



# Marion County Voters' Pamphlet Candidate Statement (MCVP-01)



**Important! Read all instructions before completing this form.**

Use this form when filing a Marion County Voters' Pamphlet Candidate Statement with the Marion County Clerk's office. Please note that some counties choose not to produce a Voters' Pamphlet. If the jurisdiction or district is located in more than one county, a separate form (prescribed by that county) must be filed and the filing fee paid in each county where the Candidate Statement is to be printed.

**Filing Information:**

Election Date: \_\_\_\_\_  Original Statement  Amended Statement

Name of Candidate (as it should appear on the ballot - must be the same as on your candidate filing form):

Filing for the Office of:  
Jurisdiction (County, City, District name): \_\_\_\_\_  
Position title: \_\_\_\_\_

"This information furnished by" (Required: Name of Candidate or Committee as it should appear in the Voters' Pamphlet):

**Contact Information:**

Phone: Cell \_\_\_\_\_ Work \_\_\_\_\_ Home \_\_\_\_\_

Email: \_\_\_\_\_

**Warning:** Any person who supplies information in the 'Required' portion of a Voters' Pamphlet statement, knowing it to be false, upon conviction of a Class C felony, may be subject to imprisonment for up to five years or to a fine of up to \$125,000, or both. ORS 260.715 (1); 260.993; 161.605; and 161.625.

**Note:** Language which violates any provision of ORS 251.415 will be excluded from the Voters' Pamphlet.

By signing this document, I hereby state:

- That all information provided on this form and in this 'Candidate Statement' is true to the best of my knowledge;
- I understand that under ORS 251.415, I am deemed the author of this 'Candidate Statement';
- I have read and understand the instructions for submitting this 'Candidate Statement'; and
- The portrait, if provided, is less than four (4) years old (ORS 251.075).

\_\_\_\_\_  
Signature of Candidate (or Agent on behalf of Candidate)

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
(If applicable) Printed name of Agent

\_\_\_\_\_  
Phone number

<b>For Office Use Only:</b>	Required Info? <input type="radio"/> Yes <input type="radio"/> No	Word Count (325 max): _____
	Optional Info? <input type="radio"/> Yes <input type="radio"/> No	Providing digital copy? <input type="radio"/> Yes <input type="radio"/> No
	Signed? <input type="radio"/> Yes <input type="radio"/> No	Received digital copy? <input type="radio"/> Yes <input type="radio"/> No
	Endorsements? <input type="radio"/> Yes # _____ <input type="radio"/> No	
	Portrait? <input type="radio"/> Print? # _____	
	Intake Staff Initials: _____	Providing digital copy? <input type="radio"/> Yes <input type="radio"/> No
Review Staff Initials: _____	Received digital copy? <input type="radio"/> Yes <input type="radio"/> No	
	<input type="radio"/> None	

## Candidate Statement for Voters' Pamphlet

**Candidate Name:**

### Required Information

The total maximum number of hand-counted typewritten words/numbers in a Candidate Statement, including the bolded headings "Occupation," "Occupational Background," "Educational Background," and "Prior Governmental Experience" already printed on this form, is 325 words/numbers. All sections of the 'Required Information' must be completed. If there is not relevant information for a required section, the word "None" must be inserted.

**Occupation** (present paid or unpaid employment):

**Occupational Background** (any previous paid or unpaid employment):

**Educational Background** (relevant school(s) attended):

Name of School	Educational Study - Major/Minor	Diploma/Degree/Certificate
;	;	;
;	;	;
;	;	;
;	;	;

**Prior Governmental Experience** (elected or appointed):

By signing I hereby certify that all information supplied by me about my occupation, educational and occupational background, and prior governmental experience is true to the best of my knowledge.

