

# CITY COUNCIL CANDIDATE MANUAL



## **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.

# COMMISSION MEMBER LIST

NEC 2013 FINAL ELECTION REPORT

JULY 1, 2013

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NORMAN ELECTION COMMISSION MEMBERS  
2013 CITY COUNCIL CAMPAIGN CYCLE

MEMBER
Ty Hardiman, CHAIR
Dr. Richard Hilbert, Vice-Chair
Robin Allen
Nina Flannery
Elizabeth Windes
Brenda Hall, City Clerk 405-366-5405 <a href="mailto:Brenda.hall@normanok.gov">Brenda.hall@normanok.gov</a>

# CHAPTER 7.5

## ORDINANCE

### REGULATING

### COUNCIL

### ELECTIONS

(NOT INCLUDED IN THIS REPORT - FULL CANDIDATE MANUAL ON FILE  
IN THE CITY CLERK'S OFFICE)

NEC 2013 FINAL ELECTION REPORT  
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# REQUIREMENTS FOR FILING

## **REQUIREMENTS FOR FILING OF CANDIDATES FOR CITY COUNCIL**

Candidates must file at the Cleveland County Election Board, 641 East Robinson, Suite 200.

Candidates may file for election by filing fee or petition.

### **OPTION 1 - FILING FEE:**

CITY COUNCIL	\$50.00
MAYOR	\$75.00

Payment must be made in the form of a cashier's check made payable to Cleveland County Election Board.

If a candidate receives at least 15 percent of the votes cast or is elected unopposed, the filing fee will be refunded to that candidate.

### **OPTION 2 - PETITION IN LIEU OF FILING FEE:**

Candidates for City Council	50 Signatures
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Must be from registered voters eligible to vote in that particular ward.

Candidates for Mayor	100 Signatures
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Must be signatures by registered voters eligible to vote in the City of Norman.

### **QUALIFICATIONS:**

Candidates must be a registered voter of the City of Norman for six months prior to the date of the municipal runoff election and in the case of Ward City Councilmembers, must also live in the ward at the time of filing.

**FILING DATES - January 14-16, 2013**

**ELECTION DATES – April 2, 2013 (MUNICIPAL)  
May 14, 2013 (MUNICIPAL RUNOFF)**

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# REPORT DUE DATES



## CANDIDATES' AND COMMITTEES' REPORT DUE DATES

### CITY

Designation of Agent

Municipal Election Report

Supplemental Report

**Final Report (if no runoff is held)**

Municipal Runoff Election Report

Supplemental Report

**Final Report (if runoff election is conducted)**

### DATE

Immediately upon filing but **no later than**

**January 25, 2013**

**March 22, 2013**

**by 12:00 noon on March 29, 2013**

**May 13, 2013**

**May 3, 2013**

**by 12:00 noon on May 10, 2013**

**June 24, 2013**

### STATE

R-1 – Registration

D-1 – Designation of Agent

First C-1

**Final C-1 (if no runoff is held)**

Second C-1 (if involved in runoff)

**Final C-1 (if runoff election is conducted)**

### DATE

Within 10 days of receiving or expending \$500

At the same time as the R-1

**Between March 18 and 22, 2013**

**Between May 3 and 13, 2013**

**Between April 29 and May 3, 2013**

**Between June 14 and 24, 2013**

**MUNICIPAL ELECTION, APRIL 2, 2013**

**MUNICIPAL RUNOFF ELECTION, MAY 14, 2013**

**ALL REPORTS ARE TO BE FILED IN THE CITY CLERK'S OFFICE AT THE MUNICIPAL ADMINISTRATION BUILDING AT 201 WEST GRAY STREET.**

### WHO MUST FILE

**CITY** - *ALL Candidates and Candidate Committees* must file City reports.

*Committees\* Supporting or Opposing A Candidate* must file City reports once their total expenditures reach \$500 or \$500 in contributions are receiving during a campaign

\* Committee is defined as "any person or combination of two (2) or more persons acting in aid of or opposition to the nomination or election of one or more candidates."

