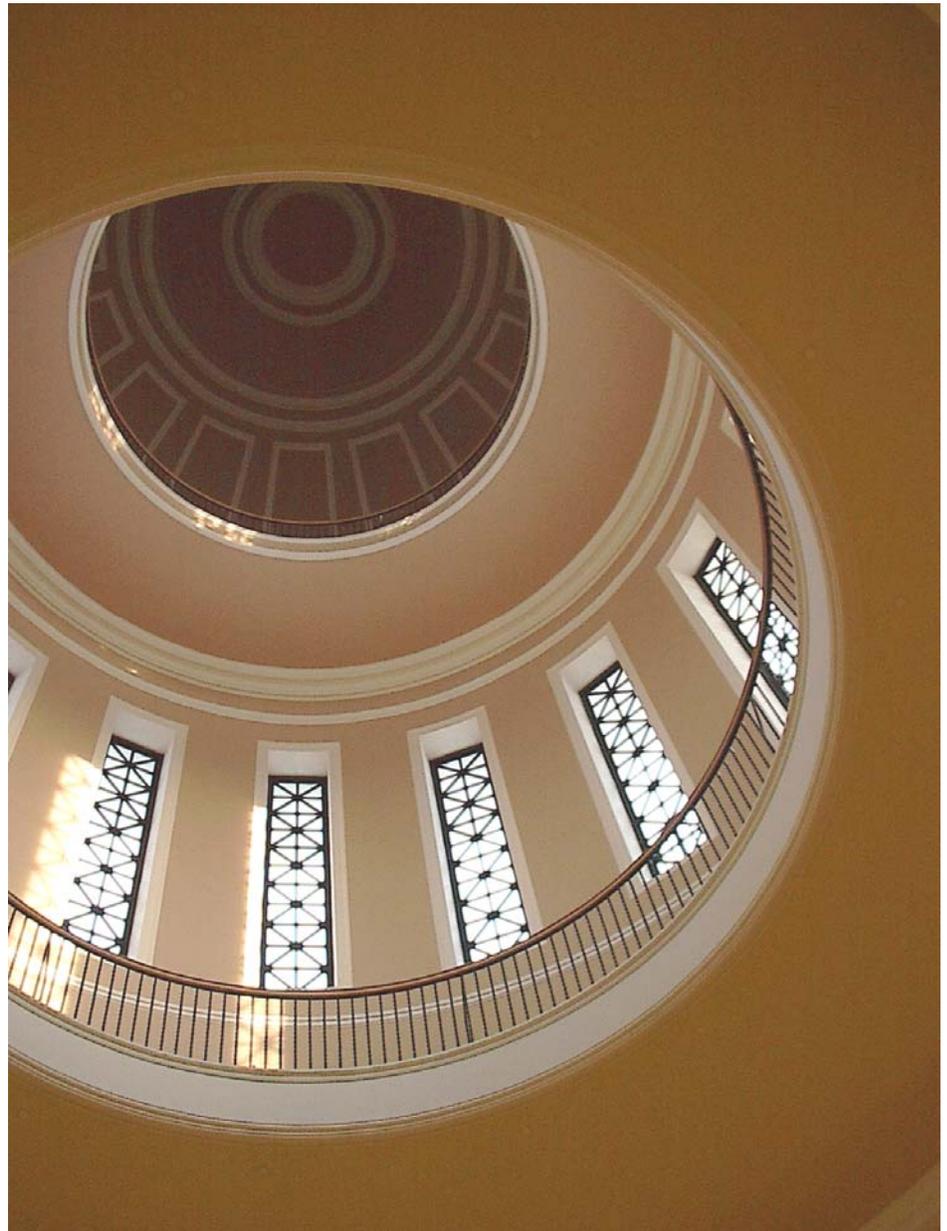


2012 Traditionally Financed Candidates *For County Offices* Getting Started Packet

FORMS,
INSTRUCTIONS AND
FILING REQUIREMENTS



COMMISSION ON
GOVERNMENTAL ETHICS
AND ELECTION PRACTICES

www.maine.gov/ethics

Mailing: 135 State House Station, Augusta, Maine

Location: 04333

Phone: 45 Memorial Circle, Augusta, Maine

FAX: 207-287-4179

OCTOBER 2011



2012 REGISTRATION MATERIALS FOR COUNTY CANDIDATES

This packet contains the forms you will need to register with the Commission. Also included is information on some of the responsibilities you have as a candidate. We encourage you to call the Commission staff if you have any questions.

