



**Administration – City Recorder’s Office**  
117 N Molalla Avenue, PO Box 248, Molalla, Oregon 97038  
P: (503) 759-0285 E: [cteets@cityofmolalla.com](mailto:cteets@cityofmolalla.com)

## To: Prospective City Council Candidates

Thank you for your interest in running for Molalla City Council! The November 3, 2026, General Election ballot will feature three City Council positions. Council members with terms expiring on December 31, 2026 are: Councilor Leota Childress (elected two-terms), Councilor Terry Shankle (elected two-terms), and Councilor K.C. Bisenius (appointed to elected Councilor Raelynn Botsford’s remaining term). Individuals elected in November 2026 will serve four-year terms that begin on January 1, 2027, and end on December 31, 2030.

To serve on the Molalla City Council, candidates must meet the following requirements:

- Applicants must be at least 18 years of age and registered to vote (pursuant to [Molalla Municipal Charter](#))
- Candidates must have resided within Molalla's city limits twelve consecutive months immediately preceding the election (pursuant to [Molalla Municipal Code](#))
- *MMC 2.02.045 Criminal Background checks for Candidates for Elected Office*, a. Any individual who files a nomination petition for an elective City position under Section 2.02.040 shall file a form with the City Recorder either consenting or refusing to consent to a criminal history check.

**The city elections officer (City Recorder) will accept “nomination papers comprising a petition” for the position of City Councilor beginning at 8:00am on June 3, 2026 through August 14, 2026 at 4:00pm.** Once the city elections officer certifies that a candidate is eligible to run, the candidate must then collect 20 valid signatures from registered City of Molalla voters during the filing period. **Please note that signature sheets must be approved by the city elections officer before they can be circulated.**

This guide provides an overview of the local election process. For more information, candidates should review the [Molalla City Charter](#) and [Municipal Code](#) online. Candidates for local office also need to be aware of state requirements, including campaign finance rules, and should review the [state elections website](#). In addition, the [Clackamas County](#) elections website is a valuable source of information. All [links](#) are available on Page 6 of this packet.

As your Elections Officer, I am a resource for you. Please contact me with any questions at 503-759-0285 or [cteets@cityofmolalla.com](mailto:cteets@cityofmolalla.com). When you are ready to file candidate papers, please schedule an appointment to ensure that I am available.

Sincerely,

Christie Teets, CMC  
City Recorder | Elections Officer

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**Please read this document entirely before filling out forms.**  
*You may not begin petitioning without Election Officer approval.*

## Important Dates

If you are interested in running for City Council, note these critical 2026 dates:

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<b>June 3</b>	First day to file nomination papers with the city elections officer. <b>Note: signature sheets must be approved and assigned <u>before</u> being circulated.</b>
<b>Aug. 14</b>	City Hall deadline to submit signatures for verification to the city elections officer. <b>NOTE: The Elections Officer submits signature sheets to Clackamas County Elections Office for verification. Please allow for processing time.</b>
<b>Aug. 25</b>	Last day for candidates to file voters' pamphlet statements with the Clackamas County Elections Office. (\$50 filing fee)
<b>Aug. 28</b>	Last day to withdraw candidacy.
<b>Nov. 3</b>	Election Day
<b>January 13, 2027</b>	Oaths of Office administered at the first City Council meeting of the new year.

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## Qualifications for Candidacy

- Must be a resident of the City of Molalla during the twelve months immediately preceding the election.
- Must be a registered voter in the County of Clackamas, State of Oregon.

## About Molalla City Council

- City Council is composed of a mayor and six councilors.
  - All council members are elected at large.
  - Terms are four years, unless filling an unexpired term.
  - No person shall serve more than two full consecutive terms.
- Councilors must take an oath of office before commencing duties.
  - Council meetings are held on the second and fourth Wednesdays of each month.
  - Councilors attend multiple city and regional meetings each year.
  - Councilors must file an annual Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission (OGEC).

# How to File for Candidacy by Petition

Find candidate forms here: <http://sos.oregon.gov/elections/Pages/electionforms.aspx>.

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**Step 1: Candidate nomination papers are filed** with the city elections officer:

**Forms SEL101 and SEL121 must be approved in writing by the city elections officer before circulating.** Failure to do so will result in the rejection of signature sheets. Each candidate must determine in advance which position they plan to run for. (This election cycle contains positions for City Councilor only.)

1. **Form SEL101:** [Candidate Filing](#)
2. **Form SEL121:** [Candidate Signature Sheet – Nonpartisan](#)

Beginning June 3, 2026, you may submit a completed Candidate Filing Form (SEL101) AND a Candidate Signature Sheet – Nonpartisan (SEL121 – submit with just the top portion completed) to the city elections officer at Molalla City Hall, 117 N. Molalla Avenue, Molalla.

*A sample SEL101 and SEL121 form is provided on the city website.*

**Both forms must be approved in writing by the city elections officer before circulating.** Failure to do so will result in the rejection of signature sheets.

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**Step 2:** Once your eligibility has been verified by the City Election Officer, you will receive a letter notifying you that you are approved to begin collecting signatures.

