

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"> the name of the candidate (i.e., full name, first name, middle name or last name of candidate); and 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>



Oklahoma Ethics Commission

2018 Elections: County Campaign Committees formed for the 2018 Regular Election Cycle

Campaign committees are required to register with the County Election Board within 10 calendar days of spending or receiving in excess of \$1,000 by filing a Statement of Organization (“SO”) but may register early. Once registered, the committee is required to file reports until the committee is dissolved in accordance with the Ethics Rules and a final report is filed.

Contributions and Expenditures Reports: The first report is due during the “Reports Due Between” dates, corresponding to the “Period Covered” column that includes the date the SO was or should have been filed. Contributions and Expenditures Reports are required every pre-election reporting period *regardless* of whether the candidate is participating in the election.

24-Hour Continuing Reports of Contributions (“CRC”) are required during the two weeks before an election *if* the candidate’s name appears on the ballot. CRCs are due within 24 hours of a contribution that brings a single contributor’s total to over \$1,000 and within 24-hours of each additional contribution by that contributor—regardless of amount. Candidate funds, including loans, are contributions and may require CRC reports.

Call the Oklahoma Ethics Commission with any questions at (405) 521-3451 or email ethics@ethics.ok.gov.

REPORTS DUE BETWEEN	PERIOD COVERED	TYPE OF REPORT DUE
April 1 – April 30, 2018	January 1 – March 31, 2018	Quarterly Contributions and Expenditures
PRE-PRIMARY ELECTION REPORTING		
June 12, 2018 – June 18, 2018	April 1, 2018 – June 11, 2018	Contributions and Expenditures Report: Pre-Election Primary
Within 24 hours of accepting in excess of \$1,000 in the aggregate from a contributor	June 12, 2018 – June 24, 2018	Continuing Report of Contributions
JUNE 26, 2018 PRIMARY ELECTION		
PRE-RUNOFF PRIMARY ELECTION REPORTING		
August 14, 2018 – August 20, 2018	June 12, 2018 – August 13, 2018	Contributions and Expenditures Report: Pre-Election Runoff
Within 24 hours of accepting in excess of \$1,000 in the aggregate from a contributor	August 14, 2018 – August 26, 2018	Continuing Report of Contributions
AUGUST 28, 2018 RUNOFF PRIMARY ELECTION		
PRE-GENERAL ELECTION REPORTING		
October 23, 2018 – October 29, 2018	August 14, 2018 – October 22, 2018	Contributions and Expenditures Report: Pre-Election General
Within 24 hours of accepting in excess of \$1,000 in the aggregate from a contributor	October 23, 2018 – November 4, 2018	Continuing Report of Contributions
NOVEMBER 6, 2018 GENERAL ELECTION		
January 1, 2019 – January 31, 2019	October 23, 2018 – December 31, 2018	Contributions and Expenditures Report: Post-Election General
QUARTERLY REPORTING UNTIL DISSOLVED		
<i>Quarterly reports are required until the Committee is dissolved in accordance with the Ethics Rules and a final report is filed.</i>		
REPORTS DUE BETWEEN	PERIOD COVERED	TYPE OF REPORT DUE
April 1 – April 30, 20XX	January 1 – March 31, 20XX	Quarterly Contributions and Expenditures
July 1 – July 31, 20XX	April 1 – June 30, 20XX	Quarterly Contributions and Expenditures
October 1 – October 31, 20XX	July 1 – September 30, 20XX	Quarterly Contributions and Expenditures
January 1 – January 31, 20XX	October 1 – December 31, 20XX	Quarterly Contributions and Expenditures

MANDATORY DISSOLUTION DATES

Does not take office	2 year term	4 year term	6 year term
November 6, 2020	November 6, 2020	November 6, 2022	November 6, 2024

Any funds remaining in the Committee 90 days after the required dissolution date are forfeited to the General Revenue Fund of the State of Oklahoma.