



## **Our Values:**

Excellence

Integrity

Trust

Fairness

Partnership

# Mandated Services

## 1. Elections, which includes:

- Conduct elections in the county--including federal, state, county, incorporated cities, and special district elections (ORS 246.200)
  - Register all individuals who properly complete & submit a voter registration
  - Process registrations through the Oregon Motor Voter project
  - Maintain the voter register & address library
  - Establish precincts
  - Prepare ballots
  - Mail ballots to all qualified electors
  - Receive and process voted ballots
  - Certify election results
  - Accept and verify, for statutory and constitutional requirements, candidate nomination filings
  - Accept, verify for statutory and constitutional requirements, approve to circulate, and verify signatures on initiative, referendum, nominating, recall, formation and annexation petitions
  - Receive, verify, publish and accept ballot titles for referral from special districts & incorporated cities.
  - Ensure Security and fraud preventions for elections.

## **2. Recording**

- Maintain the records of the county governing body, commonly referred to as Commissioners' Journal (ORS 205.110)
- Record land records, including deeds, mortgages, liens and all other documents that affect the title to real property (ORS 205.130). Record and provide certified copies of Military Discharge Papers (DD 214s) at no charge. (ORS 408.420)
- When a document is received for recording it is verified for compliance with Oregon statutes. The information (parties' names, type of document and legal description) is entered into the electronic index for future retrieval of the document. All recorded documents are entered into our electronic system (either scanned or submitted electronically) and microfilm is later produced for required archival storage.

## **3. Process Property Value Appeals (ORS 309.020)**

- Hearings are held on any appeal that is not stipulated with the Assessor or withdrawn by the appellant by the day the Property Value Appeal board convenes.
- This includes, all scheduling with the Board, correspondence with the appellants, coordination with the Assessor, and final orders to the Department of Revenue.

## **4. Issue Marriage Licenses & File Domestic Partnerships (ORS 106.041 & 106.325)**

# Other Non-mandated Services Provided

1. **Process Passport Applications** (Acceptance agents for US Department of State).
2. **Passport Photos.**
3. **Notary services are provided.**
4. **Wedding Ceremonies.**

*Many counties provide non-mandated services to help support the rising costs to provide the mandated services.*

# County Breakdown

## Counties are not all the same

### Statutory Home Rule - Board Of County Commissioners

Ordinances on any matter of county concern not preempted by state law, have three or five member board of commissioners

COUNTY	FOUNDED	STRUCTURE IN EFFECT	BOARD MEMBERS	FULL TIME CHAIR	FULL TIME COMMISSIONER	AT LARGE COMMISSIONERS	NON-PARTISAN COMMISSIONERS	ELECTED CHAIR	# OF DISTRICTS	ADMINISTRATOR
Baker	1862	1997	3	●	◐	All	●	●		Chair
Clackamas	1843	1950	5	●	●	All	●	●		Appointed
Columbia	1854	1971	3	●	●	All	●			
Coos	1853	1961	3	●	●	All	●			
Curry	1855	1969	3	●	●	All	●			
Deschutes	1916	1971	3	●	●	All	●			Appointed
Douglas	1852	1965	3	●	●	All	●			
Jefferson	1914	1996	3		◐	All	●			Appointed
Klamath	1882	1965	3	●	●	All	●			
Lake	1874	1971	3	●	●	All	●			
Lincoln	1893	1967	3	●	●	All	●			
Linn	1847	1970	3	●	●	All				Appointed
Marion	1843	1963	3	●	●	All				Appointed
Morrow	1885	2017	3	●	●	All	●			Appointed
Polk	1845	1967	3	●	●	All	●			Appointed
Tillamook	1853	1968	3	●	●	All	●			
Union	1864	1991	3	●	●	All	●			Appointed
Wallowa	1887	1999	3	●	◐	All	●	●		Chair
Wasco	1854	2010	3	●	◐	All	●			Appointed
Yamhill	1843	1969	3	●	●	All	●			Appointed

FULL-TIME ● PART-TIME ◐

### Statutory Home Rule - County Courts

Ordinances on any matter of county concern not preempted by state law; original county structure, with judge as county administrator + two commissioners.

COUNTY	FOUNDED	STRUCTURE IN EFFECT	BOARD MEMBERS	FULL-TIME		NON-PARTISAN		JUDGE AS ADMINISTRATOR	JURISDICTION	
				JUDGE	COMMISSIONERS	JUDGE	COMMISSIONERS		PROBATE	JUVENILE
Crook	1882	1882	3	●	◐	●	●	●		
Gilliam	1885	1885	3	●	◐	●		●	●	
Grant	1864	1864	3	●	◐	●	●	●	●	
Harney	1889	1889	3	●	◐	●	●	●	●	
Malheur	1887	1887	3	●	◐	●		●	●	
Sherman	1889	1889	3	●	◐	●		●	●	●
Wheeler	1899	1899	3	●	◐	●	●	●	●	●

FULL-TIME ● PART-TIME ◐

### Constitutional Home Rule - Board of County Commissioners

Ordinances on any matter of county concern not preempted by state law, have three or five member board of commissioners and chairs; right of voters to adopt their own form of county government by way of county charter.

