

YEAR AT A GLANCE

POLITICAL SUBDIVISION CALENDAR



PURPOSE

Provides political subdivisions with an overview of their yearly duties & responsibilities with MEC in regards to PFD requirements; packaged in calendar format for easy and quick referral.

Missouri Ethics Commission (MEC)





WHAT IS THE POLITICAL SUBDIVISION CALENDAR?

This **CALENDAR** provides an overview of the yearly duties and responsibilities political subdivisions (subdivisions) have with the Missouri Ethics Commission (MEC) in regards to personal financial disclosure (PFD) requirements. The law requires certain public officials, employees & candidates in political subdivisions with an Annual Operating Budget (AOB) over \$1 million dollars to file a PFD each year applicable to disclose any potential conflicts of interest (§105.483–105.492 RSMo). Due to these requirements there are certain **actions** that each subdivision must take **each year** with the MEC. (For example, MEC must know if a subdivision’s AOB is over \$1 million or \$1 million and under; for subdivisions with an AOB over \$1 million, MEC must also know if the subdivision has an ordinance/resolution designating their required annual filers, etc.)



CHAPTER 105

This resource is intended only as a guide to aid understanding of the Missouri Ethics Laws. For the law’s complete requirements, consult the law itself (particularly Chapter 105 of the Revised Statutes of Missouri).

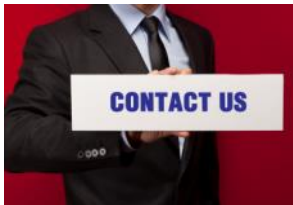


PFD RESOURCES

Our website, www.mec.mo.gov, contains several brochures and FAQ’s to help answer questions you may have. Also, be sure to visit our website periodically to check for updates and reminders.

- Filing Deadlines for Personal Financial Disclosure
- Political Subdivision Tutorial—Duties & Responsibilities with MEC
- Financial Disclosure Statement for Political Subdivisions (Short Form)
- Personal Financial Disclosure Statement (Long Form)

- Guide to Ethics Laws (annually)
- Guide to Personal Financial Disclosure
- Relationship Chart
- PFD FAQs



PFD CONTACTS

Betsy Byers—Director of Business Services

Phone: 800-392-8660 or 573-751-2020
Email: PFDonline@mec.mo.gov

***NOTE:** Keep in mind some actions and deadlines may vary due to actual calendar dates, election dates or charters. **ALWAYS** double check for the exact dates (i.e. calendars, deadlines & reminders or charter).

KEY  Indicates **action** required by subdivision.

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POLITICAL SUBDIVISION CALENDAR



Candidate PFD filings due—March election
Annual PFD Filers—First Notice
Candidate List—April election

JANUARY

Candidates for the **March** election (if any) must file PFD (if required) by the 14/21-day deadlines* (See Candidate Penalties, below right).

Notice is sent by MEC to each **Annual Filer** submitted by their subdivision which notifies the filer of their responsibility to file a PFD. **The PFD is due May 1.** Notice contains filer's MEC Online ID & password with instructions on how to e-file the PFD.

 Subdivisions **submit** a *Candidate List* for the **April** election indicating:

1. Candidates required to file a PFD & include each candidate's name, mailing address, office seeking, and email address (if available); or
2. No candidates are required to file a PFD.

NOTE: PFD filings for candidates that filed for the **March** election see *Election Note* on page 7.



Candidate PFD filings due—April election

FEBRUARY

Candidates for the **April** election must file PFD (if required) by the 14/21-day deadlines* (See Candidate Penalties, below).

NOTE: PFD filings for candidates that filed for the **April** election see *Election Note* on page 7.

CANDIDATE PENALTIES

No ordinance/resolution on file with MEC:

1. If PFD is not filed within 14 days after the closing date for filing for candidacy, a \$10 per day late fee is assessed; **and**
2. If PFD is not filed within 21 days after the closing date for filing for candidacy, late fees are assessed and the candidate is disqualified and removed from ballot.

With an ordinance/resolution on file with MEC:

Penalties for late filing or non-filing of a PFD (if any) are assessed by the subdivision pursuant to their ordinance/resolution.



