

**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.

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**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

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

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**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

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**Item 5. Miscellaneous Discussion.**

None

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**Item 6. Adjournment.**

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

# **CITY COUNCIL CANDIDATE ORIENTATION**

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Presented by the  
Norman Election Commission  
Wednesday, January 22, 2014

## **Opening Remarks**

**Ty Hardiman - Chairman**

## **Introduction of Members & Staff**

### **Norman Election Commission Members**

- Ty Hardiman – Chairman
- Dr. Richard Hilbert – Vice Chairman
- Robin Allen
- Nina Flannery
- Elizabeth Windes

### **City Staff**

- Brenda Hall – City Clerk
- Kelvin Winter – Code Compliance Inspector

## **Political Sign Regulations**

**Kelvin Winter – Code Compliance Inspector**

## **Political Sign Regulations**

- No signs can ever be placed within the sight triangle.
- No signs shall be placed within any public right-of-way (except as provided for single family homes) that has been dedicated to the City by plat, easement, or statute, nor any median, boulevard, street, road,, or parkway, nor any public or private park.
- Signs should only be placed on privately owned property and you should obtain permission of the property owner prior to placing the sign.

## **Political Sign Regulations**

- No signs may be placed within 300 feet of any polling site.
- Signs can not cause a sight obstruction or traffic hazard at any time.
- In regard to single family dwellings only, political signs may be placed within the right-of-way in front of or along the side of any such dwelling, provided that the permission of the property owner has been obtained and such signs are no wider than thirty (30) inches or taller than twenty (20) inches in height.

## **Political Sign Regulations**

- On major thoroughfares, the area between the street and fence lines is public right-of-way and no signs may be placed in that area.
- Political signs must be removed within ten (10) days after the election to which they pertain.
- Any illegally placed signs may be removed and disposed of by the City of Norman without notice.

## **Role of the Norman Election Commission (NEC)**

**Ty Hardiman - Chairman**

## **Role of the Norman Election Commission**

- Review of City and State campaign contribution and expenditure reports
- Inform and educate the public on the reporting procedures
- Make a public report to City Council after each election

## **Instructions for Completing Reports**

**Ty Hardiman – NEC Chairman**  
**Brenda Hall – City Clerk**

## Completing Reports Overview

- Report filing dates
- Who must file
- Where to file
- Maximum Contributions
- Information to be listed on reports
  - a) Contributions
  - b) Expenditures
  - c) Loans
  - d) In-Kind contributions
- Campaign periods
- Information to be retained by candidate

## Report Due Dates

### **Contribution and Expenditure Reports City and State - File in City Clerk's Office**

- First report due 3-21-14 (City & State)
- Supplemental report due by noon on 3-28-14 (City only)
- Final report due 5-12-14 (City & State)  
(if not included in runoff)



## Report Due Dates

### Contribution and Expenditure Reports City and State - File in City Clerk's Office (If involved in a Run-off Election)

- Second report due 6-13-14 (City & State)  
Supplemental report due by noon on 6-20-14  
(City only)
- Final report due 8-4-14 (City & State)
- Late Fees - \$10 per day up to \$100 per report

## City of Norman - Designation of Agent

### WHO MUST FILE

- All candidates and candidate committees
- All committees supporting or opposing candidates if more than \$500 is expended or received

### WHERE TO FILE

- Office of the City Clerk – 201 West Gray Street

### WHEN TO FILE

- Candidates and Candidate Committees – immediately, but no later than the first required filing date. If changes are made, amended form should be filed within ten (10) days of the change.
- Committees - when \$500 (or more) is accepted or expended

### WHO TO DESIGNATE

- A candidate may designate any person including himself
- An organization or political action committee may designate any person such as its treasurer

## **Norman Election Commission Campaign Contributions and Expenditures Report**

### **WHO MUST FILE**

- All Candidate and Candidate Committees
- Committees supporting or opposing a candidate are not required to submit campaign statements if less than \$500 is collected or spent. If \$500 or more is collected or spent prior to the report due dates, subsequent reports should be filed.

## **Campaign Contributions and Expenditure Report**

- Name of candidate or committee
- Name on reports need to match the name on bank account and byline for all materials, i.e.,  
*Paid for by John Doe for City Council*
- Carryover from previous campaign or report

## City Reports - Contributions

### SECTION A: INDIVIDUAL CONTRIBUTIONS TOTALING MORE THAN \$50.00

Name and Address	Occupation	Amount
John Smith, 135 W. Main, Norman	Architect	\$ 100.00
Sam Moon, 258 W. Main, Norman	Attorney	\$ 200.00
Jane Doe, 147 W. Main, Norman	Teach	\$ 100.00

TOTAL ALL INDIVIDUAL CONTRIBUTIONS OF MORE THAN \$50.00    \$ 350.00

### MAXIMUM CONTRIBUTION

\$500 PER INDIVIDUAL FOR COUNCIL CANDIDATES

\$1,000 PER INDIVIDUAL FOR MAYORAL CANDIDATES

\$1,000 PER FAMILY ALL CANDIDATES

## City Reports - Contributions

### SECTION B: AGGREGATE CONTRIBUTIONS TOTALING MORE THAN \$50.00

Name and Address	Occupation	Amount
<b>Received from:</b>		
John Doe, 147 W. Main, Norman	Car Dealer	\$ 100.00
<b>Collected from:</b>		
Betty Smith	Homemaker	\$ 25.00
Tom Jones	Musical Entertainer	\$ 25.00
Peter Jones	Truck Driver	\$ 25.00
Debbie Smith	Homemaker	\$ 25.00

An aggregate contribution is any contribution in excess of \$50.00 made by one person, which is a collection of contributions from several other persons.

