

**NORMAN ELECTION COMMISSION MINUTES
CANDIDATE ORIENTATION**

January 22, 2014

The Norman Election Commission of the City of Norman, Cleveland County, Oklahoma, met in the Municipal Building Council Chambers at 201 West Gray on the 22nd day of January, 2014, at 6:00 p.m. Notice and agenda of the meeting were posted at the Municipal Building 48 hours prior to the beginning of the meeting.

MEMBERS PRESENT:

Robin Allen
Richard Hilbert
Elizabeth Windes
Chairman Ty Hardiman

MEMBERS ABSENT:

Nina Flannery

Item 1. Chairman Hardiman provided opening comments and introduced members of the Norman Election Commission and the City Clerk.

Item 2. Review of the political sign regulations from a representative of the City of Norman Code Compliance Division. Mr. Kelvin Winters, Code Compliance Officer, explained the regulations for political signs and answered questions specific to the size and placement of signs.

Items submitted for the record

1. Regulations for Political Signs

Item 3. Role of the Norman Election Commission. Chairman Hardiman highlighted the duties and responsibilities of the Norman Election Commission.

Item 4. Presentation and discussion of the following topics with City Council Candidates and/or their designated agents.

City Campaign Contribution and Expenditure Reports

- **Report Due Dates**
- **Criteria included in reports**
- **Contribution limits**
- **Definition of contribution and expenditure**
- **Who must file reports**

Summary of State requirements

City Clerk Brenda Hall provided an overview of the campaign report due dates and criteria to be included in the Contribution Campaign and Expenditure Reports. Areas covered included who must file reports; where to file reports; contribution limits; and definitions of the various contribution types and expenditures. The information also covered the criteria and requirements for state reports. City Clerk Hall fielded questions from candidates and their representatives.

Items submitted for the record

1. PowerPoint presentation entitled, "City Council Candidate Orientation, presented by the Norman Election Commission, January 22, 2014"
2. City Council Candidate Manual dated

Item 5. Miscellaneous Discussion.

None

Item 6. Adjournment.

The meeting was adjourned at 7:10 p.m.