

OFFICE OF THE SECRETARY OF STATE
TOBIAS READ
SECRETARY OF STATE

MICHAEL KAPLAN
DEPUTY SECRETARY OF STATE



ARCHIVES DIVISION
STEPHANIE CLARK
DIRECTOR

800 SUMMER STREET NE
SALEM, OR 97310
503-373-0701

NOTICE OF PROPOSED RULEMAKING INCLUDING STATEMENT OF NEED & FISCAL IMPACT

CHAPTER 165
SECRETARY OF STATE
ELECTIONS DIVISION

FILED

10/07/2025 9:25 AM
ARCHIVES DIVISION
SECRETARY OF STATE

FILING CAPTION: Revises timelines for coordination with county election officials to translate voters' pamphlets.

LAST DAY AND TIME TO OFFER COMMENT TO AGENCY: 11/21/2025 5:00 PM

The Agency requests public comment on whether other options should be considered for achieving the rule's substantive goals while reducing negative economic impact of the rule on business.

CONTACT: Coline Benson
503-986-1518
elections.sos@sos.elections.gov

255 Capitol St NE
Ste 126
Salem ,OR 97310

Filed By:
Coline Benson
Rules Coordinator

HEARING(S)

Auxiliary aids for persons with disabilities are available upon advance request. Notify the contact listed above.

DATE: 11/17/2025

TIME: 11:00 AM - 11:30 AM

OFFICER: Coline Benson

REMOTE HEARING DETAILS

MEETING URL: [Click here to join the meeting](#)

PHONE NUMBER: 503-446-4951

CONFERENCE ID: 2735515252593

SPECIAL INSTRUCTIONS:

Passcode: WZ9vk7eQ

NEED FOR THE RULE(S)

The revised rule incorporates feedback from county elections officials on timelines for translation of county voters' pamphlets. The revised timelines provide counties with more time to prepare materials for translation in March and August Elections.

DOCUMENTS RELIED UPON, AND WHERE THEY ARE AVAILABLE

None

STATEMENT IDENTIFYING HOW ADOPTION OF RULE(S) WILL AFFECT RACIAL EQUITY IN THIS STATE

This rule promotes racial equity. The Secretary of State is required to translate each county's voters' pamphlet into the most common languages of each county. Translations of voters' pamphlets promote racial equity by providing persons in Oregon who have a limited ability to read, speak, write, or understand English with access to voter information and to fully exercise their voting rights.

FISCAL AND ECONOMIC IMPACT:

This proposed rule may cause minimal fiscal or economic impact to the state Elections Division. There is no fiscal and economic impact of these rules to the public.

COST OF COMPLIANCE:

(1) Identify any state agencies, units of local government, and members of the public likely to be economically affected by the rule(s). (2) Effect on Small Businesses: (a) Estimate the number and type of small businesses subject to the rule(s); (b) Describe the expected reporting, recordkeeping and administrative activities and cost required to comply with the rule(s); (c) Estimate the cost of professional services, equipment supplies, labor and increased administration required to comply with the rule(s).

There may be a minimal fiscal impact for the state Elections Division to answer questions regarding compliance with this rule, or for other unanticipated reasons. There is no anticipated fiscal and economic impact of these rules on small businesses.

DESCRIBE HOW SMALL BUSINESSES WERE INVOLVED IN THE DEVELOPMENT OF THESE RULE(S):

This rule does not regulate small businesses.

WAS AN ADMINISTRATIVE RULE ADVISORY COMMITTEE CONSULTED? NO IF NOT, WHY NOT?

The fiscal impact of the revised rule is expected to be minimal at most.

AMEND: 165-024-0025

RULE SUMMARY: Revises timelines for coordination with county elections officials to ensure timely and high-quality translations of county voters' pamphlets.