COMPLETE THESE FORMS:

Candidate Registration

Every candidate must register with the Commission before accepting any campaign contributions or making any campaign expenditures. Please complete and sign the enclosed registration form and return it to the Commission.

ADDITIONAL REQUIREMENTS:

Campaign Bank Account

You must keep your campaign funds separate from your personal and business funds. You must set up a separate bank account for your campaign funds to avoid commingling campaign and personal funds.

If you raise general election contributions before the primary election, you will have to set up another account to keep your general election contributions separate from your primary election contributions.

Electronic Filing of Campaign Finance Reports

Candidates are required to submit campaign finance reports electronically on the Commission's website. If you are unable to comply with this requirement, you may request a waiver from the Commission and file paper reports. A waiver request form is included in this packet.

Contribution Limits, Recordkeeping, and Reporting Requirements

Candidates must comply with the requirements in Maine election law and Commission rules. One change for county candidates in the 2012 elections is an increase in the contribution limit from \$350 to \$750 per election. This increase was effective September 28, 2011.

The 2012 Candidate Guide* has simple descriptions of these requirements. Please request a copy if you have not yet received one. The guide is also found on the Commission's website at: www.maine.gov/ethics/publications. Please contact the Commission with any questions.

** The 2010 Candidate Guide can be found on the Commission's website and most of the requirements are applicable to the 2012 elections. A preliminary 2012 Candidate Guide will be available end of October—beginning of November.*

OTHER CONSIDERATIONS:

Campaign Surplus from Previous Election

Cash from 2008 elections. If you have cash remaining from the 2008 elections, you are required to dispose of this surplus cash by December 2012. One way to dispose of this cash is to transfer it to your 2012 campaign.

Cash from 2010 elections. If you have cash remaining from the 2010 elections, you have until December 2014 to dispose of it but you may want to consider transferring this cash to your 2012 campaign rather than waiting until 2014.

Besides transferring the cash to your campaign, there are additional ways to dispose of the surplus cash as found in 21-A M.R.S.A. § 1017 (8) (see back). Please contact the Commission staff for information on how to dispose or transfer your surplus cash and terminate your previous campaign.

Questions. Many questions can be answered by referring to the Commission's website, www.maine.gov/ethics, or the 2012 Candidate Guide. The preliminary guide will be available at the end of October—beginning of November 2012. You can also call the Ethics Commission staff with your questions. Please call 287-4179 and ask for a candidate registrar. Thank you.



DISPOSITION OF SURPLUS CAMPAIGN FUNDS

21-A M.R.S.A. Section 1017(8)

Disposition of surplus. A treasurer of a candidate registered under section 1013-A or qualified under sections 335 and 336 or sections 354 and 355 must dispose of a surplus exceeding \$100 within 4 years of the election for which the contributions were received by:

- A. Returning contributions to the candidate's or candidate's authorized political committee's contributors, as long as no contributor receives more than the amount contributed;
- B. A gift to a qualified political party within the State, including any county or municipal subdivision of such a party;
- C. An unrestricted gift to the State. A candidate for municipal office may dispose of a surplus by making a restricted or unrestricted gift to the municipality;
- D. Carrying forward the surplus balance to a political committee established to promote the same candidate for a subsequent election;
- D-1. Carrying forward the surplus balance for use by the candidate for a subsequent election;
- E. Transferring the surplus balance to one or more other candidates registered under section 1013-A or qualified under sections 335 and 336 or sections 354 and 355, or to political committees established to promote the election of those candidates, provided that the amount transferred does not exceed the contribution limits established by section 1015;
- F. Repaying any loans or retiring any other debts incurred to defray campaign expenses of the candidate;
- G. Paying for any expense incurred in the proper performance of the office to which the candidate is elected, as long as each expenditure is itemized on expenditure reports; and
- H. A gift to a charitable or educational organization that is not prohibited, for tax reasons, from receiving such a gift.

