



Election Training Packet

GENERAL ELECTION

Tuesday, November 3

Polls are open from 8:00 a.m. to 5:00 p.m.



www.meridiancity.org

Contact Information for the City of Meridian

City Clerk's Office

(208) 888-4433

www.meridiancity.org

Jaycee Holman, City Clerk

jholman@meridiancity.org

Jacy Jones, Senior Deputy City Clerk

jjones@meridiancity.org



www.idahovotes.gov

**Ada County Elections
400 N. Benjamin Lane, Suite 100
Boise, ID 83704
(208) 287-6860
www.adaweb.net**

**2015
ELECTION CONSOLIDATION CALENDAR**

This edition of the 2015 Election Calendar has been updated due to amendatory change during the 2015 session of the Idaho Legislature. Last updated June 2015.

June 18: Last day for a candidate or a supporter or opponent of a ballot measure which appeared on the May 19 election to request a recount with the County Clerk. This date is dependent upon when the County canvasses the election results (i.e. 20 days from canvass). (Sec. 34-2301, Idaho Code)

June 18: Last day for an elector to contest the May 19 election by filing in the proper court. This date is dependent upon when the County canvasses the election results (i.e. 20 days from canvass). (Sec. 34-2008, Idaho Code)

July 6: Last day to certify the wording to the County Clerk for a bond or levy election by a school district or a recall election by any political subdivision which is ordered for the August 25 election. (Sec. 34-106, Idaho Code)

July 10: Last day for the County Clerk to submit a request to the Secretary of State for a modification of election procedures for joint districts for the August 25 election. (Sec. 34-1413, Idaho Code)

July 16: Last day for the Secretary of State to approve requested modification of election procedures for joint districts for the August 25 election. (Sec. 34-1413, Idaho Code)

July 17: Last day for the County Clerk to examine election register and note challenges from the May 19 election. (Sec. 34-432, Idaho Code)

July 24: Last day for County Commissioners to designate polling places prior to the August 25 election. (Sec. 34-302, Idaho Code)

July 24: County Clerk to appoint election personnel for the August 25 election.

July 24: County Clerk to mail absentee ballots for the August 25 election to voters who requested absentee ballots.

July 31: Last day to pre-register to vote with the County Clerk until 5:00 p.m. for the August 25 election. Registration closes in those districts holding an August 25 election. Election Day Registration is available. (Sec. 34-408, Idaho Code)

August 1-11: County Clerk to mail ballots for the August 25 election to voters in designated Mail Ballot Precincts. (Sec. 34-308, Idaho Code)

August 10: Last day to begin Early Voting at the Early Voting Polling Place for the August 25 election for those counties who elect to conduct Early Voting. (Sec. 34-1012, Idaho Code)

August 13: First notice of election is published for the August 25 election by the County Clerk in the official newspaper(s) of the county. (Sec. 34-602 and 34-1406, Idaho Code)

August 13: Last day for the County Clerk to receive written requests for the purpose of authorizing persons to act as challengers at the polling place for the August 25 election. (Sec. 34-304, Idaho Code)

August 19: Last day for an application for a mail-in absentee ballot to be received by the County Clerk not later than 5:00 p.m. for the August 25 election. (Sec. 34-1002, Idaho Code)

August 20: Second notice of election for the August 25 election is published by the County Clerk in the official newspaper(s) of the county. Facsimile sample ballot published at this time. Published in at least two newspapers within the county, if possible. (Sec. 34-602, 34-1406, and 34-2425, Idaho Code and Secretary of State Directive)

August 21: Last day for in-person absentee voting until 5:00 p.m. for the August 25 election at the absent elector's polling place. (Sec. 34-1002, Idaho Code)

August 21: Last day for Early Voting until 5:00 p.m. for the August 25 election at the Early voting polling place. (Sec. 34-1012, Idaho Code)

August 21-28: COUNTY CLERK publishes notice of candidate filing deadline for the November 3 election during this week in the official newspaper(s) of the political subdivision. (Sec. 34-1405, Idaho Code)

August 21-28: CITY CLERK to publish notice of candidate filing deadline for the November 3 election during this week in the official newspaper(s) of the city. (Sec. 50-411, Idaho Code)

August 24: First day to file beginning at 8 a.m. as a candidate for the CITY ELECTION to be held on November 3. Filing is with the CITY CLERK. (Sec. 50-410, Idaho Code)

August 25: Last day to return absentee ballots to the County Clerk's Elections Office by 8:00 p.m. for the August 25 election. (Sec. 34-1005, Idaho Code)

August 25: Election 8:00 a.m. to 8:00 p.m. (*) At Clerk's option, polling places may be opened at 7:00 a.m. (Sec. 34-106 and 34-1101, Idaho Code)

August 25: County Clerk's office to remain open 8:00 a.m. to 8:00 p.m., if county is holding an election. (Sec. 34-211, Idaho Code)

August 26: Registration reopens. (Sec. 34-408, Idaho Code) September 4 Last day for the Board of County Commissioners to meet and canvass the vote for the August 25 election. (Sec. 34-1410, Idaho Code)

September 4: County Clerk to certify election results to the political subdivisions for the August 25 election. This date depends upon the date the County Board of Canvassers meets. The results should be certified to the political subdivision(s) immediately after the County Canvassers meet. (Sec. 34-1410, Idaho Code)

September 4: Last day to file until 5:00 p.m. as a candidate for the CITY ELECTION to be held on November 3. Filing is with the CITY CLERK. (Sec. 50-410, Idaho Code)

September 4: Last day for filing declarations of candidacy until 5:00 p.m. for candidates for the November 3 election with the clerk of the political subdivision. This filing is for political subdivision candidates. (Sec. 34-1404, Idaho Code)

September 11: Last day for the clerk of the political subdivision to certify the nominees and any special questions placed by action of the governing board of the political subdivision for the November 3 election. (Sec. 34-1404, Idaho Code)

September 14: Last day for a political subdivision to certify the wording to the County Clerk for a bond, levy, initiative, referendum, recall or any other ballot question ordered for the November 3 election. (Sec. 34-106, Idaho Code)

September 18: Last day declaration of intent to be filed by a write-in candidate with the clerk of the political subdivision for the November 3 election. This filing is for political subdivision candidates. (Sec. 34-1407, Idaho Code)

September 18: Last day a candidate for the November 3 election to withdraw before the November 3 election. (Sec. 34-1405A, Idaho Code)

September 18: Last day for the County Clerk to submit a request to the Secretary of State for a modification of election procedures for joint districts for the November 3 election. (Sec. 34-1413, Idaho Code)

September 24: Last day for the Secretary of State to approve requested modification of election procedures for joint districts for the November 3 election. (Sec. 34-1413, Idaho Code)

September 24: Last day for a supporter or opponent of a ballot measure which appeared on the August 25 election to request a recount with the County Clerk. This date is dependent upon when the County canvasses the election results (i.e. 20 days from canvass). (Sec. 34-2301, Idaho Code)

September 24: Last day for an elector to contest the August 25 election by filing in the proper court. This date is dependent upon when the County canvasses the election results (i.e. 20 days from canvass). (Sec. 34-2008, Idaho Code)

October 2: Last day for County Commissioners to designate polling places prior to the November 3 election. (Sec. 34-302, Idaho Code)

October 2: County Clerk to appoint election personnel for the November 3 election.

October 2: County Clerk to mail absentee ballots for the November 3 election to voters who requested absentee ballots.

October 6: Last day declaration of intent to be filed by a write-in candidate with the CITY CLERK for the November 3 city election. (Sec. 50-410, Idaho Code)

October 9: Last day to pre-register to vote with the County Clerk until 5:00 p.m. for the November 3 election. Registration closes in those districts holding a November 3 election. Election Day Registration is available. (Sec. 34-408, Idaho Code)

October 10-20: County Clerk to mail ballots for the November 3 election to voters in designated Mail Ballot Precincts. (Sec. 34-308, Idaho Code)

October 19: Last day to begin Early Voting at the Early Voting Polling Place for the November 3 election for those counties who elect to conduct Early Voting. (Sec. 34-1012, Idaho Code)

October 22: First notice of election is published for the November 3 election by the County Clerk in the official newspaper(s) of the county. Published in at least two newspapers within the County, if possible. (Sec. 34-602 and 34-1406, Idaho Code)

October 22: Last day for the County Clerk to receive written requests for the purpose of authorizing persons to act as watchers and challengers at the polling place for the November 3 election. (Sec. 34-304, Idaho Code)

October 23: Last day for the County Clerk to examine election register and note challenges from the August 25 election. (Sec. 34-432, Idaho Code)

October 28: Last day for an application for a mail-in absentee ballot to be received by the County Clerk not later than 5:00 p.m. for the November 3 election. (Sec. 34-1002, Idaho Code)

October 29: Second notice of election for the November 3 election is published by the County Clerk in the official newspaper(s) of the county. Facsimile sample ballot published at this time. Published in at least two newspapers within the county, if possible. (Sec. 34-602, 34-1406, and 34-2425, Idaho Code and Secretary of State Directive)

October 30: Last day for in-person absentee voting until 5:00 p.m. for the November 3 election at the absent elector's polling place. (Sec. 34-1002, Idaho Code)

October 30: Last day for Early Voting until 5:00 p.m. for the November 3 election at the Early Voting polling place. (Sec. 34-1012, Idaho Code)

November 3: Last day to return absentee ballots to the County Clerk's Elections Office by 8:00 p.m. for the November 3 election. (Sec. 34-1005, Idaho Code)

November 3: Election 8:00 a.m. to 8:00 p.m. (*) At Clerk's option, polling places may be opened at 7:00 a.m. (Sec. 34-106 and 34-1101, Idaho Code)

November 3: County Clerk's office to remain open 8:00 a.m. to 8:00 p.m., if the county is holding an election. (Sec. 34-211, Idaho Code)

