

2018 STATE OF OKLAHOMA COUNTY CANDIDATE FILING PACKET



*For use by candidates who file with the Secretary
of a County Election Board for County Offices*

ATTENTION ALL CANDIDATES:

This filing packet has been prepared by the Secretary of the Oklahoma State Election Board for use by candidates filing for County offices during the April 11 – 13, 2018, filing period. The contents of the filing packet are listed below, together with the disposition of each item.

The filing packet for 2018 contains a redesigned, multiple-page Declaration of Candidacy. Some filers may submit a Declaration of Candidacy of three or more pages to the Secretary of the County Election Board.

Use the County Candidate Filing Checklist on page 4 to assemble the required pages of the Declaration of Candidacy for the office being sought.

**2018 Candidate Filing Period
County Officers**
Wednesday, April 11, 8:00 A.M. – 5:00 P.M.
Thursday, April 12, 8:00 A.M. – 5:00 P.M.
Friday, April 13, 8:00 A.M. – 5:00 P.M.

Full terms:

These offices will appear on the ballot in 2018 for a full term (4 years).

County Assessor

County Commissioner, Districts 1 and 3

County Treasurer

Unexpired terms:

In the event a vacancy occurs in one or more of the following offices in any county prior to the 2018 candidate filing period, the vacancy shall appear on the ballot in 2018 as an unexpired term. Offices to be filled for the remainder of an unexpired term shall appear on the ballot following the full term county offices scheduled to appear on the ballot in 2018.

Court Clerk

County Sheriff

County Clerk

County Commissioner, District 2

Primary Election

Tuesday, June 26

Runoff Primary Election

Tuesday, August 28

General Election

Tuesday, November 6

OKLAHOMA CANDIDATE FILING INSTRUCTIONS

COUNTY OFFICERS

2018 Primary, Runoff Primary, and General Elections

NOTICE TO ALL CANDIDATES: *These instructions were prepared and published by the Secretary of the State Election Board as a public service late in 2017. They were correct when prepared but are subject to change. It is ultimately the responsibility of each candidate to determine for himself/herself the requirements for becoming a candidate for public office.*

Where to File

Candidates for county offices file Declarations of Candidacy with the Secretary of the County Election Board, in the county of their residence.

Filing Fee

A non-refundable filing fee of **\$300.00**, in the form of a cashier's check or certified check made payable to "Secretary of the County Election Board," is required for county offices. The filing fee shall be submitted to the Secretary of the County Election Board with the Declaration of Candidacy. Cash cannot be accepted. A personal check or campaign account check cannot be accepted.

Petition

In lieu of a filing fee, a petition supporting the candidacy signed by not fewer than two percent (2%) of the number of registered voters in the appropriate district or in the county, as applicable for the office sought, may be submitted with the Declaration of Candidacy. A petition form for county office is available on the State Election Board website, <https://www.ok.gov/elections>.

The official number of signatures required for each office is based on the number of registered voters as of November 1, 2017. Visit <https://www.ok.gov/elections> or contact the County Election Board for the exact number of signatures required for the office sought.

Withdrawal of Candidacy

A candidate may withdraw from the Primary Election by filing a written notice with the Secretary of the County Election Board before 5:00 P.M. on the second business day following the close of the filing period. A candidate may withdraw from the Runoff Primary Election by filing a written notice before 5:00 P.M. on the Friday following the Primary Election. A candidate may withdraw from the General Election by filing a written notice before 5:00 P.M. on the Friday following the Runoff Primary Election. Forms for withdrawal may be obtained from the Secretary of the County Election Board with whom the Declaration of Candidacy was filed.

Contests of Candidacy

Any candidate may contest the candidacy of any other candidate for the same office by filing a written petition with the Secretary of the County Election Board before 5:00 P.M. on the second business day following the close of the filing period. The petition must be accompanied by a cashier's check or certified check in the amount of **\$250.00**, payable to "Secretary of the County Election Board." Cash cannot be accepted. A personal check or a campaign account check cannot be accepted. To respond to the petition, the contestee also must post a deposit in the same manner as the petitioner, except that the deposit may be posted at the time of the contestee's appearance at the scheduled hearing.