**STATE** - All Candidates and all Committees who make **expenditures exceeding \$500 in the aggregate or receive \$500 in contributions** during a campaign must file State reports.

**WHERE TO FILE** - OFFICE OF THE CITY CLERK

**WHEN TO FILE** - on the first required filing date. If changes or corrections are made, filing shall be within ten (10) days of the change.

**WHO TO DESIGNATE** - A candidate may designate any person(s) including himself. An organization or political action committee may designate any person(s) such as its treasurer.

**LATE FILING FEE - \$10 PER DAY FOR CITY REPORTS**  
**\$25 PER DAY FOR STATE REPORTS**

# INSTRUCTIONS FOR COMPLETING REPORTS

## **INSTRUCTIONS FOR COMPLETING THE CAMPAIGN CONTRIBUTIONS AND EXPENDITURES REPORT FOR THE CITY OF NORMAN MUNICIPAL ELECTIONS, 2013**

- Candidates must comply with Chapter 7.5 of the Code of the City of Norman.

**WHO MUST FILE:** All persons who publicly seek nomination or election to elective City office and any individual or committee acting on behalf of or in opposition to a candidate which spends or receives \$500 or more must file contribution and expenditure reports.

**FILING TIME:** The report for the municipal election period must be filed ten days prior to the election, March 22, 2013. All candidates must file a report by that time and any expenditures made and/or contributions received after the report is filed on March 22nd will require a supplemental report to be filed no later than 12:00 noon on Friday, March 29, 2013. If a runoff election is not held or you are not participating in the runoff election, a final report must be filed no later than May 13, 2013.

The report for the municipal runoff election must be filed ten days prior to the election, May 3, 2013, by candidates in the municipal runoff election and any expenditures made and/or contributions received after the report is filed on May 3rd will require a supplemental report to be filed no later than 12:00 noon on Friday, May 10, 2013. Those candidates participating in the runoff election must file a final report no later than June 24, 2013.

**FILING FEE:** The filing fee for City Council is \$50 and for Mayor is \$75. *If a candidate receives at least 15 percent of the votes cast or is elected unopposed, the filing fee will be refunded to that candidate.* Refunds can be picked up at the City Clerk's Office.

**WHERE TO FILE:** Reports must be filed in the Office of the City Clerk, 201 West Gray, Administration Building, Norman. Reports should be given to the City Clerk or Deputy City Clerk.

**INQUIRIES:** All questions concerning these reports should be directed to the City Clerk, telephone 366-5405.

**CONTRIBUTIONS:** Contributions are defined in the ordinance. (Maximum contribution for City Council candidates is \$500 from an individual or \$1,000 from a family and maximum contribution for the Mayor is \$1,000 per person or family, governed by State law.)

**INFORMATION TO BE LISTED WITH CONTRIBUTIONS:** When a contribution has a value exceeding \$50, additional information must be provided. If the contribution was made by an individual, list that individual's name, address, and occupation with the amount of the contribution. Contributions which are individually \$50 or less need not be itemized. List only the total of such contributions. If the candidate loans any money to the campaign, it must be listed on the line that reads **SELF CONTRIBUTION**. Loans from institutions or others must be listed on the line that reads **LOANS FROM INDIVIDUALS OR OTHERS**.

Under aggregate contributions, any contribution in excess of \$50 made to a campaign, which is a collection of contributions from several persons, shall be reported as a contribution from the person who collects or bundles the aggregate contribution. The report shall also contain the names, complete mailing addresses, occupations, and the amount of the contributions of those persons who made a contribution as part of the collection regardless of the amount of their individual contribution.