\_\_\_\_\_  
**Candidate's signature** (must be signed by the candidate)

\_\_\_\_\_  
 Date Signed

### Optional Information

Attach a separate sheet with your 'Optional Information.' **Remember: both your 'Required' and 'Optional Information' count toward the 325 word limit (including required information headings).**

**Candidate checklist** for MCVP-01 Marion County Voters' Pamphlet Candidate Statement information:

*Important: The Candidate checklist is required to be filled out by the candidate*

Typewritten & Signed MCVP-01

'Required Information':

Occupation

Occupational Background

Educational Background

Prior Governmental Experience

(Optional) 'Optional Information'

(Optional) Portrait

(If applicable) MCVP-02 Endorsement Statement #: \_\_\_\_\_

Word Count (325 words/numbers MAX) #: \_\_\_\_\_

# Marion County Voters' Pamphlet Candidate Statement Instructions

## Voters' Pamphlet Candidate Filing Fees:

- Special District positions at All Election types or City/County positions at Special/Regular Election
  - \$25 – An office with no salary or other compensation beyond expenses is attached.
  - \$100 – An office to which a salary or other compensation beyond expenses is attached.
- City/County positions at Primary/General Election (please contact the Marion County Clerk's office to determine registered voters in jurisdiction/district)
  - \$25 – Districts with fewer than 1,000 voters within the county.
  - \$50 – Districts with 1,000 – 9,999 voters within the county.
  - \$100 – Districts with 10,000 – 49,999 voters within the county.
  - \$300 – Districts with 50,000 or more voters within the county.

## Payment Options

Cash, Check or Credit/Debit Cards may be used. An additional fee will be applied to credit/debit card payments.

## Candidate Statements are Optional

A candidate may choose to include a Candidate Statement and portrait in the County Voters' Pamphlet. A candidate statement will not be included unless the MCVP-01 for County Voters' Pamphlet form is filed and the appropriate fee is paid. (Marion County may choose independently to list a candidate's name in the county's Voters' Pamphlet.)

## Filing Deadline

- An original typewritten MCVP-01 must be received in the Marion County Elections office by 5 pm on the filing deadline, signed and with the appropriate filing fee. Postmarks do not count. No changes will be allowed to a 'Candidate Statement,' including 'Statements of Endorsement' (MCVP-02) and/or portraits, after the 5 pm deadline. Please note: early filing offers more opportunity for Elections staff to notify you of any issues with word count, endorsements, and/or portraits. Filings that are unsigned or received after the 5 pm deadline will not be accepted.
- It is recommended that the candidate email the text (Word or Text format) of the 'Required' and 'Optional Information' to the County Elections office at elections@co.marion.or.us. Both printed and emailed copies must be exactly the same. If there are discrepancies, the signed print version verbiage provided will be used for the Voters' Pamphlet production.
- Counties produce their own individual County Voters' Pamphlet but not all counties produce one. If the candidate's jurisdiction/district is located in more than one county, a separate form prescribed by that county must be filed and the fee paid, by the deadline, in each county where the statement is to be printed.

## Signatures

MCVP-01 must be physically signed by the candidate or authorized agent. Digital signatures will not be accepted for MCVP-01 or MCVP-02 Statement of Endorsement.

## Word Count/Format

- The combined total word count for 'Required' and 'Optional Information' must not exceed 325 words/numbers.  
**Please count your statement to ensure that your word count does not exceed the 325 maximum word/number limit. The Marion County Clerk's office will not print more than 325 words/numbers for a statement.**
- The 'Required Information' headings which include "Occupation," "Occupational Background," "Educational Background," and "Prior Governmental Experience" must be a part of the statement. These eight words do count towards the maximum word count of 325.
- Generally, any text or number with white space around it counts as a word. Hyphenated words that are listed in a dictionary as one word and can be used either with or without a hyphen will count as one word. All other hyphenated words will count as more than one word.
- The Marion County Clerk's office will not correct errors in spelling, punctuation, grammar or syntax. No corrections to these errors will be allowed after the filing deadline. Please proof your submission before filing.
- If the material in the statement violates the provisions of ORS 251.415, the material in violation will be rejected. If possible, the Marion County Clerk's office will notify the candidate of the rejection.

## Required Information

Please use semicolons (;) to separate items such as jobs, organizations, dates, etc. 'Required Information' submitted in list format will be changed to a run-on format, using commas, semicolons, and colons as appropriate (by Clerk's staff). All 'Required Information' will be printed in plain text (no boldface, caps, centering, underlining or bulleting). Provide itemized listing of information without embellishments. The word "None" (part of word count) must be used in any section of the 'Required Information' if the candidate does not have relevant information for that section.

