



STATE OF MAINE
COMMISSION ON GOVERNMENTAL ETHICS
AND ELECTION PRACTICES
135 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0135

To: Maine Clean Election Act Candidates
From: Jonathan Wayne, Executive Director
Date: March 13, 2020
Re: Changes to MCEA Certification Submission Procedures for 2020

The Maine Ethics Commission is dedicated to the health and safety of both our staff and our candidates. In light of recent concerns about the spread of COVID-19 (novel coronavirus), for this year, we are changing our submission procedures for requesting certification as a Maine Clean Election Act candidate.

The deadline for submission of your certification packet is **April 21, 2020**. We are requesting that you **mail your complete packet to us**, rather than coming in person to drop it off. All packets postmarked by April 21, 2020 will meet the deadline requirements regardless of when they are delivered.

There are three pages enclosed with this memo:

- **Mailing instructions;**
- A **submission checklist** to use as you pack your envelope so that you can check your materials to ensure they are complete before mailing it; and
- A **Request for Certification Form**, which must be signed and mailed as part of your complete submission.

Your Candidate Registrars have always valued the face to face time with candidates and remain dedicated to providing you that same level of guidance by phone or by email as they do in person. Please do not hesitate to contact them with any questions about the new procedures for submitting your certification materials.

Emma Burke	Erin Gordon
(207) 287-4727	(207) 287-3651
emma.burke@maine.gov	erin.gordon@maine.gov

Sincerely,

Jonathan Wayne
Executive Director



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To: 2020 Maine Clean Election Act Candidates
From: Ethics Commission Staff
Date: March 13, 2020
Re: Instructions for Mailing Qualifying Contributions

Dear 2020 MCEA Candidate:

As explained in the included letter, the Ethics Commission staff have decided to temporarily require submissions of qualifying contributions (QCs) be mailed to the Commission's office instead of being delivered by hand. This is in an effort to reduce the number of visitors to the Ethics Commission office to keep both the staff and community healthy. Please follow the instructions in this memo exactly to make sure your QC package is sent on time and in the proper format:

- **All packages must be postmarked by April 21, 2020 for them to be considered as submitted on time, regardless of when the package arrives.**
- You can mail your QC packages using the United States Postal Service or FedEx. We recommend using one of the following shipping options: USPS Priority Mail Flat Rate Envelope (\$7.75) or USPS Priority Mail Medium Flat Rate Box (\$15.05). Please be sure to request tracking for your package, retain the tracking number, and email your Candidate Registrar your tracking number before 5:00 p.m. on April 21, 2020.
- Address your package to the following address:

Maine Ethics Commission
135 State House Station
Augusta, Maine 04333-0135
- You may pay for the cost of shipping and tracking the package with seed money or with personal funds. Using personal funds does not constitute an in-kind contribution to your campaign.

Please feel free to contact your Candidate Registrar if you have any questions, and remember to email your Candidate Registrar with your tracking number before 5:00 p.m. on April 21, 2020:

Emma Burke
(207) 287-4727
emma.burke@maine.gov

Erin Gordon
(207) 287-3651
erin.gordon@maine.gov

2020 MCEA Certification: Submission Packet Check List

Instructions to Candidates: In order to ensure a complete submission, please use the following checklist to carefully evaluate your materials before sealing them into the envelope to be mailed to the Commission. If you have questions during this process, please contact your assigned Candidate Registrar and they will be happy to talk you through the components.

Before packing your materials, check if:

- All contributors' names and addresses have been entered from the Receipt & Acknowledgment Forms into the "Manage/Enter..." function on the qualifying contributions website (www.maine.gov/cleanelections) to create the **List of Contributors**; and you have submitted the list to the Commission using the button at the bottom of the page
- You have at least the minimum number of **Qualifying Contributions** (60 for House, 175 for Senate), keeping in mind we recommend submitting more than the required number
- The **Seed Money Report** has been filed by your treasurer, or you have requested an extension by checking the box on the **Request for Certification Form** and emailing your assigned Candidate Registrar

Materials required in your submission packet:

- Receipt & Acknowledgment Forms**
 - All forms are original
 - Each circulator section has been signed and dated by the circulator
 - The original clerk-signed printed Receipt & Acknowledgement Form PDFs for contributors whose voter registration was *not* verified by the online QC service
- Checks and Cash QC Affirmation Forms**
 - All Cash QC Affirmation Forms are signed by the contributor, dated, and are the original copies
 - All checks have been signed by the contributor
 - All checks and Cash QC Affirmation Forms are attached by paper clip to the corresponding Receipt & Acknowledgment Forms
- Bulk Money Order**
 - If you collected cash qualifying contributions, you must submit a money order or bank check in the amount of cash collected as qualifying contributions, written to the MCEF
- A signed **Request for Certification Form** (included)



2020 REQUEST FOR CERTIFICATION As a Maine Clean Election Act Candidate for the Legislature

**CERTIFICATION DEADLINE:
April 21, 2020 by 5:00 P.M.**

**Seed Money
Deadline Extension?**

(Initial if extension requested)

Candidate's Name: _____

Office Sought: House Senate District #: _____

Party: Democrat Green-Independent Republican Unenrolled

With this request, you must submit:

- At least the minimum number of qualifying contributions (QCs)
 - 60 for House candidates | 175 for Senate candidates
- The original Receipt & Acknowledgment Forms
 - Checks, money orders, and Cash QC Affirmation Forms must be clipped to the corresponding Receipt & Acknowledgement Forms (**do not use staples**)
- Voter registration verification for all qualifying contributions
 - All QC contributors who contributed via check, cash, or money order must be entered into the Commission's online QC service. Once all contributors are added, the list of contributors must be submitted via the service to the Commission. At this point, the service will attempt to verify the voter registrations of all the contributors.
 - For any contributors whose voter registrations the service cannot verify, system-generated Receipt & Acknowledgement Forms must be printed and taken to the appropriate municipal clerks for verification. Those verified forms must be submitted to the Commission by the deadline.
- A list of QC contributors submitted via the Commission's online QC service
 - The only acceptable method for submitting the required list of QC contributors is through the Commission's online QC service. Lists in other formats will not be accepted. The list of QC contributors must be submitted through the service by 5:00 p.m. on April 21, 2020.
- A filed Seed Money Report
 - An extension of up to one-week for filing the Seed Money Report may be requested. See box in top right corner of this form. The Commission approves all reasonable extension requests.

I hereby request to be certified as a Maine Clean Election Act candidate. I agree to comply with all requirements of the Act and the Commission's rules. I have:

- Signed and filed a Declaration of Intent to participate in the Maine Clean Election Act;
- Qualified as a candidate by petition or other means (and confirmed by the Secretary of State's Office);
- Complied with seed money restrictions and otherwise met the requirements for participation in the Maine Clean Election Act;
- Read the Commission's guidelines on permissible campaign-related expenditures;
- Established a separate campaign account at a financial institution; and
- Confirmed any person who circulated my Receipt and Acknowledgement Forms and collected QCs did so with my knowledge and consent.

Candidate's Signature: _____ Date: _____