

# Oklahoma Ethics Commission

## The Ethics Commission's Role in Your Campaign

- The Ethics Commission has civil jurisdiction over campaigns for elective state office.
- **Ethics Rules Can be Complicated.** The Commission promulgates Ethics Rules, which have the same weight as statutes and can be found at [www.ethics.ok.gov](http://www.ethics.ok.gov). For example, the Rules cover who can be a contributor, how much can be contributed by which type of contributor, when contributions can be accepted and how those contributions are spent.
- **Violations of Ethics Rules Can be Costly.** The Commission may (1) assess fees of up to \$1,000 per violation; and/or (2) pursue a civil action in district court where monetary penalties of over \$5,000 per violation can be assessed by the court.
- **Candidate Educational Programs Provided During Candidate Filing Period.** During the candidate filing period of April 13th, 14th, and 15th, the Commission is conducting Candidate Committee Educational Programs for candidates, committee officers, etc. Dates, times, and locations are on the back of this page and at [www.ethics.ok.gov](http://www.ethics.ok.gov). See the reverse side of this page for more details.

## Candidates are Required to Form Committees

- A committee is required for every candidate.
- Committee name must include (1) the candidate's name; and (2) year of the election (Examples: Doe for House 2016, Friends of John Doe 2016).
- Must have a Chair and Treasurer (candidate can be both)
- Must have a committee depository account (checking account) in a financial institution regularly doing business in Oklahoma. Account must be in the name of the committee.
- All monetary contributions must be deposited in the committee depository account.
- All expenditures must be made using the committee account.

## Contributions and Expenditures Reports

- Committees required to register are required to file periodic reports of all funds and contributions going into the committee and all expenditures made by the committee.
- Filing a report late, inaccurately, or not at all may lead to compliance orders, including fees of up to \$1,000, and/or court action.

## Financial Disclosure Statements for Candidates Who are Required to Register

- Financial Disclosure Statements are required for **ALL** candidates required to register with the Ethics Commission.
- Due at the same time a *Statement of Organization* is filed unless one has already been filed
- File online using The Guardian System
- Covers prior calendar year (2015)
- Does NOT require disclosure of any dollar amounts or account numbers

## When and How to Register a Candidate Committee at the Ethics Commission

- Registration is required within 10 days of accepting or spending more than \$1,000 for the campaign (including the candidate's own money); however, you can register before reaching \$1,000.
- Registration occurs by filing a Statement of Organization for a Candidate Committee online using The Guardian System, which is accessible at [www.ethics.ok.gov](http://www.ethics.ok.gov).

## STATE CANDIDATE CHECKLIST:

- Form Committee
- Open Account (Committee Depository)
- Received or Spent in Excess of \$1,000?

If "yes," then follow steps below:

1. Register Committee with Ethics Commission
2. File Financial Disclosure Statement
3. Attend Candidate Workshop (not required but strongly encouraged)



**(SEE PAGE 2 FOR REGISTRATION OPPORTUNITIES AND CANDIDATE PROGRAMS OFFERED TODAY)**

# Ethics Commission Registration

Committee registration is available in the “Computer Classroom,” which is located in the basement, south side, directly across from the Ethics Commission Office (Rm B-5).

## State Candidate Workshop:

### Everything Candidates Need to Know for the 2016 Election

These programs will familiarize participants with the Ethics Rules and their application to State Candidate Committees. Committee officers and staff are strongly encouraged to attend.

**Session 1:** Wednesday, April 13 at 10:00 AM - DHS Conference Room C47

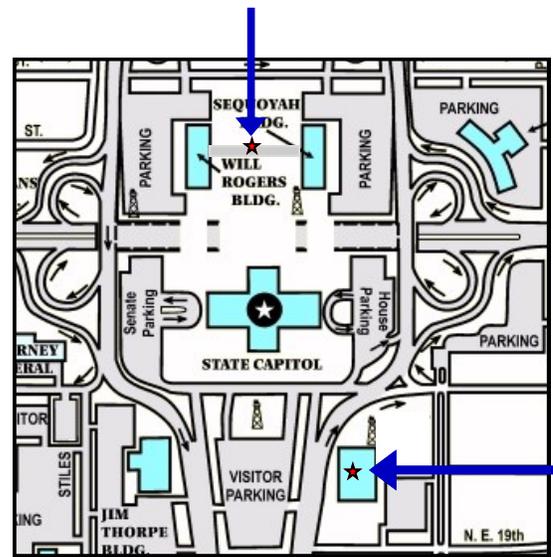
**Session 2:** Wednesday, April 13 at 2:00 PM - DHS Conference Room C47

