Candidate's Statement for County Voters' Pamphlet Instructions

Voters' Pamphlet Candidate Filing Fees:

1. **Special District/City/County at Special/Regular Election; Metro at Primary/General Election positions**
    - **$25 –** An office with **no** salary or other compensation beyond expenses is attached.
    - **$100 –** An office to which a salary or other compensation beyond expenses is attached.
2. **City/County at Primary/General Election positions** (please contact your County Elections office to determine registered voters in jurisdiction/district)
    - **$25** - Districts with fewer than 1,000 voters within the county.
    - **$50** - Districts with 1,000 – 9,999 voters within the county.
    - **$100** - Districts with 10,000 – 49,999 voters within the county.

General Instructions

1. A typewritten and signed 'VP-01 Candidate's Statement for County Voters' Pamphlet' along with the appropriate filing fee must be filed with the County Elections office no later than 5 pm on the filing deadline. Postmarks do not count. No candidate information will be listed in the County Voters' Pamphlet unless the fee and the VP-01 for County Voters' Pamphlet are filed. **Any filings received or are unsigned after 5 pm on the deadline will be rejected.** A county may choose independently to list a candidate's name in their Voters' Pamphlet.
2. Each county produces its' own individual County Voters' Pamphlet. If the Candidate's jurisdiction or district is located in more than one county a separate VP-01 must be filed and the fee paid to each county where the statement is to be printed.
3. **The combined count for 'Required' and 'Optional Information' must not exceed 325 words/numbers. If the statement exceeds 325 words/numbers it will be edited by the County Elections office.**
4. A candidate may submit an 'Amended Statement' or different portrait until 5 pm on the filing deadline. If a statement is amended a new completed VP-01 form must be submitted signed and the "Amended" box must be marked. This 'Amended Statement' and VP-01 can be faxed or a scanned copy e-mailed to the county elections office, but it must be received by 5 pm on the filing deadline. No additional fee is required.

Candidate's Statement for County Voters' Pamphlet

1. Submit signed VP-01 with the 'Required Information' complete on the filing form or attach a standard 8 ½" x 11" white paper containing the 'Required' and/or 'Optional Information' to the signed form. 'Required' and 'Optional Information is to be submitted typewritten.
2. **In addition** to filing the signed original of the VP-01, it is **recommended that the candidate e-mail** the **electronic text of the 'Required' and 'Optional Information' to the County Elections office. The electronic text must mirror the submitted print version exactly.** The print version verbage provided will be what is to be printed in the Voters' Pamphlet.
3. The candidate or authorized agent must sign the VP-01.
4. The statement must consist of words/numbers only; charts or graphics may not be used (other than bullet points).

5. The 'Candidate's Statement' must begin with the 'Required Information' which includes "Occupation", "Occupational Background", "Educational Background" and "Prior Governmental Experience" – these eight words must be a part of the statement, but these eight words do not count towards the maximum word count of 325. Provide itemized listing of information without embelishments.
6. In the 'Required Information', use semicolons (;) to separate items such as jobs, organizations, dates, etc. 'Required Information' submitted in list format will be changed to a run-on format, using commas, semicolons and colons as appropriate. The word "None" (part of word count) may be used in any section of the 'Required Information' if the candidate does not have relevant information for that section.
7. The combined total word count for 'Required' **and** 'Optional Information' **must not exceed 325 words/numbers. Please hand count your statement to ensure that your word count does not exceed the 325 maximum word/number count.**
8. Generally, anything with a white space around it counts as a word. If the word is hyphenated and the word is listed in a dictionary as one word that can be used either with or without a hyphen, it will count as one word. All other hyphenated words will count as more than one word.
9. In the 'Optional Information', standard formatting attributes, such as boldface, all caps, centering, underlining, bulleted and numbered lists may be used. These **formats are not permitted** in the 'Required Information'. Italics can only be used when citing the source of published material. Any other italic used will be changed to plain text. Bullets do not count towards the word count.
10. The County Elections office will not correct errors in spelling, punctuation, grammar or syntax. No corrections to these errors will be allowed after the filing deadline. Please proof your submission before filing.
11. If the material in the statement violates the provisions of ORS 251.415, the material in violation will be rejected. If possible,the County Elections office will notify the candidate of the rejection.

VP-02 Endorsement Statement - Authorization for use of name or organization as part of the VP-01.

1. If the name of a person and/or title or organization is used as part of the statement in the VP-01, a signed VP-02 form **must be filed no later than 5 pm on the filing deadline.** Please see the VP-02 form for more information.
2. Any name (other than the candidate or committee) listed in the 'Candidate's Statement' without a submitted signed VP-02 form or one not filed by 5 pm on the filing deadline will be removed per ORS 251.405.

Quotes from previously published sources

1. Quotes from published sources may be used. The quotation must have been disseminated to the public prior to its inclusion and the source and publication date must be provided. If a quote, from a previously published source is used, no endorsement form is necessary. The quote, source and date will count towards the 325 maximum word count.

2. Quotes from websites can be used, but must include the date and website address as part of the statement. It is recommended that a printed copy from the website be maintained for your records from the date you are referencing in your 'Candidate Statement'.
3. Italics should only be used when citing the source of a quote from a published source. Example of quotes: "*The Oregonian,* 06/21/2011" or from Mayor Smith's website, *www.mayor-smith.com* 06/21/2011 or "In the latest edition of the *NW Times*, the paper said this about me '… that Joe Smith is the best person for the job.'" *NW Times*, 02/04/2014.

