


ATTACHMENT 1

County, City, and District Referral Manual

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Secretary of State

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2022 Local Elections Calendar

 District Measures	March 8	May 17	August 23	November 8
Last Day for County Elections Official to Publish → notice of district measure election	See ORS 255.085			
Last Day for County, City, or District Governing Body to File with Local Elections Official → ballot title for publication of notice or → referral text so a ballot title can be written	December 17	February 25	June 3	August 19
Last Day for Local Governing Body to File with County Elections Official → 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
Last Day to File with County Elections Official → arguments for inclusion in county voters' pamphlet	January 10	March 21	June 27	September 12

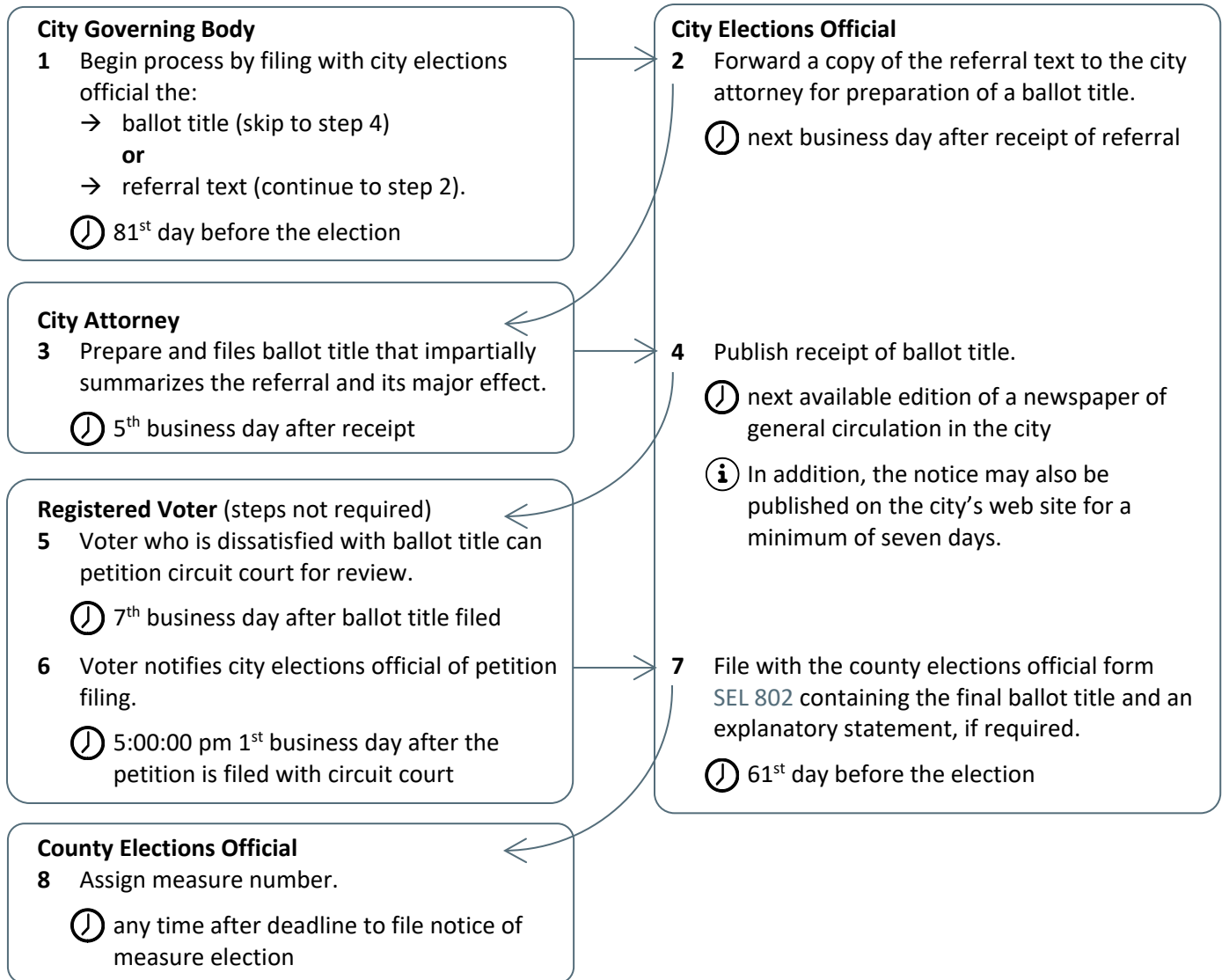
2023 Local Elections Calendar

 District Measures	March 14	May 16	August 22	November 7
Last Day for County Elections Official to Publish → notice of district measure election	See ORS 255.085			
Last Day for County or City Governing Body to File with Local Elections Official → ballot title for publication of notice or → referral text so a ballot title can be written	December 23	February 24	June 2	August 18
Last Day for Local Governing Body to File with County Elections Official → 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
Last Day to File with County Elections Official → 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 90th 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 61st 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 for additional requirements for referrals appearing in the state voters' pamphlet.

Certification of Referral to Ballot

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

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 61st day before the election.

Date	Description	Reference	Calculation	Election
February 12, 2024	Last day to designate official ballot dropsites. Adjusted under ORS 187.010(3).	OAR 165-007-0030	-30	March
February 12, 2024	First day to mail ballots to voters with a non-Oregon mailing address who are not military or overseas voters.	253.065; 254.470	-29	March
February 12, 2024	Last day to file explanatory statements, financial estimates and any statements explaining estimates.	250.127; 251.215; 251.225	-99	Primary
