

INSTRUCTIONS FOR COMPLETING THE CAMPAIGN CONTRIBUTIONS AND EXPENDITURES REPORT FOR THE CITY OF NORMAN MUNICIPAL ELECTIONS, 2012

- Candidates must comply with Chapter 7.5 of the Code of the City of Norman.

WHO MUST FILE: All persons who publicly seek nomination or election to elective City office and any individual or committee acting on behalf of or in opposition to a candidate must file contribution and expenditure reports.

FILING TIME: The report for the municipal election period must be filed ten days prior to the election, March 23, 2012. All candidates must file a report by that time and any expenditures made and/or contributions received after the report is filed on March 23rd will require a supplemental report to be filed no later than 12:00 noon on Friday, March 30, 2012.

The report for the municipal runoff election must be filed ten days prior to the election, June 15, 2012, by candidates in the municipal runoff election and any expenditures made and/or contributions received after the report is filed on June 15th will require a supplemental report to be filed no later than 12:00 noon on Friday, June 22, 2012. If a runoff election is not held, the final report must be filed by all candidates no later than May 14, 2012. If a runoff election is conducted, those candidates participating in the runoff election must file a final report no later than August 6, 2012.

Candidates who are unsuccessful in the municipal elections need not file a municipal runoff election report; they must, however, file a final report. This report must be filed no later than May 14, 2012, but may be filed at any time after the municipal election on April 3, 2012.

FILING FEE: The filing fee for City Council is \$50 and for Mayor is \$75. *If a candidate receives at least 15 percent of the votes cast or is elected unopposed, the filing fee will be refunded to that candidate.* Refunds can be picked up at the City Clerk's Office.

WHERE TO FILE: Reports must be filed in the Office of the City Clerk, 201 West Gray, Administration Building, Norman. Reports should be given to the City Clerk or Deputy City Clerk.

INQUIRIES: All questions concerning these reports should be directed to the City Clerk, telephone 366-5386.

CONTRIBUTIONS: Contributions are defined in the ordinance. (Maximum contribution for City Council candidates is \$500 from an individual or \$1,000 from a family except for the Mayor which is \$1,000 per person or family, governed by State law.)

INFORMATION TO BE LISTED WITH CONTRIBUTIONS: When a contribution has a value exceeding \$50, additional information must be provided. If the contribution was made by an individual, list that individual's name, address, and occupation with the amount of the contribution. Contributions which are individually \$50 or less need not be itemized. List only the total of such contributions. If the candidate loans any money to the campaign, it must be listed on the line that says **SELF CONTRIBUTION**. Loans from institutions or others must be listed on the line that says **LOANS FROM INDIVIDUALS OR OTHERS**.

Under aggregate contributions, any contribution in excess of \$50 made to a campaign, which is a collection of contributions from several persons, shall be reported as a contribution from the person who collects or bundles the aggregate contribution. The report shall also contain the names, complete mailing addresses, occupations, and the amount of the contributions of those persons who made a contribution as part of the collection regardless of the amount of their individual contribution.

EXPENDITURES AND ENCUMBRANCES: Expenditures are a payment, pledge, or promise of payment of money or anything of value or other obligation, whether or not legally enforceable, for goods, materials, services or facilities in aid of the nomination or election of one or more candidates. *It includes any transfer or anything of value made by one committee to another for purposes enumerated above.*

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INFORMATION TO BE LISTED WITH EXPENDITURES: The full name and complete mailing address of each person to whom an expenditure or expenditures have been made or contracted for together with the total amount contracted for or paid to such person and a brief description of the goods, services or facilities provided. There is no dollar limitation on expenditures; all expenditures must be individually reported.

LOANS: Where anything of value is loaned to a candidate, the loan must be separately reported. If the candidate loans any money to himself, it must be listed on the line that reads **SELF CONTRIBUTIONS**. **Even if there is no dollar amount involved; all such loans must be reported as in-kind contributions.** If loan is repaid, payment needs to be shown as expenditures. Loans can include telephone banks, equipment, facilities, or other items of value.

IN-KIND VALUATION: Where goods, materials, services, facilities or anything of value other than money is contributed or expended, the monetary value thereof shall be the fair market value and such fair market value shall be included in the candidate's list of contributions and expenditures.

PRECAMPAIGN PERIOD: This period begins on the date of the earliest contribution received or expenditure made. Information is required on all expenditures regardless of dollar value.

MUNICIPAL ELECTION CAMPAIGN PERIOD: This period extends from the date of filing as a candidate until Friday, March 23, 2012, or Friday, March 30, 2012, 12:00 noon, if the supplemental report is filed.

MUNICIPAL RUNOFF ELECTION CAMPAIGN PERIOD: This period extends from Friday, March 23, 2012, or Friday, March 30, 2012, 12:00 noon if supplemental report is filed, to Friday, June 15, 2012, or Friday, June 22, 2012, 12:00 noon, if supplemental report is filed.

CANDIDATES UNSUCCESSFUL IN MUNICIPAL ELECTION: These candidates must file final reports. The final report must include all the requested information, including contributions and expenditures after the primary election period and the return of the filing fee if received. Final reports may be filed by such candidates at any time after the primary election but must be filed by May 14, 2012.

VERIFICATION: Verification is required and no report may be accepted without such verification. The signature and seal of a notary public is mandatory. The City Clerk's Office has notaries and would be pleased to notarize a campaign statement at no charge.

FILING PERIOD: January 9-11, 2012

MUNICIPAL ELECTION: April 3, 2012

MUNICIPAL RUNOFF ELECTION, if needed: June 26, 2012