**Session 3:** Thursday, April 14 at 2:00 PM - Judicial Center Auditorium

**Session 4:** Friday, April 15 at 2:00 PM - Judicial Center Auditorium

*\*\*Sessions 1 & 2 will be in the tunnel between the Will Rogers and the Sequoyah Buildings, just north of the State Capitol. Enter either building and go to the basement and follow the signs to the Concourse Theater. The DHS Conference Room is directly across the hall.*

Session 1 & 2 - DHS Conference Rm C47

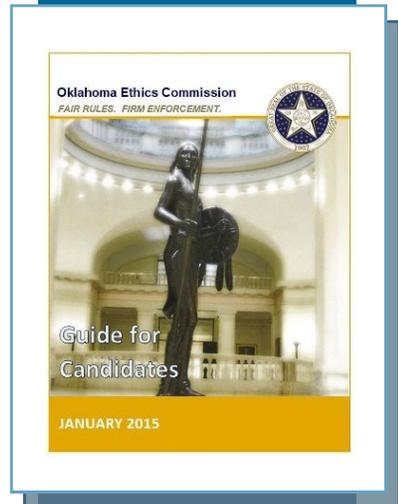


Session 3 & 4 - Judicial Center Auditorium

# Oklahoma Ethics Commission

Click Links for More Resources:

- [www.ethics.ok.gov](http://www.ethics.ok.gov)
- [Ethics Laws](#)
- [Contributions Table](#)
- [Candidate Reporting Calendar](#)
- [Guide for Candidates](#)  
(click picture below)



**Oklahoma Ethics Commission**  
2300 N. Lincoln Blvd., B-5  
Oklahoma City, OK

**Phone:** 405-521-3451  
**E-mail:** [ethics@ethics.ok.gov](mailto:ethics@ethics.ok.gov)



# OKLAHOMA ETHICS COMMISSION

## 2016 ELECTION REPORT SUBMISSION DATES

For All 2016 Candidate Committees

Reports due no later than:	Reports may be filed no earlier than:	Period Covered:	Type of Reports Due:
April 30, 2016	April 1, 2016	January 1, 2016 - March 31, 2016	1 <sup>st</sup> Quarter Report of Contributions and Expenditures
<b>2016 ELECTION SCHEDULE REPORTING BEGINS</b>			
<b>PRE-PRIMARY ELECTION REPORTING BEGINS</b>			
June 20, 2016	June 14, 2016	April 1, 2016 - June 13, 2016	Pre-Election Report of Contributions and Expenditures
Within 24 hours of accepting in excess of \$1000 in the aggregate from a contributor		June 14, 2016 - June 26, 2016	Continuing Report of Contributions
<b>JUNE 28, 2016 PRIMARY ELECTION</b>			
Reporting obligations continue until the Committee is dissolved in accordance with Ethics Rules and the final report is filed.			
<b>PRE-RUNOFF PRIMARY ELECTION REPORTING BEGINS</b>			
August 15, 2016	August 9, 2016	June 14, 2016 - August 8, 2016	Pre-Runoff Report of Contributions and Expenditures
Within 24 hours of accepting in excess of \$1000 in the aggregate from a contributor		August 9, 2016 - August 21, 2016	Continuing Report of Contributions
<b>AUGUST 23, 2016 RUNOFF PRIMARY ELECTION</b>			
Reporting obligations continue until the Committee is dissolved in accordance with Ethics Rules and the final report is filed.			
<b>PRE-GENERAL ELECTION REPORTING BEGINS</b>			
October 31, 2016	October 25, 2016	August 9, 2016 - October 24, 2016	Pre-General Report of Contributions and Expenditures
Within 24 hours of accepting in excess of \$1000 in the aggregate from a contributor		October 25, 2016 - November 6, 2016	Continuing Report of Contributions
<b>NOVEMBER 8, 2016 GENERAL ELECTION</b>			
Reporting obligations continue until the Committee is dissolved in accordance with Ethics Rules and the final report is filed.			
<b>POST GENERAL ELECTION REPORTING BEGINS</b>			
January 31, 2017	January 1, 2017	October 25, 2016 - December 31, 2016	Partial Quarter Report of Contributions and Expenditures
<b>2016 ELECTION SCHEDULE REPORTING ENDS</b>			
Resume Quarterly Reporting until Committee is dissolved in accordance with Ethics Rules and final report is filed.			
<b>QUARTERLY REPORTING RESUMES</b>			
Quarterly reporting continues until the Committee is dissolved in accordance with Ethics Rules and final report is filed.			
April 30, 20xx	April 1, 20xx	January 1, 20xx - March 31, 20xx	1 <sup>st</sup> Quarter Report of Contributions and Expenditures
July 31, 20xx	July 1, 20xx	April 1, 20xx - June 30, 20xx	2 <sup>nd</sup> Quarter Report of Contributions and Expenditures
October 31, 20xx	October 1, 20xx	July 1, 20xx - September 30, 20xx	3 <sup>rd</sup> Quarter Report of Contributions and Expenditures
January 30, 20xx	January 1, 20xx	October 1, 20xx - December 31, 20xx	4 <sup>th</sup> Quarter Report of Contributions and Expenditures