## Optional Information

'Optional Information' must consist of words/numbers only. Standard formatting attributes such as boldface, all caps, centering, underlining, bulleted, and numbered lists may be used. Charts or graphics may not be used. Bullets do not count towards the word count. When available, we add hyperlinks to web addresses. Full paragraphs that are in all caps, all bold face type, or all italics are not allowed. 'Optional Information' may be reformatted for consistency. See Filing Information Page on the Marion County Elections page for more information and Examples.

## Quotes

1. Quotes from published sources may be used. The quotation must have been disseminated to the public prior to its inclusion and the source and date of publication/dissemination must be provided. If the quote has not been published or disseminated to the public, an endorsement form (MCVP-02) is required. The quote, source, and date will count towards the 325 maximum word count.
2. Quotes from websites can be used, but must include the date and website address as part of the statement. It is recommended that a printed copy from the website is kept for your records, from the date you are referencing in your 'Candidate Statement.'
3. Italics should only be used when citing the source of a quote from a published source. Example of quotes: "*The Oregonian*, 06/21/2018," or from Mayor Smith's website, "*www.mayor-smith.com 06/21/2018*" or "In the latest edition of the *NW Times*, the paper said this about me: '... that Joe Smith is the best person for the job.'" *NW Times*, 02/04/2018.

## Endorsements

1. If the name of a person and/or title or organization is used as part of the statement in the MCVP-01, a signed MCVP-02 form must be filed no later than 5 pm on the filing deadline. Please see the MCVP-02 form for more information.
2. Any name (other than that of the candidate or committee submitting the MCVP-01) listed in the 'Candidate's Statement' without a submitted signed MCVP-02 form filed by 5 pm on the filing deadline will be removed per ORS 251.405.

## Portrait Requirements

1. A portrait photo is optional. Submitted portraits must be received by the 5 pm filing deadline.
2. Size/Quality - The portrait will be reduced to 1 1/2" x 1 3/4" and printed on newsprint. If possible, a digital portrait in a standard file format (.tif or .jpg) should be submitted as an attachment to an email sent to the County Elections office or on a disk. If a digital file is submitted, a printed copy of the same exact portrait must be provided by the deadline with the filing. The print copy and the digital file must clearly reference the candidate name. Digital files should be a minimum of 300 dpi. Portraits submitted in a format different from those recommended above may be unusable or have their quality impacted. Hard copy portraits must be submitted and labeled with the candidate's name on the back. Do not use a pen that will bleed through to the portrait.
3. The portrait must be less than four years old or it will not be used in the Voters' Pamphlet.
4. The portrait should only show the face, neck, and shoulders of the candidate; no hands, no hat, no sunglasses, or anything below the shoulders. Please leave extra space around the portrait so that it can be cropped to the required size.
5. The background of the portrait must be plain (non-textured, light gray background is recommended). Paneling, wallpaper, windows, textured walls, book cases, flags, and plants may be cropped or altered and the cost billed to the candidate.
6. The candidate may not wear clothing or jewelry that may be construed as showing membership in any organization (e.g. uniform, judicial robe, hat, lapel pin, etc.). Portraits that do not meet these requirements may be cropped or altered and any additional expenses charged to the candidate.

## Amendments

An 'Amended Statement' or different portrait may be submitted until 5 pm on the filing deadline. If a 'Candidate Statement' is amended, a new completed and signed MCVP-01 form to be submitted with the 'Amended' box marked. Amended MCVP-01 forms and 'Optional Information' may be faxed or a scanned copy e-mailed to the County Elections office, but it must be received by 5 pm on the filing deadline. No additional fee is required. **No changes will be permitted after the 5 pm deadline.**

## Contact Information

**Marion County Clerk - Bill Burgess**

**Elections Division**

**Physical Address:**

555 Court St NE  
Suite 2130  
Salem, OR 97301

**Mailing Address:**

PO Box 14500  
Salem, OR 97309

**Phone:** 503-588-5041

**Fax:** 503-588-5383

**Email:** elections@co.marion.or.us