COUNTY	FOUNDED	STRUCTURE IN EFFECT	BOARD MEMBERS	FULL-TIME		AT-LARGE COMMISSIONERS	NON-PARTISAN COMMISSIONERS	ELECTED CHAIR	# OF DISTRICTS	ADMINISTRATOR
				CHAIR	COMMISSIONERS					
Benton	1847	1972	3	●	●	All				Appointed
Clatsop	1844	1988	5		○		●		5	Appointed
Hood River	1908	1964	5		◐	Chair	●	●	4	Appointed
Jackson	1852	1978	3	●	●	All				Appointed
Josephine	1856	1980	3	●	●	All	●			
Lane	1851	1962	5	●	●		●		5	Appointed
Multnomah	1854	1966	5	●	●	Chair	●	●	4	Chair
Umatilla	1862	1993	3	●	●	All	●			
Washington	1843	1962	5	●	◐	Chair	●	●	4	Appointed

FULL-TIME ● PART-TIME ◐ VOLUNTEER ○

Generated by: Association of Oregon Counties | Last updated February 2024

**\*\*7 Oregon Counties have appointed Clerks/Election Directors:**

**Benton, Clatsop, Hood River, Lane, Multnomah, Umatilla & Washington\*\***



# Example of Typical Election Schedule

Election Tasks	District Election	May 20, 2025	Days	Date
<b>Marib Luther King Jr. Day</b>				
			Monday	01/20
Last Day to deliver to districts the Board Member Update Form			-115	01/25
County SEL 805			-111	01/29
District Board Member Update Forms Due from District			-105	02/04
Last Day to Deliver to Publish Notice of District Board Election (if not on website in lieu of publication)			-101	02/08
First day for district candidate to file candidacy			-101	02/08
<b>President's Day</b>				
			Monday	02/17
County Measure Filing Deadline (Open until 5 PM)			-90	02/19
Provide SOS with General Information for Voters' Pamphlet translation			-82	02/27
City/District SEL 805 (Open until 5 PM)			-81	02/28
Optional/Print Mailing Labels for JS Inactive Challenged Ballot & IC Inactive Name Change			-75	03/06
Optional/First day to Mail Inactive Notice			-70	03/11
Stop Generator Tests: Contact Facilities			-61	03/20
Last day to CANCEL per post office information only-Pr/Gen-91 days (Spec-61 days)			-61	03/20
Candidate Filing/Withdrawal Deadline (Open until 5 PM)			-61	03/20
City/District Measure Filing or Withdrawal Deadline (Open until 5 PM)			-61	03/20
Optional/Last day to Mail Inactive Notice			-60	03/21
V/P Filing Deadline (Open until 5 PM)			-57	03/24
Last day to provide SOS with Voters' Pamphlet General Information for translation edits			-55	03/26
Last day to provide SOS with Ballot Title & Explanatory Statement to SOS for Translation			-55	03/26
Send plain language statement of translation received from SOS to Ryder			-54	03/27
AM becomes public on 4th bus. day after filing deadline				03/28
Set-Up Ballot Distribution Center (as soon as we have ballots)			-48	04/02
Print Election Reports: AL-005; Address Library Report & BP-021; Precinct Split Ballot Style			-48	04/02
Contact County Mailroom Staff to make sure \$\$\$ is in Bulk Mail Permit Account			-46	04/04
Post Sample Ballot on Website			-46	04/04
Military Ballots Mailed			-46	04/04
E-Mail Ballots: Send all small ballots: EX-ED01A			-46	04/04
Contact Election Temp Workers via letter or phone			-46	04/04
Contact Temp. Agency if needed			-46	04/04
First day to provide absentee ballots by mail or in person (local voters)			-43	04-07
Provide voter file to Sendt Direct			TBD	TBD
Sendt Direct Ballot Insertion			TBD	TBD
Contact Bryan/IT: Request New User Set-up / Activate Users			-35	04/15
Print HAVA			-35	04/15
Print Out of State Labels & Prepare Ballots			-35	04/15
Last day to post Election Results Reporting Schedule on website			-30	04/20
Out of State Ballots Mailed			-29	04/21