## 2016 Contributions Table

	To Candidate Committee	To Political Party	To Limited PAC
<b>Individual</b> may give	\$2,700* prior to primary \$2,700 prior to runoff primary <sup>1</sup> \$2,700 prior to general election <sup>2</sup> \$2,700 after the general election <sup>3</sup> <i>Possible maximum contribution: \$8,100 or \$2,700<sup>4</sup></i>	\$10,000 per calendar year	\$5,000 per calendar year
<b>Party Committee**</b> may give	\$25,000 for statewide office (prior to general election) \$10,000 to other state elective office (prior to general election)	Transfers between Political Party Committees	Nothing
<b>Limited Committee</b> may give	\$5,000 prior to primary \$5,000 prior to runoff primary <sup>1</sup> \$5,000 prior to general election <sup>2</sup> \$5,000 after the general election <sup>3</sup> <i>Possible maximum contribution: \$15,000 or \$5,000<sup>5</sup></i>	\$10,000 per calendar year	\$5,000 per calendar year
<b>Limited Committee</b> (registered for less than a year prior to a primary OR has fewer than 25 contributors) may give	\$2,500 prior to primary \$2,500 prior to runoff primary <sup>1</sup> \$2,500 prior to general election <sup>2</sup> \$2,500 after the general election <sup>3</sup> <i>Possible maximum contribution: \$7,500 or \$2,500<sup>6</sup></i>	\$5,000 per calendar year	Nothing
<b>Unlimited Committee</b> may give	Nothing	Nothing	Nothing
<b>Anonymous donor</b> may give	\$50	\$50	\$50
<b>Candidate Committee</b> may give	\$2,700 to another candidate committee (Candidate may give unlimited amounts to own candidate committee)	\$25,000 <sup>7</sup>	Nothing

\* This figure may increase by July 1, 2015 and every two years thereafter by the percent difference of the price index for the previous 12 months.

\*\* State, Congressional District, County and Precinct Committees and other official party entities are aggregated.

<sup>1</sup> After primary election and before runoff primary election if candidate appears on the ballot at the runoff primary election

<sup>2</sup> After primary or runoff primary at which nominee is selected and before general election if candidate appears on the ballot at the general election

<sup>3</sup> After the general election, an individual can contribute an amount that when added with all other prior contributions does not exceed \$2,700. A limited committee can make contributions after the general election only if the committee has made no other contributions to the candidate committee.

<sup>4</sup> \$2,700 for a candidate who is unopposed or whose name appears on the ballot at only one election; \$5,200 for a candidate whose name appears on the ballot at two elections or \$7,800 for a candidate whose name appears on the ballot at all three elections

<sup>5</sup> \$5,000 for a candidate who is unopposed or whose name appears on the ballot at only one election; \$10,000 for a candidate whose name appears on the ballot at two elections or \$15,000 for a candidate whose name appears on the ballot at all three elections