CHANGES TO RULE:

165-024-0025

Translation of Selected County Voters Pamphlet Materials

(1) This rule governs the required translation of Selected County Voters' Pamphlet Materials by the Secretary of State for all primary, general, and special elections. ¶

(2) The Secretary of State shall translate Selected County Voters' Pamphlet Materials from English into the County List of Languages and shall post the translations publicly on the Secretary of State's website. ¶

(3) The Secretary of State shall bear the cost of translating and posting the portions of the county voters' pamphlets described in this rule. ¶

(4) The Secretary of State shall provide county elections officials with a plain language statement concerning translation of county voters pamphlet materials, for inclusion in each County Voters Pamphlet. ¶

(a) The statement shall be provided in English and in each of the County List of Languages. ¶

(b) The statement shall notify the public that portions of the County Voters Pamphlet have been translated and shall identify where to find the translation. ¶

(5) County elections officials shall do the following: ¶

(a) Include the plain language statement concerning voters' pamphlet translations in the County Voters' Pamphlet; ¶

(A) The plain language statement shall appear in the County Voters' Pamphlet on the page immediately following the county election official's letter to voters or other similar introductory statement; ¶

(B) If a county voters' pamphlet does not include a county elections official's letter or other similar introductory statement, this information shall be prominently placed as close as possible to the cover page of the pamphlet. ¶

(b) Include the plain language statement prominently on the county elections website, together with live hyperlinks directing the public to translated voters' pamphlet material. ¶

(c) Provide county voters pamphlet material to the Secretary of State for translation on the timeline specified in this rule. ¶

(6) The Secretary of State shall cause the following Selected County Voters Pamphlet Material to be translated: ¶

(a) County pamphlet general information including: ¶

(A) County elections official's letter to voters or other official communication by a county clerk, filing officer or

other public elections officials;¶

(B) Elections office services;¶

(C) Key dates of the election;¶

(D) Requirements for a citizen to qualify as an elector;¶

(E) Requirements for voter registration and how to update registration;¶

(F) How to cast a ballot;¶

(G) The right of an elector to request a second ballot if the first is spoiled;¶

(H) The right of an elector to seek assistance in marking the ballot;¶

(I) The hours and locations of places to deposit official ballots; and¶

(J) Any maps deemed necessary by the county; ¶

(b) Ballot measure information including:¶

(A) Ballot title;¶

(B) Explanatory statement; and¶

(C) Statements created by state, local and special government bodies.¶

(7) (a) The Secretary of State adopts the following timelines and coordinates with county elections officials as needed to ensure timely and high-quality translations in county voters' pamphlets:¶

(ab) ¶For elections held in November and May, the county elections official shall provide the Secretary of State with the following:¶

(A) County pamphlet general information for translation no later than the 82nd day before the date of the election.¶

(b) The county elections official shall provide minor changes to county pamphlet general information for translation no later than the 55th day before the date of the election. The final edits must clearly indicate which text was revised from the previously submitted version.¶

(c) County ballot measure information for translation no later than the 55th day before the date of the election.¶

(c) For elections held in March and August, the county elections official shall provide the Secretary of State with county pamphlet general information and county ballot measure information for translation no later than the 55th day before the date of the election.¶

(d) The Secretary of State shall provide the county elections official the plain language statement for inclusion in the county voters pamphlet, together with any other official information to assist voters concerning translated material, no later than the 54th 62nd day before the election.¶

(e) The Secretary of State shall post translated county voters' pamphlet materials on the Secretary of State's website no later than the 27th 5th day before the election.¶

(8) A county may translate any portion of the county voters' pamphlet or accept translations for publication that are not described in this rule for publication on the County's website or in the mailed voters' pamphlet.¶

(a) The county shall bear the cost of making such additional translations and publishing them on the County's website or in the mailed voters' pamphlet.¶

(b) Any translation conducted by the county shall be according to the criteria in OAR 165-024-0020.¶

(c) Any translation conducted by the county shall use the translated terms from the Secretary of State Translated Elections Glossaries in the most commonly spoken languages in Oregon and each county.

Statutory/Other Authority: ~~HB3021, ORS 247.005, ORS 246.150, ORS 251.026, ORS 251.167, ORS 251.170, ORS 251.173, ORS 251.315~~

Statutes/Other Implemented: ~~ORS 251.170, ORS 251.315~~