February 16, 2024	Last day to conduct hearings on explanatory statements, financial estimates and any statements explaining estimates.	250.127; 251.215	-95	Primary
February 19, 2024	President's Day	Federal Holiday		No Mail Delivery
February 20, 2024	Last day to register to vote. Registration cards postmarked by this date or submitted online no later than 11:59 pm are valid.	247.025	-21	March
February 20, 2024	Last day to cancel voters based on information from US Postal Service records.	247.296	-91	Primary
February 21, 2024	First day to mail ballots to voters.	254.470	-20	March
February 21, 2024	First day for political party to request free statewide voter file from Secretary	247.940	-3 Months	Primary
February 21, 2024	Last day to prepare and mail submarine ballot to military and overseas voters.	253.565	-90	Primary
February 21, 2024	Last day for major political party to file rules opening primary election.	254.365	-90	Primary
February 21, 2024	Last day to file revised explanatory statements, financial estimates and any statements explaining estimates.	250.127; 251.215	-90	Primary
February 23, 2024	Last day to mail ballots to voters without daily mail service.	254.470	-18	March
February 23, 2024	Last day for Secretary of State to file financial estimates and any statements explaining estimates, if financial estimate committee does not.	250.127	-88	Primary
February 26, 2024	Last day for Secretary of State to notify county clerks of open primary.	OAR 165-007-0030	-85	Primary
February 26, 2024	Last day to petition Supreme Court to review explanatory statements or process used to adopt financial estimates and any statements explaining	ORAP Rule 11.30; 250.131; 251.235	5	Revision Deadline
February 27, 2024	Last day to distribute county voters' pamphlet.	251.315	-14	March
February 27, 2024	Last day to mail ballots to voters.	254.470	-14	March
February 27, 2024	Last day to notify Secretary of State of intent to publish or not publish county voters' pamphlet.	OAR 165-007-0030	-84	Primary
February 29, 2024	Last day for candidate to register as nonaffiliated to meet 180 day registration requirement for general election.	249.720	-180	General Filing Deadline
February 29, 2024	Monthly initiative petition submission.	250.105		State Initiative
March 1, 2024	Last day for governing body to file referral text or prepared ballot title in order to complete challenge period by deadline to file notice of measure election.	OAR 165-014-0005	-81	Primary
March 5, 2024	Last day to conduct public certification test of vote tally system.	254.235	-7	March

