


Circulator Training Manual

Published by

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Using This Manual

This manual explains the guidelines and legal requirements for circulating petitions, describes the procedures necessary for registering as a paid circulator or as a representative of a signature gathering organization or entity and comprises the Secretary of State's Circulator Training Program.

Icons

In this manual the following icons highlight information:



alert icon

indicates alert; warning; attention needed



form icon

indicates a reference to a form



deadline icon

indicates a deadline



info icon

indicates other information



example icon

indicates a detailed example of a concept, process or form



search icon

indicates information found elsewhere


Help

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

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for the hearing impaired



Local charters or ordinances may supersede some of the requirements and guidelines relating to the circulation of county, city, and district petitions.



Contact the local elections official for any applicable charter and ordinance requirements.

Getting Started

A circulator is a person who represents a petition and asks voters to sign. They are also called a petition circulator, signature gatherer and signature collector. While some are volunteers and others paid professionals, every circulator must follow the requirements and guidelines for circulating petitions.



A circulator who is paid to gather signatures on a **state** initiative, referendum, or recall petition must register with the Elections Division. To register, the circulator must thoroughly review the Circulator Training Program and attest, subject to Class C felony penalties, they read and understood the Program.

Designated representatives of a signature gathering organization or entity that pays circulators to gather signatures on a **state** initiative, referendum, or recall petition must also thoroughly review and understand the Circulator Training Program.




Forms are available online at www.oregonvotes.gov.

Chief Petitioners

For each petition type outlined below there is at least one individual who is responsible for its preparation and organization. For recall, initiative, and referendum petitions, those individuals are called chief petitioners. Individual elector and political party formation petitions have chief sponsors, and an assembly of electors has a presiding officer. These individuals are responsible for:


- filing the prospective petition;
- designating whether petition circulators will be paid or unpaid;
- establishing a petition committee prior to approval to circulate;
- educating and monitoring circulators;
- collecting signatures; and
- submitting signatures.


 For many of the processes explained in the following sections, chief petitioners may have an authorized agent act on their behalf. In this manual the chief petitioners and the authorized agent(s) are collectively referred to as chief petitioners.

Types of Petitions

A petition is a method of gaining ballot access by collecting signatures to demonstrate support for a candidate, voters' pamphlet statement, or political party; to oppose an elected official; to propose laws or amendments to a local charter or the Oregon Constitution; or to adopt or reject a bill passed by a local governing body or the legislature. Petitions containing the required number of signatures may also be used in lieu of paying required filing fees. This manual contains a brief overview of the following petition types:

- Candidate Nominating;
- Voters' Pamphlet;
- Political Party Formation;
- Recall;
- Initiative; and
- Referendum.

 Instruction manuals which detail regulations and explain the procedures necessary to file a specific petition type are available at www.oregonvotes.gov.

 In the following sections, some signature thresholds are based on the number of votes cast for governor in 2018 which was the last election for which a Governor was elected for a four-year term.

Candidate Nominating

There are two types of public office in Oregon, partisan and nonpartisan, and candidates for each have different ways of gaining ballot access. A partisan office is an office for which a candidate may be nominated by a major or minor political party or as a nonaffiliated candidate. A nonpartisan office is an office for which a candidate does not run under the name of any political party.

Petition requirements for partisan and nonpartisan office are listed below.

Petition Requirements

Other distribution requirements may apply. Signatures are verified by the appropriate elections official.

*Due to the delay in receiving 2020 U.S. Census redistricting data, offices of **US Representative, State Senator and State Representative** cannot file for office until the district maps have been finalized.