November 4: Registration reopens. (Sec. 34-408, Idaho Code)

November 13: Last day for the Board of County Commissioners to meet and canvass the vote for the November 3 election. (Sec. 34-1410, Idaho Code)

November 13: County Clerk to certify election results to the political subdivisions for the November 3 election. (Sec. 34-1410, Idaho Code)

November 16: Clerk of the political subdivision issues certificates of election for the November 3 election. (Sec. 34-1410, Idaho Code)

December 3: Last day for a candidate or a supporter or opponent of a ballot measure which appeared on the November 3 election to request a recount with the County Clerk. This date is dependent upon when the County canvasses the election results (i.e. 20 days from canvass). (Sec. 34-2301, Idaho Code)

December 3: Last day for an elector to contest the November 3 election by filing in the proper court. This date is dependent upon when the County canvasses the election results (i.e. 20 days from canvass). (Sec. 34-2008, Idaho Code)

December 3: If authorized by City ordinance pursuant to 50-612 and 50-707B, Idaho Code, last day for a run-off city election between the two candidates receiving the highest number of votes cast if no candidate receives a majority of the votes cast. (Sec. 50-612 and Sec. 50-707B, Idaho Code)

January 1, 2016: Last day for the County Clerk to examine election register and note challenges from the November 3 election. (Sec. 34-432, Idaho Code)

Declaration of Candidacy

I, _____ the undersigned, affirm that I am a qualified elector of the City of Meridian, State of Idaho, and that I have resided in the city for at least thirty (30) days. I hereby declare myself to be a candidate for the office of _____, for a term of _____ years, to be voted for at the election to be held on the 3rd day of November, 2015, and certify that I possess the legal qualifications to fill said office, and that my residence address is

_____.

Candidate's Signature

Subscribed and sworn to before me this _____ day of _____, _____.

Signed _____

Notary Public in and for the State of Idaho

residing at _____

My Commission expires _____

OFFICIAL USE ONLY

CITY CLERK

Before accepting this Declaration of Candidacy, the City Clerk (or designee) must verify:

This declaration is accompanied by:

_____ The attached Petition of Candidacy signed by at least five qualified city electors with the attached verification from the county clerk,

OR

_____ A nonrefundable filing fee of \$40.

The City Clerk (or designee) must verify that the person submitting this declaration is a qualified city elector as defined in Idaho Code 50-402(c) and that the residence address provided above matches the address on the individual's voter registration.

This declaration was accepted by _____

Name, Title

on _____ at _____

Date

Time

After the close of the candidate filing period, a copy of this form must be transmitted immediately to the County Clerk to assist in ballot preparation.

COUNTY CLERK

Upon receipt of this Declaration of Candidacy, stamp the date and time of receipt on the front of this document. This document is to be used for ballot preparation.

Petition of Candidacy

State of Idaho
County of Ada ss.
City of Meridian

PETITION OF CANDIDACY

OF _____
Name of Candidate

FOR OFFICE OF _____

This petition must be filed in the office of the City Clerk not earlier than 8:00 a.m. on the eleventh Monday nor later than 5:00 p.m. on the ninth Friday immediately preceding Election Day. The submitted petition must have affixed thereto the names of at least five (5) qualified electors who reside within the appropriate city.

I, the undersigned, being a qualified elector of the City of Meridian, in the State of Idaho, do hereby certify and declare that I reside at the place set opposite my name and that I do hereby join in the petition of _____, a candidate for the office of _____ to be voted at the election to be held on the 3rd day of November, 2015.

Signature of Petitioner	Printed Name	Residence Address	Date Signed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

STATE OF IDAHO
County of _____

I, _____, being first duly sworn, say: That I am a resident of the State of Idaho and at least eighteen (18) years of age; that every person who signed this sheet of the foregoing petition signed his or her name thereto in my presence; I believe that each has stated his or her name and residence address correctly, and that each signer is a qualified elector of the State of Idaho, and the City of Meridian.

Signed _____ Address _____
Signature Collector Address of Signature Collector

Subscribed and sworn to before me this _____ day of _____, _____.

Signed Notary Public _____

Residing at _____

Commission expires _____

(Notary Seal)

Declaration of Intent for Write-in Candidates

I, _____ the undersigned, do hereby declare my intent to be a write-in candidate for the office of _____, for a term of _____ years, to be voted for at the election to be held on the 3rd day of November, 2015, and that my residence address is _____.

I further certify that I possess the legal qualifications to hold said office, that I am a qualified elector of the City of Meridian, State of Idaho, and that I have resided in the city for at least thirty (30) days.

Dated: _____, _____ Signed: _____

Subscribed and sworn to before me this _____ day of _____, _____.

Signed: _____

Notary Public in and for the State of Idaho

Residing At: _____

My Commission Expires: _____

(Notary Seal)

OFFICIAL USE ONLY

CITY CLERK

Before accepting this Declaration of Intent, the City Clerk (or designee) must verify that the person submitting this declaration is a qualified city elector as defined in Idaho Code 50-402(c) and that the residence address provided above matches the address on the individual's voter registration.

This declaration was accepted by _____
Name, Title

on _____ at _____
Date Time

A copy of this form must be transmitted to the County Clerk as soon as possible after it is filed.

COUNTY CLERK

Upon receipt of this Declaration of Intent, stamp the date and time of receipt on the front of this document.

Withdrawal of Declaration of Candidacy

I, _____, hereby withdraw my Declaration of Candidacy for the office of _____, of the City of Meridian, and authorize the County Clerk to remove my name from the ballot in the manner provided by law.

Candidate Signature

Date

Subscribed and sworn to before me this _____ day of _____, _____.

Signed: _____

Notary Public in and for the State of Idaho

Residing At: _____

My Commission Expires: _____

(Notary Seal)

CITY CLERK

A copy of this form must be transmitted to the County Clerk as soon as possible after it is filed.

COUNTY CLERK

Upon receipt of this Declaration of Intent, stamp the date and time of receipt on the front of this document.

Withdrawal of Declaration of Intent

I, _____, hereby withdraw my Declaration of Intent for the office of _____, of the City of Meridian, and state that I am no longer a candidate for such office.

Candidate Signature

Date

Subscribed and sworn to before me this _____ day of _____, _____.

Signed: _____

Notary Public in and for the State of Idaho

Residing At: _____

My Commission Expires: _____

(Notary Seal)

CITY CLERK

A copy of this form must be transmitted to the County Clerk as soon as possible after it is filed.

COUNTY CLERK

Upon receipt of this Declaration of Intent, stamp the date and time of receipt on the front of this document.



APPOINTMENT AND CERTIFICATION OF POLITICAL TREASURER FOR CANDIDATES AND COMMITTEES

C-1
Rev. 1/15

(Please Print or Type)

Pursuant to Section 67-6603(c1), Idaho Code. No contribution shall be received or expenditure made by or on behalf of a candidate or political committee until he or she appoints a political treasurer and certifies the name and address of the treasurer to the Secretary of State.

Certification is for (check appropriate box below):

CANDIDATE:

Name of Candidate:		
Home Phone:	Work Phone:	Cell Phone:
Office Sought:		
Candidate Mailing address:		
Candidate email address:		

COMMITTEE:

Name of Committee:		
Name of Committee Chairman:		
Home Phone:	Work Phone:	Cell Phone:
Committee Mailing address:		
Chairman email address:		

Miscellaneous:

Measure:

Candidate/Measure:

CERTIFICATION AND APPOINTMENT

I, _____, do hereby certify and appoint the following individual who is a registered elector of the State of Idaho as the political treasurer for the above named candidate or committee:

Name of Candidate or Committee Chairman

Name of Political Treasurer:		
Home Phone:	Work Phone:	Cell Phone:
Treasurer Mailing address:		
Treasurer Residence address:		
Treasurer email address:		

Please remit to:

City Clerk's Office
City of Meridian
33 E. Broadway Ave.
Suite 104
Meridian, ID 83642
(208) 888-4433

Signature of Candidate or Committee Chairman

I, _____, do hereby accept the appointment as political treasurer for the above named candidate or committee.

Name of Political Treasurer

Signature of Political Treasurer



**CAMPAIGN FINANCIAL DISCLOSURE REPORT
SUMMARY PAGE
(Please Print or Type)**

C-2
Rev. 12/14

Section I

Name of Candidate or Political Committee and Chairperson		Office Sought (if candidate)	District (if any)
Mailing Address	City and Zip	Home Phone	Work Phone
Name of Political Treasurer			
Mailing Address	City and Zip	Home Phone	Work Phone

Change of address for: Candidate or Political Committee Political Treasurer

Section II

TYPE OF REPORT

This filing is an: Original Amendment
 This report is for the period from _____ through ____/____/____.

- 7 Day Pre-General Report 30 Day Post-General Report October 10 Pre-General Report
 Annual Report

Is this a Termination Report: Yes No

Section III

STATEMENT OF NO CONTRIBUTIONS OR EXPENDITURES

Directions: If you had no contributions or expenditures during this reporting period, check the box next to the statement below and sign this report. Be sure to carry forward the appropriate "Calendar Year to Date" figures in Column II, Section IV.

I hereby certify that I have received no contributions and have made no expenditures during this reporting period.

Section IV

SUMMARY

To reach your Calendar Year to Date figure: Add this report's Column I figures to the Column II figures of your previous report (except on line 6).

	COLUMN I This Period	COLUMN II Calendar Year to Date
Line 1: Cash on Hand January 1, This Calendar Year*	\$ XXXXXX	\$ _____
Line 2: Enter Beginning Cash Balance**	\$ _____	\$ XXXXXX
Line 3: Total Contributions (Enter amount from line 5, page 2)	\$ _____	\$ _____
Line 4: Subtotal (Add lines 1, 2 and 3)	\$ _____	\$ _____
Line 5: Total Expenditures (Enter amount from line 11, page 2)	\$ _____	\$ _____
Line 6: Enter Ending Cash Balance (Subtract line 5 from line 4)	\$ _____	\$ _____
Line 7: Outstanding Debt to Date (Enter amount from line 18, page 2)	\$ _____	

*This same figure should be entered on line 1 of all reports filed this calendar year.
 **This is the figure on line 6 of the last Campaign Financial Disclosure Report filed. If this is your first report, this amount is 0.
 Note: The closing cash balance for the current reporting period appears on the next report as the beginning cash on hand.