Voters' Pamphlet Mailed (Week of April 21st)		-29	04/21
Prepare Pick-Up Teams paperwork and supplies		-22	04/28
New Registration Deadline (Postmarks Count) (Open until 5 pm)		-21	04/29
All Ballots Mailed: Sendt Direct / Bulk Mailing (Send All States)		-18	05/02
Open All Drop Boxes on the date ballots are mailed		-18	05/02
Drop site Pick-up begins: Monday after ballots are mailed		-15	05/05
<b>Wed Mail: M-F -Office Staff Weekends -Chris</b>			
<b>All Others: Week of: May 5 - Teams; May 12 - Teams; May 19 &amp; 20 - Teams (Multiple Drops)</b>			
<b>All Others / Weekends: May 10 &amp; 11 - Chris &amp; Teams; May 17 &amp; 18 - Chris &amp; Teams</b>			
Invite Public To Certification / Observers		-15	05/05
Talk to Sheriff's Office / Deputy for election night (Chris)		-15	05/05
Place Ballot Drop Sign and Cones		-15	05/05
Prepare Election Board Forms and Supplies		-15	05/05
Signature Verification Begins		-13	05/07
Certification Deadline / Part 1 8:00am (upload test results to ENR, scan batch of ballots)		-7	05/13
Talk to IT / Delay back-up until very late		-7	05/13
Election Boards Begin Time: 9:00 am		-6	05/14
Start Tabulation		-5	05/15
<b>Election Day (Open Team - 6 pm)</b>		0	05/20
Remove All Signs, Store Voting Booths, etc...		1	05/21
<b>Memorial Day</b>			
		Monday	05/26
Postmarked Ballot Deadline		7	05/27
Challenged Signature Report Public		15	06/04
Last Day for Challenged Ballot resolution (Open until 5 pm)		21	06/10
Inactivate voters who did not update registration to resolve signature challenge		22	06/11
Close Election		27	06/16
Certification / Part 2 (after all ballots are counted / before certification)		27	06/16
Clarify Election: Abstracts & Letters to Districts		27	06/16
<b>Juneteenth</b>			
		Thursday	06/19
Electronically deliver precinct level results and SEL 904 to SOS		37	06/26
Last day to prepare & deliver acceptance of office forms to individuals elected by write-in		38	06/27
Last day for individuals elected by write-in to file acceptance of office form (Open until 5 pm)		43	07/02
<b>Independence Day</b>			
		Friday	07/04
Last day for district to accept election results		45	07/07
Issue certificates of election upon acceptance of election results from district		45	07/07
Last day to deliver certificate of election to individuals who filed write-in acceptance forms		45	07/07
Send letter to individuals whose ballots were received too late		45	07/07
Send out election billing invoices		45	07/07
Send election day report SEL 237 to SOS		45	07/07



# Where the Money Goes

(please note fees vary by county)



- Many counties use money collected from recording fees to help sustain increasing election costs.
- Recording is currently down and this has had a huge impact on staffing levels that help serve the election offices.
- Every election office is funded from the county general fund.

Of the \$116.00 fee for recording the first page of a Trust Deed example:

- \$5.00 - first page (\$5.00 each additional page)
- \$10.00 - Jackson County Surveyor, to establish and maintain land survey corners and for preservation and retention of survey records.
- \$13.00 - Geographic information systems (GIS) fee
- \$13.00 - Surveyor Services Fee
- \$60.00 - State of Oregon Housing and Community Services Department Programs fee
- \$11.00 - State of Oregon Department of Revenue fee
- \$4.00 Jackson County (Clerk) fee, cost to offset collection, distribution and preservation of Oregon Housing and Community Service fee.



# OACC Proposed Bills:

## HB 3383:

- **Summary:** The Act would raise certain fees charged by county clerks.
- **Relating To:** Relating to fees charged by county clerks; amending ORS 205.320 and 205.327.

## HB 3384:

- **Summary:** The Act allows local elections chiefs not to act on IM petitions that are filed during a specified time. Permits local elections officials not to take certain actions on a petition or prospective petition for an initiative or referendum if the petition is filed between the 75th day prior to and the 35th day following an election in either May or November.
- **Relating To:** Relating to filing petitions for initiatives and referenda; amending ORS 250.168, 250.175, 250.215, 250.270, 250.275, 250.315, 255.140, 255.145 and 255.175.

## HB 3385:

- **Summary:** Exempts public records filed with a county clerk from the fee schedule. Modifies the statute that governs the fee schedule for public records filed with a county clerk.
- **Relating To:** Relating to public record fees; amending ORS 192.324.

## HB 3386:

- **Summary:** The Act allows a deputy of a county clerk to perform weddings.
- **Relating To:** Relating to solemnization of marriage; amending ORS 106.120 and 205.320.

## HB 3387 :

- **Summary:** The Act allows for certain candidates to help county clerks count ballots. Permits a precinct committeeperson who appears on the ballot to volunteer as personnel to assist a county clerk with counting ballots.
- **Relating To:** Relating to precinct committeepersons counting ballots; amending ORS 254.476.