

OKLAHOMA ETHICS COMMISSION

2018 STATE CANDIDATE INFORMATION

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

The **Ethics Commission** governs contributions and expenditures for state-level 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 action.

ETHICS COMMISSION RESOURCES

Website | Guides | Continuing Ed. | Ethics Staff

[Ethics Commission Website](http://www.ethics.ok.gov). The Ethics website, www.ethics.ok.gov, is a candidate's one stop shop for campaigns. The Ethics website includes links to The Guardian System (the Commission's electronic filing system), important checklists, the Ethics Rules, and other resources for state campaigns.




[Guide for Candidates \(State Office\)](#). This Guide provides a summary of the Ethics Rules and examples of common situations as applied to candidates for state office.

[Reporting Calendars](#). Find printable calendars with important state candidate committee reporting dates on the Ethics website at www.ethics.ok.gov.

[Continuing Education Programs](#). Candidate Workshops and other Ethics educational programs are available throughout the year. Sign up on the Ethics website under the "Continuing Education" tab.

[Ethics Staff](#). Contact the Ethics staff for questions about the Ethics Rules and filing requirements.

Stay Informed!

-  Text **OKETHICS 2018** to **GOV311** or **468311** to receive Ethics text notifications
-  Text **OKETHICS 2018** [insert email address] to **GOV311** or **468311** to receive Ethics email notifications
-  Sign up on the web at www.ethics.ok.gov
Subscribe with the Ethics Commission today to receive the latest information on deadlines, Continuing Education Programs, rule changes, and more.

Top Ethics Tips:

1. Read the Guide for Candidates (State 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 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 Commission
6. Know the committee's mandatory dissolution date
7. If elected, candidates must file an initial Personal Financial Disclosure Statement (PFD) within 30 days of being sworn into office.



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SEE REVERSE SIDE FOR "TO DO" LIST
FOR **ALL** STATE CANDIDATES

Candidate “To-Do” List for **All** State Candidates

The following checklist summarizes some basics for candidates who file Declarations of Candidacy with the State Election Board. This checklist is not comprehensive and does not modify any applicable Ethics Rules.

Item	Description
<input type="checkbox"/> Review the Guide & Ethics Rules	<ul style="list-style-type: none"> Guides and Rules are available at www.ethics.ok.gov under the “Ethics Laws, Guides and Forms” tab. The Candidate Guide (State Office) summarizes the Ethics Rules that apply to candidates for state office.
<input type="checkbox"/> Sign up for a Candidate Workshop	Continuing Education Programs are not required but highly encouraged. Learn the Ethics Rules for candidates and officers, including the following: officer responsibilities, contribution limits, allowable expenses, common reporting issues, dissolution processes, and enforcement.
<input type="checkbox"/> Prior Committee Information	<p>Does this candidate have an active state-level campaign committee for a prior election?</p> <p>YES: Review the “Transition checklist” available at www.ethics.ok.gov for important information on how to transition from one state committee to another state committee.</p> <p>NO: Continue to the next step.</p> <p>NOTE: Federal, County, Municipal or School District Candidates may not transfer or receive funds from State Candidates.</p>
<input type="checkbox"/> Name the Candidate Committee	<p>The candidate committee name must 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 General election. <p>Examples: “Doe for House 2018” or “John Doe for Senate 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 and know they are legally responsible for filing timely and accurate reports Maintain up-to-date contact information for <u>each</u> officer
<input type="checkbox"/> Open a Candidate Committee Depository (i.e., Bank, Credit Union, or Other Financial Institution)	<ul style="list-style-type: none"> Contact the depository to see if an Employer ID Number (EIN) is required. See www.irs.gov for details on how to obtain an EIN. Depository account name must have full name of committee (e.g. Doe for House 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 personal 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, non-reimbursed expenses are considered contributions to the campaign from the candidate, must be reported accordingly, and are not able to be refunded.</p>
<input type="checkbox"/> Register a Candidate Committee with the Ethics Commission	<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 (this 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 Ethics Commission, in The Guardian System, within 10 days of spending or receiving over \$1,000. Access The Guardian System at www.ethics.ok.gov. Registration is not complete until the registration/administration fee is paid. This fee may be paid using candidate committee funds.</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 in The Guardian System.</p>
<input type="checkbox"/> File Required Reports	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. View at www.ethics.ok.gov under the “Campaign Finance Reporting” tab. All 2018 state candidates must file pre-election report, regardless of whether they are participating in that election (i.e., Pre-Primary Report, Pre-Runoff Report & Pre-General Report). However, 24 hour reports are only due during the 2 weeks before an election for candidates where name is on the ballot.
<input type="checkbox"/> After Election Is Decided	<p>Was the candidate elected to office?</p> <p>YES: Newly elected officers must file their Initial Personal Financial Disclosure Statement (PFD) within 30 days of being sworn into office. Thereafter, the elected officer will file a PFD annually by May 15th. Also, committees must dissolve by the mandatory dissolution date, which will be either 2, 4 or 6 years, after the 2018 general election.</p> <p>NO: Know your mandatory dissolution date. Candidates who were not elected must dissolve their committee within 2 years following the general election.</p>



