



**CANDIDATE’S STATEMENT FOR THE COLUMBIA COUNTY VOTER’S PAMPHLET  
INSTRUCTIONS AND FILING FORMS**

**CANDIDATE STATEMENT INSTRUCTIONS**

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**General Information**

1. **FILING DATE.** The completed Candidate’s Statement for the Columbia County Voters’ Pamphlet; photograph; appropriate filing fee; and Statement(s) of Endorsement, if applicable, must be received by the Columbia County Clerk’s office not later than 5:00 p.m. on the filing deadline day for submitting Candidate’s Statement. Postmarks do not count. Any forms received after 5:00 p.m. on the filing deadline day will be rejected.
2. **AMENDMENTS.** A candidate may submit an amended statement or different photograph until 5:00 p.m. on the filing deadline day. If you choose to submit an amended statement, you must submit a completed Candidate’s Statement with **the words “Amended Statement” noted at the top.**
3. **LEGIBILITY.** The Candidate’s Statement may be typed or legibly printed in black ink.
4. **SIGNATURE. PART ONE (REQUIRED INFORMATION)** shall be signed by the candidate. **PART TWO (OPTIONAL INFORMATION)** may be signed by either the candidate or the person responsible for the content of that section.
5. **FILING FEE.** The Candidate’s Statement will not be accepted without a filing fee:

Jurisdiction’s voter registration	Candidate Fee
Less than 1,000 within a county	\$25
1,000 to 9,999	\$50
10,000 to 49,999	\$100

6. **ORS 251.415.** The County Election Official shall reject any statement which:
  - Contains any obscene, profane or defamatory language;
  - Incites or advocates hatred, abuse or violence toward any person or group; or
  - Contains any language which may not legally be circulated through the mails.
7. **REFUND.** A refund may be requested by the person who paid the filing fee no later than the last day for filing the Candidate’s Statement. When a refund is made, the statement will not be printed in the Voters’ Pamphlet.
8. **PROOFING.** The Candidate’s Statement **will not be returned for proofreading after it has been filed.** Check your spelling and grammar carefully before submitting. Statements will be printed “as is”, with no errors being corrected by the staff at Columbia County Elections.
9. **PUBLIC RECORD.** Candidate’s Statement will become public record on the 4th business day after the filing deadline (ORS 251.430).
10. **MULTIPLE COUNTY BALLOT.** Voters’ pamphlets are prepared county by county. If your name will appear on the ballot in more than one county, and you wish to have your statement and photograph in more than one county’s voters’ pamphlet, you must contact each individual county for information on the appropriate forms.

## **FILING FORM SPECIFIC INFORMATION (PART 1 REQUIRED AND PART 2 OPTIONAL)**

1. **WORD COUNT.** The combined word count total for PART ONE and PART TWO shall not exceed 325 words/numbers, including the eight words in the heading of PART ONE (Occupation, Occupational Background, etc.). If the Candidate's Statement exceeds the 325 word/number limits, the County Election Official shall edit the statement.
2. **PART TWO AS AN ATTACHMENT.** The required and optional information may be submitted on a separate piece of paper with the PART ONE form completed, signed and dated. Indicate on the form in the area designated for OPTIONAL information the words "SEE ATTACHED."
3. **PUNCTUATION AND GRAMMAR.**
  - In the "Required Information", use semi-colons to separate items such as jobs, organizations, dates, etc.
  - The word "None" must be used in any section of the "Required Information" If the candidate does not have any relevant information for that section. The word "None" shall count as part of the word/number count.
  - Use words and numbers only; bullets and bold are acceptable; charts or graphics may not be used.
  - No italics may be used except when identifying publications. If italic text is used improperly, it will be changed to plain text.
4. **QUOTES AND CITATIONS.** All information cited or quoted from previously published material SHALL INCLUDE the source and date of publication. (Example: *The Oregonian*, June 1, 1995.)
5. **ENDORSEMENTS.** Any endorsement by an individual or an organization, which was not previously made public, shall be accompanied by a **STATEMENT OF ENDORSEMENT FORM**. If a Statement of Endorsement is required but not received, the endorsement will be removed from the statement.

## **PHOTOGRAPHS**

1. **OPTIONAL INCLUSION IN PAMPHLET.** You may choose to submit two (2) identical photographs (black and white glossy finish) with the Candidate's Statement.
2. **Photographs MUST:**
  - Be less than four (4) years old from the date of submission.
  - Be reproducible to a finished black and white 2" x 3" picture
  - Have a plain background (Note: a grey background reproduces the best)
  - Show the face, neck and shoulder only.
3. **Photographs MUST NOT:**
  - Include the hands or anything held in the hands;
  - Show the wearing of a judicial robe, a hat, or a military, police or fraternal uniform
  - Show the uniform or insignia of any organization

## **QUESTIONS AND CLARIFICATION**

If you have any questions, call or stop by Columbia County Elections:

**Columbia County Clerk's Office**  
230 Strand St.  
St. Helens, OR 97051  
503.397.7214 fax 503.397.7266



**CANDIDATE’S STATEMENT FOR COLUMBIA COUNTY VOTER’S PAMPHLET**

Please type or legibly print in black ink.

<b>Candidate Name</b>	<b>Office</b>
<b>District</b>	<b>Position/Zone Number</b>

**PART ONE: REQUIRED INFORMATION**

**OCCUPATION** (Present Employment - Paid or Unpaid)

[Empty text box for occupation information]

**OCCUPATIONAL BACKGROUND** (Previous Employment - Paid or Unpaid)

[Empty text box for occupational background information]

**EDUCATIONAL BACKGROUND** (Schools Attended, Last Grade Completed; Degrees, if any)

[Empty text box for educational background information]

**PRIOR GOVERNMENTAL EXPERIENCE** (Elected or Appointed)

[Empty text box for prior governmental experience information]

By signing this form I HEREBY CERTIFY THAT all information supplied by me about my occupation, occupational and educational background, and prior governmental experience is true to the best of my knowledge.

\_\_\_\_\_  
**Candidate’s Signature**

\_\_\_\_\_  
**Date**

**WARNING:** Supplying false information on this form may result in conviction of a felony with a fine of up to \$100,000 and/or imprisonment for up to five years. (ORS 260.715)



**CANDIDATE'S STATEMENT FOR COLUMBIA COUNTY VOTER'S PAMPHLET**

Please type or legibly print in black ink.

**PART TWO: OPTIONAL INFORMATION**

Signature: Candidate or Person responsible for content

Date

**STAFF USE ONLY**

**Word count:**

<b>Part ONE Total</b>	_____
<b>Part Two Total</b>	_____
<b>Grand Total</b> (325 Maximum)	_____

**Payment:**

Receipt Number	_____
Cash / Check #	_____
Amount	_____

**Photograph:**

<input type="checkbox"/> Submitted
<input type="checkbox"/> Not Submitted
<input type="checkbox"/> Name on Reverse

**Endorsement:**

<input type="checkbox"/> YES Number: _____
<input type="checkbox"/> NO

**STAFF INITIALS** \_\_\_\_\_