

ELECTIONS (Chapter 4)

TABLE OF CONTENTS

Introduction	61
The State of Oregon's District Referral Manual	61
Election Dates for Tax Purposes	62
Filling Vacancies on the District Board	62
Election Notices	62
Candidates Filing for District Offices	63
Candidate Withdrawal	65
Initiative and Referendum Petition Process	65
Abstracts and Certificates of Election	67
Miscellaneous Provisions	67
Restrictions on Political Campaigning	68
Sample Ballot Measures	71
Permanent Tax Rate Ballot Measure [ORS 280.070(6)]	71
One Year Local Option Tax [ORS 280.060(1)(B)]	72
Multiple- Year Local Option Tax Fixed Dollar Amount [ORS 280.060(1)(A)]	73
Outside Constitutional Limitations	75
Resources	76

INTRODUCTION

As a board member or manager of a special district, it is necessary to understand the election requirements for special districts. Special districts must hold elections to select board members, ask for a new or increased tax rate, or vote on bond measures.

Laws governing the conduct of local elections are administered by the Secretary of State's Election Division and by each county's elections officer (county clerk). Administrative rules and directives are issued by the Secretary of State to provide uniformity in local elections. County elections officers are responsible for conducting and administering local elections. Please contact your county before proceeding with election preparations.

When any measure is to be voted upon, the district board must notify the county elections officer. The county clerk is responsible for overseeing all further requirements. It is recommended that each person responsible for coordinating elections work closely with the county elections officer to assure that correct procedures are followed.

While the majority of special districts are included under the same election statutes (ORS 255), there are six districts that have different election requirements. These districts are:

- Drainage Districts (ORS 547)
- Emergency Communications Districts (ORS 401.807)
- Irrigation Districts (ORS 545)
- People's Utility Districts (ORS 261)
- Hospital Districts (ORS 441)
- Soil and Water Conservation Districts (ORS 568.210)

Although most election requirements are similar for all local governments, the six districts listed above should consult their enabling statutes for the appropriate election procedures.

The State of Oregon's District Referral Manual

The State of Oregon's Elections Divisions prepare the *County, City and District Referral Manual* and distributes copies to 36 county clerks, who serve as county election officers. Copies are then made available locally. In most counties, the county clerk mails a copy of the manual to each voting district in the county's jurisdiction. Manual provides current election dates and a calendar showing the final filing dates for various types of elections.

<http://sos.oregon.gov/elections/Documents/ReferralManual.pdf>

The Elections Division also publishes a *Campaign Finance Manual* for candidates and political committees. This manual is a must for any district candidate or political committee that will be accepting financial contributions. <http://sos.oregon.gov/elections/Documents/campaign-finance.pdf>

To obtain copies of these manuals either accesses them via the web or call or write:

Secretary of State's Office
Elections Division
141 State Capitol
Salem, Oregon 97310-0722
(503) 986-1518

<http://sos.oregon.gov/voting-elections/Pages/default.aspx>

ELECTION DATES FOR TAX PURPOSES

Districts can hold elections on the following dates:

- The second Tuesday in March.
- The third Tuesday in May.
- The third Tuesday in September.
- The first Tuesday after the first Monday in November.

Districts may, in any year, submit a measure to vote at any one or more of the four dates listed above. Districts may also hold an election to request that voters approve permanent tax rate authority at any of the four dates listed above. Elections of governing board members may only be held in May of odd-numbered years (unless a new district is being formed---board members are elected at the time of formation).

An exception to the four election dates stated above is when a ballot measure proposes formation of a new special district with a permanent rate limitation. Measures for special district formations with permanent rate authority must be at a May or November election.

A special election may be held on a date other than one of the above if the district elections authority by resolution finds that an election sooner than the next available election date is required on a measure to finance repairs to property damaged by fire, vandalism, or a natural disaster.

FILLING VACANCIES ON THE DISTRICT BOARD

When a vacancy becomes available on a district board between elections, the vacancy shall be filled by appointment of the remaining board members. If a majority of the board is vacant or if a majority cannot agree, the county court shall fill the position.