The choice must be made by the candidate for whose benefit the contributions were made.



2012 CANDIDATE REGISTRATION

Notice: Changes to registration information must be filed within 10 days in writing or by e-mail to the Commission.

Is this an amendment? Yes No

1. CANDIDATE INFORMATION		
Are you running as a (check one): <input type="checkbox"/> Maine Clean Election Act candidate <input type="checkbox"/> traditionally financed candidate		
Title <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Honorable	Party affiliation	Office sought
Name: First	MI or Middle Name	Last
Mailing address		Home Phone
City, zip code		Cell Phone
E-mail	Fax	Work Phone

2. TREASURER INFORMATION		
Name: First	MI or Middle Name	Last
Mailing address		Phone (home)
City, zip code		Phone (work)
E-mail		Fax

DESIGNATION OF TREASURER: A candidate for office must appoint a treasurer no later than 10 days after becoming a candidate, and before accepting contributions, making expenditures or incurring obligations. No later than 10 days after appointing a treasurer, the candidate must register with the Commission the name and address of the candidate and treasurer. The treasurer is responsible for maintaining campaign records and for filing reports. A MCEA candidate may serve as treasure for no more than 14 days following the date of registration. (21-A MRSA §§ 1013-A and 1125(12-A))

2A. DEPUTY TREASURER INFORMATION		
Name: First	MI or Middle Name	Last
Mailing address		Phone (home)
City, zip code		Phone (work)
E-mail		

DESIGNATION OF DEPUTY TREASURER (optional): The candidate may appoint a deputy treasurer and notify the Commission no later than 10 days after the appointment. The deputy, when acting in the absence of the treasurer, has the same powers and responsibilities as the treasurer. A MCEA candidate may serve as deputy treasure for no more than 14 days following the date of registration. (21-A MRSA §§ 1013-A and 1125(12-A)) (21-A MRSA § 1013-A (1)(A)(1))

3. AUTHORIZED AGENT INFORMATION		
Name	Phone	Email
Name	Phone	Email

DESIGNATION OF AUTHORIZED AGENT (optional): Please use this section to designate individuals, other than the treasurer and deputy treasurer, authorized to file reports on your behalf.

4. POLITICAL COMMITTEE INFORMATION	
Name	Phone
Address of campaign headquarters	City, zip code

DESIGNATION OF POLITICAL COMMITTEE (optional): The candidate may form a political or campaign committee. Within 10 days of forming the committee and before accepting contributions, making expenditures or incurring obligations, the candidate must:

- appoint a treasurer (the candidate may have only one treasurer who is listed in Section 2) and
- register the committee and its officers, if any are appointed, with the Commission. (21-A MRSA § 1013-A (1) (B))

Committee Officers (use additional pages, if necessary):

Name	Title	Phone
Mailing address	City, zip code	E-mail

Name	Title	Phone
Mailing address	City, zip code	E-mail

5. CERTIFICATION	
I, _____, certify that the information in this registration is true, (Print Candidate's Full Name) accurate and complete.	
Signature of Candidate _____	Date _____

6. FOR COUNTY CANDIDATES ONLY	
<p>REPORTING EXEMPTION REQUEST: A candidate for <u>county office</u> may request an exemption from the obligation to appoint a treasurer and file campaign finance reports if the candidate does not accept any cash or in-kind contributions or make any expenditures for his or her campaign. You cannot request a reporting exemption if you use your or your spouse's/domestic partner's personal funds to pay for your campaign expenses. To request an exemption, complete the statement below and sections 1 & 5, have the form notarized, and submit it to the Commission.</p> <p>STATEMENT OF ELIGIBILITY FOR A REPORTING EXEMPTION: I, the undersigned, swear or affirm that I will not accept contributions, make expenditures or incur obligations associated with my candidacy.</p>	
Signature of county candidate _____	Date _____
Subscribed and sworn (affirmed) to before me this _____ day of _____, 20____.	
Signature of Notary/Attorney-at-law _____ (Seal is optional)	My commission expires _____ (Date)
<p>REVOCATION NOTICE: The foregoing statement may be revoked. Prior to revocation, the candidate must appoint a treasurer. A revocation notice must be in the form of an amended registration which must be filed with the Commission no later than 10 days after the date the treasurer is appointed. The notice must be filed before contributions are accepted or expenditures made. A late revocation notice is subject to the same penalties applicable to late campaign finance reports.</p>	