Partisan Office	Major Party	Minor Party	Nonaffiliated Individual Electors	Nonaffiliated Assembly of Electors
First Day to File	*September 9, 2021	June 1, 2022	June 1, 2022	June 1, 2022
Last Day to File	March 8, 2022	August 30, 2022	August 30, 2022	August 30, 2022
Last Day to Withdraw	March 11, 2022	September 2, 2022	September 2, 2022	September 2, 2022
→ President	5,000	Nominated by party rule	23,744	1,000
→ US Senator, Governor, Secretary of State, State Treasurer, or Attorney General	1,000 Same political party At least 100 from each congressional district	Nominated by party rule	23,744	1,000
→ US Representative	To accommodate the redistricting process, the legislature, made temporary changes to the number of signatures candidates must collect. Please review the State Candidate Manual for more detail.			
→ State Senator or State Representative	To accommodate the redistricting process, the legislature, made temporary changes to the number of signatures candidates must collect. Please review the State Candidate Manual for more detail.			
→ County Commissioner	Lesser of 500 signatures or 2% of votes cast in the county for president	Nominated by party rule	1% of votes cast in the county for president	250

Nonpartisan Office	Primary	General
First Day to File	September 9, 2021	June 1, 2022
Last Day to File	March 8, 2022	August 30, 2022
Last Day to Withdraw	March 11, 2022	September 2, 2022
→ Labor Commissioner, Supreme Court Judge, Appeals Court Judge, or Tax Court Judge	Lesser of 1,000 signatures or 1% of votes cast for governor	
→ Circuit Court Judge, District Attorney, or County Judge	Lesser of 500 signatures or 1% of votes cast in the district for governor	
→ Assessor, Auditor, Clerk, Sheriff, or Treasurer	Lesser of 500 signatures or 1% of votes cast in the county for governor	
→ City Office	Lesser of 500 signatures or 1% of votes cast in the city for governor	
→ District Office	Lesser of 25 signatures or 10% of total number of active registered voters in the district	
	Most districts elect board members at the regular district election which is held in May of odd numbered years. The first day to file for the May 16, 2023, Regular District Elections is February 4, 2023. The last day to file or withdraw is March 16, 2023.	




State Voters' Pamphlet

The Oregon Voters' Pamphlet is a publication produced and distributed by the Elections Division. It contains information about candidates, measures, and political parties, as well as information about the election process. The state voters' pamphlet may also contain arguments supporting or opposing a measure on the ballot, statewide political party statements, or assembly of electors' statements.

To appear in the voters' pamphlet, statement and argument filers must either:

- ✓ pay the fee or
- ✓ submit a completed voters' pamphlet petition containing the required number of signatures.

Petition Filing Deadlines

	Primary	General
 First Day to File	September 9, 2021	June 1, 2022
 Last Day to File	February 24, 2022	August 19, 2022
 Last Day to Withdraw	March 10, 2022	August 30, 2022

Petition Signature Requirements

Partisan Office	Primary	General
→ President	500	500
→ US Senator, Governor, Secretary of State, State Treasurer, or Attorney General	500	500
→ US Representative	300	300
→ State Senator or State Representative	200	200
→ County Commissioner	200	200

Nonpartisan Office	Primary	General
→ Labor Commissioner, Supreme Court Judge, Appeals Court Judge, or Tax Court Judge	500	500
→ Circuit Court Judge, District Attorney, or County Judge	200	200
→ Assessor, Auditor, Clerk, Sheriff, or Treasurer	200	200
→ City Office	200	200
→ District Office	Does not apply	Does not apply

Measure Argument	Primary	General
→ State Measure	500	500
→ County Measure	No more than 1,000	No more than 1,000
→ City Measure	No more than 1,000	No more than 1,000
→ District Measure	No more than 1,000	No more than 1,000

Political Party Formation

Forming a political party enables a group of voters to nominate candidates for any partisan office, including federal, state, and county offices if the party was formed in the electoral district and has maintained ballot access.

A political party is formed by gathering and submitting a petition that contains the required number of active registered voter signatures.