The person appointed to fill a vacancy by the board or the county court will serve until June 30th following the next regular district election at which governing body members are elected (May in odd numbered years). The successor elected at the next regular election shall serve for the unexpired term.

ELECTION NOTICES

Governing Body Election Notices

When a district board member election is to be held, the elections officer (the county clerk) publishes a notice that includes the following information:

- Date of the election.
- Governing body positions up for vote.
- The last date candidates may file for office.
- The newspaper(s) in which the notice is to be published. The newspaper must be of general circulation in the district not later than the 40th day before the last day for filing a petition for nomination or declaration of candidacy. In addition, notice may be published on the county's website for a minimum of ten days and/or notice may be given by mail to each district elector.

Bond or Measure Election Notices

Before a bond or measure election, the district must deliver notice 61 days before the election to the county clerk, which asks for:

- The date of the election.
- The ballot title.

Any notice of a bond election must also include:

- The purpose for which the bonds are to be used.
- The amount and term of the bonds.
- The kind of bonds proposed to be issued.

** If the measure is to be held in November, and the district already submitted the same measure at the proceeding September election, then the measure must be filed 47 days before the election.

CANDIDATES FILING FOR DISTRICT OFFICES

Candidates for district offices can either declare their candidacy by submitting a filing fee (with the proper forms), or petition for nomination. Contact your county clerk's office to receive all required filing forms.

A candidate includes any of the following:

- An individual whose name is printed on a ballot, for whom a declaration of candidacy, nominating petition or certificate of nomination to public office has been filed or whose name is expected to be or has been presented, with the individual's consent, for nomination or election to a public office.
- An individual who has solicited or received and accepted a contribution, made an expenditure, or given consent to an individual, organization, political party or political committee to solicit or receive and accept a contribution or make an expenditure on the individual's behalf to secure nomination or election to any public office at any time, whether or not the office for which the individual will seek nomination or election is known when the solicitation is made, the contribution is received, or the expenditure is made, and whether or not the name of the individual is printed on the ballot.
- A public office holder against whom a recall petition has been completed and filed.

Candidate Responsibilities

A candidate may either serve as the candidate's own treasurer or may designate a principal campaign committee and appoint a separate treasurer. The treasurer must be a registered voter in Oregon. Only the candidate or a designated treasurer may sign the Statement of Organization and Contribution and Expenditure reports.

The candidate is responsible for:

- establishing and maintaining a dedicated campaign account in an Oregon financial institution for depositing contributions and making expenditures;

- signing and filing a Statement of Organization;
- signing and filing transactions;
- keeping detailed financial records current to within seven calendar days after the date of receiving a contribution or making an expenditure; and
- preserving records as described in the Secretary of State Archive Divisions Records Retention Schedule.

Liability

Both the candidate and the treasurer are personally responsible for carrying out the duties listed above and should understand these responsibilities, as well as their personal liability for fulfilling them.

Oregon election law provides for civil penalties. The maximum penalty for each late transaction, except for a change in transaction amount, is 10% of the amount of the transaction. The maximum penalty for a change in transaction amount is 10% of the net change or 10% of the current transaction amount, whichever is less. The maximum penalty for a late Certificate of Limited Contributions and Expenditures is \$350.

Candidates Filing by Petition or Declaration

Candidates for special district offices filing by petition or declaration must submit the following forms to the county clerk before circulating the petition:

- Filing of Candidacy for Special District Nomination (SEL 190)
<http://sos.oregon.gov/elections/Documents/SEL190.pdf>
- Statement of Organization (SEL 220)
<http://sos.oregon.gov/elections/Documents/SEL220.pdf>
- Campaign Account Information (SEL 223)
<http://sos.oregon.gov/elections/Documents/SEL223.pdf>

A candidate is not required to establish a campaign account, file a Statement of Organization or file contribution and expenditure reports if all three of the following conditions are met:

- The candidate serves as the candidate's own treasurer.
- The candidate does not have an existing candidate committee.
- The candidate does not expect to receive or spend more than \$350 for the entire election. This \$350 includes personal funds spent for any campaign-related costs, such as any expense incurred in circulating a nominating petition and paying the Voters' Pamphlet filing fee.