General Information

1. Candidates may file for the nomination of a political party only if said party is recognized by the laws of the State of Oklahoma.
2. Candidates may file for no more than one office at any election. A Special Election and a Regular Election held on the same date shall be considered one election.
3. To become a candidate for office and have one's name appear on a ballot, a person must file a Declaration of Candidacy as prescribed by the Secretary of the State Election Board, accompanied by either a filing fee in the amount specified by the laws of the State of Oklahoma or by a petition bearing the required number of signatures of registered voters. A complete Declaration of Candidacy shall include the Candidate Information and Oath page, the Criminal History Disclosure form, if necessary, and the Candidate Qualification pages for the office sought.
4. The Candidate Information and Oath page must be completely filled out, signed by the candidate, and notarized by a Notary Public or other person authorized to administer oaths.
5. A candidate's name will be printed on the ballot as it is entered on the first line of the Candidate Information and Oath page; however, no candidate shall have any prefix, suffix, or title placed before or after his name. A candidate's full legal name also must be provided on the Candidate Information and Oath page.
6. All candidates are required to read, sign, and date the Candidate Qualifications pages for the office sought and to submit the signed and dated Candidate Qualifications with the Candidate Information and Oath page.
7. All candidates are required by state law to disclose on the Candidate Information and Oath page whether they have ever been convicted, pled guilty, or nolo contendere of a misdemeanor involving embezzlement or of a felony in Oklahoma or in any other state and/or whether an arrest warrant is outstanding in connection with such misdemeanor or felony. Candidates who check "Yes" in the Criminal History Disclosure section of the Candidate Information and Oath page are required to fill out and submit the Criminal History Disclosure form.
8. In contests of candidacy, the Secretary of the County Election Board is the constructive service agent for each candidate who has filed. By the act of filing a Declaration of Candidacy, each candidate is conclusively presumed to have accepted such constructive service.
9. The Secretary of the County Election Board has the authority by state law to reject any Declaration of Candidacy which on its face shows that the candidate does not meet the qualifications to become a candidate for the office set forth as contained in the Oklahoma Constitution, statutes, or resolution calling the election.

COUNTY CANDIDATE FILING CHECKLIST

Use this checklist to complete and assemble all required Declaration of Candidacy pages before filing with the Secretary of the County Election Board April 11 – 13, 2018.

<input type="checkbox"/>	<p>DECLARATION OF CANDIDACY</p> <p><input type="checkbox"/> Candidate Information and Oath Complete the Candidate Information and Oath page. The candidate must personally sign the Candidate Information and Oath and the candidate's signature must be notarized.</p> <p>See Candidate Information and Oath form on filing packet page 5.</p>	<p>REQUIRED for all candidates filing at the County Election Board for a County Office.</p>
<input type="checkbox"/>	<p><input type="checkbox"/> Criminal History Disclosure Provide all requested information.</p> <p>See Criminal History Disclosure form on filing packet page 6.</p>	<p>REQUIRED only from a candidate who checks YES under Criminal History Disclosure on the Candidate Information and Oath form.</p>
<input type="checkbox"/>	<p><input type="checkbox"/> Candidate Qualifications page Read, sign, and date appropriate County Candidate Qualifications for the office sought. See pages 7-12.</p>	<p>REQUIRED for all candidates filing at the County Election Board for a County Office.</p>
<input type="checkbox"/>	<p>CASHIER'S or CERTIFIED CHECK for filing fee Only a cashier's check or certified check made payable to "Secretary of the County Election Board" can be accepted.</p> <ul style="list-style-type: none"> • Cash cannot be accepted. • A personal check or campaign account check cannot be accepted. • All candidate filing fees are non-refundable. • The filing fee for all County Offices is \$300.00. 	<p>Required unless filing by petition.</p> <p>When a candidate submits a filing fee, a petition is not required.</p>
<input type="checkbox"/>	<p>VOLUNTARY FORM FOR NEWS MEDIA The media form is voluntary. Completion and submission of the media form is not a requirement for becoming a candidate.</p> <p>See media form on filing packet pages 13-14.</p>	<p>NOT required, but accepted by County Election Board on behalf of media.</p>
<input type="checkbox"/>	<p>Ethics Filing Information Information from the Oklahoma Ethics Commission is included for the convenience of candidates on pages 15-16.</p> <ul style="list-style-type: none"> • All questions concerning requirements of the Ethics Commission must be directed to the Ethics Commission. • The County Election Board accepts Ethics forms from County candidates required to file them. 	



