2022 ELECTIONS: STATE CANDIDATE CAMPAIGNS & FINANCES

Thank you for your interest in serving the great State of Oklahoma! The Ethics Commission was created in part to regulate the conduct of campaigns including the finances involved in campaigns. Laws and helpful materials on the Commission and for candidates running for elective state office are available at www.ethics.ok.gov.

1. State Candidate Page: This web page includes reporting calendars, a Guide for Candidates, laws, a contribution chart, checklists, and much more.

2. Registration and Reporting with the Commission in The Guardian System.

Register within 10 days of either:
- receiving over $1,000 worth of funds, loans, goods, or services for the campaign and includes transfers from prior committees; or
- spending over $1,000 for the campaign, including funds spent by the Candidate and fees paid to the Election Board.

Register at https://guardian.ok.gov. A $100 registration fee applies and may be paid online (a $2.50 convenience fee applies) or to 2300 N. Lincoln Boulevard, G-27, Oklahoma City, OK 73105.

All committees that are required to register must file periodic reports with the Commission. The 2022 Election Cycle Reporting Calendar is on the “State Candidates” page at www.ethics.ok.gov.

- Next Report is Due April 1-30, 2022. This 1st Quarter Contributions and Expenditure Report includes all committee activity through March 31, 2022, not reported previously.

Ethics Commission Compliance Officers: Compliance Officers assist committees with registration, filing reports, in the Commission’s online reporting and public disclosure system, The Guardian System, and identify other helpful resources. Compliance Officers will not interpret the rules or how the Rules apply to specific or hypothetical situations. Those questions may be directed to the Executive Director of the Commission, Ashley Kemp.

Questions may be emailed to ethics@ethics.ok.gov after the Candidate Guide has been reviewed.

Using the Guide reserves staff time for the few matters not already addressed in the Guide. Allow at least 2 weeks for a response. Due to staffing levels not all emails will receive a response, such as those asking questions answered in other resources or that do not include sufficient information for staff to provide guidance. Legal advice will not be provided, nor will determinations be made on whether the conduct of 3rd parties violate the Ethics Rules. Questions requiring a significant amount of analysis or needing binding guidance must be submitted through a request for an Advisory Opinion from the Commission.
## 2022 REGISTRATION CHECKLIST FOR STATE CANDIDATE COMMITTEES

Read through the checklist before completing any items and use it with the Candidate Guide and Ethics Rules.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>
| ☐ Read the Candidate Materials | Review the following resources from the [State Candidate Page](https://www.ethics.ok.gov) at [www.ethics.ok.gov](http://www.ethics.ok.gov).  
1. Candidate Guide  
2. Reporting Calendar  
3. Contributions Chart  
4. Ethics Laws |
| ☐ Prior Committee Information | Does the candidate have an active state-level campaign committee for a prior election?  
**YES:** The “Transition Checklist” available at [www.ethics.ok.gov should be used](http://www.ethics.ok.gov). It has important information regarding the transition from one committee to another committee.  
**NO:** Continue to the next step. |
| ☐ Name the Candidate Committee | Candidate committee names must include the following:  
- **Year** of the General election; and  
- **Name** of the candidate (full name, first name, middle name, or last name of the candidate).  
| ☐ Identify Officers for the Committee | Committees are required to have at least a Chair and a Treasurer.  
- The same individual, including the Candidate, may be Chair, Treasurer, or both.  
- Maintain up-to-date and separate contact information for each officer.  
Candidates must not serve as officers of any committee other than their own. |
| ☐ Open a Candidate Committee Depository | Employer ID Number (EIN) may be required by the bank. See [www.irs.gov](http://www.irs.gov) for details.  
- Depository account name must have full name of committee, which includes the year of the General election and name of the candidate.  
- Depository must ordinarily do business in Oklahoma. See [www.banking.ok.gov](http://www.banking.ok.gov).  
- Print or save all bank records (OEC may request documents at any time).  
**All** campaign funds are required to be deposited into the campaign depository. All monetary expenditures must be made with check or debit card. Never withdraw cash. |
| ☐ When to Register a Candidate Committee |  
- Has the candidate or committee accepted in excess of $1,000 for the campaign?  
- Has the candidate or committee spent in excess of $1,000 on the campaign?  
The value of goods, services, filing fees, and the candidate’s personal funds used for the campaign count toward the $1,000.  
**YES:** A “yes” to either of these questions requires the filing of a Statement of Organization (“SO”) with the Ethics Commission using The Guardian System, within 10 calendar days. A registration fee is required.  
**NO:** A “no” to both questions means the committee may but is not required to file an SO and pay the registration fee. When $1,000 has been spent or accepted for the campaign an SO is required within 10 calendar days. A registration fee is required.  
A candidate is not required to register or report if $1,000 is not exceeded. |
File a Statement of Organization “SO” Using The Guardian System

