

Campaign Finance Law: Know Your Responsibilities!

Step 1 File Your Statement of Organization with the County Clerk

All candidates are required to file the **Statement of Organization** within 20 days of becoming a candidate for office.* A late fee of \$10/day applies. If you expect that income (including contributions from self) or expenditures will total less than \$1,000 in the election cycle, use this form to request a waiver of future reporting requirements, and skip to step 3.

**Although candidates for school boards in districts with fewer than 2,400 students (Climax-Scotts, Comstock, Galesburg-Augusta, Parchment, and Schoolcraft) are exempt from filing, keep records in case contributions (including those from self) or expenditures exceed \$1,000, at which point filing will be required.*

Step 2 Know Your Campaign Finance Disclosure Requirements and Penalties for Non-Compliance

Candidates without the reporting waiver must file **Campaign Statements** according to the schedule below.

If seeking election in 2019			
Pre-election statement	Books close 4/21/2019	Due by 5:00 pm 4/26/2019	Late fee \$25/day
Post-election statement	4/22/2019 - 5/27/2019	Due by 5:00 pm 6/6/2019	
Pre-election statement	5/28/2019 - 7/21/2019	Due by 5:00 pm 7/26/2019	
Post-election statement	7/22/2018 - 8/26/2019	Due by 5:00 pm 9/5/2019	
Pre-election statement	8/27/2019 - 10/20/2019	Due by 5:00 pm 10/25/2019	
Post-election statement	10/21/2018 - 11/25/2019	Due by 5:00 pm 12/5/2019	
If not seeking election in 2019			
July quarterly statement	Books close 7/20/2019	Due 7/26/2019	Late fee \$25/day
October quarterly statement	7/21/2019 - 10/20/2019	Due 10/25/2019	
Annual statement	10/21/2019 - 12/31/2019	Due 1/31/2020	

Step 3 Contributions: Know What's Allowed

Cash contributions over \$20, corporate, and anonymous contributions are not allowed. More information—including contribution limits and fundraising rules—are available on the Bureau of Elections website.

Step 4 Attend Campaign Finance Reporting Training—Educating Yourself is YOUR Responsibility

Avoid late filing fees by educating yourself on campaign reporting requirements. Watch your mail for an invitation to a live session planned for May and August on candidate responsibilities under Michigan campaign finance law. This opportunity to acquaint yourself with the statements and have your questions answered is a courtesy offered by County Clerk Tim Snow. Attendance is optional and highly encouraged for both candidates and campaign committee treasurers.

Step 5 Dissolve Your Campaign Committee

If your bid for office is unsuccessful, you may dissolve your campaign committee using either the **Candidate Statement** (if not waived) or the **Dissolution Campaign Statement** (if waived). If you were elected or appointed, your campaign committee must remain open until you are no longer in office.

For More Information

Read the State of Michigan resources **Getting Started as a Candidate** and **Candidate Committee Manual**, available on the Bureau of Elections' website. Also read the **Kalamazoo County Candidate Manual**, available at the County Clerk's office. Questions? Call Elections Specialist Sarah Joshi at 269-384-8080. We're here to help!



KALAMAZOO COUNTY GOVERNMENT
In the Pursuit of Extraordinary Governance...

Frequently Asked Questions

I'm not planning to form a campaign committee. Do I still need to file campaign finance statements?

With the exception of candidates for precinct delegate and school boards in districts with fewer than 2,400 students, every candidate for public office must create a campaign committee within 10 days of becoming a candidate, and they must file a **Statement of Organization** within 10 days of forming the committee. While naming a treasurer can help with recordkeeping and reporting, the candidate may choose to assume these functions themselves.

I'm funding my campaign with my own money. Do campaign finance laws apply to me?

Candidates may make unlimited contributions to their own committees. The contributions received from the candidate must be recorded, deposited and reported like all other contributions.

Where do I obtain the *Statement of Organization* form and the *Candidate Statement* form?

Forms are available for download from the Bureau of Elections website. Hard copies are available at the County Clerk's office. All statements must be submitted to the County Clerk's office (without staples, please) by the deadline in order to avoid late filing fees.

What is a *Late Contribution Report*?

A late contribution is any single or cumulative contribution of \$500 or more received from the same person between the day following the close of books of the last **Campaign Statement** required to be filed by the committee and the third day before the date of any election in which the committee/candidate participates. All types of contributions that meet the definition must be reported. This includes contributions of money, loans, in-kind contributions of goods and/or services and contributions from the candidate himself or herself.