OKLAHOMA DECLARATION OF CANDIDACY

Candidate Information and Oath

NOTICE: All information provided on this form will be made publicly available.

PLEASE TYPE OR PRINT

CANDIDATE INFORMATION

Candidate's name as it will appear on ballot:		
Candidate's full legal name:	Date of birth: (Month, Date, Year):	
Title of Office Sought: (include district office or ward number if applicable)		
Candidate's Residence Address: (Street, City, State, Zip)		
Candidate's Mailing Address: (Street, City, State, Zip)		
I am a registered voter in precinct # _____ in the County of _____		
Optional Information: Phone number: _____ Email Address: _____ Website: _____		
<input type="checkbox"/> Candidate for the _____ Party <input type="checkbox"/> Independent Candidate <input type="checkbox"/> Nonpartisan Judicial Candidate		
This Declaration is accompanied by a (check one): <input type="checkbox"/> Cashier's/Certified Check <input type="checkbox"/> Petition		

CRIMINAL HISTORY DISCLOSURE AND OATH

CRIMINAL DISCLOSURE:
 Have you been convicted, pled guilty or nolo contendere, or otherwise been determined by a court of proper authority in Oklahoma or in another state to be guilty of a misdemeanor involving embezzlement or of a felony under the laws of this state or of the United States? YES NO
 Have you been named in an outstanding warrant for arrest for a misdemeanor involving embezzlement or a felony in this or any other state or of the United States? YES NO
 If you answer **YES** to either of these questions, you are required to fill out and sign the Criminal History Disclosure form and include it in your Declaration of Candidacy.

I, the undersigned, swear or affirm that the information provided in this Declaration of Candidacy is true and correct, that I have read and signed the Candidate Qualifications for the office that I seek, that I am fully qualified to become a candidate for said office, and that I will be fully qualified to hold said office, if elected.

Signature of Candidate _____

NOTARY

	State of _____	County of _____
	Subscribed and sworn to before me _____	
	My Commission expires _____	Commission Number _____
SEAL	_____ Signature of Notary Public or Officer Authorized to Administer Oath	
	_____ Title of Officer (Notary Public or Other Officer)	

NIP PET # of signatures _____

Oklahoma Declaration of Candidacy Criminal History Disclosure

Candidate's Name: _____ Title of office sought: _____

If you have been convicted, pled guilty or nolo contendere, or otherwise been determined by a court of proper authority in Oklahoma or in another state to be guilty of a misdemeanor involving embezzlement or of a felony under the laws of this state or of the United States, or if at this time you are named in an outstanding warrant for arrest for a misdemeanor involving embezzlement or for a felony in the State of Oklahoma or in another state, you are required to complete this Criminal History Disclosure form.

Name of offense

Date of conviction, plea of guilty or nolo contendere, or deferral of sentence or date of issuance of outstanding warrant

Time prescribed in original judgement and sentence or deferral of sentence

County and State of conviction, plea, or deferral or issuance of outstanding warrant

Name of offense

Date of conviction, plea of guilty or nolo contendere, or deferral of sentence or date of issuance of outstanding warrant

Time prescribed in original judgement and sentence or deferral of sentence

County and State of conviction, plea, or deferral or issuance of outstanding warrant

Name of offense

Date of conviction, plea of guilty or nolo contendere, or deferral of sentence or date of issuance of outstanding warrant

Time prescribed in original judgement and sentence or deferral of sentence

County and State of conviction, plea, or deferral or issuance of outstanding warrant