If the candidate has an existing candidate committee, the candidate or treasurer must file an amended Statement of Organization for Candidate Committee (SEL 220) within 10 days of changing any information on the Statement of Organization, but not later than the date of the filing of the prospective petition. The amendment will reflect any changes (designation of office sought, applicable election, etc.).

The Statement of Organization must be filed within 3 business days of receiving a contribution or making an expenditure, but no later than when the completed petition is filed. District candidates must file their Statement of Organization and contribution and expenditure reports with the Secretary of State.

Special District Petition for Nomination (SEL 191)

A "final or perfected" petition must meet the following criteria:

- The petition must be signed by at least 10 percent of the voters or 25 voters (whichever is less) residing in the district.
- The electors signing the petition must include their signatures, printed names, precinct names or numbers (if known) and residence addresses.
- Candidates gathering signatures from more than one county (multi-county districts only) must not have signatures from more than one county on a page. Signatures of electors from more than one county in a multi-county district, must be verified by a county elections official before submission.
- Each signature sheet must be verified on its face by the signed statement of the circulator that the circulator believes each individual is an elector qualified to sign the petition.
- Signatures must be submitted to the county clerk of the county in which the signer is registered for verification purposes.

Deadline to File Completed Petition

The deadline for Primary and General Elections is sooner than the 110th day and no later than 5:00 p.m. on the 70th day before the election.

The deadline for Regular District Elections or First Election Where Members of Newly Formed District Board are formed is no sooner than the 101st day and no later than 5:00 p.m. on the 61st day before the election.

CANDIDATE WITHDRAWAL

To withdraw from candidacy or nomination, a candidate must file a Withdrawal of Candidacy or Nomination (SEL 150). <http://sos.oregon.gov/elections/Documents/SEL150.pdf>

A nominee for election to a district board must withdraw the nomination no later than 5:00 p.m. on the 70th day before a primary or general election or no later than 5:00 p.m. on the 61st day before a regular district election (or the first election at which members of the district board are elected).

INITIATIVE AND REFERENDUM PETITION PROCESS

The specific requirements for the exercise of initiative and referendum in special districts are as follows:

- File form SEL 803 (Local Initiative and Referendum Prospective Petition) on the 61st day before the election with the county elections official containing the ballot title and an explanatory statement if required.
<http://sos.oregon.gov/elections/Documents/SEL803.pdf>

- The initiative petition must include the text of the proposed measure and a referendum petition must include the text of the ordinance adopted by the governing body of the district. Additionally, a Petition for Local Measure (SEL 370) must be filed for an initiative and referendum petition. <http://sos.oregon.gov/elections/Documents/SEL370.pdf>

If the petition designates fewer than three chief petitioners, additional chief petitioners, up to a total of three, may be added before final approval of the cover and signature sheets. A chief petitioner may not resign or be replaced by another individual before final approval of the cover and signature sheets. A letter signed by all current chief petitioners must accompany the SEL 370 when designating additional or different chief petitioners. At least one original chief petitioner must remain as a chief petitioner throughout the process. If all original chief petitioners resign, the initiative must be refilled.

Include a statement in the prospective petition declaring whether one or more persons will be paid for obtaining signatures of electors.

After receiving the prospective initiative petition, the county elections official must notify the chief petitioners, no later than five business days after the proposed initiative is filed, that the text complies with the procedural requirement contained in the Oregon Constitution, Article IV, Section 1 and ORS 255.140.

Ballot Title for Referendum Petitions

The county elections official forwards two copies of the prospective referendum petition to the District Attorney for preparation of the ballot title. The District Attorney has five business days to prepare a ballot title and return it to the county elections official. Oregon statutes require that the ballot title contain the following elements:

- A caption not to exceed 10 words -- The caption must reasonably identify the subject of the referendum;
- A question not to exceed 20 words -- The question must plainly phrase the chief purpose of the referendum so that an affirmative response corresponds to a yes vote on the ballot; and
- A summary not to exceed 175 words -- The summary must be concise and impartial and summarize the measure and its major effect.

