paper or equivalent; and
- have the statement or argument either copied on the reverse or attached to the signature sheet.

 No more than five petition sheets may be attached to a single copy of the statement or argument.

### 4 Gathering Petition Signatures

Review the legal requirements and guidelines for circulating the petition with circulators before collecting any signatures.

- To ensure the petition has enough valid signatures, filers should collect more than the required number of signatures.

 Failure to comply with the legal requirements and guidelines may result in rejection of those sheets.

### 5 Guidelines for Circulation

To ensure compliance with circulating requirements filers must educate circulators on the guidelines for circulating the statement or argument and monitor their activities.

## Circulator Requirements

Each circulator must:	What this means:
→ Personally witness each signature collected.	✓ Watch the person sign the petition. ⓘ It is not sufficient to merely be present in the same room or vicinity.
→ Complete the circulator certification after witnessing all signatures collected on a sheet.	✓ Sign the certification using a legal signature. ⓘ A legal signature is defined as a signature having obvious and predominantly matching characteristics to signatures on file from a paid circulator's registration, signatures in the Oregon voter registration file or the signature on an official government document. ⓘ Initials, signature stamps, illegible or printed script are not sufficient unless verified by exemplar.
→ Supply the date when the certification was signed.	✓ The date must be in month, day, year order if written in all numbers.

**!** A circulator's failure to follow these requirements may result in the rejection of the petition signature sheets and a felony conviction for the circulator.

## Circulator Prohibitions

It is against the law for circulators to knowingly:

- circulate a petition containing a false signature;
- attempt to obtain the signature of a person who is not qualified to sign the petition;  
 ⓘ Only active registered voters in the candidate's district or who would be eligible to vote for the measure may sign a petition.
- make false statements to any person who signs the petition or requests information about it;
- offer money or anything of value to another person to sign or not sign the petition; and
- sell or offer to sell signature sheets.

## Signer Requirements

Each petition signer must:	What this means
→ Signers must supply an original signature but are encouraged to also supply their printed name, date signed and address.	✓ Petition signers must sign the petition using a signature contained in their voter registration record.
<b>For candidate statements</b> → Signers must be active registered voters and able to vote for the candidate.	✓ Information in the voter registration record is up to date and the signer would be able to vote for candidates for the office at a general election or for the measure.
<b>For state measure arguments</b> → Signers must be an active registered voter.	

### Signature Date

If no date is supplied by the signer, the signature is only considered valid if the signer:

- ✓ was an active registered voter between the petition's approval to circulate date and the circulator's certification date or
- ✓ originally registered to vote on or after the date the petition's approval to circulate date and was an active registered voter between their original registration date and the circulator's certification date.

**i** This standard also applies to any signer that provides an ambiguous date such as a date of birth or a date that has not yet occurred at the time of verification instead of the date they signed the petition.

### Signer Prohibitions

It is against the law for signers to knowingly:

- sign another person's name under any circumstances;
- sign a petition more than one time; or
- sign a petition when not qualified to sign it.

**!** Only active registered voters may sign a petition. If the signer is not registered to vote or an active voter, then the signature will be rejected unless a completed registration card is received by a designated voter registration agency or elections filing officer before 5 pm the day the petition is signed or 11:59 pm if completed electronically online at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## 6 Certification of Signature Sheets

*OAR 165-014-0270*

After all signatures on a signature sheet have been collected, circulators complete the certification by signing their legal signature with a minimum of a first-name initial and full last name and by supplying the date when the certification was signed.

**i** If additional signatures are gathered after the circulator certification has been signed and dated, the circulator must re-sign and re-date the certification.

If the circulator certification is incomplete or insufficient the signature sheet may be rejected. Prior to submission for signature verification the circulator may correct the following defects:

### Circulator Signature Defects

If the circulator has:	Then the circulator should:
→ signed using only initials; <b>i</b> Unless verified by exemplar.	✓ re-sign and re-date certification with legal signature;
→ signed using a signature stamp; <b>i</b> Unless a signature stamp approved under ORS 246.025.	✓ re-sign and re-date certification with legal signature;
→ signed using an illegible signature; <b>i</b> Unless verified by exemplar.	✓ re-sign and re-date certification with legal signature;
→ photocopied or carbon copied the certification; or	✓ sign and re-date certification with legal signature; or
→ signed in a manner that the signature, printed name and address are all illegible.	✓ re-sign and re-date certification with legal signature.