X _____ Date: _____

Candidate's Signature

Use additional copies of this form if more space is required. Page ___ of ___

Oklahoma Declaration of Candidacy

Candidate Qualifications for County Offices

County Assessor
County Treasurer

County Court Clerk (unexpired term)
County Clerk (unexpired term)

Oklahoma Statutes, Title 19, Section 131.1:

"To file as a candidate for any county office, a person must have been a registered voter and have maintained a current principal residence within the county for the six-month period immediately preceding the first day of the filing period prescribed by law. Provided, to file as a candidate for the office of county commissioner, a person must have been a registered voter within the county commissioner district have maintained a current principal residence within such district for the six-month period immediately preceding the first day of the filing period prescribed by law. Evidence of a 'principal residence' may include, but not be limited to, the address listed on:

1. A federal or state tax return;
2. A driver license; or
3. An automobile registration."

Oklahoma Statutes, Title 19, Section 132:

"No person shall be eligible to any county office unless he shall be, at the time of his election or appointment, a qualified voter of the county."

Oklahoma Statutes, Title 26, Section 5-105:

"A. To file as a candidate for nomination by a political party to any state or county office, a person must have been a registered voter of that party for the six-month period immediately preceding the first day of the filing period prescribed by law and, under oath, so state. Provided, this requirement shall not apply to a candidate for the nomination of a political party which attains recognition less than six (6) months preceding the first day of the filing period required by law. However, the candidate shall be required to have registered with the newly recognized party within fifteen (15) days after such party recognition.

"B. To file as an independent candidate for any state or county office, a person must have been registered to vote as an independent for the six-month period immediately preceding the first day of the filing period prescribed by law and, under oath, so state."

Oklahoma Statutes, Title 26, Section 5-105a:

"A. A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for or to be elected to any state, county, municipal, judicial or school office or any other elective office of any political subdivision of this state for a period of fifteen (15) years following completion of his sentence or during the pendency of an appeal of such conviction or plea.

"B. The provisions of this section shall not be construed to preclude a person who has received a pardon from being eligible for or from holding public office."

(Continued on next page)

By signing below, I am indicating that I have read and understand the qualifications for the office I am seeking and that I meet all qualifications to hold the office.

County Officer Candidate's Signature:

- County Assessor
- County Treasurer

- County Court Clerk (unexpired term)
- County Clerk (unexpired term)

X _____ **Date:** _____

Oklahoma Declaration of Candidacy

Candidate Qualifications for County Offices

County Commissioner, Districts 1 and 3

County Commissioner, District 2 (unexpired term)

Oklahoma Statutes, Title 19, Section 131 (E):

"E. In order to file as a candidate for county commissioner in a county commissioner's district, the candidate must have been a qualified registered elector and have maintained a current principal residence in that district for at least six (6) months immediately preceding the first day of the filing period prescribed by law. Evidence of a 'principal residence' may include, but not be limited to, the address listed on:

1. A federal or state tax return;
2. A driver license; or
3. An automobile registration."

Oklahoma Statutes, Title 19, Section 131.1:

"To file as a candidate for any county office, a person must have been a registered voter and have maintained a current principal residence within the county for the six-month period immediately preceding the first day of the filing period prescribed by law. Provided, to file as a candidate for the office of county commissioner, a person must have been a registered voter within the county commissioner district have maintained a current principal residence within such district for the six-month period immediately preceding the first day of the filing period prescribed by law. Evidence of a 'principal residence' may include, but not be limited to, the address listed on:

1. A federal or state tax return;
2. A driver license; or
3. An automobile registration."

Oklahoma Statutes, Title 19, Section 132:

"No person shall be eligible to any county office unless he shall be, at the time of his election or appointment, a qualified voter of the county."

Oklahoma Statutes, Title 26, Section 5-105:

"A. To file as a candidate for nomination by a political party to any state or county office, a person must have been a registered voter of that party for the six-month period immediately preceding the first day of the filing period prescribed by law and, under oath, so state. Provided, this requirement shall not apply to a candidate for the nomination of a political party which attains recognition less than six (6) months preceding the first day of the filing period required by law. However, the candidate shall be required to have registered with the newly recognized party within fifteen (15) days after such party recognition.