- On The Guardian System site, click the “Registration” tab.
- Select the “Candidate Committee” option.
- Fill-in required fields (indicated by *red asterisk).
- Click “Add to List” when entering the bank depositories and committee officers.
- Review and edit registration for accuracy—ensure the street address and email addresses are accurate.
- Click the acknowledgement box at bottom of the page, electronically sign the SO, and click “submit” to complete the filing of the SO.
- The SO will be reviewed by the OEC staff within 3 business days.
- Guardian System login credentials will be sent when the registration is approved or conditionally approved to the email addresses provided.
- Each user will have their own credentials. Sharing of credentials is not permitted. Individuals can easily be added to access the account by a registered user by amending the SO or contacting OEC staff.
- Do not share usernames and passwords.

Pay $100 fee for Registration/Administration

Registration/Administration fees may be paid in The Guardian System with a credit card ($2.50 service charge applies), or check to the Oklahoma Ethics Commission, 2300 N. Lincoln Blvd., G-27, Oklahoma City, OK 73105.

File Reports as Required by the Ethics Rules

- File reports of Contributions and Expenditures and, if applicable, 24-hour Continuing Report of Contributions, until (1) a final report is filed; and (2) the committee is properly dissolved in accordance with the Ethics Rules. Use the “Dissolution Checklist” for how to dissolve the committee.
- Reporting schedules are available at www.ethics.ok.gov
- Maintain ALL records for at least 4 years.
- Filing late may result in assessment of a late filing fee up to a maximum $1,000.
- The Commission may pursue action in District Court for violations of Ethics Rules.

Attend a Candidate Workshop and/or Guardian Training

- A schedule is available at www.ethics.ok.gov. Classes will be available daily at the Capitol during Candidate Filing in April.
- One on one appointments are available to visit in person or online with a Compliance Officer about reporting with the Commission.

Need Assistance?

- The Guardian System Training. One-on-one training is available by contacting the OEC staff. One-on-one training is unavailable during the last 5 days of a filing period.
- Ethics Commission Staff. Call the Ethics Commission staff at (405) 521-3451 or email ethics@ethics.ok.gov if you have questions or would like to schedule a private appointment.
2022 Elections: State Candidate Committee Reporting Calendar

- A Statement of Organization ("SO") is required to be filed with the Ethics Commission within 10 days of spending or receiving in excess of $1,000. The first report of contributions and expenditures is due during the “Reports Due Between” dates that cover the date when the SO was filed or should have been filed, whichever is earliest. If an SO is filed late or not approved before the end of the “period covered,” the committee must contact the Commission at 405-521-3451 or ethics@ethics.ok.gov to have missing reports added to the account.
- Mandatory dissolution dates are found at the bottom of this schedule.

DIRECTIONS: Committees that file or are required to file an SO must follow the quarterly reporting schedule until 2 weeks before the primary election at which time “Election Cycle Reporting” begins. After the election cycle reporting ends, committees follow the quarterly reporting schedule unless a report is filed with the “final report” checkbox marked and the committee has dissolved.

### QUARTERLY REPORTING SCHEDULE

<table>
<thead>
<tr>
<th>REPORTS DUE BETWEEN</th>
<th>PERIOD COVERED</th>
<th>TYPE OF REPORT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1 – April 30, 20XX</td>
<td>January 1 – March 31, 20XX</td>
<td>1st Quarter Contributions and Expenditures Report</td>
</tr>
<tr>
<td>July 1 – July 31, 20XX</td>
<td>April 1 – June 30, 20XX</td>
<td>2nd Quarter Contributions and Expenditures Report</td>
</tr>
<tr>
<td>October 1 – October 31, 20XX</td>
<td>July 1 – September 30, 20XX</td>
<td>3rd Quarter Contributions and Expenditures Report</td>
</tr>
<tr>
<td>January 1 – January 31, 20XX</td>
<td>October 1 – December 31, 20XX</td>
<td>4th Quarter Contributions and Expenditures Report</td>
</tr>
</tbody>
</table>