Section V

Please remit to:

City Clerk's Office
 City of Meridian
 33 E. Broadway Ave.
 Suite 104
 Meridian, ID 83642
 (208) 888-4433

I, _____, hereby certify that the information in this
 Name of Political Treasurer
 report is a true, complete and correct Campaign Financial Disclosure Report as required by law.

 Signature of Political Treasurer

DETAILED SUMMARY

Name of Candidate or Committee:

		Total This Period
Contributions		
①	Unitemized Contributions (\$50 and less) # of Contributors _____	+ \$
②	Itemized Contributions (Total of all Schedule A sheets)	+ \$
③	In-Kind Contributions (Total of all Contribution amounts from Schedule C sheets)	+ \$
④	Loans (Total of all New Loan amounts from Schedule D sheets)	+ \$
⑤	Total Contributions (Transfer this figure to page 1, Section IV, Line 3)	= \$

Expenditures		
⑥	Unitemized Expenditures (Less than \$25) # of Expenditures _____	+ \$
⑦	Itemized Expenditures (Total of all Schedule B sheets)	+ \$
⑧	In-Kind Expenditures (Total of all Expenditure amounts from Schedule C sheets)	+ \$
⑨	Loan Repayments (Total of all Loan Repayment amounts from Schedule D sheets)	+ \$
⑩	Credit Card and Debt Repayments (Total of all Repayment amounts from Schedule E sheets)	+ \$
⑪	Total Expenditures (Transfer this figure to page 1, Section IV, Line 5)	= \$

Loans, Credit Cards and Debt		
⑫	Outstanding Balance from previous reporting period	+ \$
⑬	New Loans received during this reporting period (Total of all New Loan amounts plus Accrued Interest from Schedule D sheets)	+ \$
⑭	New Credit Card and Debt incurred this reporting period (Total of all New Incurred Debt amounts from Schedule E sheets)	+ \$
⑮	Subtotal	= \$
⑯	Repayments of Loans made during this reporting period (Total of all Loan Repayment amounts from Schedule D sheets)	- \$
⑰	Repayments of Credit Card and Debt this reporting period (Total of all Debt Repayment amounts from Schedule E sheets)	- \$
⑱	Total Outstanding Balance at close of this period (Transfer this figure to page 1, Section IV, Line 7)	= \$

Pledged Contributions		
⑲	Unitemized Pledged Contributions (\$50 and less) # of Pledges _____	+ \$
⑳	Itemized Pledged Contributions this Period (Total of all Schedule F sheets)	+ \$
㉑	Total Pledged Contributions this period	= \$

SCHEDULE A
ITEMIZED CONTRIBUTIONS
of more than Fifty Dollars (\$50.00) this period

Name of Candidate or Committee: _____

Date Received	Full Name, Mailing Address and Zip Code of Contributor	Cash or Check
/ /	1.	\$ _____ \$ _____ Calendar Year-To-Date
/ /	2.	\$ _____ \$ _____ Calendar Year-To-Date
/ /	3.	\$ _____ \$ _____ Calendar Year-To-Date
/ /	4.	\$ _____ \$ _____ Calendar Year-To-Date
/ /	5.	\$ _____ \$ _____ Calendar Year-To-Date
/ /	6.	\$ _____ \$ _____ Calendar Year-To-Date
/ /	7.	\$ _____ \$ _____ Calendar Year-To-Date
/ /	8.	\$ _____ \$ _____ Calendar Year-To-Date
/ /	9.	\$ _____ \$ _____ Calendar Year-To-Date
/ /	10.	\$ _____ \$ _____ Calendar Year-To-Date
Total This Page:		\$ 0.00

Transfer the combined total of all Schedule A pages to the Detailed Summary on page 2 line 2.

SCHEDULE B
ITEMIZED EXPENDITURES
 Twenty-Five Dollars (\$25.00) or more this period

Name of Candidate or Committee: _____

Purpose Codes (Enter up to 3 purpose codes per Expenditure.)

- | | |
|---|---|
| A All Travel Expenses (Airfare, Fuel, Lodging & Mileage) | N Newspaper & Other Periodical Advertising |
| B Broadcast Advertising (Radio, TV, Internet & Telephone) | O Other Advertising (Yard Signs, Buttons, etc.) |
| C Contributions to Candidates & PAC's | P Postage |
| D Donations & Gifts | S Surveys & Polls |
| E Event Expenses | T Tickets (Events) |
| F Food & Refreshments | U Utilities |
| G General Operational Expenses | W Wages, Salaries, Benefits & Bonuses |
| H Independent Expenditures | Y Petition Circulators |
| L Literature, Brochures, Printing | Z Preparation & Production of Advertising |
| M Management Services | |

Date Spent	Full Name, Mailing Address and Zip Code of Recipient	Purpose Code(s)	Cash or Check
1. ____/____/____			\$ _____
2. ____/____/____			\$ _____
3. ____/____/____			\$ _____
4. ____/____/____			\$ _____
5. ____/____/____			\$ _____
6. ____/____/____			\$ _____
7. ____/____/____			\$ _____
8. ____/____/____			\$ _____
9. ____/____/____			\$ _____
10. ____/____/____			\$ _____
Total This Page:			\$ 0.00

Transfer the combined total of all Schedule B pages to the Detailed Summary on page 2 line 7.

SCHEDULE C
IN-KIND CONTRIBUTIONS and EXPENDITURES

Name of Candidate or Committee: _____

Purpose Codes (Enter up to 3 purpose codes per Expenditure.)

- | | |
|--|---|
| <p>A All Travel Expenses (Airfare, Fuel, Lodging & Mileage)</p> <p>B Broadcast Advertising (Radio, TV, Internet & Telephone)</p> <p>C Contributions to Candidates & PAC's</p> <p>D Donations & Gifts</p> <p>E Event Expenses</p> <p>F Food & Refreshments</p> <p>G General Operational Expenses</p> <p>H Independent Expenditure</p> <p>L Literature, Brochures, Printing</p> <p>M Management Services</p> | <p>N Newspaper & Other Periodical Advertising</p> <p>O Other Advertising (Yard Signs, Buttons, etc.)</p> <p>P Postage</p> <p>S Surveys & Polls</p> <p>T Tickets (Events)</p> <p>U Utilities</p> <p>W Wages, Salaries, Benefits & Bonuses</p> <p>Y Petition Circulators</p> <p>Z Preparation & Production of Advertising</p> |
|--|---|

1.	<div style="border-bottom: 1px solid black; width: 100%; height: 1em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1em;"></div>	Contributor Name, Mailing Address and Zip Code	\$ _____ \$ _____ Calendar Year-To-Date
		Expenditure Name, Mailing Address and Zip Code	\$ _____ Purpose Code(s)
2.	<div style="border-bottom: 1px solid black; width: 100%; height: 1em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1em;"></div>	Contributor Name, Mailing Address and Zip Code	\$ _____ \$ _____ Calendar Year-To-Date
		Expenditure Name, Mailing Address and Zip Code	\$ _____ Purpose Code(s)
3.	<div style="border-bottom: 1px solid black; width: 100%; height: 1em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1em;"></div>	Contributor Name, Mailing Address and Zip Code	\$ _____ \$ _____ Calendar Year-To-Date
		Expenditure Name, Mailing Address and Zip Code	\$ _____ Purpose Code(s)
4.	<div style="border-bottom: 1px solid black; width: 100%; height: 1em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1em;"></div>	Contributor Name, Mailing Address and Zip Code	\$ _____ \$ _____ Calendar Year-To-Date
		Expenditure Name, Mailing Address and Zip Code	\$ _____ Purpose Code(s)
		Expenditure Total:	\$ 0.00
		(Transfer the combined total of all Expenditures on Schedule C pages to the Detailed Summary, page 2 line 8)	
		Contributor Total:	\$ 0.00
		(Transfer the combined total of all Contributors on Schedule C pages to the Detailed Summary, page 2 line 3)	

SCHEDULE D - LOANS

Name of Candidate or Committee:

Each Lender to your campaign should be listed separately. Each time a loan is received or you loan money to the campaign, it must be listed as a separate item. Each new loan from any Lender must be listed as a new item from that Lender. You may have the same Lender listed more than once. Except for a candidate making a loan to his or her own campaign, loans from any Lender cannot exceed contribution limits laid out in Section 67-6610A, Idaho Code, even if it is repaid in full.

Any loan(s) with a balance(s) appearing on the last report must be listed below with the amount in the Previous Balance column. Any new loan amounts should be listed in the New Loan column. Any interest accrued should be listed in the Interest Accrued column. If a payment was made on the loan, list it in the Repayments column. Note: Any loan that was repaid in full in a previous reporting period does not need to be listed. The Outstanding Balance column is the Previous Balance plus new loans and accrued interest less any repayments.