What topics do I need to read about on the Bureau of Elections' website?

To avoid problems, familiarize yourself with contribution limits, prohibited contributions, prohibited expenditures, and the identifier statements required committee publications and advertisements. Mistakes can be costly, so adherence to the law is important.

Are campaign finance reports made public?

Yes. Campaign finance disclosure reports are available on the Kalamazoo County website. Enter your name or committee ID number to track your activity or the statements of any other candidate for public office.

What is a *Campaign Finance Compliance Affidavit*?

Before assuming office, a candidate who has been elected to county, city, township, village, or school office whose committee does not have a reporting waiver must sign an affidavit indicating that all statements, reports, late filing fees, and fines have been submitted to the County Clerk. Like other campaign finance reports, this form is available for public viewing on the Kalamazoo County website.

I won the election! Can I dissolve my campaign committee now?

No. Campaign committees must remain open until you are no longer in office. If eligible for the reporting waiver, request it by amending the **Statement of Organization**; if ineligible for the waiver, continue to submit **Campaign Statements** to the County Clerk's office according to the schedule on the Bureau of Elections website.

What is required of a candidate who is not elected?

If the candidate was not successful, two options exist: 1) if you choose to keep the campaign open, request a reporting waiver if eligible by amending the **Statement of Organization**; if ineligible for the waiver, continue to file **Campaign Statements** according to the schedule on the Bureau of Elections' website, or 2) you may dissolve the committee by following the instructions listed in step 5 on the reverse. Neglecting reporting requirements can cause fees to accrue. Instead, work with the County Clerk's office to wrap up the committee.



ORIGINAL OR AMENDED
STATEMENT OF ORGANIZATION FORM FOR LOCAL CANDIDATE COMMITTEES FILED WITH A COUNTY CLERK

Information on this form is made public.

1. Committee ID #:	*2. Type of Filing: <input type="checkbox"/> Original: <input type="checkbox"/> Amendment to items:		Eff. Date:
*3. Full Name of Committee (must include Candidate's first and last name):			
*4a. Candidate Full Name: Last Name		First Name	M.I.
*4b. Political Party (if applicable):		*4c. County of Residence:	
*4d. Office Sought:		*4e. District or Jurisdiction:	
*5. Date Committee was Formed:			
*6a. Committee Phone:		6b. Committee Fax #:	
*6c. Committee Email Address:		6d. Committee Website Address:	
*7a. Complete Committee Mailing Address (May be PO Box):			
*7b. Complete Committee Street Address (May not be PO Box):			
*8. Treasurer Name and Complete Residential Address:			
Phone #:		Email Address:	
9. Designated Record Keeper Name and Complete Address:			
Phone #:		Email Address:	
*10. REPORTING WAIVER REQUEST: <input type="checkbox"/> YES, I/We WANT TO APPLY FOR THE REPORTING WAIVER. The committee does not expect to receive or expend in excess of \$1,000.00 in an election. I/We understand that if the committee does not spend or received in excess of \$1,000.00 in an <i>election</i> , the committee does not owe detailed campaign statements. I/We further understand that the Reporting Waiver will be automatically lost if the committee exceeds the \$1,000.00 threshold and all required campaign statements must be filed. <i>A Reporting Waiver does not exempt a committee from filing Late Contribution Reports.</i> <input type="checkbox"/> NO, I/We DO NOT WANT TO APPLY FOR THE REPORTING WAIVER. The committee expects to receive or expend in excess of \$1,000.00 in an election. I/We understand that the committee owes detailed campaign statements even if the committee does not spend or receive in excess of \$1,000.00 in an election. I further understand that the Reporting Waiver cannot be requested retroactively to avoid filing requirements and to avoid paying late filing fees. Further information regarding Reporting Waivers can be found in <u>Appendix C</u> of the Committee Manual.			
*11. Name and Address of Depositories or Intended Depositories of committee funds. (Michigan Bank, Credit Union or Savings & Loan Association) While this item must be completed, an account does not have to be opened until the first contribution is received. *Official Depository (name and address): Secondary Depository (name and address):			
12. Verification: I/We certify that all reasonable diligence was used in the preparation of the above statement and that the contents are true, accurate and complete to the best of my/our knowledge or belief. If filing campaign statements electronically, we further agree that the signatures below shall serve as the signatures that verify the accuracy and completeness of each statement filed electronically by the committee. I/We certify that all reasonable diligence will be used in the preparation of each statement electronically filed by this committee and that the contents of each statement will be true, accurate and complete to the best of my/our knowledge or belief. (Sign Name and Date)			
*Candidate:		*Current Treasurer	
Date:		Date:	
*Designated Record Keeper (If Applicable)		Date:	