Petition Requirements

	Required Signatures		🕒 Signatures Due
State	1.5% of votes cast for governor	28,005 Statewide	2 years after filing prospective petition
County	1.5% of votes cast in the county for governor	Calculated upon filing	2 years after filing prospective petition
City	1.5% of votes cast in the city for governor	Calculated upon filing	2 years after filing prospective petition
District	1.5% of votes cast in the district for governor	Calculated upon filing	2 years after filing prospective petition

Recall

The Oregon Constitution and state statutes allow for any non-federal public officeholder, whether appointed or elected, to be removed from office before the term has expired. If a petition is submitted containing the required number of signatures and the office holder does not resign, an election will be held for voters to decide whether the person should continue to hold the office.

Petition Requirements

	Required Signatures		🕒 First Day to File	🕒 Signatures Due
State				
→ Federal Office Holder	Does not apply		Does not apply	Does not apply
→ Elected or Appointed State Senator or State Representative	15% of votes cast for governor in the public officer’s district		any time after the 5 th day of first legislative session that occurs after being elected	90 days after filing prospective petition
→ Other appointed or elected public officeholder	15% of votes cast for governor → 280,050 for statewide office		any time after the office holder has served at least 6 months of the current term	90 days after filing prospective petition
County	15% of votes cast in the county for governor		any time after the office holder has served at least 6 months of the current term	90 days after filing prospective petition
→ Appointed or elected public officeholder	→ Calculated by local elections official			
City	15% of votes cast in the city for governor		any time after the office holder has served at least 6 months of the current term	90 days after filing prospective petition
→ Appointed or elected public officeholder	→ Calculated by local elections official			
District	15% of votes cast in the district for governor		any time after the office holder has served at least 6 months of the current term	90 days after filing prospective petition
→ Appointed or elected public officeholder	→ Calculated by local elections official			


Initiative

An initiative petition is a method of direct democracy that allows any person to:

- propose new laws;
- change existing laws;
- amend a local charter; or
- amend the Oregon Constitution.

If chief petitioners gather and submit the required number of signatures, the initiative is placed on the ballot for voters to adopt or reject. This process was adopted by voters in 1902 for state initiatives and was extended to the voters of counties, cities, and most districts over 50 years later.


Petition Requirements

	Required Signatures		 Signatures Due
State			
→ Constitutional	8% of votes cast for governor	149,360	4 months before general election
→ Statutory	6% of votes cast for governor	112,020	4 months before general election
County			
→ Charter adoption or amendment	8% of votes cast in the county for governor	Calculated upon filing	2 years after approval to circulate
→ All others	6% of votes cast in the county for governor	Calculated upon filing	2 years after approval to circulate
City	15% of votes cast in the city for governor	Calculated upon filing	2 years after approval to circulate
District	15% of votes cast in the district for governor	Calculated upon filing	2 years after approval to circulate

Referendum

Like an initiative petition, a referendum petition is a method of direct democracy that was adopted by voters in 1902 and further extended to local jurisdictions. However, where an initiative allows anyone to propose a new law for voters to adopt or reject, a referendum petition allows voters to adopt or reject a piece of legislation passed by a governing body. Legislation or ordinances with emergency clauses are not subject to referendums.

Petition Requirements





	Required Signatures		 Signatures Due
State	4% of votes cast for governor	74,680	90 days after legislature adjourns
County	4% of votes cast in the county for governor	Calculated upon filing	90 days after the ordinance or other legislative enactment adopted
City	10% of the total number of active registered voters in the city	Calculated upon filing	30 days after the ordinance or other legislative enactment adopted
District	10% of votes cast in the district for governor	Calculated upon filing	30 days after the ordinance or other legislative enactment adopted

Circulating a Petition

Candidate Nominating, State Voters' Pamphlet, Political Party Formation, Recall, Initiative, and Referendum
ORS 250.045, 260.555, and 260.558

The guidelines and legal requirements that circulators and signers must comply with are explained in the following sections. The candidate, chief sponsor, presiding officer, chief petitioner, or chief petitioner's agent will provide any instruction on how to ask individuals to sign a petition as well as any direction on where and when to gather signatures.

