

2014 Election Checklists

Election Authorities:

- ✓ **Review** election packet from MEC
- ✓ **Review** *Candidate Declaration* form
- ✓ **Complete** *Notice to Candidate* with candidate (give candidate copy of completed form along with *Guide to Ethics Laws 2014*)
- ✓ **E-file** candidate list with MEC within 48 hours of close of filing for candidacy
- ✓ **Track** your candidates required to file a Personal Financial Disclosure (PFD)

Candidates:

- ✓ **File** *Candidate Declaration* with election authority
- ✓ **E-file** Personal Financial Disclosure (PFD) with MEC if required
- ✓ **Register** for training
- ✓ **Form & Register**, if required, campaign finance committee with appropriate filing officer(s)
- ✓ **File** campaign finance reports as required, see [Deadlines & Reminders](#) specific to your election date



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PFD Candidate Deadlines

Dates	April 8, 2014 (General Municipal Election)	August 5, 2014 (Primary Election)
Closing date for filing for candidacy	January 21, 2014	March 25, 2014
14 day deadline	February 4, 2014	April 8, 2014
21 day deadline	February 11, 2014	April 15, 2014

MEC Penalty if not filed by due date:

14 day deadline ➔ \$10 per day late fee thereafter

21 day deadline ➔ late fees, disqualified as candidate & removed from ballot

DISCLAIMER: If subdivision has a conflict of interest ordinance on file with MEC & filing deadlines are not met, penalties (if any) are assessed by the subdivision according to its ordinance.

PFD Time Period Covered

Incumbent Candidate or Candidate who is also an annual filer: time period covered is from Jan 1 of previous calendar year to closing date for candidacy:

Apr 8, 2014 Election:
Jan 1, 2013—Jan 21, 2014

Aug 5, 2014 Election:
Jan 1, 2013—Mar 25, 2014

New Candidate or Candidate who is not also an annual filer: time period covered is for the 12 months before closing date for candidacy:

Apr 8, 2014 Election:
Jan 21, 2013—Jan 21, 2014

Aug 5, 2014 Election:
Mar 25, 2013—Mar 25, 2014

Annual filers are due May 1 for time period covered of Jan 1 2013—Dec 31, 2013. *Watch mail in late January for notice & instruction for e-filing.*

Newly appt or employed filers are due within 30 days of appt/hire date for time period of calendar year before start date.

Annual filers & those newly appointed or employed must file for **each year** (or portion of a year) for which they hold a position that requires the filing of a PFD.

Our Mission:

We serve the public interest. We assist and educate the citizens of Missouri, public officials, lobbyists, and those participating in public elections. We create transparency and accountability and consistently enforce campaign finance, conflict of interest, and lobbying laws.

Training News

Campaign finance webinars have started and attendance has been fantastic! We will be adding more online times for **Record-Keeping and Reporting** in addition to a third session, **PFD for Candidates**, & will be including some evening times as well.

Watch our website for the most current [training schedule](#), in-

cluding online webinars and regional trainings. If you are a candidate or treasurer for any committee, we strongly encourage you to **register & attend!**

COMING SOON: We are excited to soon be releasing our newest resource, **Year at a Glance**. Designed specifically for political subdivisions in calendar format, it

provides an overview of the yearly duties and responsibilities required with the MEC along with a general idea on the timing of these actions. MEC will be mailing copies to subdivisions registered with our office.

View our newest edition of [MEC Highlights!](#) regarding expenditures made to independent contractors.

Lobbyist Reminders

- **Lobbyist Renewal due Jan 6th to be active for 2014.**
- **Verify current registration** info by logging-in to [lobbyist e-file](#) system.
- **List of Principals and Legislative Action Report:** This is a bi-annual report. Due March 15 and May 30 of each year & filed with MEC. Include general description of proposed legislative action which the lobbyist (or lobbyist principal) supported or opposed.
- **FAQ: What is a lobbyist expenditure?** Money spent (or solicited) for public official, their staff or family or for a group. See [Lobbyists FAQs](#) for more information.



Campaign Finance Reminders

Candidates must **update election date** in order to accept new contributions by filing an [Amended Statement of Committee Registration](#). Also make sure address, phone numbers and email addresses are up-to-date.

An individual contributor's **employer** is required for all contributions over \$25. If the contributor is self-employed list their **occupation**.

Pre-plan and pay for expenses directly rather than **reimburse** someone. If unavoidable, must be specific about what was purchased, where it was purchased, and for what purpose.

Committee **bank account** must be held in the name of the committee. Last name of candidate has to be in committee name.

If a committee makes an **expenditure to an independent contractor** (business or individual who contracts with the committee to provide a particular service or services) must supplement the expenditure made by completing "Expenditures to Independent Contractors" section. For more information see [MEC Highlights!](#)

Avoid the use of cash.

View more resources on [2014 Candidate Central](#).

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**The January Quarterly Report is due from all committees Jan 15 (include activity thru Dec 31).
The April Quarterly Report is due from all committees April 15 (include activity thru Mar 30).**