**INSTRUCTIONS FOR COMPLETING THE STATEMENT OF ORGANIZATION
FOR LOCAL CANDIDATE COMMITTEES**

STATE LEVEL COMMITTEES FILE THIS FORM ELECTRONICALLY

As soon as an individual becomes a "candidate" under Michigan's Campaign Finance Act, P.A. 388 of 1976, as amended, he or she has 10 calendar days to form a Candidate Committee. After the committee's formation date, the candidate has an additional 10 calendar days to register the committee. A candidate registers a Candidate Committee by filing a Statement of Organization form with his or her filing official. A person becomes a candidate under the Campaign Finance Act on the date he or she:

- files a nominating petition, a filing fee or an affidavit of candidacy; or
- receives a contribution or makes an expenditure, or gives consent to someone else to receive a contribution or make an expenditure with a view to bringing about the individual's nomination or election to an elective office; or
- is nominated for an elective office by a political party caucus or convention.

Candidates exempted from Statement of Organization Filing Requirements:

- A candidate who seeks a precinct delegate position is not required to file a Statement of Organization.
- A candidate who seeks a school board position in a school district with a pupil membership count of 2,400 or less AND receives or spends \$1,000.00 or less for the election is not required to file a Statement of Organization.

NOTE: The information contained on the Statement of Organization must be kept up-to-date. If a change in the information takes place, an amendment to the form must be filed no later than the due date of the first campaign statement required of the committee after the change. The treasurer serving at the time of the change must sign the amendment.

WHERE TO FILE THIS FORM

Offices that file with the County Clerk's Office:

- A candidate for a county, city, township, village, public school board, community college board or other local elective office is required to file two copies of this form with the clerk for the county in which the candidate resides.
EXCEPTION: A local candidate whose district crosses county boundaries is required to file this form with the clerk of the county where the greatest number of voters eligible to vote on the office resides.

Offices that file with the Michigan Department of State Bureau of Elections must file this form electronically using the assigned Internet application:

- A candidate for Governor, Lt. Governor, Secretary of State, Attorney General, State Senate, State Representative, State Board of Education, University of Michigan Regent, Michigan State University Trustee, Wayne State University Governor, Michigan Supreme Court, Court of Appeal, Circuit Court, District Court, Probate Court and Municipal Court.

INSTRUCTIONS

Type or clearly print in ink all information requested on the Statement of Organization form. Each entry on the form is discussed below.

Note: If filing an Original Statement of Organization, all fields preceded with an * are required fields.

- ITEM 1:** On the original Statement of Organization, leave Item 1 blank. An identification number will be assigned to the committee by the filing official. For an amendment enter the assigned identification in Item 1.
- *ITEM 2:** Indicate whether the Statement of Organization is an original or amendment. If this is an amendment, list all item number(s) and effective date of the change.
- *ITEM 3:** Enter the committee's official name. **The committee name must include the candidate's first and last name.**
- *ITEM 4a:** Enter the candidate's full name.
- *ITEM 4b:** If the office sought by the candidate is a partisan office, enter the candidate's party affiliation.
- *ITEM 4c:** Enter the candidate's county of residence.
- *ITEM 4d:** Enter name of the office sought by the candidate.
- *ITEM 4e:** Enter the district number or jurisdiction (county, city, township, village, school district) served by the office.
- *ITEM 5:** Enter the date the committee was formed. This form must be received by your filing official within **10 calendar days** after the committee's formation date. A late filing fee of \$10.00 per business day is assessed if this form is filed late.
- *ITEM 6a:** Enter the committee's phone number including the area code.
- ITEM 6b:** Enter the committee's fax number.
- *ITEM 6c:** Enter the committee's e-mail address.
- *ITEM 7a:** Enter the committee's mailing address. A post office box is acceptable. All mail from the filing official will be directed to the committee's mailing address.
- *ITEM 7b:** Enter the committee's street address. A post office box is not acceptable. (List the candidate's or treasurer's home address if no other address is available.)
- *ITEM 8:** Enter the full name (last name, first name, middle initial), complete residential address, telephone number and and e-mail address of the committee's treasurer. The candidate may serve as the committee's treasurer. A committee treasurer must be listed in this item.