

# **VOTER'S PAMPHLET POLICY**

## **CITY OF ROSEBURG**

### **I. Definitions**

Ballot Title. A ballot title describes a City, School District, Sanitary Authority, College or Education Service District measure. All ballot titles must be qualified by the county elections filing officer.

Candidate. An individual whose name is printed or expected to be printed on the ballot after meeting filing requirements set forth in Roseburg Municipal Code §2.02.040 for city offices and ORS 255.235 for school district offices, sanitary authority offices, college offices and education service district offices.

City Elections Filing Officer. The City Recorder is the elections filing officer for the City of Roseburg Mayor and City Council positions.

College. Umpqua Community College.

County Elections Filing Officer. The County Clerk is the elections filing officer for Douglas County and Special Districts.

Education Service District. Douglas Education Service District.

Elective Office. Elective offices shall include Mayor, City Councilor, Roseburg School District 4 board members, Roseburg Urban Sanitary Authority board members, Umpqua Community College board members and Douglas Education Service District board members.

Electorate. The registered voters in the City of Roseburg, Roseburg School District 4, Roseburg Urban Sanitary Authority district, Umpqua Community College district, and Douglas Education Service District.

Initiative. The process of initiating legislation and its enactment or rejection by the electorate.

Measure. Legislation referred to the voters either by referendum or initiative for the City of Roseburg, Roseburg School District 4, Roseburg Urban Sanitary Authority, Umpqua Community College, or Douglas Education Service District.

Referendum. The process of referring legislation to the electorate.

Referral. The process of the governing body referring a measure to voters for approval.

Regular Election. An election held at the same time as the statewide primary or general biennial election.

Sanitary Authority. Roseburg Urban Sanitary Authority.

School District. Roseburg School District 4.

Special Election. An election held on a date that is not a regular election date.

Voters' Pamphlet. An informational brochure that may be in print or electronic form regarding candidate or measure information for an upcoming general or special election. The Voters' Pamphlet may also be referred to as "City of Roseburg Election Information".

## **II. Purpose**

- (1) It is the purpose of the City of Roseburg to create a voters' pamphlet that will provide voters with easy access to information regarding upcoming elections for candidates and/or ballot measures for the City of Roseburg, the Roseburg School District, the Roseburg Urban Sanitary Authority (RUSA), Umpqua Community College (UCC), or Douglas Education Service District (ESD);
- (2) The policy guidelines provided here are designed to provide the City Recorder with flexibility to generate a voters' pamphlet that balances the interests of voters' access to information and the City's interest in efficient and economical means to provide access to that information.

## **III. City Recorder Duties and Voters' Pamphlet Content**

- (1) The City Recorder shall include additional general information related to the election process in the Voters' Pamphlet such as the location of drop boxes, requirements for a citizen to qualify as an elector, how an elector may register or re-register to vote, and how an elector may obtain a ballot.
- (2) The City Recorder shall create a voters' pamphlet for a general or special election only when directed to do so by City Council pursuant to RMC § 2.02.075.
- (3) The order of candidates will be by election (City of Roseburg, Roseburg Public School District 4, Roseburg Urban Sanitary Authority, Umpqua Community College and Douglas Education Service District), and then by order of position. The order of measures will be in numeric order of the ballot number.
- (4) If the City Recorder is directed to create a voters' pamphlet, it shall include:
  - a. For a Measure:
    - i. the full text of the measure;
    - ii. the ballot number;
    - iii. a summary of the measure, created by the City Recorder's Office (for city measures) or by an agency representative (for measures from the other agencies), that does not exceed 500 words, that which concisely and impartially summarizes the measure and its major effects. If not filed, the Voters' Pamphlet may be printed without it;
    - iv. any arguments relating to the measure and filed with the City Recorder's Office in compliance with Section IV of this policy. Such arguments shall not exceed 325 words.
  - b. For a Candidate:
    - i. the candidate's name to be included on the ballot;
    - ii. the office sought;
    - iii. a portrait no smaller than 1.5 inches by 1.75 inches of the candidate submitted by the candidate no later than 56 days prior to the election date, that is less than four years old, only shows the face and shoulders of the candidate, and has no background or other identifying markers in the picture that would associate the candidate with an organization

