

MEC News

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Clerks and local election authorities: Take steps to prepare for 2024

The MEC relies on the valuable work done by Missouri's clerks and local election authorities to ensure that our state's personal financial disclosure (PFD) laws are followed. In this issue of MEC News, we're focusing on how to help political subdivisions prepare for the coming year's candidate PFD filers and annual PFD filers.

Candidate filing for the April 2, 2024, election is just around the corner. Clerks and local election authorities should complete the following steps to help the process run smoothly:

✓ **Know your subdivision's AOB.**

Knowing whether your subdivision's annual operating budget (AOB) exceeds \$1 million will help you determine whether any candidates in your subdivision must file a personal financial disclosure statement (PFD).

✓ **Review your subdivision's conflict of interest ordinance (if applicable).**

If your subdivision's AOB is over \$1 million, know whether your subdivision has a conflict of interest ordinance in effect. If so, thoroughly review the ordinance to understand who, within the subdivision, is required to file a PFD and the penalties for late or non-filing. If your subdivision has an AOB over \$1 million and does not have a conflict of interest ordinance in effect, all candidates must file a PFD.

✓ **Review election packets from the MEC.**

These packets contain all the materials you will need from the MEC during candidate filing for the coming year's elections. If you do not accept candidate filings for your political subdivision, please forward the packet to the entity that does accept your candidate filings. For additional materials, contact MEC.

✓ **Inform candidates whether they must file a PFD.**

Inform every candidate whether they are required to file a PFD by completing a Notice to Candidate Form when the candidate files to run for office. Provide each candidate with a copy of the completed Notice to Candidate Form, a 2024 MEC Guide to Ethics Laws, campaign finance publications, a candidate training flyer, and a paper copy of the PFD form (if the candidate is required to file).

If you have questions about any of these steps, you are encouraged to review our [Guide for Local Election Authorities](#), which provides a comprehensive overview of the requirements that political subdivisions have with the MEC. You can also [sign up for our webinar series](#) for clerks and local election authorities. For more information about how to submit your subdivision's list of candidate PFD filers and annual PFD filers, see page 2.

In this issue:

- Reminders for clerks and local election authorities
- Who must file a PFD?
- Lobbyist Annual Registration Reminders
- Calendar Check

Our mission: The MEC serves the public interest by promoting and maintaining transparency, accountability, and compliance with campaign finance, lobbying, and conflict of interest laws. We educate and assist the citizens of Missouri, public officials, lobbyists, and those participating in public elections by increasing awareness and understanding of the law. We investigate and enforce these laws consistently.

Who needs to file a PFD?

Each year, many candidates, public officials, and public employees in political subdivisions across the state of Missouri are required to disclose their private financial interest to the public in an effort to prevent potential conflicts of interest. In Missouri, this collection of disclosure forms and requirements are commonly referred to as personal financial disclosure, or PFD.

To know which individuals are required to file a PFD, the MEC relies on lists provided by political subdivisions. The MEC requests political subdivisions to submit an annual filers list by December 13, 2023, and a candidate filers list within 48 hours of the close of candidate filing for an election.

To determine who is an annual PFD filer within your subdivision, consult page 18 of the MEC's [Guide for Local Election Authorities](#). To determine which candidates must file a PFD within your subdivision, consider the following:

- If your subdivision's AOB is \$1 million or less, no candidate must file a PFD.
- If your subdivision's AOB is over \$1 million and the subdivision does not have a conflict of interest ordinance in effect, all candidates must file a PFD.
- If your subdivision's AOB is over \$1 million and the subdivision has a conflict of interest ordinance in effect, carefully review the ordinance to determine which candidates must file a PFD.

To electronically file your annual filers list and your candidate filers list, complete the following steps:

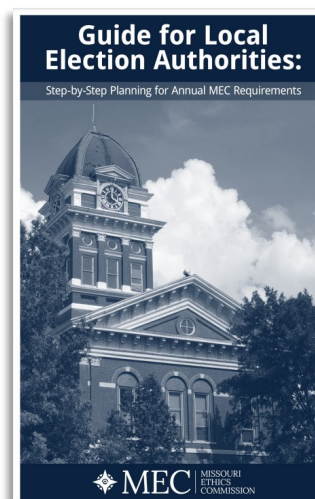
1. [Log in](#) to the political subdivision electronic filing system.
2. Click "go" next to the list you would like to complete.
3. Carefully review and follow any instructions or prompts from the electronic filing system.

The MEC will host [step-by-step webinars](#) demonstrating how to complete the Annual Filers List and Candidate Filers List. See right for a list of dates and times. Space is limited and registration is required. Secure your spot today!



Upcoming Deadlines

- Annual Filers List Due: December 13, 2023
- April Candidate Filers List Due: December 28, 2023



Annual Filers List Webinar

- [12/8/23 at 2-2:45 p.m.](#)
- [12/11/23 at Noon-12:45](#)

Candidate Filers List Webinar

- [12/19/23 at 2-2:30 p.m.](#)
- [12/20/23 at Noon-12:45](#)

Physical Address:

3411 A. Knipp Dr., Jefferson City, MO 65109

Mailing Address:

PO Box 1370, Jefferson City, MO 65102

Phone: 800-392-8660 or 573-751-2020

Email: helpdesk@mec.mo.gov

Website: www.mec.mo.gov

Lobbyists: Renew your registration for 2024

Missouri lobbyists must annually renew their registration with the MEC and pay a \$10 renewal fee. Renew your registration between 12/1/2023 and 1/5/2024, for calendar year 2024. If your lobbyist renewal and payment is not complete by 1/5, your lobbyist status will be terminated, effective 12/31. To renew your registration:

- 1 **Log in** to the lobbyist electronic filing system.
- 2 **Starting on December 1, 2023, a registration renewal prompt will appear at the top of the screen.** Click the prompt link to begin. Review your lobbyist information and make any changes, if necessary. Once everything looks correct, click "Agree."
- 3 **Pay your \$10 registration renewal fee.** You will be directed to a secure vendor to pay electronically, but you may choose to mail a check or money order to the MEC (PO Box 1370, Jefferson City, MO 65102) or drop off your payment in-person or using our drop-box (3411 Knipp Drive, Jefferson City, MO 65109).

Calendar Check

OCTOBER 2023						
	10/9	Columbus Day—State offices closed				
	10/10	Lobbyist monthly expenditure report due				
	10/16	Mandatory October Quarterly Report due				
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023						
	11/10	Veterans Day—State offices closed				
	11/13	Lobbyist monthly expenditure report due				
	11/23	Thanksgiving—State offices closed				
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023						
	12/1	Lobbyist registration renewal begins				
	12/11	Lobbyist monthly expenditure report due				
	12/13	Subdivision's annual filers list due				
	12/25	Christmas—State offices closed				
	12/28	Subdivision's candidate PFD filers list due (April				
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MEC Tip:

Add deadlines to a calendar you check regularly to avoid penalties.



Coming Soon:

Mandatory January Quarterly Report due January 16, 2024