### Certification Date Defects

If the date is:	Then the circulator should:
→ missing;	✓ re-sign and date <b>or</b> date and initial correction;
→ crossed out;	✓ re-sign and re-date <b>or</b> re-date and initial correction;
→ overwritten with a different date;	✓ re-sign and re-date <b>or</b> re-date and initial correction;
→ earlier than all petition signers; <i>i</i> Does not apply if the circulator and the only signer are the same person.	✓ re-sign and re-date <b>or</b> re-date and initial correction;
→ earlier than some, but not all petition signers; <i>i</i> Only those signatures dated on or before the date of the certification will be accepted.	✓ re-sign and re-date <b>or</b> re-date and initial correction;
→ partial or ambiguous; or	✓ re-sign and re-date <b>or</b> re-date and initial correction; <i>i</i> Date must be in month, day, year order if written in all numeric characters.
→ obscured in any way by white out or other correction fluid or adhesive tape;	✓ re-sign and re-date <b>or</b> re-date and initial correction.

The following defects in the circulator certification cannot be corrected and any signature sheet submitted that has one of these defects will be rejected:

### Incurable Defects

→ the original signature of a circulator has been crossed out and a different circulator's signature is inserted; <i>i</i> This does not apply if the original signature is that of an individual whose signature appears on the same signature sheet as a signer.
→ two individuals sign and date as circulator; or <i>i</i> This does not apply if the only signers and the circulators are the same people.
→ white-out or other correction fluid or adhesive tape appears on the signature line.

**ex** Illustrated examples of circulator signature and date defects are available in the [Circulator Training Manual](#) located at [www.oregonvotes.gov](http://www.oregonvotes.gov).

## 7 Signature Verification and Completing the Petition

Filers submit signature sheets having at least 100% of required number of signatures to the proper election official for verification against the voters' registration record, allowing sufficient time for the verification process to be completed prior to the filing deadline.

**!** The Elections Division will not accept signatures for verification or certified signature sheets prior to the first day to file by fee or completed petition.

**?** See [Filing Requirements](#) on page 4.

**i** The elections official is not required to begin verification until the raw number of signatures submitted is equal to or exceeds the required number of signatures.

Before filing the signature sheets for verification, statement and argument filers must ensure each signature sheet certification is signed and dated by the circulator.

### Verification Conducted by Elections Division

If the Elections Division is the elections official that will conduct signature verification, the filer must also complete and turn in with the signatures:



Form SEL 338 Petition Submission – Candidate, Voters' Pamphlet

### Verification Conducted by County Elections Official

To complete the petition process, a statement or argument filer must submit to the Elections Division:



Completed form SEL 338 Petition Submission – Candidate, Voters' Pamphlet

- signature sheets, certified by the county elections official, that have the required number of valid signatures.

## 8 Signature Tally

The Elections Division reviews each signature sheet and removes the sheet if:

- the signature sheet was not approved for circulation;



Unapproved petition sheets and those that do not meet legal requirements and guidelines will be rejected.

- the circulator did not sign and date the certification;
- the circulator signed the certification before all signers on the signature sheet;
- the circulator certification has an incurable defect; and
- any sheet that does not comply with OAR 165-014-0275.

After tabulating the number of signatures contained on the accepted signature sheets the Elections Division notifies the filer of the final tally.



If the petition does not contain the required number of valid signatures and the filing deadline has not passed, additional signatures may be submitted.

## Amending a Filing

Statements and arguments may be amended in ORESTAR until 5:00:00 pm on the filing deadline day for the election. Filers may change the statement or argument, provide SEL 400s or replacement or substitute photographs.

If the filer submits signatures in lieu of the filing fee, the statement or argument may not be changed unless the filer begins the petition process again or pays the required filing fee.



See the [ORESTAR User's Manual: Voters' Pamphlet Filing](#) for detailed instruction on amending a voters' pamphlet statement or argument electronically.

## Withdrawing a Filing

Statements and arguments may be withdrawn in ORESTAR until 5:00:00 pm on the filing deadline day for the election. Once withdrawn, the filer cannot reactive the statement or argument but can refile if the filing deadline has not passed. Any signatures collected in lieu of the filing fee for the withdrawn statement or argument are void. The Elections Division will refund filing fees.



Candidates that withdraw their candidacy in accordance with the Candidates Manual, but after the voters' pamphlet filing deadline, will not appear in the voters' pamphlet and any filing fee paid will be refunded.





# Compliance

ORS 251.049, 251.055, 251.075, 251.085 and 251.260

## Review of Statements

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After the deadline the **Elections Division** reviews each statement to ensure:

- ✓ the statement begins with the required information, which includes occupation, occupational background, educational background and prior governmental experience;
- ✓ the photograph, if filed, complies with the requirements of ORS 251.075;
- ✓ the statement does not have any obscene, profane or defamatory language; incite or advocate hatred, abuse or violence toward any person or group; or have any language which may not legally be sent through the mail; and
- ✓ a statement of endorsement was filed when the name of a person or organization is used or if the name is used with a quotation, that the statement has the proper attribution.

