



265 Strand Street, St. Helens, OR 97051
Phone: (503) 397-6272 Fax: (503) 397-4016
www.sthelensoregon.gov

May 1, 2024

Dear Prospective Candidate:

Attached is the Candidate Information Packet for the upcoming municipal election that will be held on **November 5, 2024**. It contains a variety of information that candidates need to review in order to fulfill the requirements to appear on the November ballot. You can also access the information on the City's website at <https://www.sthelensoregon.gov/citycouncil/page/city-council-election>. You can file beginning June 5, 2024. **The deadline to file with the City Elections Official is August 16, 2024 at 4:00 p.m.**

The St. Helens Mayor and two Councilor positions will appear on the ballot.

Mayor (2-year term expiring December 31, 2026)

Presently held by Rick Scholl

Councilor (4-year term expiring December 31, 2028)

Presently held by Jessica Chilton and Russell Hubbard

The filing of financial documents must be done electronically through the Oregon Secretary of State, Elections Division website at <http://sos.oregon.gov/elections/Pages/orestar.aspx>.

If you have any questions, please feel free to contact me by phone, email, or in person. Please schedule an appointment with me to file your election documents. I look forward to working with you through the election process.

Sincerely,

Kathy Payne, MMC
City Elections Official
City of St. Helens
265 Strand Street
St. Helens, OR 97051
(503)366-8217 Direct Line
kpayne@sthelensoregon.gov

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 - "A Guide for Public Officials" from Oregon Government Ethics Commission
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 - Quick Reference Guide for Oregon Public Meetings Law
 - Candidate's Statement for Voters' Pamphlet Form

2024 General Election Calendar for Candidates

<u>May 1, 2024</u>	Candidate materials available online at https://www.sthelensoregon.gov/citycouncil/page/city-council-election .
<u>June 5, 2024</u>	Candidate filing begins.
<u>August 16, 2024</u>	Deadline is 4:00 p.m. for filing for candidacy with the City Elections Officer, City of St. Helens. See “How to File.” Note: This date is <u>earlier</u> than what is noted on the State’s 2024 Local Elections Calendar.
<u>August 30, 2024</u>	Deadline for withdrawal of candidacy.
<u>September 9, 2024</u>	Deadline for candidates to submit information to the County Elections Office for inclusion in the Voters’ Pamphlet.
<u>November 5, 2024</u>	Election Day.

Qualifications for Candidacy

Requirements:

- 18 years of age or older.
- Registered to vote in Oregon.
- Must have resided within the city limits of St. Helens during the 12 months immediately preceding the election.

Certification of Qualified¹ Elector/Residency

I, _____, hereby certify that I am currently a qualified elector, or that I will be a qualified elector at such time as I may be elected to City office.

I further certify that I will have been a resident of the City of St. Helens, Oregon, for twelve (12) months immediately preceding the November 5, 2024 General Election.

Dated at St. Helens, Oregon, this _____ day of _____, 2024.

Signature of Candidate

Print Name of Candidate

¹ Oregon Constitution, Article II

Section 2. Qualifications of electors.

(1) Every citizen of the United States is entitled to vote in all elections not otherwise provided for by this Constitution if such citizen:

(a) Is 18 years of age or older;

(b) Has resided in this state during the six months immediately preceding the election, except that provision may be made by law to permit a person who has resided in this state less than 30 days immediately preceding the election, but who is otherwise qualified under this subsection, to vote in the election for candidates for nomination or election for President or Vice President of the United States or elector of President and Vice President of the United States; and

(c) Is registered not less than 20 calendar days immediately preceding any election in the manner provided by law.

(2) Provision may be made by law to require that persons who vote upon questions of levying special taxes or issuing public bonds shall be taxpayers.