"B. To file as an independent candidate for any state or county office, a person must have been registered to vote as an independent for the six-month period immediately preceding the first day of the filing period prescribed by law and, under oath, so state."

(Continued on next page)

Oklahoma Statutes, Title 26, Section 5-105a:

"A. A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for or to be elected to any state, county, municipal, judicial or school office or any other elective office of any political subdivision of this state for a period of fifteen (15) years following completion of his sentence or during the pendency of an appeal of such conviction or plea.

"B. The provisions of this section shall not be construed to preclude a person who has received a pardon from being eligible for or from holding public office."

By signing below, I am indicating that I have read and understand the qualifications for the office I am seeking and that I meet all qualifications to hold the office.

County Commissioner Candidate's Signature:

X

_____ **Date:** _____

Oklahoma Declaration of Candidacy

Candidate Qualifications for County Offices

County Sheriff (unexpired term)

Oklahoma Statutes, Title 19, Section 131.1:

"To file as a candidate for any county office, a person must have been a registered voter and have maintained a current principal residence within the county for the six-month period immediately preceding the first day of the filing period prescribed by law. Provided, to file as a candidate for the office of county commissioner, a person must have been a registered voter within the county commissioner district have maintained a current principal residence within such district for the six-month period immediately preceding the first day of the filing period prescribed by law. Evidence of a 'principal residence' may include, but not be limited to, the address listed on:

1. A federal or state tax return;
2. A driver license; or
3. An automobile registration."

Oklahoma Statutes, Title 19, Section 132:

"No person shall be eligible to any county office unless he shall be, at the time of his election or appointment, a qualified voter of the county."

Oklahoma Statutes, Title 19, Section 510 (Amended and effective 11/1/2017):

"Any person, otherwise qualified, who has been a resident of the State of Oklahoma for two (2) years, has been a registered voter of the party whose nomination he or she seeks, or a registered Independent, within the county from which such person seeks election for the six (6) months next preceding the first day of the filing period, is at least twenty-five (25) years of age next preceding the date of filing for office, possesses at least a high school education and has served as a duly certified peace officer, in a full-time capacity, for a period of four (4) years or more prior to the date of filing for the office of county sheriff, shall be eligible to hold the office of county sheriff or to file therefor. Within twelve (12) months of taking office, all newly elected or appointed sheriffs shall complete a sheriff's administrative school which has been developed by the Oklahoma Sheriffs' Association and which has been approved by the Council on Law Enforcement Education and Training (CLEET). Failure to complete the sheriff's administrative school within the specified period shall preclude the new sheriff from obtaining CLEET certification. New sheriffs with prior CLEET certification, who fail to attend the sheriff's administrative school, shall have their CLEET certification revoked. Provided, however, the provisions of this section relating to qualifications shall not apply to any person serving as a county sheriff or to any person previously serving as county sheriff prior to the adoption of this statute.

"For purposes of this section, 'peace officer' shall mean a full-time duly appointed or elected officer who is paid for working more than twenty-five (25) hours per week and whose duties are to preserve the public peace, protect life and property, prevent crime, serve warrants, and enforce state, federal or military laws and local ordinances of this state or any political subdivision thereof."

Oklahoma Statutes, Title 26, Section 5-105:

"A. To file as a candidate for nomination by a political party to any state or county office, a person must have been a registered voter of that party for the six-month period immediately preceding the first day of the filing period prescribed by law and, under oath, so state. Provided, this requirement shall not apply to a candidate for the nomination of a political party which attains recognition less than six (6) months preceding the first day of the filing period required by law. However, the candidate shall be required to have registered with the newly recognized party within fifteen (15) days after such party recognition.

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"B. To file as an independent candidate for any state or county office, a person must have been registered to vote as an independent for the six-month period immediately preceding the first day of the filing period prescribed by law and, under oath, so state."