The county elections official furnishes the chief petitioners with a copy of the ballot title. Receipt of the ballot title must be published in the next available edition of a newspaper of general circulation that includes a statement a statement that the ballot title has been received.

The notice includes all of the following:

- date of the election;
- 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.
- the ballot title drafted or information on how to obtain a copy.
- other information as applicable from the SEL 803 filed by the district elections authority.

After a petition to review a ballot title is filed, the Circuit Court conducts a review of the ballot title which is the first and final review. The Circuit Court then renders its decision and certifies a ballot title meeting the requirements of ORS 250.035 to the county elections official.

Circulating a Referendum Petition

After preparing the cover and signature sheets for the prospective referendum petition, the chief petitioners submit a draft to the county elections official for review. A complete copy of the ordinance must also be submitted with the draft cover and signature sheets.

The text, cover and signature sheets for a prospective referendum petition must be approved in writing by the county elections official before the chief petitioners may begin circulating the petition. The county elections official will inform the chief petitioner of the last day to submit signatures collected for the referendum petition.

Each person collecting signatures must carry at least one full and correct copy of the text of the ordinance and allow any person to review the text upon request. The circulator whose certification appears at the bottom of the petition sheet must personally witness each signature.

The number of active registered voter's signatures required to place a district initiative or referendum measure on the ballot is based upon a percentage of the total votes cast in the district for all candidates for governor at the last election in which a candidate for governor was elected to a full term.

For most districts the percentage of signatures required is not less than 15% for an initiative petition and not less than 10% for a referendum petition. Signature verification must be completed within 15 days of submission.

Once the referendum has been submitted for final signature verification, the chief petitioners' committee treasurer must file its first contribution and expenditure report no later than 5:00 p.m. on the 15th day after the signatures have been submitted.

After at least the constitutionally required number of signatures has been verified, the district elections official must establish the date for the measure election in accordance with ORS 255.345 and no later than the first regular district election following the 40th day after the order of the election.

Abstracts and Certificates of Election

Not later than the 20th day after an election, the county clerk shall prepare an abstract of the votes and deliver it to the district election authority. Not later than the 40th day after receiving the abstract, the district elections officer shall determine from it the results of the election.

The county clerk shall issue a certificate of election after the district elections officer has notified the county clerk in writing of the result of the election.

Miscellaneous Provisions

Contests of Election, Recount, and Recall

The procedures for election contests, recount, and recall for special districts are the same as for any other election in the state.

- Provisions regarding election contests and recounts may be found in ORS 258.
- Provisions regarding recall may be found in ORS 249 and OAR Chapter 165.

RESTRICTIONS ON POLITICAL CAMPAIGNING

While the following guidelines are offered, local officials are encouraged to consult with their attorney when specific questions arise. These guidelines apply to the expenditure of public funds, with a focus on the use of work time by public employees. Confusion about the use of funds may be avoided if interested citizens form a Political Action Committee (PAC), which can legally solicit contributions and produce/ distribute advocacy materials.

General

Public agencies are subject to the general rule prohibiting the use of public funds to advocate a position either in support of, or opposed to, a ballot measure. All information presented and paid for with tax dollars must be impartial. ORS 260.432 prohibits public employees from spending time “while on the job during working hours” to promote or oppose a ballot measure. While it does not apply to elected public officials, the definition of “public employees” includes not only paid staff, but also unpaid, appointed members of boards, commissions, and committees.

Issues relating to the use or misuse of public funds, equipment, materials, supplies, or space are likely to be dealt with under the provisions of ORS 294.100, which establishes personal liability for misappropriation of public funds.