Date	Description	Reference	Calculation	Election
March 7, 2024	Last day absentee or replacement ballots are required to be mailed to voters.	247.307; 253.545; 254.470	-5	March
March 7, 2024	Deadline to compile list of inactive voters with valid mailing addresses, including those who are inactive due to nonmatching signature or name	247.281	-75	Primary
March 12, 2024	Election Day. County Clerk's office open 7 am - 8 pm. Official dropsites open until 8 pm, for minimum of 8 hours.	254.470	Election Day	March
March 12, 2024	Seven day campaign finance transaction reporting ends.	260.057	Election Day	March
March 12, 2024	Last day for voter to return ballot. Ballots that are mailed must be postmarked by election day. Ballots deposited in an official drop box must be received by 8	253.070; 254.470	Election Day	March
March 12, 2024	Last day for major party or nonpartisan candidate to file declaration of candidacy or nominating petition.	249.037	-70	Primary
March 12, 2024	Last day for district candidate to file declaration of candidacy, nominating petition or to withdraw.	255.235	-70	Primary
March 12, 2024	First day to mail notice to voters who were inactive as of the 75th day before	247.281	-70	Primary
March 13, 2024	Last day for Secretary of State to complete random ordering of alphabet to determine candidate name placement.	254.155	-69	Primary
March 14, 2024	Last day for Secretary of State to distribute random alphabet.	254.155	-68	Primary
March 14, 2024	Last day to file or withdraw candidate statements or measure arguments for state voters' pamphlet.	251.065; 251.245; 251.255; 251.285	-68	Primary
March 14, 2024	Last day for candidate, who files candidacy with county clerk, to file statement for county voters' pamphlet.	OAR 165-022-0010	-68	Primary
March 15, 2024	Last day for candidate, other than district candidate, to withdraw.	249.170	-67	Primary
March 19, 2024	Last day to receive valid postmarked ballots by mail.	253.070; 254.470	7	March
March 19, 2024	Last day to review state voters' pamphlet filings for statutory compliance.	251.087; 251.260	3 business	VP Filing Deadline
March 20, 2024	Last Day to forward ballots.	253.070; 254.470	8	March
March 20, 2024	Material submitted for state voters' pamphlet available for public inspection.	251.145	4 business	VP Filing Deadline
March 20, 2024	Candidate voters' pamphlet statements, for candidates who file candidacy with county clerk, available for public inspection.	251.430	4 business	VP Filing Deadline
March 21, 2024	Last day for Secretary of State and city elections official to file ballot	254.085; 254.095	-61	Primary
March 21, 2024	Last day to file or withdraw notice of measure election and any required explanatory statement.	254.095; 254.103; 255.085; OAR 165- 022-0010	-61	Primary
March 21, 2024	Last day to notify candidates and measure argument filers of required corrections to state voters' pamphlet material.	251.087; 251.260	5 business	VP Filing Deadline

Date	Description	Reference	Calculation	Election
March 22, 2024	Last day to mail notice to voters who were inactive as of the 75th day before	247.281	-60	Primary
March 25, 2024	Last day for candidate, who files candidacy with governing body other than county clerk, to file statement for county voters' pamphlet.	OAR 165-022-0010	-57	Primary
March 25, 2024	Last day to file measure arguments for county voters' pamphlet.	OAR 165-022-0010	2 business	Notice Deadline
March 25, 2024	Last day for candidate or measure argument filer to correct state voters'	251.087; 251.260	7 business	VP Filing Deadline
March 27, 2024	Information identifying voters with ballots challenged for missing or non-matching signatures available for public inspection.	254.431	15	March
March 29, 2024	Candidate statements, for candidates who file candidacy with governing body other than county clerk, and measure arguments available for public	251.430	4 business	VP Filing Deadline
March 29, 2024	Monthly initiative petition submission.	250.105		State Initiative
April 2, 2024	Last day to resolve ballot challenges.	254.426; 254.431	21	March
April 6, 2024	Last day to print and mail ballots to military and overseas voters.	253.065	-45	Primary
April 8, 2024	Last day to prepare and deliver abstracts to appropriate elections officials.	254.545; 255.295	27	March
April 8, 2024	First day the county clerk may provide, in person or by mail, a ballot to voter who will be away during an election.	254.470	-43	Primary
April 9, 2024	Seven day campaign finance transaction reporting begins.	260.057; 260.118	-42	Primary
April 16, 2024	Last day to issue proclamation if provisions of two or more approved county	254.545	35	March
April 18, 2024	Last day to prepare and electronically deliver precinct level results and Ballot Count Report to Secretary of State.	254.074; 254.545; OAR 165-007-0030	37	March
April 18, 2024	Last day to certify 50% turnout of eligible voters.	OAR 165-007-0130	37	March
April 19, 2024	Last day for elections official to prepare and deliver acceptance of office form to individuals nominated or elected by write-in.	254.548	38	March
April 22, 2024	Last day for city elections official to canvass votes for city measures and issue proclamation if provisions of two or more approved measures conflict.	254.565	40	March
April 22, 2024	Last day to file contest of election, if no recount. Adjusted under ORS 246.021.	258.036	40	March
April 22, 2024	Last day to establish or divide precincts. Adjusted under ORS 187.010(3).	246.410	-30	Primary
April 22, 2024	Last day to designate official ballot dropsites. Adjusted under ORS 187.010(3).	OAR 165-007-0030	-30	Primary
April 22, 2024	First day to mail ballots to voters with a non-Oregon mailing address who are not military or overseas voters.	253.065; 254.470	-29	Primary
April 23, 2024	Last day to file recount demand.	258.161	42	March
April 24, 2024	Last day for individuals nominated or elected by write-in to file acceptance	254.548	43	March
April 26, 2024	Last day to deliver a certificate of nomination or election to individuals who filed write-in acceptance forms and, if applicable, issue a proclamation declaring the election of those individuals.	254.548	45	March