It is reported as a contribution from the person submitting the aggregate contribution; however, the names, addresses, occupations, and amounts of each individual contribution included as part of the aggregate contribution, must be listed regardless of the amount of their individual contributions.

### SECTION C: TOTAL CONTRIBUTIONS OF \$50.00 AND UNDER - IF NOT REPORTED ELSEWHERE

## City Reports - Contributions

### SECTION D: TOTAL SELF CONTRIBUTION OR LOAN

Self Contribution	<u>\$ 500.00</u>
Loan from an Individual or Institution	<u>\$ 1,000.00</u>
Lender Name & Address	<u>First National Bank, 800 W. Main, Norman</u>

TOTAL OF ALL SELF CONTRIBUTION OR LOANS \$ 1,500.00

This would include any out of pocket expenses paid by the candidate.

### SECTION E: IN-KIND CONTRIBUTIONS

Name and Address	Occupation	Description of In-Kind Services	Amount
<u>Peter Rabbit, 800 W. Main</u>	<u>Realtor</u>	<u>Use of facility for fundraiser</u>	<u>\$ 200.00</u>
<b>TOTAL SECTION E CONTRIBUTIONS</b>			<b><u>\$ 200.00</u></b>

## City Reports - Expenditures

### EXPENDITURES AND ENCUMBRANCES

Description of Goods, Services or Facilities

Name	Address	Provided	Amount
Sign Company	400 E. Main, Norman	Signs	\$ 500.00
Newspaper Co.	100 E. Main, Norman	Advertising	1,000.00
<u>Cleve Co Election Bd</u>	<u>641 E. Robinson, Norman</u>	<u>Filing Fee</u>	<u>50.00</u>
<b>TOTAL</b>			<b><u>\$1,550.00</u></b>

### LOANS AND REPAYMENT OF LOANS OF MONEY, EQUIPMENT, SUPPLIES, ETC.

Description of Money

Name and Address	or Property Provided	Amount
<u>TOTAL FROM LAST CITY REPORT</u>		<u>\$</u>

## State Reports

- **Who must file**
  - a) All Candidate and Candidate Committees
  - b) Committees supporting or opposing a candidate – within 10 days of accepting contributions or making expenditures in excess of \$500
- **Types of Forms**
  - a) R-1 – Committee Registration
  - b) D-1 – Designation of Agent
  - c) C-1 – Campaign Contributions & Expenditure Report
    - a) Contributions – Itemized in excess of \$200
    - b) Expenditures – categorized

## Regulations/Guides

- **Chapter 7.5 - Ordinance Regulating Council Elections**
  - a. **Frequently Asked Questions**
- **State Campaign Reporting Requirements & Forms**
  - a. **Frequently Asked Questions**

# Elections and Norman Election Commission

What follows is an effort by the Norman Election Commission, with the approval of the Norman City Council, to inform the citizens of Norman of its role in enforcing certain provisions of the Norman City Code that deal with the election of a mayor and members of the City Council. Particular attention is given to the functional significance of these provisions in bringing openness and transparency to the electoral process.

The Norman Election Commission enforces the rules with respect to disclosure of campaign contributors, contributions and expenditures. More specifically, the Commission:

1. Reviews all disclosure reports from candidates and from Political Action Committees (PAC) for accuracy and for internal consistency. Political Action Committees as well as candidates must comply with the relevant sections of the City code (A PAC is defined as an organization concerned with the election or defeat of a particular candidate or with an issue in a given election).
2. Investigates all substantial discrepancies between contributions and expenditures, and
3. Makes a final report to the City Council after each election.

The Commission does all this in close cooperation with the City Clerk, who provides the forms involved in reporting, along with written instructions to candidates or their representatives.

The provisions of the City Code which the authority enforces function:

1. To curb the influence of money, for example, by limiting contributions to candidates in city council races to \$500 per person and to candidates for mayor to \$1,000 per person.
2. To make available to the press, political opponents and the general public, prior to an election, the names, addresses and occupations of all persons who contribute more than \$50 to a given candidate, and thereby
3. To provide the basis for making judgments regarding the interests of those who support or oppose a given candidate or issue.

NOTE: The provisions of the City Code which the Commission is duty-bound to enforce are found in Sections 7.5-21 through 7.5-24. The duties and procedures of the Norman Election Commission are listed in Sections 7.5-26 and 7.5-27. The duties of the City Clerk in facilitating the process of enforcement are listed in Sec 7.5-25. All provisions of the City Code can be found on the City's website, [www.CityofNorman.com](http://www.CityofNorman.com), and are available in the Office of the City Clerk, 201 W. Gray, 405-366-5406.

Editor's note: Members of the Norman Election Commission are Ty Hardiman, Chair; Dr. Richard Hilbert, Nina Flannery, Elizabeth Windes, and Robin Allen.

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MEMBERS  
2014

Ty Hardiman, Chair

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