Name, Mailing Address and Zip Code of Lender (Candidate, Individual or Business)	Previous Balance of loan at the end of the last reporting period	New Loan amount received during this reporting period	Interest accrued during this reporting period	Repayments of Loan during this reporting period	Balance outstanding at the end of this reporting period
1.		Date: _____ Amount: _____ \$ _____		Date: _____ Amount: _____ \$ _____	
2.		Date: _____ Amount: _____ \$ _____		Date: _____ Amount: _____ \$ _____	
3.		Date: _____ Amount: _____ \$ _____		Date: _____ Amount: _____ \$ _____	
4.		Date: _____ Amount: _____ \$ _____		Date: _____ Amount: _____ \$ _____	
5.		Date: _____ Amount: _____ \$ _____		Date: _____ Amount: _____ \$ _____	
6.		Date: _____ Amount: _____ \$ _____		Date: _____ Amount: _____ \$ _____	
7.		Date: _____ Amount: _____ \$ _____		Date: _____ Amount: _____ \$ _____	
	Previous	Received	Interest	Repayments	Ending Balance

Previous Total: \$ 0.00

Received Total: \$ 0.00
(Transfer the combined total of all received loans to the Detailed Summary, page 2 line 4)

Interest Total: \$ 0.00

Repayments Total: \$ 0.00
(Transfer the combined total of all loan repayments to the Detailed Summary, page 2 line 9 & 16)

Ending Balance Total: \$ 0.00

(NOTE: Transfer the combined total of all Accrued Interest and Received Loans to the Detailed Summary, page 2 line 13)

SCHEDULE E - CREDIT CARDS and DEBT

Name of Candidate or Committee: _____

Each incurred expense not yet paid (i.e. credit card purchases and debt) should be listed on a separate line. Each time you make purchases with a credit card or incur debt, it is considered to be a separate item. However, you will maintain a single item for each credit card and add purchases to that item. Each Creditor listed below with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

Credit Cards are considered debt to the campaign. Regardless of whether the credit card is repaid when the statement is received, all credit card transactions will appear on Schedule E and E-1. However, only Repayments of Debt during this reporting period appear in the Expenditure Section of the Detailed Summary Page.

Any creditor(s) with a balance(s) appearing on the last report must be listed below with the amount in the Previous Balance column. Any new debt should be listed in the New Debt column, including any accrued interest. If a payment was made on the debt, list it in the Repayments column. Note: Any debt that was repaid in full in a previous reporting period does not need to be listed. The Outstanding Balance column is the Previous Balance plus New Debt less any Repayments of Debt.

Name, Mailing Address and Zip Code of Creditor (Candidate, Individual or Business)	Previous Balance of debt at the end of the last reporting period	New Debt amount incurred during this reporting period	Repayments of Debt during this reporting period	Balance outstanding at the end of this reporting period
1.		Date: _____ Amount: _____ \$ _____	Date: _____ Amount: _____ \$ _____	
2.		Date: _____ Amount: _____ \$ _____	Date: _____ Amount: _____ \$ _____	
3.		Date: _____ Amount: _____ \$ _____	Date: _____ Amount: _____ \$ _____	
4.		Date: _____ Amount: _____ \$ _____	Date: _____ Amount: _____ \$ _____	
5.		Date: _____ Amount: _____ \$ _____	Date: _____ Amount: _____ \$ _____	
6.		Date: _____ Amount: _____ \$ _____	Date: _____ Amount: _____ \$ _____	
	Previous	Incurred	Repayments	Ending Balance

Previous Total: \$ 0.00

Incurred Total:
(Transfer the combined total of all incurred debt to the Detailed Summary, page 2 line 14) \$ 0.00

Repayments Total:
(Transfer the combined total of all debt repayments to the Detailed Summary, page 2 line 10 & 17) \$ 0.00

Ending Balance Total: \$ 0.00

SCHEDULE E-1 - CREDIT CARD and DEBT ITEMIZATION

Name of Candidate or Committee: _____

Name of Creditor from Schedule E: _____

Each Creditor listed on Schedule E with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

Purpose Codes (Enter up to 3 purpose codes per Expenditure.)

- | | |
|---|---|
| A All Travel Expenses (Airfare, Fuel, Lodging & Mileage) | M Management Services |
| B Broadcast Advertising (Radio, TV, Internet & Telephone) | N Newspaper & Other Periodical Advertising |
| C Contributions to Candidates & PAC's | O Other Advertising (Yard Signs, Buttons, etc.) |
| D Donations & Gifts | P Postage |
| E Event Expenses | S Surveys & Polls |
| F Food & Refreshments | T Tickets (Events) |
| G General Operational Expenses | U Utilities |
| H Independent Expenditure | W Wages, Salaries, Benefits & Bonuses |
| I Interest Accrued & Finance Charges | Y Petition Circulators |
| L Literature, Brochures, Printing | Z Preparation & Production of Advertising |

Date Incurred	Full Name, Mailing Address and Zip Code of Expenditure	Purpose Code(s)	Amount
1. ____/____/____			\$ _____
2. ____/____/____			\$ _____
3. ____/____/____			\$ _____
4. ____/____/____			\$ _____
5. ____/____/____			\$ _____
6. ____/____/____			\$ _____
7. ____/____/____			\$ _____
8. ____/____/____			\$ _____
9. ____/____/____			\$ _____
Total This Page:			\$ _____

The total of itemization for this creditor should equal the new loan amount listed on Schedule E for this creditor.

SCHEDULE F
PLEGGED CONTRIBUTIONS BUT NOT YET RECEIVED

Name of Candidate or Committee: _____

Directions: Complete this schedule if you were promised and agreed to accept a contribution during this reporting period but have not actually received the money, goods or services offered before the end of the reporting period. Do not include these entries on Schedule A until you actually receive the contribution.

Date	Full Name, Mailing Address and Zip Code of Contributor	Amount Pledged
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		

Total Amount of Pledged Contributions: \$ 0.00



INDEPENDENT EXPENDITURES

C-4
Rev. 1/15

(Please note the definition of independent expenditure and Section 67-6611, Idaho Code - reverse side)

Totaling More Than \$100
Made In Support of or in Opposition to
Any One Candidate, Political Committee or Measure

Full Name: _____ Telephone No.: _____

Mailing Address and Zip Code: _____

TYPE OF REPORT

7 Day Pre-General Statement

30 Day Post-General Statement

Purpose Codes

- B Broadcast Advertising (Radio, TV, Internet & Telephone)
- E Event Expenses
- F Food & Refreshments
- L Literature, Brochures, Printing
- N Newspaper & Other Periodical Advertising
- O Other Advertising (Yard Signs, Buttons, etc.)
- P Postage
- S Surveys & Polls
- Z Preparation & Production of Advertising

ITEMIZED EXPENDITURES IN EXCESS OF FIFTY DOLLARS

Date	Full Name, Mailing Address and Zip Code of Recipient	Candidate/Measure Supported/Opposed	Purpose Code(s)	Amount
____/____/____	1. _____			\$ _____
____/____/____	2. _____			\$ _____
____/____/____	3. _____			\$ _____
____/____/____	4. _____			\$ _____
____/____/____	5. _____			\$ _____

Please remit to:

City Clerk's Office
City of Meridian
33 E. Broadway Ave.
Suite 104
Meridian, ID 83642
(208) 888-4433

Total Expenditure(s): \$ _____

I, _____, hereby certify that the information in this
report is true, complete and correct.

Signature



48 HOUR NOTICE OF CONTRIBUTIONS / LOANS RECEIVED of \$1,000 or more

C-5
Rev. 01/15

Directions: Use this form to report any contribution of one thousand dollars (\$1,000) or more, received after the sixteenth (16) day before, but more than forty-eight (48) hours before, any primary or general election. Notification must be made within forty-eight (48) hours after receipt of such contribution. (Sec. 67-6607(c), I.C.)

48 Hour Notice must be provided between October 19, 2015 and October 31, 2015.

This requirement applies to all types of contributions, including but not limited to:

- cash contributions
- in-kind contributions
- loans
- contributions or personal loans made by the candidate

Name of Candidate or Committee:	District (if applicable)
Mailing Address:	
City and Zip Code:	

Date Received	Full Name, Mailing Address and Zip Code of Contributor/Lender	Cash or Check	In-Kind (non-monetary)	Loan
1.		\$ _____	\$ _____	\$ _____
2.		\$ _____	\$ _____	\$ _____
3.		\$ _____	\$ _____	\$ _____

Please remit to:
 City Clerk's Office
 City of Meridian
 33 E. Broadway Ave.
 Suite 104
 Meridian, ID 83642
 (208) 888-4433

I, _____, hereby certify that the information in this report is a true, complete and correct.

Signature of Political Treasurer



STATEMENT BY A NONBUSINESS ENTITY

C-6
Rev. 1/15

(Type or print clearly)
See instructions at bottom of page

Name and Address of Nonbusiness Entity				
Name	Address	City	State	Zip

Name and Address of Principal Officer or Directors				
Name	Address	City	State	Zip

List the name and address of each person whose fees, dues, payments or other consideration paid to the nonbusiness entity during either of the prior two (2) calendar years has exceeded \$500; or who is obligated to or has agreed to pay fees, dues, payments or other consideration exceeding \$500 to such entity during the current year.