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.
Additional Requirements for Initiative, Referendum, and Recall Petitions	
→ Allow any person to read the text of an initiative or referendum petition.	✓ A complete copy of text must be available for signers to review if not printed on cover sheet.
→ If being paid to gather signatures, register with the Elections Division.	✓ Registration must be completed and a circulator badge issued before a circulator is paid to gather any signatures. This requirement only applies to state initiative, referendum, and recall petitions.  See <i>Registering as a Paid Circulator</i> on page 12.



A circulator's failure to follow with 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 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;
- sell or offer to sell signature sheets; and
- write, alter, correct, clarify, or obscure any information about the signers unless the signer initials after the changes are made.
 A circulator may help a disabled signer who requests help in completing their printed name, address, and date signed. In such a case, no initials are required.




Violations of the circulator requirements may result in conviction of a felony with a fine of up to \$125,000 and/or a prison sentence of up to 5 years. ORS 260.715, 260.993

Signer Requirements

Each petition signer must:	What this means:
<p>→ Supply an original signature and should be encouraged to also supply their printed name, date signed, and address;</p> <p> These informational fields, while optional unless otherwise noted below, supply valuable help when verifying signatures.</p>	<p>✓ Petition signers must sign the petition using a signature contained in their voter registration record.</p>
<p>→ Be an active registered voter at the time of signing the petition in the electoral district where the petition is being circulated; and</p>	<p>✓ Information in the voter's registration record must be up to date so they would be able to vote for the candidate, measure, political party, or recall contained in the petition</p> <p>Other requirements for candidate petitions</p> <p>✓ Petition signers must supply a residence or mailing address.</p> <p>For major party candidate petitions only</p> <p>✓ Petition signers must be a member of the same political party as the candidate.</p>
<p>→ Personally print a copy of an e-sheet or request a separate person print a copy.</p>	<p>✓ Petition signers may not sign an e-sheet unless they printed it themselves or requested someone else to print it for them.</p>

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.
-  This standard also applies to any signer that provides 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 an elections filing officer before 5 pm the day the petition is signed or 11:59:00 pm if completed electronically online at www.oregonvotes.gov.

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 and supplying the date when the certification was signed. 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.




 If the circulator certification is not completed or determined to be insufficient, the signature sheet will be rejected.

Prior to submission to elections officials the circulator may correct the following defects:

Circulator Signature Defects


If the circulator has:	Then the circulator should:
→ signed using only initials;  Unless verified by exemplar.	✓ re-sign and re-date certification with legal signature;
→ signed using a signature stamp;  Unless approved under ORS 246.025.	✓ re-sign and re-date certification with legal signature;
→ signed using an illegible signature;  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 or date and initial correction;
→ crossed out;	✓ re-sign and re-date or re-date and initial correction;
→ overwritten with a different date;	✓ re-sign and re-date or re-date and initial correction;
→ earlier than all petition signers;  Does not apply if the circulator and the only signer are the same person.	✓ re-sign and re-date or re-date and initial correction;
→ earlier than some, but not all petition signers;  Only those signatures dated on or before the date of the certification will be accepted.	✓ re-sign and re-date or re-date and initial correction;
→ partial or ambiguous;	✓ re-sign and re-date or re-date and initial correction;  Date must be in month, day, year order if written in all numeric characters.
→ obscured in any way by whiteout or other correction fluid or adhesive tape;	✓ re-sign and re-date or 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;
 -  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
 -  Does not apply if the only signers and the circulators are the same people.

- whiteout or other correction fluid or adhesive tape appears on the signature line.
-  Examples of circulator signature and date defects are available in the [Appendix 1 Illustrated Examples on page 18](#).

Registering as a Paid Circulator


ORS 250.048

Any person that will be paid to gather signatures on a **state** initiative, referendum, or recall petition **must** register with the Elections Division as a paid circulator. Paid circulators include any person who is gathering signatures while being paid, even if they are being paid to do other things as well. If they are on the job while gathering signatures, even if that job is unrelated to signature gathering, they are considered a paid circulator. Individuals who collect signatures while on the job who do not collect a salary or hourly wage are not considered paid circulators.

