



Instructions for Submitting Voters' Pamphlet Arguments
March 13, 2012 Special Election
Voters' Pamphlet Submission Instructions, Filing Fees and Deadlines

Measure Argument Filing Fee

\$50.00

Measure Argument Filing Deadline

5:00 pm, February 10, 2012

General

- The completed filing (attached argument, Statement of Endorsement (if necessary) and \$50) must be received by the City Recorder's Office, 400 E. Main Street, Cottage Grove, Oregon 97424, no later than 5:00 pm on the filing deadline. Postmarks are not considered. Any filings received after 5:00 pm on the deadline will be rejected.
- The City Recorder corrects spelling errors, but does not correct grammar or punctuation errors.
- An amended argument may be submitted until 5pm on the filing deadline. If you choose to submit an amended argument you must submit a completed measure argument form with the "Amendment" box marked. No changes will be accepted after the deadline.
- Arguments are printed in the Voters' Pamphlet in the order they are filed with the City Recorder. If you submit an amendment to your argument, the amended argument is placed in the Voters' Pamphlet based on the date and time of the amendment filing.

Measure Argument

- If the argument contains impermissible content or is in an incorrect form, it will need to be amended. It is recommended that you allow enough time for the City Recorder to review the argument and for you to amend it, if necessary, before the February 10th filing deadline.
- Submit one Measure Argument for City of Cottage Grove Voters' Pamphlet form and a copy of your measure argument. Attach Statements of Endorsements, if any.
- The measure argument must be typewritten on standard 8½" x 11" white paper. **Your filing may be rejected if it is not.**
- The signature of the individual furnishing the information must be submitted with the argument. If multiple names are listed, each person must sign.
- The argument must consist of words and numbers only; charts or graphics may not be used.
- The total word count for an argument must not exceed 325 words. If an argument exceeds word count or length, the City Recorder will edit the argument to ensure compliance. If the argument must be edited to comply with length requirements, an additional \$50 fee will be assessed and must be paid prior to the filing deadline. If the fee is not paid prior to the filing deadline the argument will not be published.
- Generally, anything with white space around it counts as a word, including bullets and dashes.

- Standard formatting attributes, such as boldface, centering, underlining and bulleted lists may, be used with the following exceptions: Italics may be used only when identifying publications. Improperly used italics will be changed to plain text. ALL CAPS may not be used. Improperly used all caps will be changed to upper- and lowercase.
- If any material in the argument violates the provisions of ORS 251.055, the material in violation will be rejected. The City Recorder will notify the person responsible for the argument of the rejection, if possible, and the person may revise the argument only to the extent necessary to bring the argument into compliance with statute.

Statements of Endorsement (ORS 251.049)

- If the name of a person or organization is used in your argument as supporting or endorsing the argument, you must do one of the following:
 - File a **Statement of Endorsement** signed by the person, or by an authorized person on behalf of an organization, stating that the person consents to the use of the name of the person or organization in your argument. The name of the endorser, including any title or organization, must appear in the Voters' Pamphlet argument exactly as indicated by the endorser on the Statement of Endorsement.

Or

 - Use the name of the person or organization with a quotation made by the person on behalf of the person or by an authorized person on behalf of an organization. The quotation must have been disseminated to the public prior to its inclusion in the argument and it must be identified in the argument by its source and date.

If any material in the argument violates the provisions of ORS 251.049, the material in violation will be rejected.

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Voters' Pamphlet Filing Fees and Deadlines**

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\$50

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If you have any questions, call the City Recorder at: (541)942-5501

Argument filing checklist:

- **Measure Argument for City of Cottage Grove form completed and signed.**
- **Argument attached to form (maximum 325 words).**
- **Check for \$50 made out to City of Cottage Grove.**
- **Statement of Endorsement attached if necessary.**