

**LONGMONT CITY COUNCIL
CANDIDATE**

**Longmont Fair Campaign
Practices Orientation**

August 29, 2011

- **Definitions**

- Section 2.04.203 (page 1 through 5)

- **Contributions**

- File Candidate Committee Statement of Organization prior to taking first contribution *(2.04.207 B)*
- Open separate bank account *(2.04.204 C)*
 - Maintain records for 90 days following the election
 - Deposit contributions within 7 business days after receipt
- Conduits *(2.04.204 A)*
- Loans
 - Loans from Financial Institutions *(2.04.204 B)*
 - Loans from self *(2.04.204 G)*
 - Report on Schedule C
 - Convert unreimbursed amount as contribution

- **Contributions (continued)**

- Coins and currency - \$100 limit *(2.04.204 D)*

- Contribution limits

- \$210.00 from any natural person *(2.04.204 F.1)*

- \$530.00 from any person other than a natural person *(2.04.204 F.2)*

- Unexpended contributions at end of election *(2.04.205)*

- Donate to a charitable organization

- Return to contributors

- Retain for use in a subsequent election

- Report on line 2 of Report of Contributions and Expenditures Summary

• Electioneering Communications

- Any communication which is distributed that refers to a clearly identified candidate, is distributed within 90 days prior to election, and distributed to members of the electorate **(2.04.204)**
- Shall clearly state that the communication has been authorized and paid for by candidate, candidate committee or agent , or made in cooperation with or with the prior consent of, or in consultation or coordination with, or at the request or suggestion of, a candidate or candidate's committee or its agents. **(2.04.206.5 C)**
- Disclosure shall be prominently featured in the electioneering communication **(2.04.206.5 C)**

- **Electioneering Communications** *(cont'd)*
 - Any expense for electioneering communications totaling in excess of \$250 requires a notice be filed with the City Clerk *(2.04.206.5 A)*
 - Notice must contain amount of the expenditure, a detailed description of the use of such expenditure, and specifically state the name of the candidate.
 - Filed within 72 hours after the communication is distributed
 - Each time a person makes one or more additional expenditures totaling in excess of \$250.00 requires a new notice

- **Independent Expenditures** *(2.04.206)*

- Expenditure expressly advocating the election or defeat of a candidate **NOT MADE WITH THE COOPERATION OR WITH THE PRIOR CONSENT OF, OR IN CONSULTATION WITH, OR IN COORDINATION WITH, OR AT THE REQUEST OF, a candidate , candidate's agent or candidate's committee**
- **Same requirements for reporting to the City Clerk**
 - Within 72 hours
 - Detailed description
 - Amount of expenditure
 - Specifically state the name of the candidate the independent expenditure is intended to support or oppose

• Reporting Requirements

- Candidate Affidavit – within 10 days of publicly announcing your candidacy *(2.04.209 A)*
- Candidate Committee Statement of Organization – prior to accepting any contributions *(2.04.207 B)*
- Report the following information *(2.04.207 A)*
 - Balance of funds at the beginning of the reporting period
 - All contributions received
 - Name and address of each person who has contributed \$50 or more
 - All expenditures made
 - Unexpended campaign contributions
 - Obligations entered into by the committee or candidate
 - Expenses incurred but not yet paid
 - Name and Address of your financial institution

- **Reporting Requirements** *(cont'd.) (2.04.207 A 2 and 3)*

- **21st day prior to election – October 11th**

- Report information through October 8th

- **14th day prior to election – 18th**

- Report information through October 15th

- **Wednesday before the election – October 26th**

- Report information through October 23rd

- **30 days after the election – December 1st**

- Report information through November 28th

- **Reporting Requirements** *(cont'd.)*

- **Off Election Year Reporting** *(2.04.207 A2)*

- May 1st
- November 1st

- **Provide documentation upon request of City Clerk**
(2.04.207 D)

- Provide within one business day
- All expenditures and obligations entered into
- Date of transaction or agreement
- Items contracted for and amount of expenditure

- **Reporting Requirements** *(cont'd.)*

- Late filing fees *(2.04.208 B)*

- \$100 for first 24-hour period
- \$200 for second 24-hour period
- \$300 for third 24-hour period
- After that it becomes a “Failure to File” violation and is written into Municipal Court

- All reports are public records *(2.04.208 D)*

- Reports made accessible to the public electronically on the City’s website within 24 hours after they are filed *(2.04.208 D)*

- Five business days to file an addendum that cures deficiencies once notified by the City Clerk *(2.04.208 D)*

- **Reporting Requirements** *(cont'd.)*
 - File one copy
 - File electronically *(2.04.208.5 B)*
 - Fax
 - E-mail attachment
 - Original with signatures within seven days *(2.04.208.5 B)*

- **Computation of Time**

- If reporting day falls on weekend or legal holiday, file by close of next business day *(2.04.208.5)*
- All reports due by close of business –5 p.m. Monday, Wednesday and Friday; 6 p.m. Tuesdays and Thursdays *(2.04.208.5)*

- **Violations and Civil Fines**

- Fines for violations spelled out *(2.04.211 C)*
- 14 days to pay the fine or contest and request a hearing in writing *(2.04.211 A2)*
- Hearings conducted in Municipal Court--\$50 fee in addition to the violation fine if upheld *(2.04.211 B)*

- **Reporting Forms**

- Copies included in the Candidate Packet

- Copies available on line at

- http://www.ci.longmont.co.us/city_clerk/election/fair_campaign.htm

- Forms available in pdf or Excel formats

- Call Clerk's Office if you have questions regarding which form(s) to use

303-651-8649