Oklahoma Statutes, Title 26, Section 5-105a:

"A. A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for or to be elected to any state, county, municipal, judicial or school office or any other elective office of any political subdivision of this state for a period of fifteen (15) years following completion of his sentence or during the pendency of an appeal of such conviction or plea.

"B. The provisions of this section shall not be construed to preclude a person who has received a pardon from being eligible for or from holding public office."

By signing below, I am indicating that I have read and understand the qualifications for the office I am seeking and that I meet all qualifications to hold the office.

County Sheriff Candidate's Signature:

X

_____ **Date:** _____

Oklahoma Declaration of Candidacy

Voluntary Form for News Media

You are not required to complete this form in order to become a candidate for office. If you elect to complete this form, it will be distributed to the news media by the election board at the time your Declaration of Candidacy is accepted.

Date _____

Name _____

Office Sought _____ Political Affiliation _____

Home Address _____ Home Phone _____

City _____ Zip _____

E-mail Address _____ Cell Phone _____

Website _____

Date of Birth _____ Age _____

Place of Birth _____

Parents' Names (Include mother's maiden name) _____

Brothers and Sisters (Include cities of residence) _____

Business Name _____

Business Address _____ Business Phone: _____

City _____ Zip _____

Current Occupation/Profession _____

Currently Employed by (Dates) _____

Previously Employed by (Dates) _____

Education (Where; When; Degree, if any) _____

This is page 1 of a 2 – page questionnaire. Please complete both pages. Thank you!

Name _____

Previous Races Run (Dates, outcomes) _____

Previous Governmental/Political Party Experience _____

Memberships in Professional, Civic, Military and Other Organizations _____

Honors, Awards, etc. _____

Marital Status _____

Spouse's Name (If wife, maiden name) _____

Names and ages of Children _____

Spouse's Current Occupation/Profession (Dates) _____

Spouse Currently Employed by (Dates) _____

Spouse Previously Employed by (Dates) _____

Campaign Headquarter's Phone _____

Campaign Consultant's Name _____

Advertising Consultant's Name _____

Campaign Manager's Name _____

Campaign Manager's Occupation/Employer _____

Campaign Manager's Business Phone _____

Campaign Manager's Home Phone _____

Campaign Treasurer's Name _____

Campaign Treasurer's Occupation/Employer _____

Campaign Treasurer's Business Phone _____

Campaign Treasurer's Home Phone _____

OKLAHOMA ETHICS COMMISSION

2018 COUNTY CANDIDATE INFORMATION

One Election, Two Agencies. In addition to **Election Board** requirements, county candidates must follow the Rules and filing requirements of the **Oklahoma Ethics Commission**.

The **Ethics Commission Rules** and state statutes govern the funds raised and spent for county campaigns, including funds of the candidate.

Fees, Fines, Legal Action. Failure to register, file required reports, or follow the Ethics Rules may result in enforcement procedures, including assessment of fees or fines, investigations, and legal actions.

ETHICS COMMISSION RESOURCES

Website | Guides | Ethics Staff

Ethics Commission Website. The Ethics website, www.ethics.ok.gov, is a candidate's one stop shop for campaigns. The Ethics website includes a county candidate page with important checklists, printable Ethics forms, the Ethics Rules, and other resources for county campaigns.

Guide for Candidates (County Office). This Guide provides a summary of the Ethics Rules and statutes, and provides examples of common situations as applied to candidates for county office.

Ethics Forms. Find the printable Ethics Forms on the Ethics website at www.ethics.ok.gov. These forms are filed with the County Election Board. Contact the County Election Board for filing procedures.

Ethics Staff. The Ethics Commission staff serve to enforce the Ethics Rules and assist with compliance with the Ethics Rules. Contact the Ethics staff for questions about the Ethics Rules and filing requirements.

Electronic Notifications. Sign up to receive notices for candidates or other agency news by **email** or **text message** via the Ethics website.