Qualifications


Circulators are not required to be residents of Oregon, registered voters, or old enough to vote. Under Oregon election law, any person, with one exception, can register as a paid circulator.

Exception

 A person does not qualify and is prohibited from applying to be a registered circulator if in the last 5 years they have been:

- 1 convicted in any state for a criminal offense involving fraud, forgery, or identification theft;
 - or**
- 2 Fined for not complying with any of the petition requirements or circulator prohibitions listed below:
 - circulator registration requirements;
 - petition account laws;
 - circulating a petition containing a false signature;
 - attempting to obtain the signature of a person who is not qualified to sign the petition;
 - making false statements to any person who signs the petition or requests information about it;
 - offering money or anything of value to another person to sign or not sign the petition;
 - selling or offer to sell signature sheets;
 - making a false statement, oath or affidavit required under election law;
 - or**
 - paying by the signature.

Criminal Records Check

-  A criminal records check must be conducted on any person applying to be a registered circulator. The Elections Division has prescribed the Criminal History Report provided by the Oregon State Police Open Records Section as the means of satisfying this requirement.

How to Register


To begin the registration process circulators and chief petitioners must complete the following steps and submit the required registration materials.

Circulator Responsibilities

1 Review Circulator Training Program

- ✓ Each circulator is required to thoroughly review the Secretary of State's Circulator Training Program contained in this manual and attest, subject to Class C felony penalties, they read and understood the Program.


2 Complete Circulator Registration Form

-  Form SEL 308 Circulator Registration
 - ✓ Provide legal name and any other names used – this includes common nicknames.
 - ✓ Include a street or route for residence address; a PO Box is not acceptable.
 - ✓ At least one valid phone number is required, while email is optional.
 - ✓ Include information on any convictions not disclosed on the Criminal History Report.
 - ✓ Provide date training completed.
 - ✓ Include a list of all petitions the circulator is being paid to circulate.
 - ✓ Include an example of signature and initials that will be used to sign or correct circulator certification.
 - ✓ Sign attesting to the truth and completeness of information provided.


Chief Petitioner Responsibilities

3 Coordinate Criminal Records Check

To facilitate registration a chief petitioner may coordinate a circulator's criminal records check. However, there is nothing that would prohibit a circulator from requesting their Criminal History Report from the Open Records Section of the Oregon State Police themselves.

-  A criminal records check is only required to be performed at the time the circulator first registers for the petition cycle.

4 Produce Digital Photograph


-  A digital photograph of the circulator must be less than four years old when submitted with the circulator's registration materials. It must be portrait style, front-facing, and show only the face, neck, and shoulders.

5 Acknowledge Liability

Chief petitioners are liable for violations of law or rule by the circulator, if known or if they should have known under the provisions of ORS 260.561(1)(b), and must acknowledge that liability by completing and signing


-  Form SEL 309 Chief Petitioner Acknowledgement.

6 Submit Complete Registration

-  Chief petitioners that use a signature gathering organization or entity to gather signatures on a state initiative, referendum, or recall petition are encouraged to designate a representative of the signature gathering organization or entity as an authorized agent on form [SEL 307](#).


Once all previous steps have been completed, chief petitioners submit the circulator's complete registration to the Elections Division. A complete registration includes:

- ✓ form [SEL 308 Circulator Registration](#);
- ✓ form [SEL 309 Chief Petitioner Acknowledgment](#);
- ✓ digital photograph; and
- ✓ Criminal History Report provided by the Oregon State Police Open Records Section.

 Incomplete registrations will be rejected and returned to the filer.


Final Registration Steps

- 7 The Elections Division will issue the circulator a badge as proof of registration within 5 business days of receiving a complete registration. All badges will be sent by email to chief petitioners.
- 8 Before circulating, the badge must be printed in a legible format.



-  A circulator must carry their badge at all times while circulating and must produce it upon request from a representative of the Secretary of State, Attorney General, or Commissioner of the Bureau of Labor and Industries.