Portrait

1. A portrait photo is optional. It is recommended that one 5"x7" portrait be submitted. Alternately, a digital file portrait in a standard file format (.tif or .jpg) may be submitted, as an attachment to an e-mail sent to the County Elections office or on a disk. If a digital file is submitted, an identified printer copy of the same exact portrait that is submitted, must be provided by the deadline with the filing. The digital file must clearly reference the candidate name and should be a minimum of 300 dpi. If the portrait submitted is in a format different from those recommended above, the quality of reproduction may be affected or the portrait may be unusable. The portrait must be received by the filing deadline.
2. The portrait **must be less than four years old.** If the portrait is older than four years old, it will not be used in the Voters' Pamphlet.
3. The **portrait should only show the face, neck and shoulders of the candidate**; no hands, no hat, no sunglasses or anything below the shoulders. Please leave extra space around the portrait so that it can be cropped to the required size.
4. The **background of the portrait must be plain** (non-textured, light gray background is recommended). Materials such as paneling, wallpaper, windows, textured walls, bookcases, flags and plants will be cropped or altered. In the portrait, a candidate may not wear clothing or jewelry which may be construed as showing membership in any organization (e.g., uniform, judicial robe, hat, lapel pin, etc). Portraits that do not meet these requirements will be cropped or altered and any additional expenses charged to the candidate.
5. It is recommended that the candidate name be written on the back of the print. Do not use a pen that will bleed through to the portrait.

Contact Information

→ **Clatsop County Clerk & Elections**, 820 Exchange St Ste 220 Astoria OR 97103
phone 503-325-8511 fax 503-325-9307 email: clerk@co.clatsop.or.us

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Candidate's Statement for County Voters' Pamphlet

Important! Read all instructions before completing this form. Use this form when filing a 'VP-01 Candidate's Statement for County Voters' Pamphlet' with your County Elections office. Please note that each county produces a separate County Voters' Pamphlet. If the jurisdiction or district is located in more than one county a separate VP-01 form must be filed and the fee paid to each county where the statement is to be printed.

FILING INFORMATION

Election: ☐ Primary 20_____ ☐ General 20_____ ☐ Special/Regular_____

☐ Original Statement ☐ Amended Statement

Name of Candidate (as it should appear on ballot):

Filing for the Office of (complete what's applicable):

District: Position: Zone #:

"This Information Furnished by" (Required: name of Candidate and/or Committee as it should appear in Voters' Pamphlet):

CONTACT INFORMATION

Phone: Cell:_____Work:_____Home:_____

E-Mail:

Warning: Any person who supplies information in the 'Required' portion of a Voters' Pamphlet statement, knowing it to be false, is subject upon conviction, of a Class C felony, to imprisonment for up to five years or to a fine of $125,000, or both. ORS 260.715 (1); 260.993 (2); 161.605; and 161.625.

Note: *Language which violates any provision of ORS 251.415 will be excluded from the Voters' Pamphlet.*

By signing this document, I hereby state:

- That all information provided by me on this form and in this Statement is true to the best of my knowledge;
- I am the author of this Statement (ORS 251.415);
- I have read and understand the instructions for submitting this 'Candidate Statement'; and
- The portrait, if provided, is less than four (4) years old.

_____ _____, 20_____

Signature of Candidate or Agent on behalf of Candidate Date signed

_____

(If applicable) Printed name **of Agent** Phone number

For Office Use only:

County:_____

Cash-receipt #:_____

Check #:_____

Amount $_____

Required Info? Yes No

Signed? Yes No

Optional Info? Yes No

Endorsements? Yes #_____ No

Portrait?

Print? #_____

Email copy? Yes No

Received? Yes No

None

Intake Staff Initials:

Word Count (325 max):

Providing digital copy? Yes No

Received digital copy? Yes No

Review Staff Initials:

Candidate's Statement for Voters' Pamphlet
'Required Information'

(Candidate name)

TOTAL maximum of 325 hand-counted typewritten words/numbers for 'Required' and 'Optional Information', excluding bolded headings already printed on this form. All sections of the 'Required Information' must be completed. If there is not relevant information for a required section the word "None" should be inserted. If attaching a typewritten document with either the 'Required' and/or 'Optional Information' write "See Attached" in the appropriate section of this form.

Occupation (present paid or unpaid employment):

Occupational Background (any previous paid or unpaid employment):

Educational Background (relevant school(s) attended):

Name of School	Educational study - Major/minor	Diploma/Degree/Certificate
,	,	;
,	,	;
,	,	;
,	,	.

Prior Governmental Experience (elected or appointed):

'Optional Information'

Attach a separate sheet with your 'Optional Information'. Remember - both your 'Required' and 'Optional Information' count toward the 325 word limit.

Candidate ( ) checklist for 'VP-01 Candidate's Statement for County Voters' Pamphlet' information:

- ☐ Typewritten & signed VP-01
- 'Required Information':
  - ☐ Occupation;
  - ☐ Occupational Background;
  - ☐ Educational Background;
  - ☐ Prior Governmental Experience.
- ☐ (Optional) 'Optional Information'
- ☐ (Optional) Portrait
- ☐ (If applicable) VP-02 Endorsement Statement #:_____
- ☐ Fee provided
- ☐ Word Count (325 words/numbers MAX)