How to File

The following manuals will guide you through the process to run for St. Helens City Council:

2024 County, City, and District Candidate Manual
2024 Campaign Finance Manual

These publications are included in this packet and are also available on the Secretary of State's website at <https://sos.oregon.gov/elections/Pages/manuals-tutorials.aspx>. All required forms are available on the Secretary of State's website at <https://sos.oregon.gov/elections/Pages/electionforms.aspx>.

Step 1. Register* Your Campaign Committee:

Prospective candidates shall file a Candidate's Statement of Organization form (SEL 220) with the Oregon Secretary of State's Elections Division.

This filing must take place within three (3) business days of receiving the first contribution or making an initial expenditure.

These filings are done electronically and additional instructions can be accessed at <https://sos.oregon.gov/elections/Pages/orestar.aspx>. From this website, you can login and register with ORESTAR. For additional information, contact the Oregon State Elections Division at (503)986-1518.

- [SEL 220 Statement of Organization](#)

Note: A candidate is not required to establish a campaign account, file a Statement of Organization, or file contribution and expenditure reports, if **ALL THREE of the following conditions are met:*

- 1. The candidate serves as the candidate's own treasurer;*
- 2. The candidate does not have an existing candidate committee; AND*
- 3. The candidate does not expect to receive or spend more than \$750 during a calendar year.*

Step 2. Two Options for Filing for Candidacy:

Nomination petitions and declarations of candidacy for City Council shall clearly indicate which position for the candidacy that corresponds to a City Council position that is to be filled in this general election. Councilors are elected by popular vote. We no longer use position numbers.

Positions Open: Mayor (2-year term)
 Councilor (4-year term)
 Councilor (4-year term)

Option 1 - Candidates Filing by Declaration

Per City of St. Helens Municipal Code, you have the option of filing a \$50.00 fee in lieu of obtaining signatures on a petition. Please make checks payable to "**City of St. Helens.**" You may also pay your Candidate Filing Fee online at <https://www.municipalonlinepayments.com/sthelensor/easypay>. Remember, you must indicate on your form whether you are filing for the Mayor or a Councilor position. Complete the online form below and file with the City Elections Officer.

- [SEL 101 Candidate Filing for Nonpartisan](#)

Option 2 - Candidates Filing by Petition

The petition form (SEL 121) must be approved by the City Elections Officer before you begin to gather signatures. The general information on the top should be completed before submitting to the Elections Officer. After your petition is approved, the City Elections Officer will return the form to you to begin gathering signatures. Copies of this form should be made and each sheet numbered before circulation.

After receiving approval from the City Elections Officer, circulate the approved petition (SEL 121) for signatures. St. Helens candidates must collect **64 valid signatures** to place a candidate on the ballot. *It is recommended that you collect more than the required number of signatures.* **Please note that a person cannot sign a nomination petition unless they are already registered to vote in Columbia County residing in one of the three precincts in the City of St. Helens.**

Remember, you must indicate on your forms whether you are filing for the Mayor or a Councilor position. Complete the two forms listed below and file them with the City Elections Officer.

- [SEL 101 Candidate Filing for Nonpartisan](#)
- [SEL 121 Candidate Signature Sheet | Nonpartisan](#)

Note: If you are filing by petition, you must complete and submit Form SEL 338 when submitting the signatures sheets to the City Elections Officer.

- [SEL 338 Petition Submission](#)

Step 3. File Your Completed Materials:

City filing deadline: 4:00 p.m. on August 16, 2024

Please submit all required forms and fees by this deadline, including the Certification of Qualified Elector/Residency form. You may submit forms in person, by mail, fax, or by scanning/emailing.

In person or by mail: City of St. Helens
 Attn: Kathy Payne
 265 Strand Street
 St. Helens, OR 97051

Fax: (503)397-4016

Scan/Email: kpayne@sthelensoregon.gov

If mailing, faxing, or emailing, please confirm with the City Elections Officer that your materials have been received.