Name	Address	City	State	Zip

INSTRUCTIONS	
<p>Who should file this form? Any nonbusiness entity, domiciled in the State of Idaho, which makes expenditures in an amount exceeding one thousand dollars (\$1,000) in any calendar year for the purpose of supporting or opposing one (1) or more candidates or measures. (Please note the definition of nonbusiness entity and Section 67-6606, Idaho Code - reverse side.)</p> <p>Filing Deadline: This statement shall be filed within thirty (30) days of exceeding the one thousand dollars (\$1,000) threshold.</p> <p>To Be Filed With: Meridian City Clerks Office, 33 E Broadway, Meridian, ID 83642</p>	<p>Certification: I hereby certify that the information contained herein is a true, complete, and correct statement in accordance with Section 67-6624, Idaho Code.</p> <p>_____ Signature</p> <p>_____ Title</p> <p>_____ Date</p>



INDEPENDENT EXPENDITURES 48 HOUR NOTICE

C-7
Rev. 01/15

(Please note the definition of independent expenditure and Section 67-6611, Idaho Code - reverse side)

Totaling \$1000 or More
Made in Support of or in Opposition to
Any One Candidate, Political Committee or Measure

Full Name: _____ Telephone No.: _____

Mailing Address and Zip Code: _____

48 Hour Notice must be provided between October 19, 2015 and October 31, 2015.

**Purpose
Codes**

- | | |
|---|---|
| B Broadcast Advertising (Radio, TV, Internet & Telephone) | O Other Advertising (Yard Signs, Buttons, etc.) |
| E Event Expenses | P Postage |
| F Food & Refreshments | S Surveys & Polls |
| L Literature, Brochures, Printing | Z Preparation & Production of Advertising |
| N Newspaper & Other Periodical Advertising | |

ITEMIZED EXPENDITURES IN EXCESS OF FIFTY DOLLARS

Date	Full Name, Mailing Address and Zip Code of Recipient	Candidate/Measure Supported/Opposed	Purpose Code	Amount
_ / _ / _	1. _____			\$ _____
_ / _ / _	2. _____			\$ _____
_ / _ / _	3. _____			\$ _____
_ / _ / _	4. _____			\$ _____
_ / _ / _	5. _____			\$ _____

Please remit to:

Total Expenditure(s): \$ _____

City Clerk's Office
City of Meridian
33 E. Broadway Ave.
Suite 104
Meridian, ID 83642
(208) 888-4433

I, _____, hereby certify that the information in this
Name
report is true, complete and correct.

Signature



REPORT OF ELECTIONEERING COMMUNICATION

For use by a person who has expended \$100 or more per year on electioneering communications.

Any person incurring costs of \$1,000 or more must file within 48 hours of incurring costs.

Name of person/entity _____

Address (Physical) _____ City _____ State _____ Zip _____

Mailing Address _____ City _____ State _____ Zip _____

Telephone _____

TYPE OF REPORT

48 Hour Report

7 Day Pre-General Report

30 Day Post-General Report

Is this an amended report? No Yes

This amends a previous report filed on _____

Date of Public Distribution(s) _____

Total Expenditures this Statement	\$
Total Itemized Contributions of \$50 or More this statement	\$
Total Contributions this statement	\$

Please remit to:

City Clerk's Office
City of Meridian
33 E. Broadway Ave.
Suite 104
Meridian, ID 83642
(208) 888-4433

I _____, hereby certify that the information in this
Name of Individual Completing Report
report is a true, complete and correct Campaign Financial Disclosure Report as required by law.

Signature of Individual Completing Report

Date Signed

Itemized Contributions for Electioneering Communication (\$50 or more)

Name of person/entity: _____

1. Date Received ___/___/___	4. Name (last, first) _____
2. Contribution Amount \$ _____	5. Address _____
3. <input type="checkbox"/> Cash <input type="checkbox"/> Loan <input type="checkbox"/> In-Kind	6. City/State/Zip _____

1. Date Received ___/___/___	4. Name (last, first) _____
2. Contribution Amount \$ _____	5. Address _____
3. <input type="checkbox"/> Cash <input type="checkbox"/> Loan <input type="checkbox"/> In-Kind	6. City/State/Zip _____

1. Date Received ___/___/___	4. Name (last, first) _____
2. Contribution Amount \$ _____	5. Address _____
3. <input type="checkbox"/> Cash <input type="checkbox"/> Loan <input type="checkbox"/> In-Kind	6. City/State/Zip _____

1. Date Received ___/___/___	4. Name (last, first) _____
2. Contribution Amount \$ _____	5. Address _____
3. <input type="checkbox"/> Cash <input type="checkbox"/> Loan <input type="checkbox"/> In-Kind	6. City/State/Zip _____

1. Date Received ___/___/___	4. Name (last, first) _____
2. Contribution Amount \$ _____	5. Address _____
3. <input type="checkbox"/> Cash <input type="checkbox"/> Loan <input type="checkbox"/> In-Kind	6. City/State/Zip _____

Itemized Expenditures for Electioneering Communication

Name of person/entity: _____

1. Date Expended <u> / / </u>	3. Name (last, first) _____
2. Amount \$ _____	4. Address _____
cash <input type="checkbox"/>	5. City/State/Zip _____
in-kind <input type="checkbox"/>	6. Method of Communication(s) _____
	7. Name of Candidate(s) referred to _____
	8. Support <input type="checkbox"/> Oppose <input type="checkbox"/>
	9. Purpose of Expenditure _____

1. Date Expended <u> / / </u>	3. Name (last, first) _____
2. Amount \$ _____	4. Address _____
cash <input type="checkbox"/>	5. City/State/Zip _____
in-kind <input type="checkbox"/>	6. Method of Communication(s) _____
	7. Name of Candidate(s) referred to _____
	8. Support <input type="checkbox"/> Oppose <input type="checkbox"/>
	9. Purpose of Expenditure _____

1. Date Expended <u> / / </u>	3. Name (last, first) _____
2. Amount \$ _____	4. Address _____
cash <input type="checkbox"/>	5. City/State/Zip _____
in-kind <input type="checkbox"/>	6. Method of Communication(s) _____
	7. Name of Candidate(s) referred to _____
	8. Support <input type="checkbox"/> Oppose <input type="checkbox"/>
	9. Purpose of Expenditure _____

1. Date Expended <u> / / </u>	3. Name (last, first) _____
2. Amount \$ _____	4. Address _____
cash <input type="checkbox"/>	5. City/State/Zip _____
in-kind <input type="checkbox"/>	6. Method of Communication(s) _____
	7. Name of Candidate(s) referred to _____
	8. Support <input type="checkbox"/> Oppose <input type="checkbox"/>
	9. Purpose of Expenditure _____

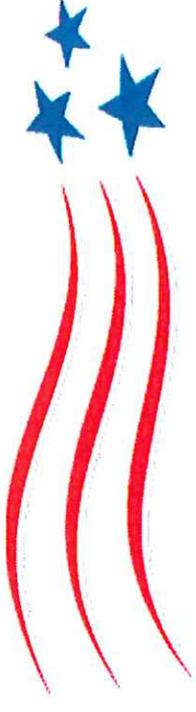
Getting Ready
2015 General City Election





What is Election Consolidation?

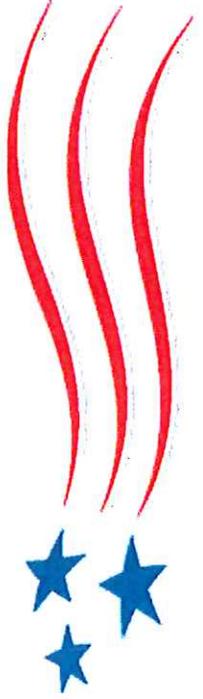
- For decades, City Clerks conducted their City's elections independently from County Elections
- In 2009, the Idaho legislature approved House Bill 372 which made sweeping changes to local elections in our State's history



Reforms Implemented by HB 372

Redistricting elections to 2 dates per year

- The 3rd Tuesday in May and
- The Tuesday after the 1st Monday in November
- Put County Clerks in charge of running local elections for cities and other taxing districts.
- Funded the effort with 4.1 million annually from the State general fund adjusted for inflation.





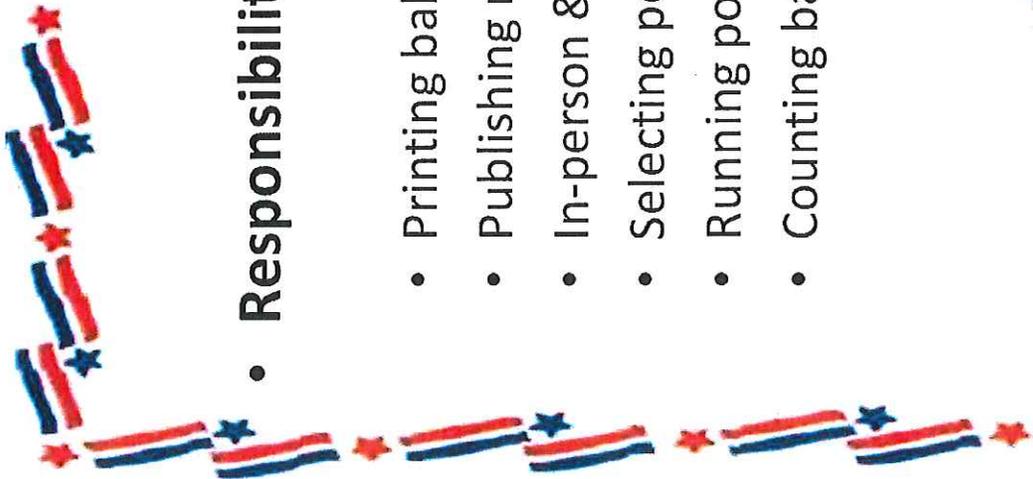
- **What are the goals of Election Consolidation?**
- Increase turnout and make elections more user friendly by having consistent election dates and using the same polling places for every election.
- Since counties are running elections every year, they will develop proficiency and expertise and they will have full-time staff dedicated to election administration.





Responsibilities of the City Clerk

- Make the candidate filing forms available to anyone upon request
- Make sure the candidates understand and meet the qualifications to run for office
- Publish a legal notice informing potential candidates about:
 - The filing deadline
 - The positions up for election
 - The qualifications to run for office



• Responsibilities of the County Clerk

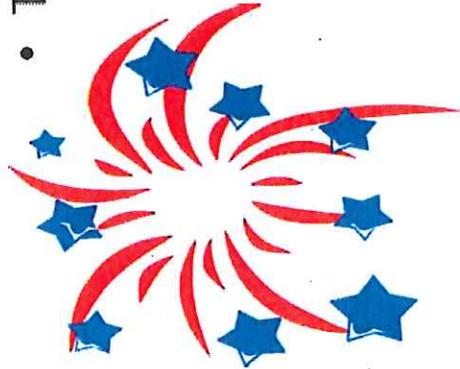
- Printing ballots
- Publishing notice of election and sample ballot
- In-person & mail absentee voting
- Selecting polling places and election staff
- Running polling places on Election Day
- Counting ballots



- **Responsibilities of the County Commissioners**
 - Canvass the votes
 - Establish election precincts

Understanding the Basics of City Elections

- **The Candidate Filing Process**
 - Every candidate for Mayor or Council must file a Declaration of Candidacy:
 - Attesting they meet the qualifications required by law and declaring the office and term for which they are running
 - The declaration must be accompanied by:
 - A non-refundable filing fee of \$40.00
 - or-
 - A Petition of Candidacy signed by at least 5 qualified city electors.



