



Date: July 10, 2024

To: Persons Wishing to File for Elected Position of City Council or Mayor  
General Election, November 5, 2024

From: Marci Moore, City Recorder

Subject: Requirements for Nomination and Filing for City Council or Mayor

The City of Clatskanie will have three (3) Council positions and one (1) Mayor Position on the November 5th, 2024, ballot. All forms must be properly completed and returned to me by the filing deadline of August 23rd, 2024. Required forms are included in this packet.

**IMPORTANT DATES:**

- ▶ Last day for file for office: August 27, 2024
- ▶ Last day to file for county Voters' Pamphlet: August 29, 2024  
(Candidates file with Columbia County Elections)
- ▶ **Election Day:** Tuesday, November 5, 2024

**Two Ways to File**

**1. File by Fee**

Candidate must file with the City Elections Office:  
Form SEL 101-Candidate Filing-Major Political Party or Nonpartisan  
AND  
Pay the required filing fee (\$25.00)

**2. File by Signature Petition**

Each petition sheet, (form SEL 121) has ten (10) spaces for signatures, and two sheets are enclosed. A minimum of 6 valid signatures from registered voters is required. Please note that a person cannot sign a nomination petition unless they are already registered to vote.

Candidate must file with the City Elections Office:  
Form SEL 101-Candidate Filing-Major Political Party or Nonpartisan  
AND  
Form SEL 121-Candidate Signature Sheet-Nonpartisan

**(See enclosed County, City and District Candidates Manual) for additional information.**

## **Filing for Nomination**

1. To be eligible to file for a City Council or Mayor position, you must be a qualified voter who has resided in the City during the last twelve (12) full months immediately preceding the election, and you must submit proof of residency. If you are a homeowner, this could be as simple as providing a utility billing showing account history for the last twelve months. If you are a renter and do not pay a utility bill, you might consider obtaining a letter from your landlord verifying your rental status for the past twelve months, or by presenting receipts or cancelled checks for your rent payment.
2. Submit the required forms.
3. All forms must be completed and submitted by 5:00 p.m. August 27, 2024, in order for you to be placed on the November 5, 2024 ballot.
4. You will be notified of the elections results. Good Luck!!