- or other entity (if candidate does not submit a portrait then no portrait will be included);
    - iv. a statement submitted by the candidate no later than 56 days prior to the election date that includes the candidate's current occupation, occupational and educational background, and any additional information the candidate may deem relevant to the election. The length of the statement shall not exceed 325 words.
    - c. The City Recorder makes no guarantees as to whether the information submitted is accurate and current.
- (5) The City Recorder shall reject any statement, argument or other matter offered for filing and printing in the Voters' Pamphlet which:
  - a. Contains any obscene, profane or defamatory language;
  - b. Incites or advocates hatred, abuse or violence toward any person or group; or
  - c. Contains any language which may not be legally circulated through the mail.
- (6) The City Recorder's determination regarding subsection (5) of this Section III shall be final.
- (7) Nothing in these guidelines shall make the author of any statement or argument exempt from any civil or criminal action because of any defamatory statements offered for printing or contained in the Voters' Pamphlet. The persons writing, signing or offering a statement or argument for filing shall be deemed its authors and publishers.
- (8) The City Recorder shall notify a person who offered a portrait, statement, argument or other matter that was rejected pursuant to this section. Subject to the Voters' Pamphlet deadlines, the City Recorder will allow the person upon notification to revise the portrait or statement so that it does not violate the provisions of this section.

**IV. Submission and Printing of Arguments/Statements of Endorsement For or Against a Measure or Candidate**

- (1) Arguments or statements of endorsement must be filed no later than 56 days prior to the date of the general election. Arguments or statements of endorsement for or against the measure or the candidate shall not exceed 325 words. Arguments or statements of endorsement must include a signature of the individual responsible for submission.
- (2) Each argument or statement of endorsement that is printed in the Voters' Pamphlet will include the name of the person who submitted the argument, the name of the organization the person represents (if any), whether the argument supports or opposes the measure or the candidate, and a disclaimer that the argument does not constitute an endorsement by the City and that the City does not warrant the accuracy of any statement made in the argument.
- (3) The filing fee for an argument or statement of endorsement shall be set by resolution. If a person is unable to pay the filing fee, the City Manager may waive the fee.
- (4) The City Recorder shall reject any statement, argument or other matter offered for filing and printing in the Voters' Pamphlet in the same manner as outlined in Section III (5).

## **V. Candidate Statement Fees**

- (1) The filing fee for a candidate's statement for inclusion in the voters' pamphlet shall be set by resolution. Fees are due at the time the candidate submits his or her portrait and candidate statement. If a person is unable to pay the filing fee, the City Manager may waive the fee.

## **VI. Distribution and Access to the Voters' Pamphlet**

- (1) The City Recorder may publish the Voters' Pamphlet in hard-copy or electronically.
  - a. A hard-copy voters' pamphlet may be produced and distributed in a manner that provides voters with reasonable access to the pamphlet. Reasonable access may include, but is not limited to, providing copies of the Voters' Pamphlet at City Hall, the Public Safety Center, or other public facility. (Mailing hard copies to each eligible voter is not required to provide reasonable access); or
  - b. An electronic voters' pamphlet may be provided on the City website or may be provided through a website created for the sole purpose of providing voters with information about upcoming elections.
- (2) The City Recorder shall provide the Voters' Pamphlet in a manner that is reasonably likely to reach registered and potential voters no later than 21 days before the election. Distribution of hard-copy voters' pamphlets to Roseburg residences are "reasonably likely" to reach voters.
- (3) If the pamphlet is only available electronically, the City Recorder shall provide notice to voters that the Voters' Pamphlet is available online. The City Recorder will have discretion to select a method that is reasonably likely to reach voters; methods may include, but are not limited to, mailing a post-card to Roseburg residences notifying the voter(s) of the electronic pamphlet or notification in a city or local newspaper.

## **VII. Construction and Interpretation of this Policy**

- (1) The provisions of this Policy shall be liberally construed to provide the City Recorder or designee with the authority and flexibility to affect the purposes of this Policy.
- (2) Any aspect of the voters' pamphlet not specified in this policy or made ambiguous by the provisions of this policy shall not restrict the City Recorder's authority to use his or her discretion in determining reasonable means to implement this policy.
- (3) The information presented in the voters' pamphlet is not the view of the City. This information is a means of disseminating candidates' and others' views. This is only a platform for information. The information has not been verified for accuracy or truthfulness. The City accepts no responsibility for the accuracy or veracity of the statements or information contained herein.