Referendum Process Timeline

Chief Petitioner

- 1 Begin process by filing:
 - SEL 370 listing no more than three chief petitioners and
 - (E) text of the ordinance.

See page 17

4 Submit cover and signature sheets for approval.

See page 18

6 After receiving approval to circulate and reviewing with circulators the legal requirements and guidelines for circulating a referendum petition, begin gathering signatures.

Q See page 19

The ballot title drafting process and collection of signatures can occur simultaneously.

District or City Attorney

- 8 Draft and file ballot title that impartially summarizes the petition and its major effect.
 - 5th business day after receipt

Q See page 18

Registered Voter (step not required)

- **10** Voter who is dissatisfied with ballot title can petition Circuit Court for review.
 - 7th business day after ballot title filed
- **11** Voter notifies Local Elections Official of Circuit Court petition.
 - 5 pm 1st business day after the petition is filed with the Circuit Court

See page 18

Chief Petitioner

- 12 Submit signatures for verification.
 - 90th day after adoption of nonemergency ordinance (county)
 - 30th day after adoption of nonemergency ordinance (city and district)

See page 19

Local Elections Official

- 2 Date and time stamp prospective petition.
- If complete, assign the petition an identification number.

Q See page 17

- 5 Review cover and signature sheets and approve petition to circulate.
 - The official must not approve until chief petitioners have filed a Statement of Organization with the State Elections Division.

Q See page 18

- 7 Forward prospective petition to District Attorney or City Attorney.
 - 1st business day after receipt

Q See page 18

- 9 Publish receipt of ballot title at
 - next available edition of a newspaper of general circulation in the county, city, or district.
 - in addition, the notice may also be published on the county or city's web site for a minimum of 7 days.

(Q) See page 18

- 13 Conduct signature verification.
 - 15th calendar day after signatures submitted

Q See page 19

14 Qualify petition for ballot if signature verification shows the petition contains the required number of signatures.

See page 20

To calculate deadlines, day one is the day after a complete and correct document is filed or the day after a document is due. If a statutory deadline falls on a Saturday, Sunday, or holiday, the deadline becomes the following business day as provided for in ORS 246.021. However, constitutional deadlines that fall on a Saturday, Sunday, or holiday, becomes the previous business day.