- **Idaho law requires every candidate for Mayor or Council to meet the following qualifications:**
 - At least 18 years of age
 - A U.S. Citizen
 - The candidate's primary residence must be within the city
 - The address of the candidate's voter registration must match the residence address on the candidate's declaration
 - The candidate must be a resident of the city for at least 30 days before their declaration is submitted to the City Clerk.



- **The period for candidates to file their Declarations and Petitions of Candidacy:**

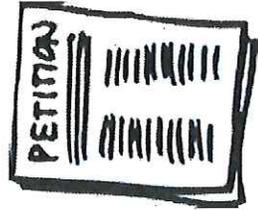
- Begins Monday August 24, 2015 at 8:00 a.m.
- Closes Friday September 4, 2015 at 5:00 p.m.



- **Process for Candidates:**

- The Candidate's name will appear on the ballot exactly as written on the Declaration of Candidacy.
- It is permissible for candidates to use initials for their first or middle name
- A nickname should be put in quotes within the person's legal name (example: Jeffrey "Scooter" Owens).
- The Declaration of Candidacy must be signed by the candidate and notarized by a duly authorized Idaho notary.
- The Petition of Candidacy must be signed by the person soliciting petition signatures and notarized by a duly authorized Idaho notary.
- The City Clerk or Deputy Clerk (if a duly authorized Idaho Notary) may notarize the forms.

- **Petition signatures are often gathered by the candidate personally, but may be collected by any person who is:**
 - At least 18 year of age, and
 - An Idaho resident
- **Candidate must take petition to County Clerk's Office for verification of signatures before filing with the City Clerk.**
- **County Clerk or deputy will attach a written certification of the number of signatures of qualified city electors.**





Before accepting the nominating forms from the candidate, the City Clerk must confirm:

- That the candidate is registered to vote in the city, and
- That the candidate's residence address provided on the Declaration of Candidacy matches the address listed in the voter registration database.



Why does the City Clerk need to check to see if a candidate is registered?

- The individual may have been purged from the registration rolls, or may have moved and is registered at the incorrect address
- In either case, the individual needs to re-register before filing their declaration. This is easy to fix as long as it is done before the candidate files.



Write-in Candidate Filing Deadline

- Tuesday, October 6th is the last day for write-in candidates to file a Declaration of Intent affirming their qualifications and the office in which they are running.
- Write-in candidates do not have to submit a filing fee or petition with their Declaration of Intent.
- Note: Write-in votes are only counted when cast for individuals who filed a Declaration of Intent with the City Clerk at least 28 days prior to the election.



Withdrawing Candidacy

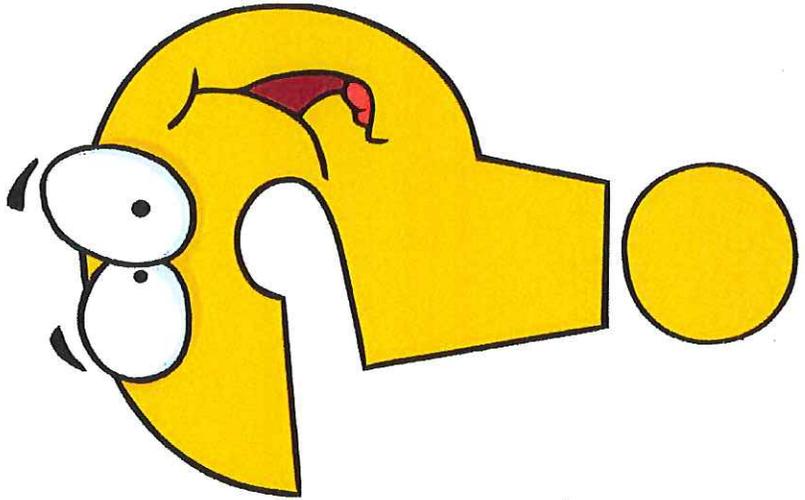
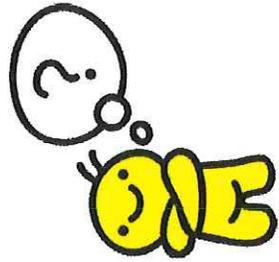
- Friday, September 18, 2015:
- Deadline for nominated candidates – those who would be listed on the ballot – to withdraw their candidacy by filing a notarized statement of withdrawal from the City Clerk.
- Declared write-in candidates may withdraw at any time up to the election by filing a notarized statement of withdrawal with the City Clerk.

- **Questions and Answers**

- **Question: Can a candidate sign their own Petition of Candidacy?**
 - **Answer: YES.** There is nothing in the law that prohibits a candidate, or their spouse or adult family members from signing the candidate’s petition, as long as all are qualified city electors.
- **Question: Can candidates campaign on Election Day?**
 - **Answer: YES,** but campaigning within or near a polling place is a criminal offense (“electioneering”).
 - Campaigning is prohibited within the polling place or in any building in which an election is being held (such as the absentee polling place).
 - Campaigning is also prohibited within 100 feet of a polling place. Measurement is taken from the main entrance to the building, or the closest entrance to the polling area.



QUESTIONS?



Campaign Finance Reporting for City Clerks

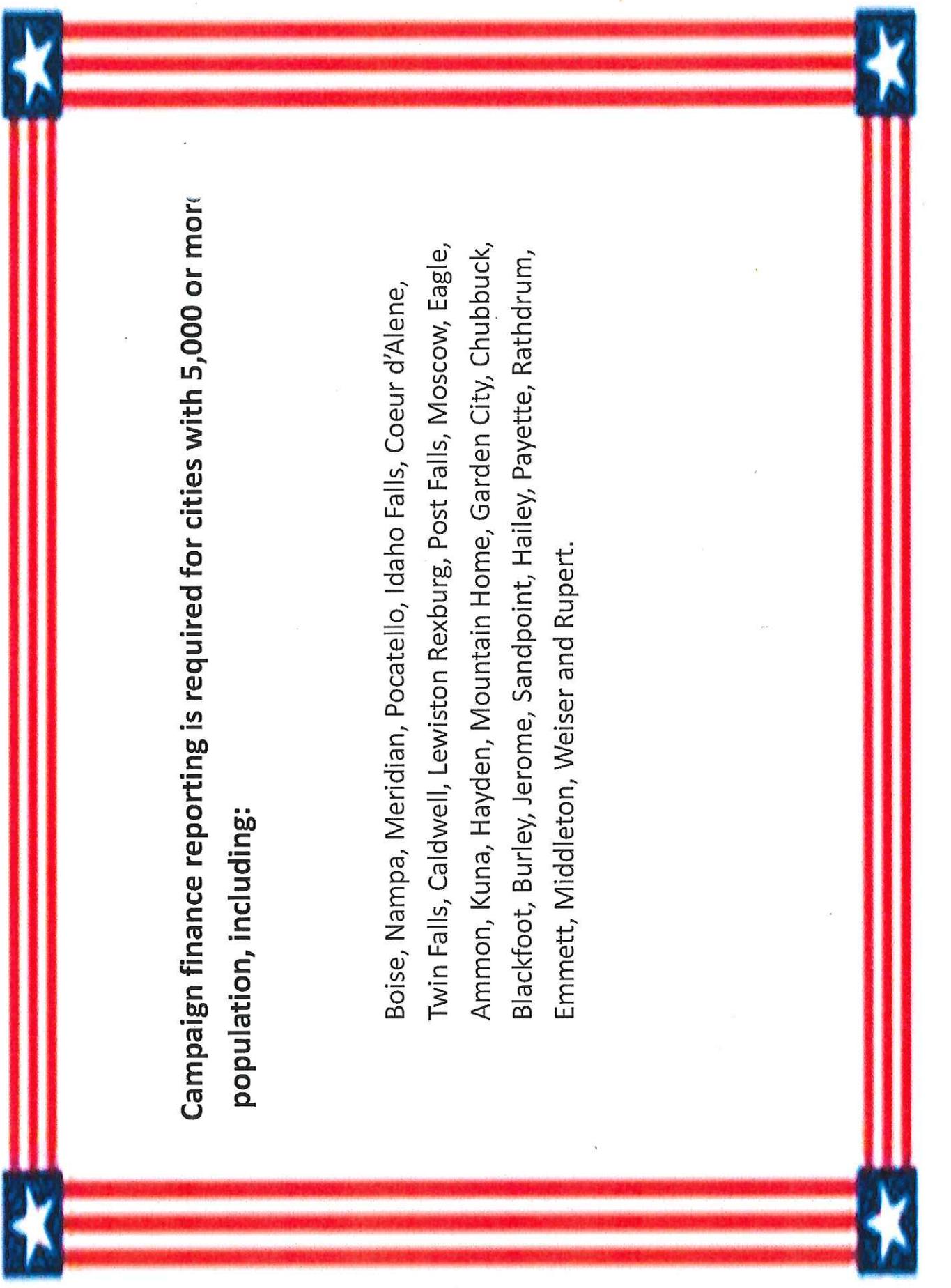
2015 Election Workshop



The Idaho Sunshine Law: Understanding the Basics

Idaho Code Title 67, Chapter 66

- **1974:** Law enacted by state initiative – requires campaign finance reporting by candidates for state elected office.
- **1982:** Legislature extends the law to cover candidates for mayor and council in cities over 16,000 population.
- **1991:** All county elected officials brought under Sunshine Law.
- **2004:** Legislature drops city threshold for campaign finance reporting to 5,000 population and mandates reporting for city ballot measures.



