

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) of \$1 million or under (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
3411 A. Knipp Dr.
Jefferson City, MO 65109
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 under; therefore, none of your candidates will be required to file a Personal Financial Disclosure (PFD) statement. However, you are still 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.

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

Under Option A, select Box#1

Proceed to Part Three on the form

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. Retain original in your election files. Do not return a copy to the MEC.



	When	Action Required	Done
○	Upon receipt	<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> <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 BrochureTraining FlyerMoDot Flyer <p>Direct <i>Form 5120</i> questions to the Department of Revenue</p>	
○	During candidate filing	<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. Under Option A, select Box #1.</p> <p><u>Retain the original in your election file and give a copy to the candidate.</u> (See instructions on reverse side)</p>	
○			