Updating Registration Information

Circulators are required to report to the Elections Division any change to the personal or contact information, conviction status, or the signature or initials exemplar provided on the registration form.


 If the circulator fails to report changes to the information provided their registration may be suspended.

To report the change a circulator must complete and submit:

-  Form [SEL 308, Circulator Registration](#)
-  within 10 days of the change.

Disclosing Additional Petitions

A circulator may be paid to gather signatures on more than one petition. Prior to gathering any signatures on petitions not previously reported, circulators and chief petitioners must complete and submit:

- 1 form [SEL 308 Circulator Registration](#), completed by the circulator, listing the new petition numbers and
 -  A circulator may include the phrase "on file" in the date training completed field.
- 2 form [SEL 309, Chief Petitioner Acknowledgment](#) completed and signed by the chief petitioners, acknowledging their liability for violations of law or rule the circulator makes.

If an amended SEL 308 signed by the circulator is legible, accurate, and contains at a minimum the circulator's legal name, the new petition numbers, and the signature and initial examples, the circulator is able to begin circulating the petitions listed on the amendment the day the SEL 308 and SEL 309 are received electronically by the Elections Division. This includes forms received after business hours and over the weekend. Upon receipt of an amended SEL 308 and SEL 309 the Elections Division will:

- ✓ review for completeness;
- ✓ record changes to the petitions the circulator may be paid to circulate; and
- ✓ provide confirmation to the chief petitioner that the amended registration is sufficient.



Any signatures gathered prior to the Elections Division receiving and reviewing an amended circulator registration that lists additional petitions for completeness may be rejected if the Elections Division determines the amended registration is insufficient.

Expiration of Registration

A circulator's registration is valid until:

- four months prior to the general election for sponsorship and initiative petitions;
 - the date signatures are filed for referendum and recall petitions;
- or**
- it has been determined the circulator no longer qualifies.

Termination of Authorization

Once registered, a circulator will remain authorized to be paid to gather signatures on any petition listed on the original or an amended SEL 308, for which a valid Chief Petitioner Acknowledgment has been received, until one of the following occur:

- registration expires;
 - the petition is withdrawn or expires;
 - form SEL 305 Termination of Circulator Authorization, is completed, signed by chief petitioners or their authorized agent(s), and filed with the Elections Division rescinding authorization to circulate their petition;
 - form SEL 305 Termination of Circulator Authorization, is completed, signed by the circulator, and filed with the Elections Division providing a list of petitions no longer circulating;
- or**
- notification from the Elections Division that the circulator's registration has been suspended or revoked.



To be paid to circulate a petition listed on an SEL 305 again, the circulator must re-list the petition on an amended SEL 308 and chief petitioners must execute a new SEL 309 after the date the termination was received by the Elections Division.




Circulator Rights

Under Oregon law the following apply:


Paid Circulator

→ A paid circulator may not accept money to circulate a petition based on the number of signatures obtained.

 This restriction only applies to petitions for initiatives, referendums, and nominating candidates. A paid circulator is required to be paid no less than the Oregon minimum wage and is protected by all current Oregon employment laws.


→ A paid circulator may not accept money based on the number of signed voter registration cards collected.

→ A paid circulator should notify the **Elections Division** immediately if the employer asks them to accept payment based on the number of signatures obtained.

 **503 986 1518 or 1 866 673 8683**

 elections.sos@sos.oregon.gov


→ A paid circulator should contact the **Bureau of Labor and Industries** if they believe that they have not been paid correctly or have any questions about wage and hour laws, including details regarding minimum wage, overtime, rest breaks, meal periods, and, if the circulator is under the age of 18, other special laws.

 **971-673-0761**

 mailb@boli.state.or.us

Chief Petitioners

→ Chief Petitioners may not pay a circulator or give a bonus that is based on the number of petition signatures or signed voter registration cards collected.

 This restriction only applies to petitions for initiatives, referendums, and nominating candidates.

→ If paying by the hour, Chief Petitioners must pay the circulator for the number of hours worked, regardless of how many signatures collected.

