

**NORMAN ELECTION COMMISSION MINUTES
CANDIDATE ORIENTATION**

December 19, 2016

The Norman Election Commission of the City of Norman, Cleveland County, Oklahoma, met in the Municipal Building Council Chambers at 201 West Gray on the 19th day of December, 2016, at 6:00 p.m. Notice and agenda of the meeting were posted at the Municipal Building 48 hours prior to the beginning of the meeting.

MEMBERS PRESENT:

Richard Hilbert
Jane Purcell
Chairman Ty Hardiman

MEMBERS ABSENT:

Elizabeth Pierce
Elizabeth Windes

Item 1. Chairman Hardiman provided opening comments and introduced members of the Norman Election Commission and the City Clerk.

Item 2. Review of the political sign regulations from a representative of the City of Norman Code Compliance Division. Mr. Kelvin Winter, Code Compliance Supervisor, explained the regulations for political signs and answered questions specific to the size and placement of signs.

Items submitted for the record

1. Regulations for Political Signs

Item 3. Role of the Norman Election Commission. Chairman Hardiman highlighted the duties and responsibilities of the Norman Election Commission.

Item 4. Presentation and discussion of the Oklahoma State Ethics Commission regulations regarding the Municipal Campaign Finance and Financial Disclosure Act with City Council Candidates, Elected Officials and/or their designated agents.

Reports and who must file

- *Statement of Organization*
- *Financial Disclosure Statement*
- *Campaign Contribution and Expenditure Reports*
 - *Report Due Dates*
 - *Criteria included in reports*
 - *Contribution limits*
 - *Definition of contribution and expenditure*

Item 4, continued:

City Clerk Brenda Hall provided an overview of the Municipal Campaign Finance and Financial Disclosure Act. Areas covered included Financial Disclosure Statements; Campaign Contribution and Expenditure Reports – who must file reports, where to file reports, and due dates for filing reports; contribution limits; and definitions of the various contribution types and expenditures. City Clerk Hall fielded questions from candidates and their representatives.

Items submitted for the record

1. PowerPoint presentation entitled, "City Council Candidate Orientation, presented by the Norman Election Commission, December 19, 2016"
2. 2017 City Council Candidate Manual

Item 6. Adjournment.

The meeting was adjourned at 7:10 p.m.