### 2022 ELECTION CYCLE REPORTING

<table>
<thead>
<tr>
<th>REPORTS DUE BETWEEN</th>
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<th>TYPE OF REPORT DUE</th>
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</thead>
<tbody>
<tr>
<td>April 1 – April 30, 2022</td>
<td>January 1 – March 31, 2022</td>
<td>1st Quarter Contributions and Expenditures Report</td>
</tr>
</tbody>
</table>

**PRE-PRIMARY ELECTION REPORTING**

Within 24 hours of accepting over $1,000 in the aggregate from a contributor (includes loans)

<table>
<thead>
<tr>
<th>REPORTS DUE BETWEEN</th>
<th>PERIOD COVERED</th>
<th>TYPE OF REPORT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 14 – June 20, 2022</td>
<td>April 1 – June 13, 2022</td>
<td>Pre-Primary Contributions and Expenditures Report Required of all 2022 candidates</td>
</tr>
</tbody>
</table>

JUNE 28, 2022 - PRIMARY ELECTION

Continuing Report of Contributions (CRC) Required only by candidates in the primary election

**PRE-RUNOFF PRIMARY ELECTION REPORTING**

Within 24 hours of accepting over $1,000 in the aggregate from a contributor (includes loans)

<table>
<thead>
<tr>
<th>REPORTS DUE BETWEEN</th>
<th>PERIOD COVERED</th>
<th>TYPE OF REPORT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 9 – August 15, 2022</td>
<td>June 14 – August 8, 2022</td>
<td>Pre-Runoff Primary Contributions and Expenditures Report Required of all 2022 candidates</td>
</tr>
</tbody>
</table>

AUGUST 23, 2022 - RUNOFF PRIMARY ELECTION

Continuing Report of Contributions (CRC) Required only by candidates in the runoff primary election

**PRE-GENERAL ELECTION REPORTING**

Within 24 hours of accepting over $1,000 in the aggregate from a contributor (includes loans)

<table>
<thead>
<tr>
<th>REPORTS DUE BETWEEN</th>
<th>PERIOD COVERED</th>
<th>TYPE OF REPORT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 25 – October 31, 2022</td>
<td>August 9 – October 24, 2022</td>
<td>Pre-General Contributions and Expenditures Report Required of all 2022 candidates</td>
</tr>
</tbody>
</table>

Continuing Report of Contributions (CRC) Required only by candidates in the general election

**NOVEMBER 8, 2022 - GENERAL ELECTION**

Post-General Contributions and Expenditures Report

### REPORTING AFTER THE ELECTION CYCLE

File quarterly reports after the election cycle according to the Quarterly Reporting Schedule above. Reports are required until (1) a report is filed with the final report checkbox marked and (2) the committee is dissolved according to the Ethics Rules.

### MANDATORY DISSOLUTION DATE

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.

<table>
<thead>
<tr>
<th>Does not take office</th>
<th>2 year term</th>
<th>4 year term</th>
<th>6 year term</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 8, 2024</td>
<td>November 8, 2024</td>
<td>November 8, 2026</td>
<td>November 8, 2028</td>
</tr>
</tbody>
</table>

CC 2022 Calendar v.2020.1
## 2022 State Elections: Contribution Chart

<table>
<thead>
<tr>
<th>CONTRIBUTORS</th>
<th>RECEIVING COMMITTEES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>State Candidate Committee</td>
</tr>
<tr>
<td>Individuals** (candidates may give unlimited contributions to their own campaign)</td>
<td>Per Election Limit*: $2,900</td>
</tr>
<tr>
<td></td>
<td>Unopposed Candidates: $2,900 per campaign</td>
</tr>
<tr>
<td>Limited Committee (other than 1/25 committees)</td>
<td>Per Election Limit*: $5,000</td>
</tr>
<tr>
<td></td>
<td>Unopposed Candidates: $5,000 per campaign</td>
</tr>
<tr>
<td>1/25 Limited Committee</td>
<td>Per Election Limit*: $2,500</td>
</tr>
<tr>
<td></td>
<td>Unopposed Candidates: $2,500 per campaign</td>
</tr>
<tr>
<td>State Candidate Committee</td>
<td>$2,900 per campaign (from 2022 committee to 2022 committee)</td>
</tr>
<tr>
<td>Political Party Statewide Office: $25,000 prior to general election</td>
<td>Nothing</td>
</tr>
<tr>
<td></td>
<td>All Other State Offices: $10,000 prior to general election</td>
</tr>
<tr>
<td>Unlimited Committee</td>
<td>Nothing</td>
</tr>
<tr>
<td>Corporations</td>
<td>Nothing</td>
</tr>
</tbody>
</table>