## Statement of Endorsement Agreement

The **Elections Division** resolves conflicts between the [SEL 400](#) and the statement or argument in the following manner:

- When reviewed, if both Option 1 and Option 2 are selected on the [SEL 400](#) and nothing has been entered in the Required Reproduction box, the [SEL 400](#) will be accepted as if only Option 1 had been selected.
- When reviewed, if both Option 1 and Option 2 are selected on the [SEL 400](#) and the endorser has entered information in the Required Reproduction box, the [SEL 400](#) will be accepted as if only Option 2 had been selected.
- The information entered in the Required Reproduction box, if any, governs representation and spelling of name, title and organization, identifying endorsers in the statement or argument.
- The statement or argument governs variations in punctuation, abbreviations and capitalizations.
- The statement or argument may include geographic identifiers and other descriptors such as occupation not listed in the Required Reproduction box on the [SEL 400](#).



The Elections Division will administratively revise and bring into compliance any statement identified as not in compliance with the Required Reproduction box on the Statement of Endorsement forms submitted if:


- ✓ the statement, after revision, does not exceed 325 words or 30 square inches of space and
- ✓ the revision maintains the format of the statement.

The Elections Division will contact the filer of a statement not administratively revised to give the reasons why material does not comply with applicable statutes and provide the deadline to file requested corrections.

## Review of Arguments

After the deadline, the **Elections Division** reviews each argument to determine if an error was made in:

- identifying the measure number to which the argument relates or
- designating that the argument supports or opposes the measure.


 The Elections Division also reviews each argument for statement of endorsement agreement and will make any necessary changes to correct or bring the material into compliance.

## Correcting Material after Deadline


If corrections to a statement, photograph, statement of endorsement, or argument are necessary, the Elections Division will try to contact the filer using the phone number provided in the filing.


If the Elections Division is unable to speak with the filer, an email will be sent to the email address provided in the filing. The email will identify and provide:

- material that requires correction or violates statutory provisions;
- reasons why the material does not comply;
- instructions on how to correct or bring the material into compliance, if allowed; and
- deadline to file corrections.

 Additional changes to the statement or argument that were not identified by the Elections Division cannot be made.

Revisions may be emailed, faxed, hand-delivered, mailed or taken over the phone. A revised portrait must be filed electronically by email or can be hand-delivered or mailed on a thumb drive or cd.

 If the statement or argument is revised over the phone a written confirmation of the revisions may be required.

 <b>Deadline to Correct Material</b>	<b>Primary Election</b>	<b>General Election</b>
<b>Review</b>	March 15, 2022	September 2, 2022
<b>Contact</b>	March 17, 2022	September 7, 2022
<b>Correct</b>	March 21, 2022	September 9, 2022

## Standard Corrections

For any measure argument that exceeds 325 words or 30 square inches of space the Elections Division may apply a Standard Correction to bring argument into compliance. The Standard Corrections listed below may also be applied to any statement where the Elections Division was unable to contact the filer, or the filer did not submit the requested corrections by the deadline. Statements or arguments that are still out of compliance after the Elections Division applies the Standard Correction may be rejected.

Reason out of Compliance	Standard Correction
Missing SEL 400	Name of endorser and any associated quote will be removed from the voters' pamphlet statement or argument.
Conflict between Required Reproduction box on the SEL 400 and the statement or argument	Statement or argument will be edited to match the Required Reproduction box on the SEL 400.
Over word count – Less than 20 words	<p>Targeted removal of words and format adjustments</p> <p>Elections Division staff will identify and remove words or phrases that do not affect the intended meaning or message.</p> <p>Examples of targeted words and format adjustments:</p> <ul style="list-style-type: none"> <li>→ spaces surrounding hyphens</li> <li>→ "that," "Oregon," "State," or "Ballot"</li> <li>→ any elementary, middle or high school listed, unless only Educational Background supplied</li> <li>→ district number in the Occupation or Prior Governmental Experience fields, if it is the same district the candidate is currently running for</li> </ul>
Over word count – 20 or more words	<p>Generalized removal of words</p> <p>Whole sentences, statements or bullet points will be removed, from the bottom of the statement or argument, until the statement or argument has no more than 325 words. This may cause the final statement or argument to have less than 325 words.</p>
Over 30 square inches	<p>Evaluate and revise spacing</p> <p>Change paragraph returns to manual line breaks between headers and body and in list of endorsers.</p> <p>Condense line by line endorsement list to run-on wrapped list of endorsements separated by semi colon.</p> <p>Remove whole sentences, statements or bullet points from the bottom of the statement or argument, until the statement or argument fits within 30 square inches.</p>

## Standard Format Examples

### Submitted

#### Argument in Favor

##### Oregon Rivers

Oregon is richly endowed with rivers that din through canyons and mountains and whisper through the valleys.

