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MEMORANDUM

City Recorder's Office

To: Mayor and City Council

Date: May 13, 2026

From: Julie Fisher, City Recorder

Subject: Amendment to Candidate Filing Period LMC 2.13

I. INTRODUCTION

The purpose of this memorandum is to present a proposed amendment to the Lebanon Municipal Code related to candidate filing procedures for elective office. The proposed changes reorganize existing code provisions into a dedicated chapter for candidate nominations and revise the filing period to improve clarity, accessibility, and compliance with recent changes to state law.

II. CURRENT REPORT

The City's current candidate filing procedures are located within a broader section of the Municipal Code addressing Officers and Employees. Filing timelines were previously established through Ordinance No. 2019-16 Ordinance 2393, which provides a limited filing window beginning on the second Monday in July through the end of the month.

Recent changes to Oregon law now require incumbent candidates to file for office seven (7) days prior to the filing deadline for non-incumbent candidates. This requirement further compresses the already limited filing period, particularly for candidates seeking nomination by petition. Under the current structure, non-incumbent candidates have approximately 18 days to complete the filing process, while incumbent candidates have approximately 9 days.

Additionally, the existing code does not clearly define business days or filing hours, which may lead to confusion for candidates and administrative staff, particularly with the introduction of electronic filing options.

III. RECOMMENDATION

Staff recommends amending the Lebanon Municipal Code to establish a revised candidate filing period beginning on the first business day of July and ending on the last business day of July. The proposed amendment also clearly defines filing hours as 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding legal holidays, and establishes consistent standards for both in-person and electronic submissions.

The amendment includes the creation of a new section within Chapter 2.13 to consolidate filing timelines and deadlines in a single location, improving clarity and long-term maintainability of the

Code. The proposed language also incorporates the state-mandated earlier filing deadline for incumbent candidates while clarifying that individuals appointed to an elective office are not subject to the incumbent filing deadline.

These changes are intended to expand access to the candidate filing process, reduce ambiguity, and ensure alignment with state law while maintaining clear and enforceable deadlines.