


# ATTACHMENT 1

# County, City, and District Referral Manual

*Published by*

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## Secretary of State

Elections Division Rev. 02/2022

## 2022 Local Elections Calendar

 District Measures	March 8	May 17	August 23	November 8
<b>Last Day for County Elections Official to Publish</b> → notice of district measure election	See ORS 255.085			
<b>Last Day for County, City, or District Governing Body to File with Local Elections Official</b> → ballot title for publication of notice or → referral text so a ballot title can be written	December 17	February 25	June 3	August 19
<b>Last Day for Local Governing Body to File with County Elections Official</b> → Form SEL 801 Notice of Measure Election - County  Form may only be filed upon completion of the ballot title challenge process.	January 6	March 17	June 23	September 8
→ Form SEL 802 Notice of Measure Election - City  Form may only be filed upon completion of the ballot title challenge process.	January 6	March 17	June 23	September 8
→ Form SEL 803 Notice of Measure Election – District  Form may not be filed until after the deadline for the immediately preceding election has passed and only upon completion of the ballot title challenge process.	January 6	March 17	June 23	September 8
<b>Last Day to File with County Elections Official</b> → arguments for inclusion in county voters' pamphlet	January 10	March 21	June 27	September 12

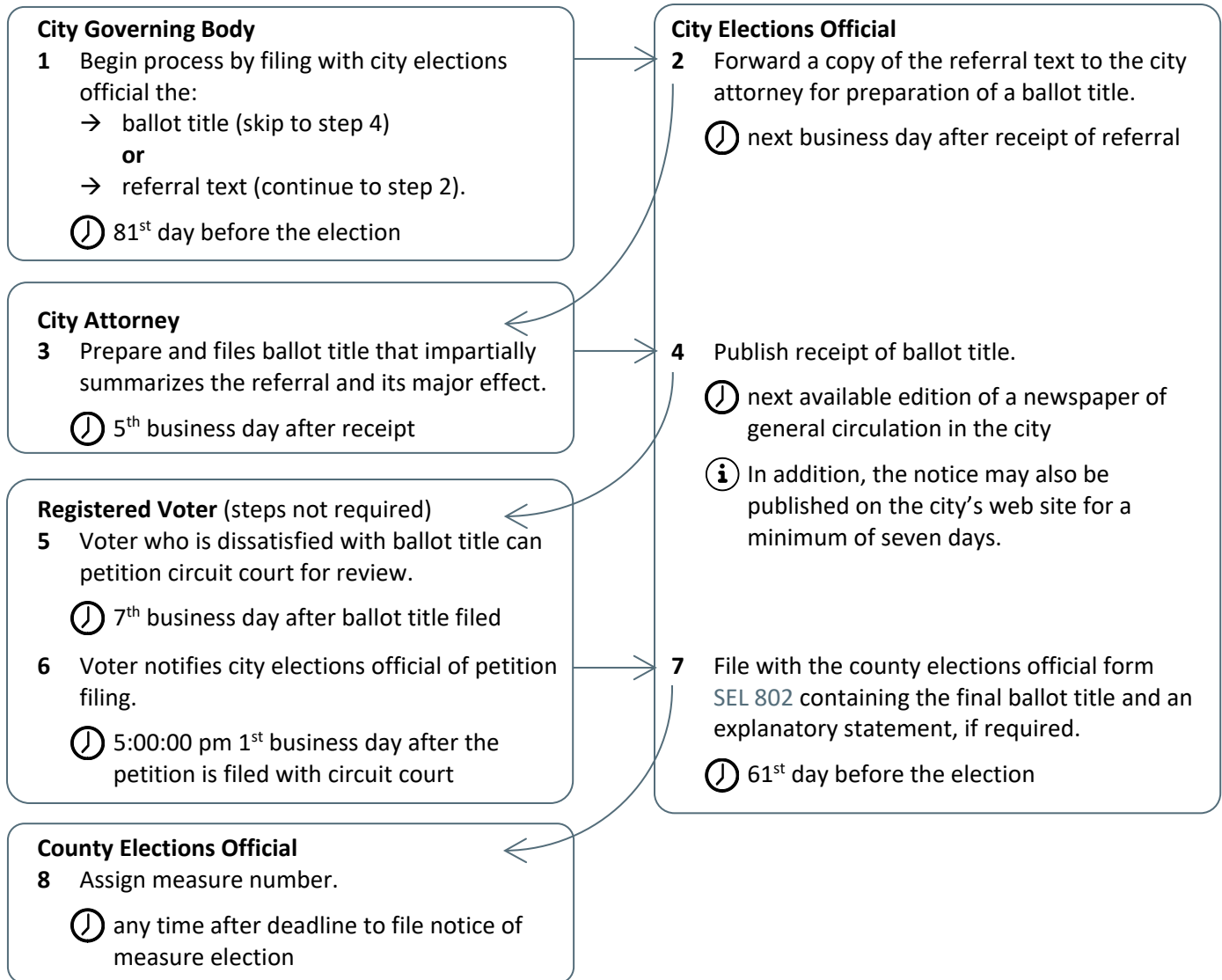
## 2023 Local Elections Calendar

 District Measures	March 14	May 16	August 22	November 7
<b>Last Day for County Elections Official to Publish</b> → notice of district measure election	See ORS 255.085			
<b>Last Day for County or City Governing Body to File with Local Elections Official</b> → ballot title for publication of notice or → referral text so a ballot title can be written	December 23	February 24	June 2	August 18
<b>Last Day for Local Governing Body to File with County Elections Official</b> → Form SEL 801 Notice of Measure Election - County  Form may only be filed upon completion of the ballot title challenge process.	January 12	March 16	June 22	September 7
→ Form SEL 802 Notice of Measure Election - City  Form may only be filed upon completion of the ballot title challenge process.	January 12	March 16	June 22	September 7
→ Form SEL 803 Notice of Measure Election – District  Form may not be filed until after the deadline for the immediately preceding election has passed and only upon completion of the ballot title challenge process.	January 12	March 16	June 22	September 7
<b>Last Day to File with County Elections Official</b> → arguments for inclusion in county voters' pamphlet	January 17	March 20	June 26	September 11

## Notice of Local Option Tax Measure or General Obligation Bond

County elections officials must file with the Secretary of State a copy of the Notice of Measure Election for each local option tax measure or general obligation bond measure placed on the ballot by a municipal corporation.