Annual PFD Filers—Second Notice
Candidate List—August Primary election

MARCH

Second notice is sent by MEC to each **Annual Filer** reminding them of their responsibility to file a PFD. **The PFD is due May 1.** Notice contains filer's MEC Online ID & password with instructions on how to e-file the PFD.

 Subdivisions with an **August** Primary election **submit** a *Candidate List* indicating:

1. Candidates required to file a PFD & include each candidate's name, mailing address, office seeking, and email address (if available); or
2. No candidates are required to file a PFD.




Annual PFD Filers—Final Notice
Candidate PFD filings due—August Primary election

APRIL

Final notice is sent by MEC to each **Annual Filer** reminding them of their responsibility to file a PFD. **The PFD is due May 1.** Notice contains filer’s MEC Online ID & password with instructions on how to e-file the PFD.

Candidates for the **August** Primary election must file PFD (if required) by the **14/21-day deadlines*** (See Candidate Penalties, pg 3) .

 Subdivisions **use** their MEC Online ID and password to **continuously track** the filing of PFDs by candidates and annual filers to see if all have timely filed.

NOTE: PFD filings for candidates that filed for the **August** election see Election Note on page 7.



Annual PFD filing due May 1st

MAY

PFD due May 1 for all annual filers submitted by their subdivisions to file a PFD based upon the position they hold with the subdivision (See Annual Filer Penalties,

ANNUAL FILER PENALTIES

No ordinance/resolution on file with MEC:

1. If PFD is not filed by the due date, a \$10 per day late fee is assessed and compensation is to be withheld until the PFD is filed; **and**
2. If PFD is not filed for 30 days or more after the filer receives notice from the MEC, late fees are assessed at an increased rate of \$100 per day and the individual is subject to suspension from office.

With an ordinance/resolution on file with MEC:


Penalties for late filing or non-filing of a PFD (if any) are assessed by the subdivision pursuant to their ordinance/resolution.



Conflict of Interest Ordinance—First Notice

JUNE

First notice is sent by MEC to all subdivisions with a **Conflict of Interest Ordinance/Resolution** expiring in the current year.

 Subdivisions with an AOB over \$1 million may biennially **adopt** an ordinance, order or resolution at an open meeting by September 15th, which establishes and makes public its own method of disclosing potential conflicts of interest and substantial interests. The subdivision must **send** a certified copy of the adopted ordinance to the MEC within 10 days of adoption. (Visit our website, www.mec.mo.gov, for more information and to see a sample ordinance.)

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Annual Operating Budget (AOB)—First Notice

JULY

First notice is sent by MEC to all subdivisions requesting **AOB** verification. Notice contains subdivision's MEC Online ID and password with instructions on how to e-file the information.

 Subdivisions **indicate** electronically whether their **AOB** is:

1. Over \$1 million; or
2. \$1 million or under




Conflict of Interest Ordinance—Second Notice
AOB—Second Notice
Candidate List—November election

AUGUST

Second notice is sent by MEC to subdivisions with expiring **ordinances** who have not submitted or readopted an ordinance/resolution.

Second notice is sent by MEC to subdivisions who have not indicated if their **AOB** is over \$1 million or if it is \$1 million and under.

 Subdivisions **submit** a *Candidate List* for the **November** election indicating

1. Candidates required to file a PFD & include each candidate's name, mailing address, office seeking, and email address (if available); or
2. No candidates are required to file a PFD.

AUGUST PRIMARY CANDIDATES: Do not include successful candidates from the August Primary election.




Candidate PFD filings due—November election
Conflict of Interest Ordinance—Final Notice

SEPTEMBER

Candidates for the **November** election (if any) must file PFD (if required) by the **14/21-day deadlines*** (See Candidate Penalties, pg 3).

Final notice is sent by MEC to subdivisions with expiring **ordinances**.


 Subdivisions with an AOB over \$1 million may **adopt** an ordinance/resolution by September 15 (biennially) and **send** a certified copy to MEC within 10 days of adoption. If not, all elected, appointed and decision making personnel will be required to file a long form PFD (4 pages). (Visit our website, www.mec.mo.gov, for more information and to see a sample ordinance.) The list of public officials who are required to file a PFD will be requested in November.



