



City of Yamhill

A small taste of Oregon

City Election Process

This step-by-step summary of the election process has been created to assist you in understanding the detailed information contained in this packet. If you have any questions about this information or the elections process, I can be reached at Yamhill City Hall, 503-662-3511, Monday through Thursday.

- Step 1:** The candidate receives the election packet from the City Elections Officer.
- Step 2:** The candidate files with the City Election Officer:
- Candidate Filing – Major Political Party or Nonpartisan (**SEL 101**).
Complete both sides and mark:
 - “Prospective Petition with proposed signature sheet”; AND
 - Petition circulators will be paid (Mark One)
 - Candidate Signature Sheet(s) – Nonpartisan (**SEL 121**)
- Step 3:** City Elections Officer approves the SEL 101 for signature gathering and **provides the candidate with a letter authorizing** the collection of signatures. APPROVAL MUST BE RECEIVED PRIOR TO GATHERING ANY SIGNATURES. Signatures gathered prior to written approval, will be rejected.
- Step 4:** The candidate then obtains signatures on the petitions. Ten valid signatures are required for nomination; it is strongly suggested that the candidate obtain several more. Each signature sheet must be signed by the circulator who witnessed and obtained the signatures. Oregon law requires that each petition sheet be properly certified by its circulator, who must personally witness each signature. Please review the guidelines for the circulation of petitions in the City Candidates Manual.
- The candidate shall sign the first line on the first sheet of the approved signature petition. This will provide confirmation of residency and voter requirements.
- Step 5:** When ample signatures have been collected, the candidate shall submit the petitions to the City of Yamhill/Elections Division for verification of signatures at Yamhill City Hall, 205 S. Maple Street, Yamhill. Please allow 5-7 business days for signature verifications. As a guideline, signature petitions should be submitted to the City of Yamhill/City Recorder no later than August 20, 2024.
- Step 6:** When the verification process is complete, the City of Yamhill Elections Official will contact the candidate to pick up the signature petitions. The County Elections



City of Yamhill

A small taste of Oregon

Official will provide a tabulation of the number of valid signatures contained on the accepted signature sheets. If it is determined that there are not enough valid signatures and the filing deadline of August 27th, 2024, has not passed, the candidate may gather and submit additional signatures.

- Step 7:**
- Complete Filing:** In order to complete the filing process, a candidate must file the following with the City of Yamhill Elections Officer:
 - SEL 338** -Petition Submission
 - SEL 121** - Verified signature sheets that contain the required 10 valid signatures.

The **deadline** to submit the completed filing to the City of Yamhill Elections Officer is 4:00 pm, August 27, 2024.