# City Referral Steps



## Competing Measure

If a qualified initiative is filed by the city elections official at a city governing body meeting that occurs on the 90<sup>th</sup> day before the election and the governing body refers a competing measure, the ballot title process including the challenge period must be completed no later than the 61<sup>st</sup> day before the election.

# City Referral Process



Local charter or ordinance requirements do not supersede ORS 250.035 relating to ballot title format or the statement of measures filed under ORS 254.095.

Once a city governing body refers a measure for the voters to decide, a ballot title must be written. All ballot titles must comply with the requirements in ORS 250.035.

## Ballot Title Process

*ORS 250.035, 250.275, 250.285, and 250.296*

A ballot title is a concise and impartial statement prepared by the city governing body or the city attorney that will be printed on the ballot summarizing the referral and its major effect. Any voter may challenge the ballot title in circuit court and the referral may only appear on the ballot once this process is complete.

### 1 Preparation

For any referral, the city governing body may:

→ prepare and file a ballot title with the city elections official

or

→ file referral text with the city elections official.



Form SEL 805 Request for Ballot Title – Preparation or Publication of Notice may be used to file:

→ the text of the referral so a ballot title can be written

or

→ the ballot title written by the governing body or city attorney for publication of notice.

The city elections official will forward a copy of the referral text to the city attorney for preparation of a ballot title. After receiving the referral, the city attorney writes and files a ballot title with the city elections official.

### 2 Format

Each ballot title must contain all of the following elements:

→ a caption that does not exceed 10 words describing the subject of the referral;

→ a question that does not exceed 20 words plainly phrasing the main purpose of the referral so that an affirmative response to the question corresponds to a yes vote on the referral; and

→ a summary that does not exceed 175 words describing the major effect of the referral.



Additional ballot title requirements apply to referrals requesting a general obligation bond, a local option tax, or a permanent rate limit.



For further information you may contact the Elections Division, your bond counsel, or the Oregon Department of Revenue, Property Tax Division 800 356 4222.

### 3 Notice

After receiving a ballot title from the city governing body or the city attorney, the city elections official publishes notice in the next available edition of a newspaper of general circulation that any voter may challenge the ballot title. It is advisable to also publish the notice on the city website for a minimum of seven days. The notice must include all of the following:

- a statement that a ballot title has been received and that any voter may file a petition for review of the ballot title;
- the deadline for filing a petition for review of the ballot title with the circuit court; and
- the ballot title provided by the city governing body or city attorney or information on how to obtain a copy.



Notice must be published prior to the deadline to file a petition to review the ballot title.

### 4 Ballot Title Appeal

Any registered voter who is dissatisfied with the ballot title may petition the circuit court to review the ballot title. If a registered voter files a petition to review a ballot title with the circuit court, the voter must:

- name the city governing body or city attorney as respondent, depending who prepared the ballot title;
- state the reasons why the ballot title is insufficient, not concise or unfair; and
- notify the city elections official in writing that a petition has been filed.



If the notification of the city elections official is not timely filed, the petition to the circuit court may be dismissed.

### 5 Circuit Court Review

When a petition is filed, the circuit court conducts its review and renders its decision certifying a ballot title meeting the requirements of ORS 250.035. The review of the ballot title by the circuit court shall be the first and final review.



If the Circuit Court certifies a different ballot title, the city elections official forwards the final ballot title to the city official authorized to submit notice of measure election for preparation of form [SEL 802](#).

## Explanatory Statement

*ORS 251.067, 251.285, 251.345, and OAR 165-022-0040*

An explanatory statement is an impartial, simple and understandable statement explaining the measure. The city governing body must prepare and file an explanatory statement of no more than 500 words for a referral **only** if:

- the county is producing a voters' pamphlet
- or
- the referral will appear in the state voters' pamphlet.



Cities are encouraged to adopt and comply with an ordinance that provides a judicial review procedure for an explanatory statement which is contested. If a city measure is to appear in the state voters' pamphlet, a judicial review procedure is required.



See the State Voters' Pamphlet Manual available at [www.oregonvotes.gov](http://www.oregonvotes.gov) for additional requirements for referrals appearing in the state voters' pamphlet.

## Certification of Referral to Ballot

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*ORS 254.095*

The city governing body must certify that the challenge process is complete and file the final ballot title on:



Form SEL 802 Notice of Measure Election – City.



If the county is producing a voters' pamphlet, the county elections official will reject any SEL 802 that is not accompanied by an explanatory statement.

After receiving a city referral, the county elections official assigns a measure number.



Ballot measure numbers will not be repeated. If the measure is later removed from the ballot, the measure number will not be re-used.

## Withdrawal of Referral

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To withdraw a referral, the city governing body must complete and file with the county elections official:



Form SEL 804 Withdrawal - Notice of Measure Election.



The SEL 804 must be submitted no later than the 61<sup>st</sup> day before the election.