



**Thinking about running for elected office?** Elected officials are key leaders who listen to the community, set the vision for the future, and adopt policies to help make that vision happen. What do elected officials do? What positions are open? How do I run for office?

If you are interested in running and have questions after reading this, please set up an appointment with our City Recorder [recorder@ashlandoregon.gov](mailto:recorder@ashlandoregon.gov). We're here to help.

## **What does the City Council and Parks & Recreation Commission do?**

### **Mayor / City Councilor**

The City Council decides which policies the City will implement. This includes setting tax rates, distributing resources (i.e. setting the annual budget), approving large-scale projects, and designing local laws and policies that fall within the categories below. The City Council also selects and oversees the City Manager and City Attorney who are responsible for implementing the policies the City Council adopts.

- Public Safety – police, fire, and ambulance services
- Utilities – water, sewer, electricity
- Land Use – planning, zoning, code enforcement, and other regulatory activities
- Transportation – street construction and maintenance, traffic safety
- Legal – public health, safety, and welfare of the community
- Intergovernmental Relationships – relationships with other local governments

### **Parks Commissioner**

The Parks Commission decides which policies Parks & Recreation will implement. This includes distributing resources (i.e. setting the annual budget), approving large-scale projects, and designing local laws and policies that fall within the categories below. The Parks Commission also selects and oversees the Parks & Recreation Director who is responsible for implementing the policies the Commission adopts.

- Park Safety
- Park Maintenance and Operations
- Open Space
- Recreation Programs

## **What part does the Mayor / Councilor / Parks Commissioner play?**

**Mayor** – The mayor serves on council and is the presiding officer during council meetings and as the City’s ceremonial head for events, media, and other community-engagement activities. The mayor engages in discussion as council members deliberate on decisions, and only votes to break a tie during council meetings.

**City Councilor** – The city council acts as a whole to develop city policy and legislation. There is little to no authority vested in any individual councilor. Instead, individual councilors bring their unique skills and learned experience to the table and must work with other councilors to decide on city policy and legislation. The city council also appoints and oversees the work of the City Manager and City Attorney, but no other staff members. When making decisions, each City Councilor has one vote.

**Parks Commissioner** – Here in Ashland, our public parks are overseen by a board separate from the City Council. Parks Commissioners design policy and legislation that impacts parks – and no other aspect of city services. The Parks Commission also appoints and oversees the work of the Parks & Recreation Director.

## **What is the time commitment?**

### **Mayor/City Councilor**

The Mayor and City Councilors report spending on average anywhere from 15–25 hours per week on City business. This includes reading information packets, attending various meetings, and staying engaged with the committees and commissions they support. The more time you put into preparing for meetings, the smoother and more effective meetings tend to be.

- 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month at 5:30pm – Study Sessions (typically 2.5 hours)
- 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month at 6:00pm – Council Meetings (typically 3.5 hours)
- Meeting one-on-one every other week with the City Manager (typically 1 hour)
- Committee/Commission assignments
- Quarterly retreats

## **Parks Commissioner**

Parks Commissioners report spending anywhere from 5–10 hours per week on Parks business. This includes reading information packets, attending various meetings, and staying engaged with the committees they support. The more time you put into preparing for meetings, the smoother and more effective meetings tend to be.

- 1<sup>st</sup> and 2<sup>nd</sup> Wednesday of the month at 6pm – Commission Meetings (typically 2 hours)
- Committee assignments
- Additional meetings as needed

## **Do I get paid for my time?**

The **Mayor and City Councilors** receive a \$900 stipend every month.

**Parks Commissioners** do not receive a stipend – they are considered volunteers.

## **If elected, are there specific rules I must follow? How will I get up-to-speed?**

Yes! If you are elected to the role of Mayor, City Councilor, or Parks Commissioner, there are specific rules you must follow. Those rules include public meeting laws, public record laws, and ethics requirements. If elected, the City will host a series of trainings so you know clearly what is permissible and not permissible in your roles.

As for getting up-to-speed, before you are sworn into your role, the City will host an orientation where you will learn about core services, meet department heads, and get some basic training on public meeting law, public records, and ethics. And that's just the beginning! Over the next few months, your check-ins with City staff will focus on core issues, City processes and anything else you feel like you need to best fill your role.

## **How can I learn more?**

- Attend an information session on **August 1, 2024, 5:30 pm at Council Chambers.**
- Read [The Basics of Local Government](#).
- Ask past City Councilors or Parks Commissioners about their experience serving the community!



## How to Run for Office

### Eligibility Requirements

- Registered to vote in Ashland. Verify your [voter status](#).
- Live within Ashland's city limits.

### How to File

Interested candidates must fill out specific paperwork and collect 25 valid signatures (we recommend collecting 30) to qualify to have your name placed on the ballot. You will turn in your completed paperwork and collected signatures to the City Recorder who will make sure everything is complete and will submit your forms to Jackson County for verifying your signatures and inclusion on the ballot.

But wait, there is more! If you plan on spending \$750 or more on your campaign, you'll also need to file with the State, and if you would like to get into the Voter's Pamphlet, there is additional paperwork to complete.

For a complete guide for filing for elected office, see the [County, City, and District Candidate Manual](#). See also the [Campaign Finance Manual](#).

### #1 The required City forms are:

- [SEL 101 Filing for Candidacy for Nonpartisan Nomination](#)
- [SEL 121 Petition for Nonpartisan Nomination](#) (*signature collection*)
- [SEL 338 Candidate's Statement for Voter's Pamphlet](#)
- City of Ashland – Voluntary Contribution and Spending Limits (*optional*)

Submit the **SEL 101** form to the Community Development Department at 51 Windburn Way, Monday through Friday 9:00 am to 3:00 pm by **August 19**. All other forms must be submitted directly to the City Records Office by appointment.

**#2 To register your Campaign Committee with the State** (i.e. spend more than \$750 on your campaign), **the required forms are:**

- [SEL 220 Statement of Organization](#)
- [SEL 223 Campaign Account Information](#)

Submit these forms online through [OreStar](#). For more information and instructions, contact the Elections Division at 1-503-986-1518 or visit [oregonvotes.org](#).

**#3 To file a statement in the Voters' Pamphlet the required forms are:**

- [Candidate's Statement for County Voters Pamphlet](#)
- [Statement of Endorsement](#)
  - \$100 filing fee

Submit these forms to the [Jackson County Elections Division](#) by **September 9, 2024**.

**Important Dates**

<b>JUNE 5</b>	First day to file for candidacy
<b>JULY 17</b>	Candidate Information Session
<b>AUGUST 19</b>	City's filing deadline
<b>AUGUST 27</b>	State filing deadline
<b>AUGUST 29</b>	Jackson County voters' pamphlet submission deadline
<b>AUGUST 30</b>	Last day to withdraw
<b>SEPTEMBER 21</b>	First day to display political signage
<b>NOVEMBER 5</b>	ELECTION DAY
<b>NOVEMBER 12</b>	Last day to display political signage
<b>JANUARY 2</b>	New Mayor and City Councilors sworn into office