

**FREQUENTLY ASKED QUESTIONS REGARDING  
CAMPAIGN CONTRIBUTION AND EXPENDITURE REPORTS  
FOR CITY OF NORMAN MUNICIPAL ELECTIONS**

**1. Question:** When does the a campaign period begin for reporting contributions and expenditures?

**Answer:** *This period begins with the date of the earliest contribution received or expenditure made.*

**2. Question:** Where do I file my campaign contribution and expenditure reports?

**Answer:** *All reports are filed in the City Clerk's Office at the specified date and time outlined in the **Instructions for Completing the Campaign Contributions and Expenditures Report for the City of Norman Municipal Elections, 2012.***

**3. Question:** What is the maximum contribution a person can give to a candidate?

**Answer:** *The maximum amount is \$500 per individual or \$1,000 per family for Council candidates. Mayoral candidates are governed by State law, which is currently set at \$1,000 per individual or family.*

**4. Question:** Am I to include the name, address, and occupation for each contribution I receive?

**Answer:** *Any contribution in excess of \$50.00 must include the name, address, and occupation of the individual. **If the occupation is "self employed" the type of business should be included. If you prefer, you may include both the occupation and place of employment to avoid any confusion.***

**5. Question:** Should pledges for contributions be included on my reports prior to their receipt?

**Answer:** *Yes, the ordinance defines "contribution" as gift; subscription; loan; advance deposit; credit given on an account; **pledge**; contract; agreement; or **promise of money or anything of value.***

**6. Question:** What is an aggregate/bundled contribution?

**Answer:** *An aggregate contribution is any contribution in excess of \$50.00 made by one person, which is a collection of contributions from several other persons.*

**7. Question: How are aggregate/bundled contributions reported?**

**Answer:** *An aggregate contribution is reported as a contribution from the person submitting the aggregate/bundled contribution; however, the names, addresses, occupations, and amounts of each individual contribution, as a part of the aggregate/bundled contribution, must be included regardless of the amount of their individual contribution. In other words, the person submitting the contribution should be shown on the City report in Section B under "**Received From**" and the individual names and addresses of each person who contributed to the aggregate/bundled contribution must be listed under "**Collected From**".*

**8. Question: Can fish bowls/baskets be used for contributions at fundraising events?**

**Answer:** *These types of contributions would be considered aggregate/bundled contributions and must be accounted for as such. Individual names, addresses, occupations, and amounts of each contribution included in the fish bowl/basket must be included. If this type of method is used the Authority strongly suggests a member of the campaign committee oversee the fish bowl/basket to insure the needed information is collected or provide envelopes for persons to place their contributions in to include the required information.*

**9. Question: Should I get name and address from those who contribute under \$50?**

**Answer:** Yes. If contributions are part of a fishbowl concept or an aggregate contribution, full disclosure for each individual contribution is required to be included with the overall contribution. Whether it is part of an aggregate or not, records should still be maintained by your campaign because once an individual's total (accumulative) contributions exceed \$50, you are required to report name, address, occupation, and the amount of the contribution on your reports.

**10. Question: Can I accept contributions from corporations?**

**Answer:** *No. If a contribution is received, it must be returned to the corporation.*

**11. Question: If I, as an individual, expend funds in support of or opposition to a candidate for City Council, am I required to file a report and register as a committee?**

**Answer:** *Possibly. Committees supporting or opposing a candidate are not required to submit campaign statements if less than \$500 is collected or spent. There is no maximum dollar amounts for expenditures or contributions.*

**12. Question: Do I include my personal out-of-pocket expenses as expenditures?**

**Answer:** *Yes, all expenditures should be listed as outlined below. The total amount of out-of-pocket expenses should also be shown under Section D of the Contributions and Expenditures Report. If the candidate is reimbursed at the conclusion of the campaign, the reimbursement should be shown under expenditures.*

**13. Question: At what point should expenditures be shown on my report?**

**Answer:** *Expenditure includes a payment, pledge, or promise of payment for goods, materials, services, or facilities in aid of the nomination or election of one or more candidates. If expenditure has not been paid, it should be shown as an encumbrance, once the obligation or promise for payment has occurred. If the actual invoice is different from the encumbrance, it can be reconciled on a future report.*

**14. Question: What information is required when reporting expenditures?**

**Answer:** *The full name and complete address of each person for which expenditure is made or contracted for along with a description of the goods or services purchased. There are no dollar limitations on expenditures.*

**15. Question: Are there restrictions on placement of campaign signs?**

**Answer:** *Yes, the restrictions are as follows:*

- *No signs may be placed within any park, boulevard, street, parkway, median, public right-of-way, or easement under the control of or maintained by the City of Norman.*
- *On privately owned or maintained property you should obtain permission of the property owner prior to placing the sign.*
- *No signs may be placed within 300 feet of any polling site on Election Day.*
- *Signs can not cause a sight obstruction or traffic hazard at any time.*
- *The area between the street and sidewalk or 12 feet from the roadway is public right-of-way and no signs may be placed in that area.*
- *All signs must be removed within ten (10) days after the election*

**For additional information and/or questions, feel free to contact the City Clerk's Office at (405) 366-5386.**