*PER ELECTION LIMITS
Contribution limits are election specific with limits resetting after each election only if the candidate’s name will appear on another ballot during the election cycle. A contributor may not provide one contribution to be allocated for multiple elections. After the general election, contributors may make additional contributions so long as the overall total given by the contributor does not exceed the amount of a single election limit for that contributor type.

**CASH & ANONYMOUS CONTRIBUTIONS:** No more than $50 of a contributor’s contribution may be in cash or from an anonymous source. Cash or anonymous contributions received in excess of $50 must either be returned to the contributor (if known) or given to the State Treasurer’s office to the general revenue fund of the state of Oklahoma.

**TRIBES:** Contributions from tribes are acceptable, as long as the tribe is not incorporated; tribes follow the individual contribution limit of $2,900 per election.

**COMMITTEE TYPE & PURPOSE:** A PAC may only contribute to another PAC of the same type and with the same purpose.
CANDIDATE COMMITTEES
REQUIRED DISCLOSURE LANGUAGE: SIGNS, ADS, MAILINGS, ETC.

Campaign advertisements and communications—broadcast or printed—may require a disclosure statement. The following chart shows some, but not all, common items involved with candidate committees and whether a disclosure is required.

PRINTED/ELECTRONIC ADVERTISEMENT DISCLOSURE

The exact following language must be included in a Candidate Committee advertisement made via electronic or other printed medium either orally or in writing:

“Authorized and Paid for by [Insert Committee Name*]”

*Election year is part of the Committee name.

Disclosures must be of sufficient size and contrast to be clearly readable by the intended recipient.

This:

- Authorized and Paid for by John Doe for Senate 2022

NOT this:

- Authorized and Paid for by John Doe for Senate 2022
- Paid for and Authorized by John Doe for Senate 2022
- Paid for by John Doe for Senate 2022

Reusable Materials: Only printed advertisements that are capable of re-use in another campaign are not required to include the election year in the disclosure.

Advertisements as Contributions

When a contributor is coordinating an ad buy for/with a candidate committee, this is an ad requiring the disclosure language and candidate approval. In these instances the contributor should make a direct monetary contribution to the committee.

- The committee must issue a check to the advertiser, and ensure the disclosure is included.
- The candidate committee will report this as a monetary contribution from the contributor and an expenditure by the candidate committee.

REQUIRES THE DISCLOSURE:

- Newspaper, Magazine & Internet Ads
- Video Ads
- Mailings
- Website
- Banners & Signs (Larger than 18”x24”)
- Handbills/Flyers
- Door Hangers

DOES NOT REQUIRE THE DISCLOSURE:

- T-shirts & Hats
- Yard Signs (18”x24” or smaller)
- Bumper Stickers
- Campaign Buttons
Contributions accepted by a candidate and a candidate committee may be used for the following types of expenditures:

- **Ordinary & necessary campaign expenses**: expenses that would not exist but for the campaign.
- **Officeholder expenses**: (apply only to elected officials) and are limited to the amount transferred forward from the committee for the term of office they are currently serving, not the term they are seeking re-election to. These expenses are expenses required because of the office held and are unique to the office not the office holder.
- **Surplus funds**: funds remaining in a campaign after the race for the candidate is decided.
- **Contributions to other State level candidates**: Per campaign limits apply (dependent on original committee limits).

**Contributions shall not be spent for “personal use”** which is “any use of funds to fulfill a commitment, obligation, or expense of any person that would exist irrespective of a committee’s activities or holder of elective state office.”