Top Ethics Tips:

1. Read the Guide for Candidates (County Office)
2. Open a campaign bank account prior to raising or spending funds
3. Establish committee officers and financial procedures prior to raising and/or spending funds
4. Determine when registration with the County Election Board will be required for the committee
5. Maintain records for a period of four years, regardless of whether you are required to register with the County Election Board
6. Know the committee's mandatory dissolution date after the election



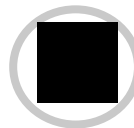
(405) 521-3451



ethics@ethics.ok.gov



www.ethics.ok.gov



Oklahoma State Capitol
2300 N. Lincoln Blvd.
OKC, OK 73105

SEE REVERSE SIDE FOR A CHECKLIST
FOR ALL COUNTY CANDIDATES

Candidate Checklist for **All** County Candidates

The following checklist summarizes some “basics” for candidates who file declarations of candidacy with the County Election Board. This checklist is not comprehensive and does not modify any applicable state law.

Item	Description
<input type="checkbox"/> Review the Guide for Candidates (County Office), Ethics Rules, and statutes.	<ul style="list-style-type: none"> • Guides, Rules, and statutes are available at www.ethics.ok.gov under the “County, Municipal & School Reporting” tab. • The Candidate Guide (County Office) summarizes the Ethics Rules that apply to candidates.
<input type="checkbox"/> Prior Committee Information	<p>Does this candidate have an active county-level campaign committee for a prior election?</p> <p>YES: Review the “County Transition Checklist” available at www.ethics.ok.gov for important information regarding how to transition from one county committee to another county committee.</p> <p>NO: Continue to the next step.</p>
<input type="checkbox"/> Name the Campaign Committee	<p>The campaign committee name must at least include the following:</p> <ol style="list-style-type: none"> 1. the name of the candidate (i.e., full name, first name, middle name or last name of candidate); and 2. the year of the election. <p>Examples: “Doe for County Commissioner 2018” or “Friends of John Doe 2018”</p>
<input type="checkbox"/> Identify Officers for the Committee	<ul style="list-style-type: none"> • Required to have at least a Chair and Treasurer (same person may be both) • Candidate may be the Chair, Treasurer, or both • Officers must voluntarily serve • Maintain up-to-date contact information for <u>each</u> officer
<input type="checkbox"/> Open a Campaign Committee Depository (Bank; Credit Union; or Other Financial Institution)	<ul style="list-style-type: none"> • Contact the committee depository to see if an Employer ID Number (EIN) is required. See www.irs.gov to obtain an EIN. • Depository account name must have full name of committee (Friends of John Doe 2018). • Depository must regularly do business in Oklahoma <p>NOTE: All campaign funds expended and received <i>should</i> go through the committee's depository account—including the candidate's funds. A candidate who spends personal funds for his or her campaign may be reimbursed with candidate committee funds within 90 days. After the 90 days, any non-reimbursed expenses are considered contributions to the campaign from the candidate.</p>
<input type="checkbox"/> Register a Campaign Committee with the County Election Board	<ul style="list-style-type: none"> • Has in excess of \$1,000 been raised for the campaign? • Has in excess of \$1,000 been spent on the campaign (includes candidate's personal funds)? <p>YES: A “yes” to either question means the committee is <u>required</u> to file a Statement of Organization with the County Election Board within 10 days of spending or receiving over \$1,000. The Statement of Organization is found on the Ethics website at www.ethics.ok.gov and must be filed with the County Election Board. Registration is not complete until a \$50 registration fee is paid. This fee must be paid using a campaign committee check drawn on the committee account. County candidates are required to have their Statement of Organization notarized.</p> <p>NO: A “no” to both questions means a committee can, but is not required to, file a Statement of Organization. Once over \$1,000 has been spent or received for the campaign, a Statement of Organization is required to be filed within 10 days with the County Election Board.</p>
<input type="checkbox"/> File Required Reports	<p>Reports may be due quarterly, two weeks before an election, or within 24 hours of receipt of a contribution. Reports are required until the committee is dissolved in accordance with the Ethics Rules. For reporting information, including campaign forms, go to the “County, Municipal & School Reporting” tab at www.ethics.ok.gov.</p>