→ Chief Petitioners may terminate the circulator or make a new agreement to lower pay in the future if they believe the circulator is not performing well enough on the job.

→ Chief Petitioners may not take deductions from wages unless they are required by law or authorized by the circulator.


→ Chief Petitioners must provide with each paycheck the total hours worked in that pay period, rate of pay, and the amount and description of each deduction.

→ Chief Petitioners must provide a final paycheck no later than the end of the 1st business day after the circulator is terminated or if the circulator quits without providing at least 48 hours' notice, no later than five business days or on the next payday, whichever occurs first.

Signature Gathering Organization or Entity

ORS 250.048

Any organization or entity that pays circulators to gather signatures on a **state** initiative, referendum, or recall petition **must** register with the Elections Division. An organization or entity includes but is not limited to a corporation, limited liability company, business trust, estate, trust, labor organization, association, firm, partnership, joint stock company, club, or other combination of individuals that has collective capacity.

 Chief petitioners of a petition that has multiple chief petitioners must register as a signature gathering organization or entity if they intend to pay circulators directly.

How to Register

1 Select Individual(s) to Represent Organization or Entity

To begin the registration process, a signature gathering organization or entity selects one or more individuals, who represent the organization or entity, to complete the Circulator Training Program.

2 Review Circulator Training Program

Each representative of the signature gathering organization or entity is required to thoroughly review the Secretary of State's Circulator Training Program contained in this manual and attest, subject to Class felony penalties, they read and understood the Program.

3 Complete and Submit Registration Form

The signature gathering organization or entity provides their name and address to the Elections Division by submitting:

 Form SEL 304 Signature Gathering Organization or Entity Registration.


→ Those individuals selected to represent the signature gathering organization or entity are required to affirm on form SEL 304 that they have read and understood Oregon laws applicable to signature gathering and that the organization or entity operates in compliance with the law.

Updating Registration Information

Signature gathering organizations or entities are required to report to the Elections Division any change to the organization, entity, or representative information provided on the registration form.

To report the change a signature gathering organization or entity must complete and submit:

 Form SEL 304, Signature Gathering Organization or Entity Registration

 within 10 days of the change.

Appendix 1

Illustrated Examples

Circulator certification signature and date defects and how to correct them

signed with initials when initials are not their legal signature **missing original certification date**

Circulator Certification This certification **must** be completed by the circulator and additional signatures **should not** be collected on this sheet once the certification has been signed and dated! I hereby certify that I witnessed the signing of the signature sheet by each individual whose signature appears on the signature sheet, and I believe each person is a voter qualified to sign the petition (ORS 250.045). I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

Circulator Signature CB G. Monty Burns **Date Signed** mm/dd/yy January 3rd, 2016

Printed Name of Circulator Monty Burns **Circulator's Address** street, city, zip code 3229 East Oak Drive Springfield Oregon 97477 **Sheet Number** Completed by Chief Petitioner

Annotations: Blue arrows point from the text "signed with initials when initials are not their legal signature" to the signature "CB G. Monty Burns", from "missing original certification date" to the date "January 3rd, 2016", from "provided their legal signature" to the printed name "Monty Burns", and from "dated corrected signature" to the date "January 3rd, 2016".

signed with signature stamp when not authorized under ORS 246.025 **crossed out wrong date**

Circulator Certification This certification **must** be completed by the circulator and additional signatures **should not** be collected on this sheet once the certification has been signed and dated! I hereby certify that I witnessed the signing of the signature sheet by each individual whose signature appears on the signature sheet, and I believe each person is a voter qualified to sign the petition (ORS 250.045). I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

Circulator Signature Kent Brockman **Date Signed** mm/dd/yy ~~12/15~~ 01/04/16

Printed Name of Circulator Kent Brockman **Circulator's Address** street, city, zip code 5373 Sycamore Ave Springfield 97477 **Sheet Number** Completed by Chief Petitioner

Annotations: Red arrows point from the text "signed with signature stamp when not authorized under ORS 246.025" to the signature stamp "Kent Brockman" and from "crossed out wrong date" to the date "~~12/15~~ 01/04/16". Blue arrows point from "provided their legal signature" to the printed name "Kent Brockman" and from "re-dated with correct date" to the date "01/04/16".