Campaign finance reporting is required for cities with 5,000 or more population, including:

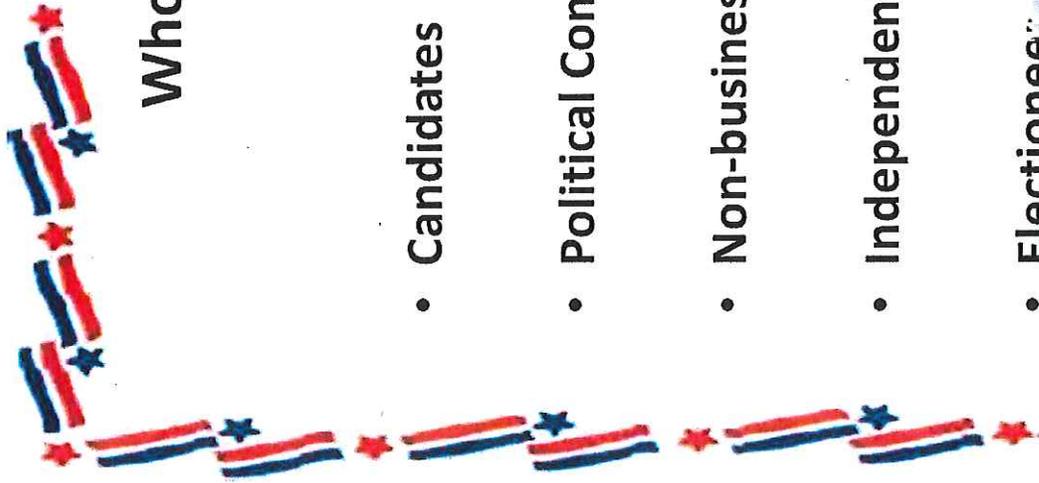
Boise, Nampa, Meridian, Pocatello, Idaho Falls, Coeur d'Alene,
Twin Falls, Caldwell, Lewiston Rexburg, Post Falls, Moscow, Eagle,
Ammon, Kuna, Hayden, Mountain Home, Garden City, Chubbuck,
Blackfoot, Burley, Jerome, Sandpoint, Hailey, Payette, Rathdrum,
Emmett, Middleton, Weiser and Rupert.



Why Does Idaho Require Campaign Finance Reporting?

- Improves transparency and accountability by candidates, committees, and other persons and groups involved in financing campaigns.
- Enhances the ability of voters to make informed decisions.
- Assists the media in reporting on candidates and monitoring campaigns.





Who is Required to File Campaign Disclosure Statements?

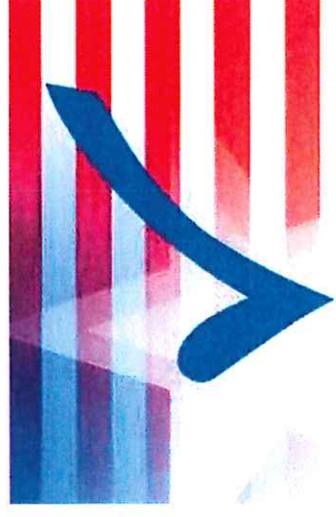
- Candidates
- Political Committees
- Non-business Entities
- Independent Expenditures
- Electioneering Communication

When Does Someone Become a Candidate?

- A person becomes a Candidate when he/she:
 - Receives contributions or makes expenditures or reserves space or facilities with intent to promote his/her candidacy for office,

OR

- Announces publicly or files for city office (Idaho Code 67-6602 (a)).





What is a Political Committee?

Any organization or group that:

- Is specifically designated to support or oppose any candidate or measure

OR

- Receives contributions and makes expenditures exceeding \$500 in any calendar year for the purpose of supporting or opposing one or more candidates or measures (Idaho Code 67-6602 (p)).



What is a Non-business Entity?

- Any organization or group that:
 - Does not have as its principal purpose the conduct of business activities for profit.
- AND**
- Received during the preceding calendar year contributions, gifts or membership fees, which in the aggregate exceeded 10 percent of its total receipts for the year (Idaho Code 67-6602(n)).





Defining Independent Expenditures

- **Any Expenditure by an individual/entity:**
 - For a Communication expressly advocating the election, passage or defeat of a clearly identified candidate or measure,
- AND
- That is not made in cooperation or consultation with a candidate or political committee (Idaho Code 67-6602(i)).

What is Electioneering Communication?

Any communication by television, radio, newspaper, billboard, mailing, direct delivery, telephone or otherwise distributed that:

- Unambiguously refers to any candidate, and
- Is made within 60 days before a general city election, and
- Is made available to an audience including voters for public office.

Does not include: media articles, editorials, letters to the editor, editorial endorsements, or any communication which constitutes an expenditure by a candidate/committee or independent expenditure (Idaho Code 67-6602(f)).



Certifying the Treasurer

- All candidates for mayor or council and all political committees must certify a treasurer before they start to campaign.
- The candidate/committee cannot raise or spend money until a treasurer is certified (Idaho Code 67-6603(c)).

- **Who can serve as treasurer for a candidate/committee?**
 - Any individual registered to vote in Idaho
 - A candidate may serve as his/her own treasurer
 - A person may serve as treasurer for more than one candidate/committee



- **The treasurer is certified by the candidate or political committee chairman on the C-1 Form, available from the City Clerk**
- **When treasurer resigns, is removed or dies, the candidate/committee chairman must certify a new treasurer immediately.**
- **No contributions may be received or expenditures made until a new treasurer is certified (Idaho Code 67-6603).**





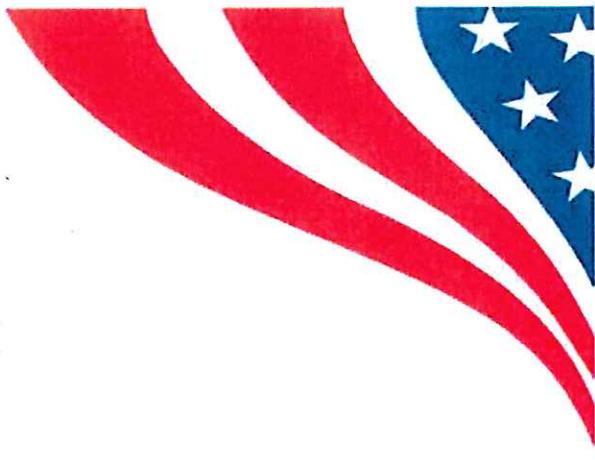
Duties of the Treasurer

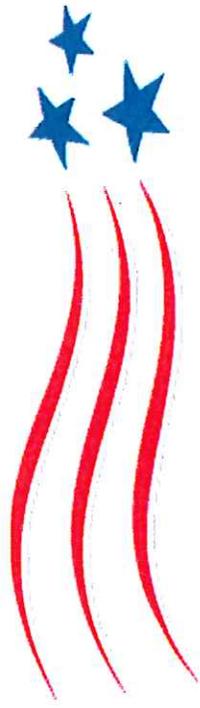
Keep detailed, up-to-date accounts of contributions and expenditures

- **File the required reports in a timely manner, reporting all required information**
- **Keep records for at least 1 year after the election or filing of the last Campaign Finance Disclosure Report, whichever is later**

Duties of the Treasurer, continued....

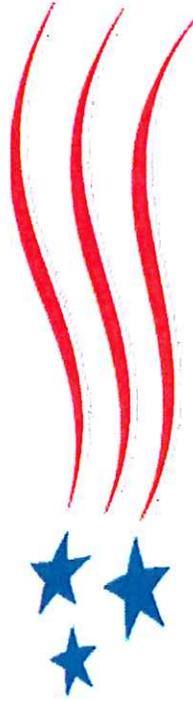
- **Report the full name and address of any individual/entity contributing a total of more than \$50 during the calendar year.**
- **Transmit anonymous contributions in excess of \$50 to the State Controller for deposit in the public school fund.**
- **Obtain a receipt or canceled check or an accurate copy thereof for expenditures of \$25 or more.**





Duties of the Treasurer, continued

- **Notify City Clerk of any contribution of \$1,000 or more received after the 16th day before, but more than (48) hours before, any primary or general election. Notification must be made within forty-eight (48) hours after receipt of such contribution (Form C5) (Sec-67-6607©, I.C.)**



Reporting by Candidates and Committees

- Reports are filed on Form C-Z, Campaign Financial

Disclosure Report, which includes:

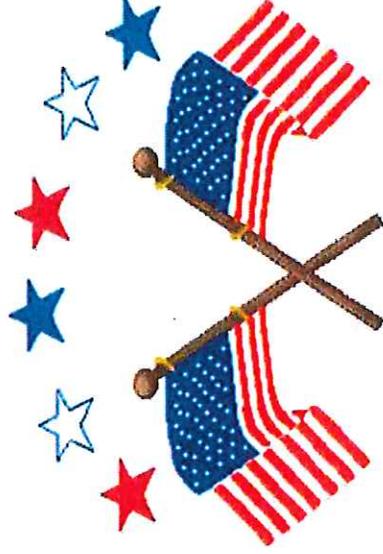
- Summary Page
- Detailed Summary Page
- Schedule A: Itemized Contributions
- Schedule B: Itemized Expenditures
- Schedule C: In-Kind Contributions and Expenditures
- Schedule D: Loans
- Schedule E: Credit Cards & Debt
- Schedule E-1: Credit Card & Debt Itemization
- Schedule F: Pledge Contributions

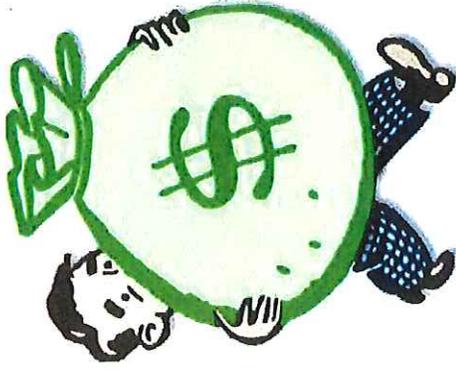


- 48-hour Notice reports of contributions of \$1,000 or more are filed on Form C-5

Reporting Contributions by Candidates and Committees

- **Itemized Contributions:** Contributions must be listed individually on Schedule A for every person/entity contributing a total of more than \$50 in the calendar year. The report lists the date the contribution was received, the name and address of the contributor, the amount of the contribution and the contributor's calendar year-to-date total.
- **Un-itemized Contributions:** Reported on Detailed Summary Page with the number and total amount of all contributions less than \$50.