Preparation and Distribution of Written Material

Local officials, both elected and appointed, can develop and distribute impartial and factual information on the effects of a ballot measure and may use public funds to do so. Such material should be informational, provide the public with a fair presentation of relevant facts, and not advocate a particular position. For example, staff may spend time doing research and preparing information that fairly assesses the effects of the measure on the agency. Local officials can use such information in meeting with individuals and organizations, e.g., newspaper editors and reporters, legislators, local civic organizations, and special interest groups to explain objectively the measure’s impact on the agency.

Written material prepared or distributed by public employees must be impartial, neutral, unbiased, equitable, and dispassionate. A statement is advocacy if, when read in its entirety, is clearly intended to generate votes for or against the measure. Factors, which may be used to determine the line between information and campaign advocacy, may include the following:

- The timing of the material relative to an election date.
- The balance of factual information including pros and cons about the measure.
- The overall impression a reader may be left with. Have facts been presented neutrally so that the reader has to decide how to vote, i.e., it informs rather than persuades?

- The tone of the material. Is it dispassionate rather than enthusiastic for one side or the other of the measure? Do headings, words, and phrases lend a positive, negative, or neutral tone in favor of, or opposition to, the measure?
- The quotes used. Are they all favorable or unfavorable? Are they all from persons on one or the other side of the measure?
- Reference to contact with supporting or opposing PACs—such references may imply a connection between the agency and the campaign.
- The content of the document - it cannot explicitly urge a “yes” or “no” vote.

If you have difficulty making a distinction between legitimate research/information efforts and possible campaign advocacy in specific instances, the Secretary of State’s Office is willing to review staff work before its printing and distribution.

Published material (written or broadcast) relating to a ballot measure requires identification as to its source. The words “authorized by” and the name and address of the person, agency, or political committee responsible for the material should be seen or heard. Governing bodies are exempt from this requirement when they publish impartial material for information purposes related to a measure they are referring to the ballot. Regularly published agency newsletters are also exempt from this requirement. (Special editions or one-time publications are not exempt.) In both cases though, it needs to be apparent that the governing body has prepared and is distributing the material.

The Governing Body

A governing body of elected officials can take positions on ballot measures and staff can record votes and type resolutions of support or opposition if that is part of their normal work duties. Staff can also do research to bring the measure to the governing body. This research can describe background information on the measure, its potential effects, and pros and cons of the measure.

The governing body may not make a mass distribution of their advocacy position on a ballot measure to the public; however, if copies are requested by the public, the agency may use office facilities to copy the resolution expressing their position.

Elected Officials

Elected officials may spend their work time on ballot measures, whether the position they hold is paid or unpaid under ORS 260.432 (4) (a). The courts have recognized the right, if not the duty, of public officials to speak out on major issues, particularly on matters that affect the governmental body on which they serve. However, elected officials must be careful not to involve support staff in their advocacy campaign, e.g., staff persons cannot type advocacy statements or speeches for elected officials on agency time.

Agency Staff

Agency staff must use their own personal time if they want to advocate a position on a measure. A public employer is required to post, in a conspicuous place, a notice that outlines legal restrictions on the political activity of their employees while on the job during working hours. Contents of the notice are contained in ORS 260.432 (3).

Employees may use breaks, lunch hours, and vacation time to advocate for or against a measure. Employees should keep notes on when they are using breaks, lunch, or vacation time for advocacy. If a public employee makes a presentation outside working hours which will include advocacy statements, it may still be advisable to announce to the audience that they are speaking not in their “official capacity” but as a private individual.

Subject to limited regulation by the employer to avoid disruption in the workplace or suggesting to the public that the employee’s personal political views are endorsed by the public employer, public employees may express their personal opinion on the job, wear buttons, and do other things which are protected under their right to free speech.

A public employee may not be coerced to vote for a measure or work to advocate for or against it. For example, a manager representing the public agency may tell employees about the possible effects of a measure, such as possible layoffs, but must not threaten them with financial loss if they vote one way or another.

A public employee can make an impartial presentation of information relating to a ballot measure. This presentation can include a discussion about how the measure came into being (history) and its impacts, so long as it doesn’t segue into advocacy. An elected official may follow a staff person’s presentation and advocate in support of or opposition to the measure.