They flow deep through our consciousness for they have carried our discoverers and pioneers, watered our good earth, slaked our thirsting cities, turned the wheels of industry and provided a wealth of fishing and recreational pleasure.

We have harnessed many of these streams for navigation, power and water supply and crowded their courses with highways and business.

##### Oregon Wild and Free

Considering the demands of the future we have not yet made adequate provision to keep at least a small stock of our finest and still wild rivers in their free-flowing setting.

In a state as bountifully endowed with rivers as Oregon we still have time to claim a few of these free-flowing streams which are outstanding for scenic, fishery, wildlife, geologic, botanic, historic and recreational values. These still wild rivers can be part of Oregon's future if we act to protect their character.

##### The Oregon Scenic Rivers Measure

The measure would:

- permit pastoral uses of the land and compatible timber harvesting
- stop dams
- allow highways, industrial, business or commercial developments within a quarter-mile of either bank of the scenic waterway if they would not impair the natural beauty of the scenic waterway

##### Water Rights

Rights to the beneficial use of waters from the designated rivers, and all present uses by the adjoining landowners, are not affected as spelled out in the measure. It protects all existing water rights.

##### Designated Rivers

Portions of six rivers representing some of the wildest, most beautiful waterways in Oregon — both forested and desert — have been designated for inclusion under the measure. They are the:

1. Owyhee
2. Rogue
3. Illinois
4. main stem John Day
5. Deschutes
6. Minam

Alternative uses are rapidly taking our remaining wild rivers. Their numbers diminish as the recreational need for them grows. It takes but one harness to change a river's character forever.

*(This information furnished by Don S. Willner, Secretary, Oregon Scenic Rivers Committee.)*

### Standard Format Applied

#### Argument in Favor

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**Submitted**

Governor

**Tom  
McCall**

Republican

**Occupation:** Governor

**Occupational Background:** Journalism; War Correspondent; Talk Show Host

**Educational Background:** University of

Oregon, BA (1936)

**Prior Governmental Experience:** Secretary of State

**KEEP OREGON, OREGON.**

**KEEP TOM McCALL**

You can judge the effectiveness of a governor by his accomplishments or, by what other people say about him. By either standard, Tom McCall is probably the most effective Governor in Oregon's history.

Tom McCall has taken the lead in environmental control, reorganization of State government, property tax relief, and many more issues vital to Oregon — and to you.

**TOM MCCALL**

**A GREAT LEADER, A GREAT GOVERNOR**

Tom McCall knows Oregon, its problems and its promise. And he understands the needs of the people. Remember that when you vote for governor.

**TOM McCALL**

**ACCOMPLISHMENTS AS GOVERNOR**

- Established a landmark in American law by securing passage of legislation which preserves Oregon's beaches for all Oregonians—forever.
- Created Department of Environmental Quality.
- Established "SOLV" (Stop Oregon Litter & Vandalism, Inc.)
- Obtained \$150 million in bonds for sewage treatment plants in Oregon communities.
- Provided tax credit for non-polluting capital investments.
- Created the Management '70s Task Force which will save millions of dollars per year.
- Established the consumer service task force to safeguard Oregon consumers from unscrupulous trade practices.
- Secured investment of \$84.3 million to improve and expand port and harbor facilities.

**WHAT OTHERS SAY ABOUT**

**TOM McCALL**

"Governor McCall . . . has done more than any Governor within memory to equip Oregon's basic structure to meet the challenges of the future . . ."

SALEM OREGON STATESMAN (7/4/1970)

"Governor McCall has continued to show himself as a man of compassion and conscience with a public rapport that extends across party lines . . ."

PORTLAND OREGONIAN (4/15/1969)

". . . the most effective Governor since Os West and maybe the most effective Governor ever . . ."

EUGENE REGISTER GUARD (5/23/1970)

*(This information furnished by Committee to Re-Elect Tom McCall.)*

**Standard Format Applied**

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**Tom  
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## List of Forms

### **SEL 338**

Petition Submission – Candidate, Voters' Pamphlet

### **SEL 400**

Statement of Endorsement