Step 4. Follow Campaign Finance Reporting Requirements:

Please review the *Campaign Finance Manual* for instructions and a schedule of filing deadlines. Campaign Finance forms are filed with the Secretary of State's Elections Division. All candidates are required to have a dedicated campaign bank account if they receive contributions or make expenditures over \$750 for the entire calendar year.

If you do not expect to receive a total of more than \$3,500 or spend a total of more than \$3,500 for an entire election, you may file a *Certificate of Limited Contributions and Expenditures* (PC 7). If at any time during the election, the total expenditures or contributions exceed \$3,500, you must file detailed contribution and expenditure reports.

- [PC 7 Certificate of Limited Contributions and Expenditures](#)

Campaign Sign Regulations



265 Strand Street
St. Helens, Oregon
97051

SIGNS AND POLITICAL CAMPAIGNS IN THE CITY OF ST. HELENS

Political signs do not require a Sign Permit from the City, but are required to comply with the following standards

- Maximum size: 32 square feet.
- Maximum height: 8 feet.
- Time period allowed: 120 days before a public election or the time the election is called, whichever is earlier, to five days after the public election.
- Must be on private property (**not allowed within a public right-of-way**). Please get consent from the landowner before placing the sign on a property.

In addition to the regulations above, the following is prohibited:

- Illumination of political signs.
- Any political sign within a public right-of-way or on City owned property.
- Any political sign that may be confused with or construed as a traffic control device, or which hides a traffic control device from view.
- Any political sign that will obstruct access to any fire escape or other entrance/exit from a building or exit corridor.
- Any political sign that could impede vehicular or pedestrian traffic on any street, alley, sidewalk, bikeway or similar travel way.
- Any political sign attached to a tree or a plant, a fence or a utility pole.
- Any sign that violates clear vision rules (Chapter 17.76 St. Helens Municipal Code). Basically this means blocking visibility at intersections (including driveways).

Political signs erected contrary to City regulations may be removed by the City with or without notice. Noncompliant signs may also result in violations to be remedied in the St. Helens Municipal Court.

The standards explained above apply to what are typically considered “political signs.” There are many more sign regulations for permanent and temporary signs, but they generally apply to signs intended for other uses. For more information about the City’s sign regulations please contact the City Planning Department or review Chapter 17.88 of the St. Helens Municipal Code online, at City Hall or at the Library.

To contact the City Planning Department call 503-397-6272 or email jgraichen@sthelensoregon.gov. The City’s website is <https://www.sthelensoregon.gov/>. Also the St. Helens Municipal Code can be reviewed online at <https://www.codepublishing.com/OR/StHelens/>.

This is a guide only and not intended to be a substitute for actual law. Sign content is generally not regulated by the City. The term “political sign” is used here as a common term for explanation purposes only.

April 2022

Phone 503.397.6272

ST. HELENS PLANNING DEPARTMENT

Fax 503.397.4016

www.sthelensoregon.gov

Voters' Pamphlet Information

Candidates can file a statement in the Voters' Pamphlet with the Columbia County Elections Division. The deadline for submission is September 9, 2024, and the fee is \$100.

Instructions and forms for filing a candidate statement for inclusion in the Voters' Pamphlet with the County are included in this packet and are also available online at <https://www.columbiacountyor.gov/departments/Elections/candidate-resources>.

Contact the Columbia County Elections Division at (503)397-7214 for further information.

Election Offices

City of St. Helens Elections Official

Kathy Payne, City Recorder
265 Strand Street
St. Helens, OR 97051
www.sthelensoregon.gov

(503)366-8217 Direct line
(503)397-6272 Main line
(503)397-4016 Fax line
kpayne@sthelensoregon.gov

Columbia County Elections

230 Strand Street
St. Helens, Oregon 97051
<https://www.columbiacountyor.gov/departments/Elections>

(503)397-7214

State of Oregon Elections Division

255 State Capitol Street NE, Suite 501
Salem, OR 97310
www.sos.state.or.us/elections

(503)986-1518
1-866-673-8683