Date	Description	Reference	Calculation	Election
April 26, 2024	Last day for district elections authority to determine result of election.	255.295	45	March
April 26, 2024	Election Day Report due.	DIR. 2006-7	45	March
April 30, 2024	Last day to register to vote or change party affiliation. Registration cards postmarked by this date or submitted online no later than 11:59 pm are valid.	247.025; 247.203	-21	Primary
April 30, 2024	Monthly initiative petition submission.	250.105		State Initiative
May 1, 2024	Last day to mail state voters' pamphlet.	251.175	-20	Primary
May 1, 2024	First day to mail ballots to voters.	254.470	-20	Primary
May 3, 2024	Last day to mail ballots to voters without daily mail service.	254.470	-18	Primary
May 6, 2024	Last day for political party to request free statewide voter file from Secretary	247.940	-15	Primary
May 7, 2024	Last day to distribute county voters' pamphlet.	251.315	-14	Primary
May 7, 2024	Last day to mail ballots to voters.	254.470	-14	Primary
May 14, 2024	Last day to conduct public certification test of vote tally system.	254.235	-7	Primary
May 16, 2024	Last day absentee or replacement ballots are required to be mailed to voters.	247.307; 253.545; 254.470	-5	Primary
May 21, 2024	Election Day. County Clerk's office open 7 am - 8 pm. Official dropsites open until 8 pm, for minimum of 8 hours.	254.470	Election Day	Primary
May 21, 2024	Last day to file write-in declaration or write-in nomination for precinct committeeperson. Must be filed no later than 8 pm.	248	Election Day	Primary
May 21, 2024	Last day for voter to return ballot. Ballots that are mailed must be postmarked by election day. Ballots deposited in an official drop box must be received by 8	253.070; 254.470	Election Day	May
May 21, 2024	Seven day campaign finance transaction reporting ends.	260.057; 260.118	Election Day	Primary
May 24, 2024	Last day to submit state initiative petition signatures for early verification.	250.105	-165	General
May 24, 2024	Seven day campaign finance transaction reporting begins for Initiative Petition Committees.	260.118	-42	Submission Deadline
May 27, 2024	Memorial Day	Federal Holiday		No Mail Delivery
May 28, 2024	Last day to receive valid postmarked ballots by mail.	253.070; 254.470	7	Primary
May 29, 2024	Last Day to forward ballots.	253.070; 254.470	8	Primary
May 31, 2024	Monthly initiative petition submission.	250.105		State Initiative
June 5, 2024	Information identifying voters with ballots challenged for missing or non-matching signatures available for public inspection.	254.431	15	Primary
June 5, 2024	First day to file declaration of candidacy or nominating petition for local offices filled at general election.	221.180	15	General
June 5, 2024	First day for nonaffiliated and minor political party candidates to file certificates of nomination for general election.	249.722	15	General