

Missouri Ethics Commission Election Packets

2021

For additional copies of forms and flyers in the 2021 Election Packets, please follow the links to print from our website.

- Instructions for political subdivisions with an annual operating budget (AOB) over \$1 million (see next page)
- [Financial Disclosure Statement for Political Subdivisions \(short form\)](#)
- [Personal Financial Disclosure Statement \(long form\)](#)
- [Personal Financial Disclosure Filing Calendar](#)
- [Notice to Candidates](#)
- [Register for Candidate Training Flyer](#)
- [Plain English Guide to Ethics Law](#)
- [Paid For By brochure](#)
- [When to Form and Register a Committee brochure](#)



Missouri Ethics Commission
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Phone: (800) 392-8660 or (573) 751-2020
www.mec.mo.gov



Missouri Ethics Commission

Elizabeth L. Ziegler
EXECUTIVE DIRECTOR

Dear Election Official:

Enclosed, please find **Candidate Election Packet** handouts along with an **Election Official Checklist** (on back) for the upcoming 2021 elections. Please review both upon receipt and discard any remaining documents you may have from previous years' election packets. Contact our office if you have any questions, concerns, or need additional copies.

Our records indicate that your Annual Operating Budget (AOB) was reported as being \$1 million or over; therefore, you are required to complete a *Notice to Candidate* form for each candidate. We strongly recommend that you give the candidate a copy of their completed form. You must retain the original completed form in your election files. Once the filing period has ended, you must notify us **within 48 hours** whether or not you have any candidates that are required to file a Personal Financial Disclosure (PFD) Statement. If so, you must provide additional information for each. You may file this information electronically by logging into the Political Subdivision Filing System or by sending a completed *Candidate List* form (found on our website) to our office.

Read below for further instructions and required actions. If you are not the election official, please forward this information, including enclosures, to the appropriate person. Thank you.

Instructions for Notice to Candidate Form

Part One: Candidate Information

Part Two: Filing Status

Complete Option A or Option B.

If select Option B, complete both Sections 1 & 2.

For Section 2, insert the 14-day and 21-day after close of filing deadlines specific to the election.

If candidate is required to file a PFD, give candidate the appropriate blank PFD form (including instructions to e-file)

Part Three: Acknowledgement

Give each candidate a *Guide to Ethics Laws 2021 Plain English Summary*.

Have candidate print their name, initial, sign, and date the *Notice to Candidate* form in the presence of election official who must also sign as witness (email address is optional but preferred to send communications).

Give candidate a copy of the completed *Notice to Candidate* form and retain original in your election files. Do not return a copy to the MEC. (In the event it becomes necessary to disqualify a candidate for failure to file a PFD as required by law, the court may require the election authority to produce the original signed *Notice to Candidate* form)

Candidate List form

Within 48 hours of the closing date of filing, indicate electronically whether **you do** or **do not have** candidates required to file a PFD. For candidates required to file, submit their name, position, and mailing address (email address is optional but helpful if we need to contact candidate).

E-file Instructions:

1. Go to our website, www.mec.mo.gov, and under Login (located at the top right) enter your Subdivision ID (beginning with the letter "S" followed by numbers) and click Sign In.
2. On the next page, enter your password, then click Log-In.
3. Update Subdivision contact information (if necessary).
4. Select "Candidate List" button and follow instructions on the screen.

NOTE: If you are unable to submit the candidate list electronically, file on paper by completing the form on our website and either mailing, faxing, or hand-delivering the completed form to the MEC.

NOTE: Municipal judge candidates
(if required by subdivision) file
with the MEC

When	Action Required	Done
<p>Upon receipt</p>	<p>Review Election Official letter for instructions and the Candidate Election Packets for the following:</p> <p>Required to be given to candidate:</p> <ul style="list-style-type: none"> ▪ Guide to Ethics Laws ▪ <i>Notice to Candidate</i> ▪ <i>Personal Financial Disclosure</i> form with instructions for e-filing <p>Additional resources included for informational purposes:</p> <ul style="list-style-type: none"> ▪ Paid for By Requirements Brochure (Campaign Material Identification) ▪ When to Form and Register a Committee Brochure ▪ Training Flyer ▪ MoDOT Flyer <p>Direct <i>Form 5120</i> questions to the Department of Revenue</p>	
<p>Prior to opening date for candidate filing</p>	<p>IF your subdivision has an ordinance filed with the MEC, you must:</p> <p>review the ordinance and be familiar with its provisions, including:</p> <ul style="list-style-type: none"> ▪ Are candidates required to file PFD? ▪ Are candidates only required to file a PFD if they have had a business transaction? ▪ Are penalties outlined in the ordinance for non-filers? 	
<p>During candidate filing</p>	<p>For each candidate declaring their candidacy with your office, provide him or her with a Candidate Election Packet.</p> <p>In addition, you must complete the <i>Notice to Candidate</i> form with the candidate. Check the appropriate box on the form that identifies which PFD form the candidate must file. <u>Retain the original form in your election file and give a copy to the candidate.</u> (See instructions on reverse side.)</p> <p>NOTE: The election authority is responsible for inserting the PFD due dates on <i>the Notice to Candidate</i> forms. Check the PFD calendar provided in this packet, in the <i>Guide to Ethics Laws 2021</i>, or on our website for the correct due dates.</p>	
<p>After closing date for candidate filing</p>	<p>Within 48 hours, notify the MEC whether or not you have any candidates required to file a PFD; if yes, then additional information for each candidate must be provided. (See instructions on reverse side.)</p> <p>Track your filers to make sure they properly and timely file their PFD by logging in to the Political Subdivision E-filing System and selecting "Candidate List" to view filers' information.</p>	