What is a Contribution?

- Monetary Contributions – cash or check
- Loans – considered contributions even though the candidate/committee intends to repay.
- Personal Funds/Property of the Candidate or their family contributed to the campaign.
- In-Kind Contributions – goods/services provided to the candidate/committee for less than fair market value.
- Promised Contributions – whether or not legally enforceable (Idaho Code 67-6602(c)).

Reporting Expenditures by Candidates and Committees

- **Itemized Expenditures:** Expenditures of \$25 or more are listed individually on Schedule B. The report lists the date of the transaction, the name and address of the recipient, the purpose of the transaction and the amount.
- **Un-itemized Expenditures:** The total number and amount of expenditures of less than \$25 is reported on the Detailed Summary Page.



Reporting In-Kind Contributions and Expenditures by Candidates and Committees

The treasurer must report:

- Name and address of the person/entity making an In-Kind contribution, the amount, the purpose and calendar year-to-date total for contributor
- Name and address of the recipient of the expenditure



Contribution Limits

- Contribution limits apply on a per-election basis.
- Contributions from the candidate are not limited, but must be reported.
- The Candidate's spouse and other family members ARE subject to contribution limits.
- Loans count toward the contribution limit, and repayments reduce the amount of contribution.
- Loans may not exceed the contribution limit.

Contribution Limits for Candidates for City Elected Office (Idaho Code 67-6610A)

Aggregate Monetary and
In-Kind Contributions From

To Municipal Candidate or
Committee Organized on
Candidate's Behalf

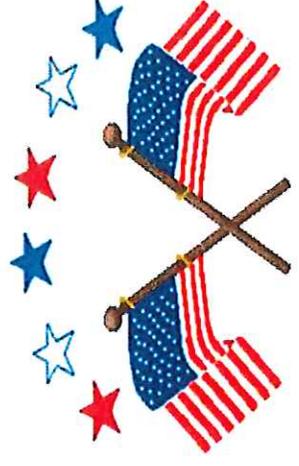
Individual
(*other than candidate)

\$1,000
Per General City Election

Corporation, PAC, or other
Recognized Legal Entity

\$1,000
Per General City Election

*Candidate contributions unlimited to own campaign.



2015 Reporting Dates for Candidates and Committees

General Election: Tuesday, November 3, 2015

Type of Report Period Report Covers Date Report is Due

October 10 Pre-General May 28-September 30, 2016 October 11, 2016

7 day Pré-General October 1 – October 23, 2016 November 1, 2016

48 Hour Notice (General) October 24-November 5, 2016 Within 48 hours after receipt of
\$1,000 contribution or \$1,000
Independent Expenditure

30 Day Post General October 24 – November 18, 2016 December 8, 2016

Annual (2016) November 19 – December 31, 2016 January 31, 2015





Inspection of Reports by the City Clerk

The City Clerk must:

- Inspect each report within 2 days after filing.
- Notify an individual who fails to file a report or files a report that does not conform to law.
- Notify an individual when a written complaint is filed with the City Clerk alleging that a report does not conform to law or has not been filed.
- Examine all reports within 3 months after the election to determine that they conform to law (Idaho Code 67-6615;67-6616).

Penalties for Late Reports

- \$50.00 per day until the report is filed with the City Clerk
- The City Clerk need not fine the person or entity if it is determined the late filing was not willful and enforcement of the fine will not further the purposes of the act.
- The fine must be enforced if a report is not filed within 5 days after receiving written notice from the City Clerk (Idaho Code 67-6625A).

Citizen Complaints

- **Any registered voter may file a complaint with the City Clerk if he/she has reason to believe that a person has violated the Sunshine Law.**
- **Complaints must be filed on Form L-5.**
- **The City Clerk with thoroughly Investigate all complaints (Idaho Code 67-6615;67-6623).**





Campaign Attribution on Advertising

- The candidate or political committee must clearly indicate on all signs, brochures and radio, TV and newspaper ads who is responsible for the advertisement.
- Example: “Paid for by John Smith for City Council or Joe Greene, Treasurer” (Idaho Code 67-6641A)
- Exceptions: campaign buttons, bumper strips, pins, pens and other small items upon which is a disclaimer cannot be conveniently printed.



Frequently Asked Questions.....





- **Question: Can a treasurer accept corporate or union contributions?**
 - Answer: YES. The Sunshine Law in no way restricts the ability of a corporation, union or any other organization or entity to give a candidate or political committee money, goods or services – Idaho Code 67-6602(o).

- **Question: Is there a limit on how much money a candidate or political committee can receive other than personal funds of a candidate?**
 - Answer: YES. Contributions from individuals, corporations, PAC's and other entities to candidates for city office cannot exceed \$1,000 per election – Idaho Code 67-6610A.

- **Question: Is there a limit on the amount of personal funds a candidate may contribute to their own campaign?**
 - Answer: NO. The limits set forth in Idaho Code 67-6610A are not applicable to a candidate's personal funds.

- **Question: Are limits applicable to contributions from a spouse or other family members:**
 - Answer: YES



- **Question: Are “In-Kind” contributions subject to the contribution limits?**
 - Answer: YES, “In-Kind” contributions of goods/services are reported at fair market value. The total of in-kind contributions, monetary contributions and loans from a single contributor may not exceed the contribution limit (Idaho Code 67-6610A).

- **Question: Must funds expended by a candidate in support of their own election be reported?**
 - Answer: YES. All personal funds expended by a candidate in support of their own election must be reported (except payment of candidate filing fee) – Idaho Code 67-6602(c) and 67-6612.

- **Question: If a PAC pays printing costs for a candidate, how is this reported?**
 - The candidate reports the In-Kind contribution on Schedule C of the C-2 form, listing the PAC as the contributor, the printing business as the recipient of the expenditure, the purpose and the amount of the expenditure.



- **Question: If the candidate purchases meals with his/her own funds, may he/she be reimbursed from campaign funds?**
 - Answer, YES. The transaction should be shown as follows:
 - On Schedule C of the C-2 form, the candidate is listed as the contributor, the restaurant as the recipient of the expenditure, the date of the transaction, the amount and purpose of the expenditure.
 - When the campaign reimburses the candidate, list the candidate on Schedule B of the C-2 form, with the date of the reimbursement, the amount and the purpose.

- **Question: Must a Campaign Financial Disclosure Report be filed if there have been no contributions or expenditures in the reporting period?**
 - Answer: YES, in that case, the treasurer must only complete the first page of the C-2 form (Summary Page). The treasurer would check the box in Section III of the Summary Page that no contributions or expenditures have occurred during the reporting period.



- **Question: Does the 48-hour Notice requirement pertain to contributions of a candidate's personal funds and In-Kind contributions?**
 - Answer: Yes. This requirement applies to all types of contributions, including contributions from the candidate's personal funds, in-kind contributions and loans.

- **Question: What date of receipt should be entered for a contribution, the date on the check or the date the treasurer received the contribution?**
 - Answer: The date the treasurer received the contribution. Contributions should be received by the treasurer rather than the candidate. If the contribution is received by the candidate, the date entered on the report should be the date the candidate received the check.

- **Question: Can reports be faxed to the City Clerk?**
 - Answer: YES. The treasurer is responsible for ensuring the reports arrive at the City Clerk's office by the deadline. It is a good idea for the treasurer to call the clerk's office to confirm the fax was received – Idaho Code 67-6607(e).



- **Question: Can a candidate/committee transfer assets in order to earn interest?**
 - Answer, YES. For example, if money is transferred into a certificate of deposit, that transaction is not shown on the campaign report since the money is still considered part of the candidate's assets.
 - Interest earned would be reported as a contribution from the investment and any service charge as an expenditure.

- **Question: Are there any restrictions on use of campaign funds?**
 - Answer: YES. It is illegal for campaign funds to be converted to personal use- namely any expense that would exist independent of the campaign or a successful candidate's status as an officeholder.
 - Idaho law expressly prohibits use of campaign funds for mortgage payments, country club memberships, vacations, college tuition, tickets to sporting events and concerts and gym memberships.
 - Candidates may dispose of excess campaign funds by donating to nonprofit charitable organization – Idaho Code 67-6610c



- **Question: May the City Clerk grant extensions for filing of reports?**

- Answer: NO. The law does not grant the City Clerk authority to give extensions.
- If the treasurer is unable to file the report, it is recommended that the candidate or political committee chairman file the report on behalf of the treasurer.

- **Question: When can reporting be terminated?**

- Answer: Candidates/committees may discontinue reporting only when a zero cash balance is reported (on Line 6 of the Summary page) and no further contributions or expenditures are anticipated.
- However, no candidate/committee may terminate reporting prior to an election in which it is involved.
- Termination is done by checking “Yes” under “Is this a Termination Report?” on the Summary Page of the C-2.



Excess campaign funds may be transferred to
any nonprofit charitable, civic, religious,
fraternal, patriotic or veterans organization,
volunteer fire department, rescue squad, school
booster group or parent-teacher organization.



Additional Questions?