2012 FILING SCHEDULE For Traditionally Financed Candidates

PRIMARY ELECTION: JUNE 12, 2012

GENERAL ELECTION: NOVEMBER 6, 2012

TYPE OF REPORT	FILING DEADLINE (BY 11:59 P.M.)	REPORT PERIOD
2012 January Semiannual*	January 17, 2012	Beginning of campaign – December 31, 2011
11-Day Pre-Primary	June 1, 2012	Beginning of campaign – May 29, 2012 <u>For candidates who filed a 2012 Jan Semiannual Report: January 1, 2012 – May 29, 2012</u>
42-Day Post-Primary	July 24, 2012	May 30, 2012 – July 17, 2012
42-Day Pre-General	September 25, 2012	July 18, 2012 – September 18, 2012
11-Day Pre-General	October 26, 2012	September 19, 2012 – October 23, 2012
42-Day Post-General	December 18, 2012	October 24, 2012 – December 11, 2012

*PLEASE NOTE: Candidates raising and/or spending more than \$500 by December 31, 2011 must file a January Pre-Election campaign finance report by 11:59 p.m. on January 17, 2012 showing all contributions and expenditures through December 31, 2011.

24-HOUR REPORTS

24-HOUR REPORT PERIOD	WHAT TO REPORT	WHEN TO FILE
For Primary: May 30 – June 11, 2012 For General: October 24 – November 5, 2012	Any single contribution* or expenditure of \$1,000 or more. Orders placed with or obligations made to vendors for goods or services are considered expenditures at the time the obligations are made.	Within 24 hours, including weekends and holidays, of receiving the contribution or making the expenditure, incurring the obligation, or placing the order.

* PLEASE NOTE: Loans are considered contributions. A single loan of \$1,000 must be reported.

HOW TO FILE REPORTS

Using the Commission's Website. Candidates who receive or expect to receive at least \$1,500 for their campaigns must file reports electronically on the Commission's website. Candidates or treasurers must enter the required information and click "File Report" by 11:59 p.m. on the filing deadline. Candidates who lack access to the technology or the technological ability to file reports on the internet may request a waiver by April 16, 2012. The Commission will grant all reasonable requests.

Using Paper Forms. For candidates who are not required to file electronically, each original campaign finance report signed by the candidate and treasurer must be properly filed with the Commission by the filing deadline, except in two circumstances. A properly signed report may be faxed to the Commission office at (207) 287-6775 by 11:59 p.m. on the deadline, provided that the Commission receives the original report within five calendar days. A report mailed to the Commission by certified or registered mail and postmarked at least 2 days before the filing deadline will not be considered late, even if it is received after the deadline.

Commission staff will be available until 5:00 p.m. on filing deadlines to offer assistance to candidates and campaign staff.



2012 ELECTRONIC FILING WAIVER

All candidates who receive or expect to receive \$1,500 for their campaigns are required to file their campaign finance reports electronically on the Commission's website. Filing electronically has many advantages, such as:

NO MATH – You do not need to enter any totals or fill out any summary pages. Just enter the individual receipts and expenditures, and the e-filing system will take care of the rest.

CONVENIENCE – All you need is internet access in order to file your reports. There is no need to come to the Commission's office on the filing deadline or worry about mailing the report by the filing deadline.

You may request a waiver of the electronic filing requirement if you lack access to the technology or the technological ability to file reports electronically. If you wish to request a waiver, sign the bottom of this page and submit it to the Ethics Commission. You must do this no later than April 16, 2012. The Commission will grant all reasonable requests for exceptions.

I REQUEST A WAIVER OF THE ELECTRONIC FILING REQUIREMENT BECAUSE I LACK ACCESS TO THE NECESSARY TECHNOLOGY OR THE TECHNOLOGICAL ABILITY TO FILE REPORTS ELECTRONICALLY.

Date

Candidate's Signature

Print Name