**EXPENDITURES AND ENCUMBRANCES:** Expenditures are a payment, pledge, or promise of payment of money or anything of value or other obligation, whether or not legally enforceable, for goods, materials, services or facilities in aid of the nomination or election of one or more candidates. *It includes any transfer or anything of value made by one committee to another for purposes enumerated above.*

**INFORMATION TO BE LISTED WITH EXPENDITURES:** The full name and complete mailing address of each person to whom an expenditure or expenditures have been made or contracted for together with the total amount contracted for or paid to such person and a brief description of the goods, services or facilities provided. *There is no minimum dollar on expenditures; all expenditures must be individually reported.*

**LOANS:** Where anything of value is loaned to a candidate, the loan must be separately reported. If the candidate loans any money to himself, it must be listed on the line that reads **SELF CONTRIBUTIONS**. **Even if there is no dollar amount involved; all such loans must be reported as in-kind contributions.** If loan is repaid, payment needs to be shown as expenditures. Loans can include telephone banks, equipment, facilities, or other items of value.

**IN-KIND VALUATION:** Where goods, materials, services, facilities or anything of value other than money is contributed or expended, the monetary value thereof shall be the fair market value and such fair market value shall be included in the candidate's list of contributions and expenditures.

**PRECAMPAIGN PERIOD:** This period begins on the date of the earliest contribution received or expenditure made. Information is required on all expenditures regardless of dollar value.

**MUNICIPAL ELECTION CAMPAIGN PERIOD:** This period extends from the date of filing as a candidate until Friday, March 22, 2013, or Friday, March 29, 2013, 12:00 noon, if the supplemental report is filed.

**MUNICIPAL RUNOFF ELECTION CAMPAIGN PERIOD:** This period extends from Friday, March 22, 2013, or Friday, March 29, 2013, 12:00 noon if supplemental report is filed, to Friday, May 3, 2013, or Friday, May 10, 2013, 12:00 noon, if supplemental report is filed.

**CANDIDATES UNSUCCESSFUL IN MUNICIPAL ELECTION:** These candidates must file final reports. The final report must include all the requested information, including contributions and expenditures after the primary election period and the return of the filing fee if received. Final reports may be filed by such candidates at any time after the primary election but must be filed by May 13, 2013.

**VERIFICATION:** Verification is required and no report may be accepted without such verification. The signature and seal of a notary public is mandatory. The City Clerk's Office has notaries and would be pleased to notarize a campaign statement at no charge.

**FILING PERIOD:** January 14-16, 2013

**MUNICIPAL ELECTION:** April 2, 2013

**MUNICIPAL RUNOFF ELECTION, if needed:** May 14, 2013

# FREQUENTLY ASKED QUESTIONS

**FREQUENTLY ASKED QUESTIONS REGARDING  
CAMPAIGN CONTRIBUTION AND EXPENDITURE REPORTS  
FOR CITY OF NORMAN MUNICIPAL ELECTIONS**

**1. Question:** When does the a campaign period begin for reporting contributions and expenditures?

**Answer:** *This period begins with the date of the earliest contribution received or expenditure made.*

**2. Question:** Where do I file my campaign contribution and expenditure reports?

**Answer:** *All reports are filed in the City Clerk's Office at the specified date and time outlined in the **Instructions for Completing the Campaign Contributions and Expenditures Report for the City of Norman Municipal Elections, 2013.***

**3. Question:** What is the maximum contribution a person can give to a candidate?

**Answer:** *The maximum amount is \$500 per individual or \$1,000 per family for Council candidates. Mayoral candidates are governed by State law, which is currently set at \$1,000 per individual or family.*

**4. Question:** Am I to include the name, address, and occupation for each contribution I receive?

**Answer:** *Any contribution in excess of \$50.00 must include the name, address, and occupation of the individual. **If the occupation is "self employed" the type of business should be included. If you prefer, you may include both the occupation and place of employment to avoid any confusion.***

**5. Question:** Should pledges for contributions be included on my reports prior to their receipt?

**Answer:** *Yes, the ordinance defines "contribution" as gift; subscription; loan; advance deposit; credit given on an account; **pledge**; contract; agreement; or **promise of money or anything of value.***