Election Packets

OCTOBER

Election packets are sent by MEC to all subdivisions for use in the following year’s elections. Packets will contain an instruction letter for the election authority, documents to be given to candidates (including *Notice to Candidate*, see below), and documents to be filed with MEC.

 **Review** these documents upon receipt of this packet. If you need more election packets or have any questions, contact our office.


NOTICE TO CANDIDATE: The election authority is responsible for inserting the PFD due dates on the *Notice to Candidate*. Check the PFD calendar on our website for the correct due dates by election.




Designate Annual PFD Filers—First Notice
Candidate List—February election

NOVEMBER

Notice is sent by MEC to all subdivisions with an AOB over \$1 million **requesting the names of individuals required to file a PFD as an annual filer.**

 Subdivisions use their MEC Online ID & password along with the instructions on how to electronically submit the filer’s information. Include filer’s name, current mailing address, title & email address (if available). **Failure to notify the individual may result in the political subdivision being responsible for any fines imposed for non-compliance.**

 Subdivisions with a **February** Primary election **submit** a *Candidate List* indicating:

1. Candidates required to file a PFD & include each candidate’s name, mailing address, office seeking, and email address (if available); or
2. No candidates are required to file a PFD.




Candidate PFD filings due—February election
Designate Annual PFD Filers—Second Notice
Candidate List—March election

DECEMBER

Candidates for the **February** election (if any) must file PFD (if required) by the 14/21-day deadlines* (See Candidate Penalties, pg 3) .

Second notice to all subdivisions with an AOB over \$1 million **requesting the names of individuals required to file a PFD as an annual filer.**

 Subdivisions with a March Primary election **submit** a *Candidate List* indicating:

1. Candidates required to file a PFD & include each candidate’s name, mailing address, office seeking, and email address (if available); or
2. No candidates are required to file a PFD.

NOTE: PFD filings for candidates that filed for the **February** election see *Election Note* on page 7.

SPECIAL NOTES

FOR POLITICAL SUBDIVISIONS

Retain the political subdivision's MEC Online ID & password for future use. **Log in** to the subdivision's e-filing account to view the subdivision's current contact information, AOB, ordinance expiration date (if applicable), annual filer's list submitted, candidate lists submitted, and filing status of annual and candidate filers. **Update** subdivision's contact information (if needed).

Due dates:

- **Annual filers** are those persons who based upon their position with the subdivision are required by the subdivision to file a PFD for each year they hold the position. These filings are due **May 1**. Failure to file by the due date may result in penalties.
- **New employees/appointees** who begin a position that is a required filer position must file a PFD (for the previous calendar year) with MEC within **30 days** of starting the new position. Failure to file by the 30 day deadline could result in penalties.
- **Former officials/employees** who held a required filer position in the prior year must file for the time period served (even if only a portion of that year). These filings are due **May 1**, however, MEC recommends having the official/employee complete and file a PFD on paper before leaving the political subdivision (ex: exit interview).
- **Candidate PFD due dates are different from annual filers:**
 - ♣ **Candidate** due dates are based on the **closing date of filing** for candidacy. If you have an **annual filer who is also a candidate** he or she must file by the **earliest due date** in order to be timely filed. Candidate due dates can be found on the *Notice to Candidate*.
 - ♣ **Write-in candidate** closing date is the 2nd Friday before an election and the PFD due date will be 14 days after this closing date.
 - ♣ **Independent candidate** closing date is the 15th Monday before general election and the PFD due date will be 14 days after this closing date. Check the Secretary of State's website (www.sos.mo.gov) for this closing date.

Election Note:

Candidates required to file a PFD based upon the office they are running for must file a PFD within 14 days after the closing date for filing. Check the **Filing**

Always make sure that your subdivision's contact info, including email address, is current with MEC!

YEAR AT A GLANCE

P O L I T I C A L S U B D I V I S I O N C A L E N D A R

Missouri Ethics Commission

VISIT OUR WEBSITE
WWW.MEC.MO.GOV



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