



**City Administrator's Office**  
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**To:** Candidates for Lowell City Council  
**From:** Jeremy Caudle, City Administrator  
**Subject:** Instructions on running for City Council in November 2022 elections  
**Date:** June 1, 2022

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Enclosed in this candidate's packet are all the forms you will need to file a nomination for Lowell City Councilor for the November 8, 2022 General Election. Candidates may file for only one position and are elected at-large for that position. As City Administrator, I serve as the City Elections Official.

The City will be electing the following City Council positions:

- Position 1 – Don Bennett was elected to this position in November 2018. The person elected to this position in November will serve a 4-year term.
- Position 2 – Jimmy Murray was appointed to this position to fill a vacancy in April 2022. The person elected to this position in November will serve a 4-year term.
- Position 3 – Maureen Weathers was appointed to this position to fill a vacancy in September 2021. The person elected to this position in November will serve a 4-year term.

To qualify for election to City Council, candidates must have resided within the City of Lowell for the 12 months immediately preceding the election and be a qualified elector within the meaning of the Oregon State Constitution. In Lowell, candidates may file by paying a fee or by petition.

**For candidates filing by paying a fee, the following requirements apply:**

- a. Complete form SEL 101 "Candidate Filing Major Political Party or Nonpartisan" and file it with the City before August 30, 2022 at 4:00 p.m.
- b. Mark "Filing by Declaration" on the form SEL 101 and pay the \$25.00 City of Lowell filing fee at time of filing.

**For candidates filing by petition, the following requirements apply:**

- a. Complete form SEL 101 "Candidate Filing Major Political Party or Nonpartisan" and file it with the City far enough before the filing deadline of August 30, 2022 to allow time to collect and verify sig-

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natures with the Lane County Elections Office. Mark “Prospective Petition with proposed signature sheet” on the form SEL 101.

b. Complete SEL 121 “Candidate Signature Sheet - Nonpartisan” and return to me in person for approval before circulating any petition. Petitions may not be circulated until approved by the City Elections Officer.

c. The City’s Charter requires that you get 20 qualified electors to sign your petition for nomination. A qualified elector is any person residing in the City of Lowell that is registered to vote.

d. Submit all completed petition sheets at least 72 hours before the established election filing deadline. The City will accept unverified petitions up to the filing deadline but cannot ensure signatures can be verified by the Lane County Elections Office if submitted fewer than 72 hours (weekend and holiday hours excluded) before the election filing deadline.

e. File the petition sheets with the Form SEL 338 “Petition Submission – Candidate, Voters’ Pamphlet.”

**For all candidates:**

You are required on the SEL 101 “Candidate Filing” form to make certain certifications regarding campaign expenditures and organization. Please consult the 2022 “Campaign Finance Manual” for more information. This document, along with the 2022 “County, City and District Candidates Manual” is available on the elections page of the website or in hard copy at Lowell City Hall.

Please consult the State Elections Division if you have any questions regarding requirements for campaign finance or organization reporting. While all submittals regarding campaign finance and organization must be submitted directly to the State Elections Division, please provide the City a copy of any submittal for our files.

Candidates should be aware of the restrictions in Lowell Revised Code Sec. 2.189 related to campaigning:

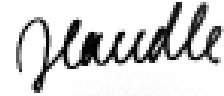
Campaign signs shall not be placed within the public rights-of-way or on public property. Campaign flyers and other campaign literature shall not be distributed in a manner that will create a litter nuisance or is not permitted by law. Campaigning is not allowed at public meetings of the City of Lowell with the exception of the public comment period identified on the agenda and such comments must be in accordance with established meeting rules. Campaign signs will not be displayed at public meetings of the City.

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Violation of City restrictions regarding campaigning can result in a Municipal Court citation and fines not to exceed \$250.00.

If you have any questions regarding filing requirements, please contact me.

Sincerely,

A handwritten signature in black ink that reads "J. Caudle". The signature is written in a cursive, flowing style.

Jeremy Caudle  
City Administrator/  
City Elections Officer