



City Administrator's Office
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To: Candidates for Lowell City Council
From: Jeremy Caudle, City Administrator
Subject: Instructions on running for City Council in November 2024 elections
Date: June 5, 2024

Enclosed in this candidate's packet are all the forms you will need to file a nomination for Lowell City Councilor for the November 5, 2024 General Election. Candidates may file for only one position and are elected at-large for that position. As City Administrator, I serve as the City Elections Official.

The City will be electing the following City Council positions:

- Position 2 – Jimmy Murray is the incumbent and was elected to this position in 2022 to fill the remainder of an unexpired term. The person elected to this position in November will serve a 4-year term.
- Position 3 – Maureen Weathers is the incumbent and was elected to this position in 2022 to fill the remainder of an unexpired term. The person elected to this position in November will serve a 4-year term.
- Position 5 – Gail Harris is the incumbent and was elected to this position in 2020. The person elected to this position in November will serve a 4-year term.

To qualify for election to City Council, candidates must have resided within the City of Lowell for the 12 months immediately preceding the election and be a qualified elector within the meaning of the Oregon State Constitution. In Lowell, candidates may file by paying a fee or by petition.

For candidates filing by paying a fee, the following requirements apply:

- a. Complete form SEL 101 "Candidate Filing Major Political Party or Nonpartisan" and file it with the City no later than August 27, 2024 at 5:30 p.m.
- b. Mark "Filing by Declaration" on the form SEL 101 and pay the \$25.00 City of Lowell filing fee at time of filing.

For candidates filing by petition, the following requirements apply:

- a. Complete form SEL 101 “Candidate Filing Major Political Party or Nonpartisan” and file it with the City far enough before the filing deadline of August 27, 2024 at 5:30 pm to allow time to collect and verify signatures with the Lane County Elections Office. Mark “Prospective Petition with proposed signature sheet” on the form SEL 101. All candidate petitions are verified by the Lane County Clerk’s office. Submit completed petitions at your earliest convenience, ideally, earlier than 72 hours ahead of the deadline, to allow time for verification. The Lane County Clerk cannot guarantee that petitions filed close to the filing deadline will be completed.
- b. Complete SEL 121 “Candidate Signature Sheet - Nonpartisan” and return to me in person for approval before circulating any petition. Petitions may not be circulated until approved by the City Elections Officer.
- c. The City’s Charter requires that you get 20 qualified electors to sign your petition for nomination. A qualified elector is any person residing in the City of Lowell that is registered to vote.
- d. The City will accept unverified petitions up to the filing deadline but cannot ensure signatures can be verified by the Lane County Elections Office if submitted less than 72 hours (weekend and holiday hours excluded) before the election filing deadline.
- e. File the petition sheets with the Form SEL 338 “Petition Submission – Candidate, Voters’ Pamphlet.”

For all candidates:

You are required on the SEL 101 “Candidate Filing” form to make certain certifications regarding campaign expenditures and organization. Please consult the 2024 “Campaign Finance Manual” for more information. This document, along with the 2024 “County, City and District Candidates Manual” is available on the elections page of the website or in hard copy at Lowell City Hall.

Please consult the State Elections Division if you have any questions regarding requirements for campaign finance or organization reporting. While all submittals regarding campaign finance and organization must be submitted directly to the State Elections Division, please provide the City a copy of any submittal for our files.

Candidates should be aware of the restrictions in Lowell Revised Code Sec. 2.189 related to campaigning:

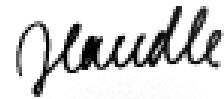
Campaign signs shall not be placed within the public rights-of-way or on public property. Campaign flyers and other campaign literature shall not be distributed in a manner that will create a litter nuisance or is not permitted by law. Campaigning is

not allowed at public meetings of the City of Lowell with the exception of the public comment period identified on the agenda and such comments must be in accordance with established meeting rules. Campaign signs will not be displayed at public meetings of the City.

Violation of City restrictions regarding campaigning can result in a Municipal Court citation and fines not to exceed \$250.00.

If you have any questions regarding filing requirements, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Jeremy Caudle". The signature is written in a cursive style with a large, prominent 'J' and 'C'.

Jeremy Caudle
City Administrator/
City Elections Officer