***\*\*Do not begin collecting signatures without this letter of approval.\*\****

The candidate (or circulator) circulates approved signature sheets (SEL 121) to collect signatures following the guidelines in the state's candidate manual.

The Molalla City Charter requires candidates to acquire a minimum of 20 valid signatures to qualify for the ballot. It is recommended that more than 20 signatures be collected to ensure that enough valid signatures are gathered.

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**Step 3: Signature sheets are submitted to the city elections officer** when enough signatures have been collected. Candidates must include a SEL 338: [Candidate Petition Submission](#) form when submitting signature sheets.

The city elections officer submits the forms to the county elections office for verification. Candidates are encouraged to submit signatures by August 14, 2026 to ensure there is enough time for verification.

If a candidate does not submit enough valid signatures, the candidate may continue to collect additional signatures until the filing deadline, August 21, 2026.

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Once all forms have been verified and you have 20 verified signatures, your name will be submitted to the County Clerk to appear on the ballot, and you will receive notification from the City elections officer.

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## Required Campaign Financing

**As required by State law, candidates must follow campaign finance reporting requirements.** Visit <https://sos.oregon.gov/elections/Pages/campaign-finance.aspx> to review the campaign finance reporting manuals. Be sure to review the contribution and expenditure reporting requirements and observe the filing deadlines. For detailed information regarding who must file and when, refer to the candidate manual or check with the local elections officer in the State Elections Division at 503-986-1518, or Clackamas County elections at 503-655-8510.

**Establish a candidate committee** by submitting the following forms to the state. These forms may be submitted electronically via the ORESTAR system. Visit: <https://sos.oregon.gov/elections/Pages/campaign-finance.aspx>

**Form SEL 220: [Statement of Organization for Candidate Committee](#)**

SEL 220 must be filed within three business days of receiving a campaign contribution or making an expenditure. See the Campaign Finance Manual:

<https://sos.oregon.gov/elections/Documents/campaign-finance.pdf>

## Residence Address Exemption Request

Candidates for public office or any public office holder may request that Elections Official not publish their residence address in publicly posted candidate filings or voter lists. The request for a [Residence Address Exemption](#) must be filed with the Secretary of State. The request form is available online.

## Withdrawal of Candidacy

To withdraw from the election, a candidate must file the SEL150 Candidate Filing Withdrawal form no later than August 28, 2026. [Form SEL150](#) is a fillable form, to be completed on the Secretary of State website.

## County Voters' Pamphlet

Each candidate is responsible for their own voters' pamphlet submission with the Clackamas County elections office. This generally includes a photo, brief biography, and an issues statement. Molalla City Council positions are considered paid positions, as they receive a stipend, so the county charges a fee for candidate submissions. This fee (\$50) is considered an expense and must be included on State campaign expenditure reports.

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### **Miscellaneous**

All election forms that are filed with the city are a matter of public record and will be released if requested.

Please contact City Recorder, Christie Teets at 503-759-0285 or [cteets@cityofmolalla.com](mailto:cteets@cityofmolalla.com) if you have questions about the election process.

### **Internet Resources**

- Molalla City Council Elections:  
<https://www.cityofmolalla.com/Departments/City-Recorders-Office/Elections>
- Molalla City Charter and Municipal Code: <https://ecode360.com/MO4970>
- Clackamas County Elections Office: [www.clackamas.us/elections](http://www.clackamas.us/elections)
- State of Oregon Elections Division:  
<https://sos.oregon.gov/elections/Pages/laws-rules-publications.aspx>
- Subscribe to City Council meeting email notices:  
<https://public.govdelivery.com/accounts/ORMOLALLA/subscriber/new>

## **Political Signs and Printed Material**

(The Do's and Don'ts)

- May not exceed six square feet in size.
- May not be erected more than 90 days before an election and must be removed within 10 days after the election.
- May not be internally or externally illuminated.
- May not be placed in locations that obstruct motorists' or pedestrians' vision, such as street corners or next to driveways.
- May not be placed in the public right-of-way or on public property, such as parks or schools.
- Shall be kept neat, clean, and in good repair. Signs that are not in good repair shall be removed or repaired immediately.
- May not be attached to trees, shrubbery, utility poles, or traffic control signs or devices.
- May not obstruct or obscure primary signs on adjacent properties.

### **VEHICLES**

- Shall not project beyond the original frame of the vehicle more than ¼ inch.
- Shall not be larger than six square feet. Car wraps are exempt from the size requirements.
- Shall not be parked in the right-of-way for extended periods of time to be used as a portable sign.

### **How long can the political signs be displayed?**

The City requests the signs be removed within ten days after the election.

### **Identification on Political Material**

The State does not enforce identification requirements. The State elections division does, however, we strongly recommend that identification be voluntarily included so the public knows who is authorizing the publication.

### **Still Have Sign Questions?**

Please contact the Code Enforcement Officer at 503-829-6855 or check online at [www.cityofmolalla.com](http://www.cityofmolalla.com) Municipal Code [Chapter 18](#).

Be aware that the Oregon Department of Transportation (ODOT) has some stringent regulations. If you are considering posting political signs along OR 211 or OR 213, contact ODOT before doing so.