Political Action Committee (PAC)

Formation of a PAC must occur before any funds are collected. PACs must be filed with the county elections officer. The forms and guidebooks necessary to form a political committee and report contributions and expenditures are available from the county elections officer.

As a general rule then, public employees may say, “Here are the facts, please vote.” Elected officials may say, “Here are the facts, please vote for/against this measure,” provided public funds are not used to advocate that position and no public employee time is used to assist in delivering that message.

SAMPLE BALLOT MEASURES

Permanent Tax Rate Ballot Measure [ORS 280.070(6)]

Caption—10 words

- a. Purpose is to identify the type of tax.
- b. Do not put district name or dollar amounts in the caption.

Question—20 words

- a. Include the name of the taxing district. The word “district” can be substituted for the full name if the full name is included in the summary.
- b. State the tax rate per \$1,000 of assessed value.
- c. State the first fiscal year the tax will be imposed.

Summary—175 words

- a. If the election is not in November of an even-numbered year, begin the summary with:
“**This measure may be passed only at an election with at least 50 percent voter turnout.**”
This statement is not counted in the 175-word limit.
- b. Explain the purpose in plain language. Do not advocate a yes or no answer.

Sample

March 2017 Election

CAPTION: Permanent Tax Rate Limit

QUESTION: Shall district be authorized to impose \$0.52 per \$1,000 of assessed value as a permanent rate limit beginning in 2017-2018?

SUMMARY: This measure may be passed only at an election with at least 50 percent voter turnout. The Sample Soil and Water Conservation District has operated for 25 years on the revenue from grants and user fees. Many grant programs are no longer available. This measure would establish a permanent tax rate limit for the district. The revenue from the new permanent rate would be used to help operate the district and help avoid future increases in user fees. In the first year of imposition the proposed rate will raise approximately \$750,200.

One Year Local Option Tax [ORS 280.060(1)(b)]

Caption—10 words

- a. Purpose is to identify the type of tax.
- b. Do not put district name or dollar amounts in the caption.

Question—20 words

- a. Include the name of the taxing district. The word “district” may be substituted for the full name if the full name is included in the summary.
- b. State the tax rate per \$1,000 of assessed value.
- c. State whether the tax is for operating purposes or capital projects.
- d. State the fiscal year the tax will be imposed and the number of years the tax will be imposed.
- e. If this is a new local tax levy, include the following statement after the question: **“This measure may cause property taxes to increase more than three percent.”** If the measure is renewing a currently existing local option tax, include the following statement instead: **“This measure renews current local option taxes.”** These statements are not counted in the 20-word limit.

Summary—175 words

- a. This example is in November of an even-numbered year, so the double majority statement is not included.
- b. Explain the purpose in plain language. Do not advocate a yes or no answer.
- c. Give the amount of tax that is estimated to be raised in the fiscal year the tax is imposed.

Sample

November 2017 Election

CAPTION: One-year Local Option Tax for Operations

QUESTION: Shall Progressive City impose \$.18 per \$1,000 of assessed value for one year for operations in 2014-2015? This measure may cause property taxes to increase more than three percent.

SUMMARY: The tax revenue from this measure would allow the district to operate its office five days a week, Monday through Friday, from 8:00 a.m. until 5:00 p.m.

The office is currently open Monday through Wednesday from noon until 5:00 p.m.
The requested rate will raise approximately \$130,000 in fiscal year 2017-2018.

Multiple- Year Local Option Tax Fixed Dollar Amount [ORS 280.060(1)(a)]

Caption—10 words

- a. Purpose is to identify the type of tax.
- b. Do not put district name or dollar amounts in the caption.