Illegible signature, when not their legal signature **overwritten date**

Circulator Certification This certification **must** be completed by the circulator and additional signatures **should not** be collected on this sheet once the certification has been signed and dated! I hereby certify that I witnessed the signing of the signature sheet by each individual whose signature appears on the signature sheet, and I believe each person is a voter qualified to sign the petition (ORS 250.045). I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

Circulator Signature Selma Bouvier **Date Signed** mm/dd/yy 1/4/16

Printed Name of Circulator S. Bouvier **Circulator's Address** street, city, zip code 1989 3rd St Springfield OR 97477 **Sheet Number** Completed by Chief Petitioner

Annotations: Red arrows point from the text "Illegible signature, when not their legal signature" to the signature "Selma Bouvier" and from "overwritten date" to the date "1/4/16". Blue arrows point from "re-signed with legal signature" to the printed name "S. Bouvier" and from "initialed overwritten date" to the date "1/4/16".

printed signature when not their legal signature

dated earlier than some petition signers but not all

9 *Waylon Smithers* 12-31-15 *Waylon Smithers* 179 D St Springfield 97477
 10 *Barney Gumble* Jan 1 2016 *Barney Gumble* 210 D St " "

Circulator Certification This certification must be completed by the circulator and additional signatures should not be collected on this sheet once the certification has been signed and dated! I hereby certify that I witnessed the signing of the signature sheet by each individual whose signature appears on the signature sheet, and I believe each person is a voter qualified to sign the petition (ORS 250.045). I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

~~*Cecil Terwilliger*~~ *Cecil Terwilliger* 12/31/15 Jan. 3rd 2016
 Circulator Signature Date Signed mm/dd/yy Initial any change you make to the date signed.
Cecil Terwilliger 169 D St Springfield OR 9 7477
 Printed Name of Circulator Circulator's Address street, city, zip code
 re-signed with legal signature re-dated with current date
 Sheet Number Completed by Chief Petitioner

photocopied signature

dated with birth date

Circulator Certification This certification must be completed by the circulator and additional signatures should not be collected on this sheet once the certification has been signed and dated! I hereby certify that I witnessed the signing of the signature sheet by each individual whose signature appears on the signature sheet, and I believe each person is a voter qualified to sign the petition (ORS 250.045). I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

~~*Moe Szyslak*~~ *Moe Szyslak* 1/24/15 1/19/16 MS.
 Circulator Signature Date Signed mm/dd/yy Initial any change you make to the date signed.
Moe Szyslak 1239 Walnut St Springfield OR 97477
 Printed Name of Circulator Circulator's Address street, city, zip code
 re-signed with legal signature re-dated with current date and initialed
 Sheet Number Completed by Chief Petitioner

Illegible signature as well as all optional information

Date obscured by correction tape

Circulator Certification This certification must be completed by the circulator and additional signatures should not be collected on this sheet once the certification has been signed and dated! I hereby certify that I witnessed the signing of the signature sheet by each individual whose signature appears on the signature sheet, and I believe each person is a voter qualified to sign the petition (ORS 250.045). I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

~~*Louann VanHouten*~~ *Louann VanHouten* 1/14/2016
 Circulator Signature Date signed mm/dd/yy Initial any change you make to the date signed.
Louann VanHouten 652 8th Ave Springfield
 Printed Name of Circulator Circulator's Address street, city, zip code
 re-dated with current date
 Sheet Number Completed by Chief Petitioner

certified corrected date by re-signing with legal signature and clearly wrote optional information



List of Forms

SEL 304

Signature Gathering Organization or Entity Registration

SEL 305

Termination of Circulator Authorization

SEL 308

Circulator Registration

SEL 309

Chief Petitioner Acknowledgment