### EXAMPLES OF PERMISSIBLE ORDINARY AND NECESSARY CAMPAIGN EXPENSES

<table>
<thead>
<tr>
<th>Description</th>
<th>Example/Note</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Political Party Event Entry or Services Only.</strong></td>
<td>Example: Party X hosts a dinner event and charges $100 per ticket although Party X’s cost is $25/person. The candidate committee may pay $25 but not $100. No contribution may be made to a Political Party Committee until the candidate’s race is decided.</td>
</tr>
<tr>
<td><strong>Vehicle Travel</strong>: include dates, # of miles traveled, purpose and reimbursement rate for 2022 ($0.585 or less). Example: 1,320 miles @ $0.585 for Jan. and Feb. for campaign travel. <em>Note: The reimbursement rate changes in accordance with the State Travel Reimbursement Act rates.</em></td>
<td></td>
</tr>
<tr>
<td><strong>Campaign Consulting Fees</strong>: report with description of type of consulting. Example: Strategic, Fundraising or Media consulting.</td>
<td></td>
</tr>
<tr>
<td><strong>Online Merchant Processing Fees</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Office Supplies and Equipment</strong> (Assets must be sold at the close of committee)</td>
<td></td>
</tr>
<tr>
<td><strong>Campaign Office Rent</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Advertising</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Staff Salaries</strong>: Report such expense by staff member’s name</td>
<td></td>
</tr>
<tr>
<td><strong>Legal Fees for the campaign</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Individual Memberships in Civic or Charitable Organizations</strong>: does not include lifetime memberships.</td>
<td></td>
</tr>
<tr>
<td><strong>Modestly Valued Campaign Related Goods for Contributors and Volunteers.</strong> Examples: shirts, hats, bumper stickers or goods with campaign logo/slogan</td>
<td></td>
</tr>
<tr>
<td><strong>Food and Beverages Related to Campaigning</strong>: door knocking, watch party, envelope stuffing, etc.</td>
<td></td>
</tr>
<tr>
<td><strong>Bookkeeping or Accounting Services</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Loan Payments</strong>: Only for properly executed loans. For candidates, this requires loan documents signed by lender and committee contemporaneously with the loan, and for the funds to actually be deposited in the campaign depository.</td>
<td></td>
</tr>
<tr>
<td><strong>Reimbursement to Candidate for Campaign Purchases made with personal funds within 90 days of the original expenditure (initial purchase recorded as an in-kind expense to the vendor)</strong></td>
<td></td>
</tr>
</tbody>
</table>

### EXAMPLES OF PROHIBITED “PERSONAL USE” EXPENSES

<table>
<thead>
<tr>
<th>Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal residence mortgage, rent, utilities, food &amp; supplies</strong>: even when the house is used for campaign purposes</td>
<td>Gifts: other than modestly valued campaign related goods to contributors or volunteers</td>
</tr>
<tr>
<td><strong>Concert, theater, or sports tickets</strong></td>
<td>Vacations or other trips not campaign related</td>
</tr>
<tr>
<td><strong>Recreational clubs or memberships/dues</strong>: Hunting clubs, country clubs, fitness clubs, golf memberships, etc.</td>
<td>Loan Interest: On loan(s) made by the candidate or the joint funds of the candidate and candidate’s spouse</td>
</tr>
<tr>
<td><strong>Personal items</strong>: including, but not limited to, apparel (other than modestly valued clothing with campaign logo), footwear, grooming, accessories &amp; dry cleaning</td>
<td>Vehicle maintenance and gasoline: Only permissible if vehicle is wholly owned/leased by the candidate committee, used exclusively for campaign or officeholder purposes, and purchased from a licensed car dealer.</td>
</tr>
</tbody>
</table>
Best Practice: Create Written Committee Policies

The following are some recommended written policies to consider:

- **Notice to Treasurer of Responsibilities under the Ethics Rules & Acceptance by Treasurer**
- **Signatory Authority:**
  Who can sign checks/debit cards?
  Are there restrictions on amount?
  Contact Treasurer for approval?
- **Determine how to maintain information:**
  Contributor Statements?
  Contribution log (monetary and in-kind)?
  Copies of checks and record of cash?
- **Candidate Reimbursement (90 days to reimburse):**
  Receipts provided to Treasurer in time for report filing.
  Name of ultimate vendor to whom payment was made: including Time/Date/Reason.