Question—20 words

- a. Include the name of the taxing district. The word “district” may be substituted for the full name if the full name is included in the summary.
- b. State the amount of tax to be imposed each year in dollars.
- c. State whether the tax is for operating purposes or capital projects.
- d. State the first fiscal year the tax will be imposed and the number of years the tax will be imposed.
- e. If this is a new local option tax, Include the following statement after the question: **“This measure may cause property taxes to increase more than three percent.”** If the measure is renewing a currently existing local option tax, include the following statement instead: **“This measure renews current local option taxes.”** These statements are not counted in the 20-word limit.

Summary—175 words

- a. Explain the purpose in plain language. Do not advocate a yes or no answer.
- b. This example is in May, so the double majority statement is not included.
- c. Include the total amount of tax to be raised by the measure.
- d. If an estimated rate per \$1,000 is given, include the statement: **“The estimated tax cost for this measure is an ESTIMATE ONLY based on the best information available from the county assessor at the time of the estimate and may reflect the impact of early payment discounts, compression and the collection rate.”** This statement is not counted in the 175-word limit.

Sample

May 2017 Election

CAPTION: Six-year Capital Projects Local Option Tax

QUESTION: Shall Sample District impose \$20,830 each year for six years for capital projects beginning in 2017-2018? This measure may cause property taxes to increase more than three percent.

SUMMARY: This measure may be passed only at an election with at least 50 percent voter turnout. The taxes needed for six years total \$124,980, which will be imposed in equal amounts of \$20,830 each year. The taxes will be used to purchase office furniture and equipment for the district headquarters building. It is estimated that the proposed tax will result in a rate of \$.01 per \$1,000 of assessed value in the first year. The estimated tax cost for this measure is an ESTIMATE ONLY based on the best information available from the county assessor at the time of the estimate.

Outside Constitutional Limitations

1. Caption limited to 10 words
 - a. Purpose is to identify the type of tax.
 - b. Dollar figures should not appear in the caption.
 - c. Example: “General Obligation Bonds for Capital Construction.”
2. Question limited to 20 words
 - a. Name of the district.
 - b. The purpose of the bonds.
 - d. The kind of bonds to be used.
 - e. Include the following statement after the question: “If the bonds are approved, they will be payable from taxes on property or property ownership that is not subject to the limits of Sections 11 and 11b, Article XI of the Oregon Constitution.
 - e. Example: “Shall The Water District issue \$3,000,000 in general obligation bonds for the purpose of constructing a water treatment plant?”
3. Summary limited to 175 words
 - a. Explain the purpose in plain language.
 - b. Do not advocate a yes or no answer.
 - c. The purpose of the bond that includes a reasonably detailed, simple, understandable description of the use of proceeds.
 - d. The term and amount of the bond.
 - e. The type of bond.

Sample

Caption: “General Obligation Bonds for Capital Construction”

Question: “Shall the Water District issue \$3,000,000 in general obligation bonds for the purpose of constructing a water treatment plant?”

Summary: This measure would allow The Water District to issue general obligation bonds to construct a water treatment plant to comply with the Safe Drinking Water Act. Currently, The Water District does not have a water filtration system and uses the chlorination process to disinfect the water system. The Water District has recently completed a master plan and seeks to implement recommendations of that plan. The \$3,000,000 general obligation bond term will not exceed 20 years. If the bonds are approved, they will be payable from taxes on property ownership that is not subjected to the limits of Sections 11 and 11b, Article XI of the Oregon Constitution.

RESOURCES

Campaign Finance Manual: <http://sos.oregon.gov/elections/Documents/campaign-finance.pdf>

Department of Revenue Property Tax Division Website: <http://www.oregon.gov/DOR/PTD>

County, City and District Referral Manual:
<http://sos.oregon.gov/elections/Documents/ReferralManual.pdf>

Oregon Department of Revenue Tax Election Ballot Measures:
<http://www.oregon.gov/DOR/PTD/docs/504-421.pdf>

SDAO Reference Library/Elections
<http://www.sdao.com/S4/MemberHome.aspx>

Secretary of State Elections Division Website:
<http://sos.oregon.gov/elections/Pages/default.aspx>

Special District Elections (ORS 255):
https://www.oregonlegislature.gov/bills_laws/lawsstatutes/2013ors255.html