Oklahoma Ethics Commission

2018 Elections: State Candidate Committees formed for the 2018 Regular Election Cycle

A candidate committee is required to register with the Ethics Commission by filing a Statement of Organization (“SO”) within 10 days of spending or receiving in excess of \$1,000. A candidate committee may register early, but once registered the candidate committee is required to file reports according to this schedule until the committee is dissolved in accordance with the Ethics Rules and a final report is filed. Mandatory dissolution dates are found at the bottom of this schedule.

The first report will be due during the filing dates that cover the period when the SO was filed, or should have been filed. Call 405-521-3451 or email ethics@ethics.ok.gov if the first report that needs to be filed is not available in The Guardian System.

REPORTS DUE BETWEEN	PERIOD COVERED	TYPE OF REPORT DUE
April 1 – April 30, 2017	January 1 – March 31, 2017	1st Quarter Contributions and Expenditures
July 1 – July 31, 2017	April 1 – June 30, 2017	2nd Quarter Contributions and Expenditures
October 1 – October 31, 2017	July 1 – September 30, 2017	3rd Quarter Contributions and Expenditures
January 1 – January 31, 2018	October 1 – December 31, 2017	4th Quarter Contributions and Expenditures
April 1 – April 30, 2018	January 1 – March 31, 2018	1st Quarter Contributions and Expenditures
PRE-PRIMARY ELECTION REPORTING		
June 12, 2018 – June 18, 2018	April 1, 2018 – June 11, 2018	Pre-Primary Election Contributions and Expenditures
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	Pre-Runoff Primary Election Contributions and Expenditures
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	Pre-General Primary Election Contributions and Expenditures
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	Post-General Partial Quarter Contributions and Expenditures
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	1st Quarter Contributions and Expenditures
July 1 – July 31, 20XX	April 1 – June 30, 20XX	2nd Quarter Contributions and Expenditures
October 1 – October 31, 20XX	July 1 – September 30, 20XX	3rd Quarter Contributions and Expenditures
January 1 – January 31, 20XX	October 1 – December 31, 20XX	4th Quarter 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.



2017 & 2018 Contributions Table

	To Candidate Committee	To Political Party	To Limited PAC
Individual may give	\$2,700* prior to primary \$2,700 prior to runoff primary ¹ \$2,700 prior to general election ² \$2,700 after the general election ³ <i>Possible maximum contribution: \$8,100 or \$2,700⁴</i>	\$10,000 per calendar year	\$5,000 per calendar year
Party Committee** 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
Limited Committee may give	\$5,000 prior to primary \$5,000 prior to runoff primary ¹ \$5,000 prior to general election ² \$5,000 after the general election ³ <i>Possible maximum contribution: \$15,000 or \$5,000⁵</i>	\$10,000 per calendar year	\$5,000 per calendar year
Limited Committee (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 ¹ \$2,500 prior to general election ² \$2,500 after the general election ³ <i>Possible maximum contribution: \$7,500 or \$2,500⁶</i>	\$5,000 per calendar year	Nothing
Unlimited Committee may give	Nothing	Nothing	Nothing
Anonymous donor may give	\$50	\$50	\$50
Candidate Committee may give	\$2,700 to another state candidate committee (Candidate may give unlimited amounts to own candidate committee)	\$25,000 ⁷	Nothing

* This figure may increase by July 1, 2019 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.

¹ After primary election and before runoff primary election if candidate appears on the ballot at the runoff primary election

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

³ 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.

⁴ \$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

⁵ \$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

⁶ \$2,500 for a candidate who is unopposed or whose name appears on the ballot at only one election; \$5,000 for a candidate whose name appears on the ballot at two elections or \$7,500 for a candidate whose name appears on the ballot at all three elections

⁷ Surplus funds only