**Required Contributor Records for Contributions:**

*Must use best efforts to obtain contributor information regardless of the amount or value of the contribution.*

- **From Individual Contributors and Tribes:**
  Name and Address
  Occupation and Employer (N/A for Tribes)

- **Limited Liability Company/Limited Partnership (LLC/LP)**
  Report through Members & Partners as individuals (see required info. above)
  **NEED:** Member/Partner Name and % of ownership for each member/partner to allocate and report contributions on reports.
  No contributions if any Members/Partners are incorporated

- **From Committee Contributors—Committee cannot accept Corporate Funds:**
  Committee # (OK/Ethics ID, FEC, or number assigned by another state)
  Committee Address
  **Out of State (Non-FEC) PACs:** required to submit notice of registration to the Ethics Commission before contributing to Oklahoma candidates.

- **In-kind Contributions** - fair market value and description of goods or services

**Depository Records and Statements:**

- Verify depository has location doing business in Oklahoma
- Account Opening Records
- Signatory Cards
- Deposit Records
- Copies of Checks
- All Statements

**Before Closing Account:**

- Print Off or Save All Bank Records

**KEEP RECORDS FOR 4 YEARS**

**Expenditure Records:**

- **Mileage Log:** Date, Amount Miles, Rate, Reason for travel.
- Contracts
- Check Register
- Debit Card Records
- Loan Payments
- Records of Purchased Assets/Services
- Invoices
- Receipts
- Any other information used to substantiate committee expenditure activity.

**Record Keeping for Loans**

- **Written Documentation of Loan**
  Made close in time to funds deposit date
  Lender information
  Recipient Committee information
  Signed by Lender and Treasurer
  Terms: interest rate and payments, such as “repay through contributions”, “repay as able,” etc.

- **Deposit in Campaign Depository**
  Deposit slip or other records of deposit

**Limits From Candidate or Joint Funds of Candidate and Spouse:** No Limits

**2022 Election Limits From Other Individual:** $2,900/election a candidate’s name is on the ballot. (Contribution limits).

**Limit From Banks or Financial Institutions:** Not a contribution so long as it is on same terms available to the public.

*If there is a conflict between information on this form and the Ethics Rules, the Ethics Rules control.*
Ethics Commission Rules have the full force and effect of statutes and the Commission is required to enforce its rules. The process is summarized below. For more information, see the *Enforcement and Compliance Guide* at www.ethics.ok.gov.

**Past Due Reports, Formal Complaints & Investigations**

The Complaints process arises via (1) complaints filed with Commission by a member of the public or (2) internal complaint filed by the Commission staff.

**Investigations and Complaints.** A written complaint will be filed and considered by the Commissioners of the Ethics Commission. At Commission meetings, the Commission will decide whether to open investigations for alleged violations of the Ethics Rules. Once an investigation is opened, the Commission has the power to issue subpoenas to further its investigation. A formal investigation may be resolved through dismissal, a Settlement Agreement or may be prosecuted as a civil case in District Court. The Commission *will not take action, other than dismissal*, until the Respondents have been notified of the alleged Rule violations and provided 20 days to respond to the allegations.

**Compliance Orders.** Due to a recent statutory change regarding the Commission’s revolving fund, the Commission is currently unable to continue the Compliance Order process. However, this process is an enforcement mechanism of the Commission to resolve reporting issues, such as late fees, to avoid opening formal investigations for alleged Rule violations that appear due to be simple reporting issues, or failure to timely file reports. The Executive Director may issue compliance orders and assess fees not to exceed $1,000. Anyone receiving a Compliance Order is provided 30 days to respond to the Order and an opportunity for an administrative hearing before an administrative law judge who may confirm the order or, for good cause shown by the recipient of the Order, the ALJ may modify or set aside the Order.

**Complaints Will Not Be Accepted During the “Blackout Period”**

The Commission will not accept complaints that allege a candidate or a candidate committee violated the Ethics Rules during an election cycle. This complaint “blackout period” begins April 13, 2022 and ends November 8, 2022. The Commission will begin accepting complaints for 2022 candidate committees on November 9, 2022. *This provision is intended to prevent the complaint process from being used for political purposes during a campaign.*

The blackout period *does not* prevent the Commission from engaging in investigations during the complaints blackout period. Rule 6.4.

*If there is a conflict between information on this form and the Ethics Rules, the Ethics Rules control.*