**6. Question:** What is an aggregate/bundled contribution?

**Answer:** *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.*

**7. Question: How are aggregate/bundled contributions reported?**

**Answer:** *An aggregate contribution is reported as a contribution from the person submitting the aggregate/bundled contribution; however, the names, addresses, occupations, and amounts of each individual contribution, as a part of the aggregate/bundled contribution, must be included regardless of the amount of their individual contribution. In other words, the person submitting the contribution should be shown on the City report in Section B under "**Received From**" and the individual names and addresses of each person who contributed to the aggregate/bundled contribution must be listed under "**Collected From**".*

**8. Question: Can fish bowls/baskets be used for contributions at fundraising events?**

**Answer:** *These types of contributions would be considered aggregate/bundled contributions and must be accounted for as such. Individual names, addresses, occupations, and amounts of each contribution included in the fish bowl/basket must be included. If this type of method is used the Authority strongly suggests a member of the campaign committee oversee the fish bowl/basket to insure the needed information is collected or provide envelopes for persons to place their contributions in to include the required information.*

**9. Question: Should I get name and address from those who contribute under \$50?**

**Answer:** Yes. If contributions are part of a fishbowl concept or an aggregate contribution, full disclosure for each individual contribution is required to be included with the overall contribution. Whether it is part of an aggregate or not, records should still be maintained by your campaign because once an individual's total (accumulative) contributions exceed \$50, you are required to report name, address, occupation, and the amount of the contribution on your reports.

**10. Question: Can I accept contributions from corporations?**

**Answer:** *No. If a contribution is received, it must be returned to the corporation.*

**11. Question: If I, as an individual, expend funds in support of or opposition to a candidate for City Council, am I required to file a report and register as a committee?**

**Answer:** *Possibly. Committees supporting or opposing a candidate are not required to submit campaign statements if less than \$500 is collected or spent. There is no maximum dollar amounts for expenditures or contributions.*

**12. Question: What is the definition of a Committee?**

**Answer:** *As defined in Section 7.5-21(c) of the Code of Ordinances of the City of Norman, "Committee" shall mean any person or combination of two or more persons acting in aid of or opposition to the nomination or election of one or more candidates.*

**13. Question: Do I include my personal out-of-pocket expenses as expenditures?**

**Answer:** *Yes, all expenditures should be listed as outlined below. The total amount of out-of-pocket expenses should also be shown under Section D of the Contributions and Expenditures Report. If the candidate is reimbursed at the conclusion of the campaign, the reimbursement should be shown under expenditures.*

**14. Question: At what point should expenditures be shown on my report?**

**Answer:** *Expenditure includes a payment, pledge, or promise of payment for goods, materials, services, or facilities in aid of the nomination or election of one or more candidates. If expenditure has not been paid, it should be shown as an encumbrance, once the obligation or promise for payment has occurred. If the actual invoice is different from the encumbrance, it can be reconciled on a future report.*

**15. Question: What information is required when reporting expenditures?**

**Answer:** *The full name and complete address of each person for which expenditure is made or contracted for along with a description of the goods or services purchased. There are no dollar limitations on expenditures.*

**16. Question: Are there restrictions on placement of campaign signs?**

**Answer:** *Yes, the restrictions are as follows:*

- *No signs may be placed within any park, boulevard, street, parkway, median, public right-of-way, or easement under the control of or maintained by the City of Norman.*
- *On privately owned or maintained property you should obtain permission of the property owner prior to placing the sign.*
- *No signs may be placed within 300 feet of any polling site on Election Day.*
- *Signs can not cause a sight obstruction or traffic hazard at any time.*
- *The area between the street and sidewalk or 12 feet from the roadway is public right-of-way and no signs may be placed in that area.*
- *All signs must be removed within ten (10) days after the election*

**For additional information and/or questions, feel free to contact the City Clerk's Office at (405) 366-5386.**



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# CITY CAMPAIGN REPORT FORMS

(NOT INCLUDED IN THIS REPORT - FULL CANDIDATE MANUAL ON FILE  
IN THE CITY CLERK'S OFFICE)

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# STATE CAMPAIGN REPORTING REQUIREMENTS

(NOT INCLUDED IN THIS REPORT - FULL CANDIDATE MANUAL ON FILE  
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# POLITICAL SIGN REGULATIONS

## POLITICAL SIGNS

This is an overview of the basic State and City regulations.

Political signs are intended to allow individuals and groups to exercise their free speech rights without interfering with the rights of others. The City of Norman regulates political signs as follows:

- 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 & you should obtain permission of the property owner prior to placing the sign.
- 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 (the area between the property line and the curb or edge of the public street) 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 signs may not be placed in the right-of-way abutting the rear or side yard of the dwelling when that portion of the lot abuts a Section Line Road or an arterial roadway. If the dwelling has a fence or wall along the rear or side of the lot which separates the dwelling from the arterial or Section Line road, no sign may be placed outside of that fence adjacent to the roadway.
- 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. If there is no fence line, the right-of-way generally extends 26 feet from the street edge. On State highways the area is usually much larger.
- 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 without notice.
- If you have any questions, please call Code Compliance at 366-5332.

# COMPLAINT FORM

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City of Norman  
Norman Election Commission Complaint Form

**COMPLAINT OR INFORMATION**

\_\_\_\_\_, hereby alleges a violation of Chapter 7.5 of the Code  
(Name of Complainant or Informant)

of Ordinances of the City of Norman. Section(s) \_\_\_\_\_

by \_\_\_\_\_ on \_\_\_\_\_.  
(Name of Respondent) (Date of alleged violation)

The facts upon which this complaint or information is based are as follows: \_\_\_\_\_  
(State specific facts and

\_\_\_\_\_  
explain why a violation had occurred. Attach additional sheets if necessary. Also attach any written evidence you have of the  
\_\_\_\_\_  
alleged violation.  
\_\_\_\_\_  
\_\_\_\_\_

WHEREFORE, complainant or informant requests that the Norman Election Commission review this complaint or information and investigate the matter within a reasonable time.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Complainant's or Informant's Signature

\_\_\_\_\_  
Complainant's or Informant's Name

\_\_\_\_\_  
Mailing Address (P.O. # or Street)

\_\_\_\_\_  
City, State, Zip Code

DELIVER OR MAIL TO:

City Clerk's Office  
Post Office Box 370  
Norman, Oklahoma 73070

City Clerk's Office  
201 West Gray  
Norman, Oklahoma 73069

# **CITY COUNCIL CANDIDATE ORIENTATION**

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Presented by the  
Norman Election Commission  
Wednesday, January 30, 2013

## **Opening Remarks**

**Ty Hardiman - Chairman**

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## **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**

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## 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 3-22-13 (City & State)
- Supplemental report due by noon on 3-29-13 (City only)
- Final report due 5-13-13 (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 5-03-13 (City & State)
- Supplemental report due by noon on 5-10-13 (City only)
- Final report due 6-24-13 (City & State)
- Late Fees
  - a) City - \$10 per day up to \$100 per report
  - b) State - \$25 per day up to \$250 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

### 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

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## 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>	<b>Occupation</b>	<b>Amount</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

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## 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	<u>\$ 1,500.00</u>
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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
Peter Rabbit, 800 W. Main	Realtor	Use of facility for fundraiser	\$ 200.00
TOTAL SECTION E CONTRIBUTIONS			<u>\$ 200.00</u>

## 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
Cleve Co Election Bd	641 E. Robinson, Norman	Filing Fee	50.00
TOTAL			<u>\$1,550.00</u>

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

Description of Money

Name and Address	or Property Provided	Amount
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TOTAL FROM LAST CITY REPORT	<u>\$</u>
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## NEC 2013 FINAL ELECTION REPORT

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## 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