



STATE OF MAINE  
COMMISSION ON GOVERNMENTAL ETHICS  
AND ELECTION PRACTICES  
135 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0135

To: Commissioners  
From: Jonathan Wayne, Executive Director  
Date: September 20, 2016  
Re: Proposed Legislation to Address Filing Schedules

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In response to your discussion at the August 31, 2016 meeting, the memo is to explain some proposed statute changes concerning the filing schedules of political committees<sup>1</sup> and candidates. In the opinion of the Commission staff, the current filing deadlines utilized by the Commission staff are based on the deadlines set in statute and are working well.<sup>2</sup> If you would like to move in a direction of more frequent reporting or believe that we have misinterpreted the statute, please let us know. Statute changes might be advisable to clarify the schedules and to make sure that the Commission's current interpretation is satisfactory to the Legislature.

Political parties, PACs and ballot question committees are organized to engage in political activity that is encouraged by the First Amendment of the U.S. Constitution. The State of Maine may burden these organizations to disclose their donors and spending *only* to promote certain governmental interests, such as informing the public who is trying to influence them at the ballot box and preventing corruption of officials through large contributions. The information that the state requires be disclosed must have a substantial relationship to one of these governmental interests. When considering how much disclosure is enough, we recommend thinking through the practical benefits for the

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<sup>1</sup> By political committees, I am referring to PACs, ballot question committees, and state and local party committees.

<sup>2</sup> I have attached some of the filing schedules we have published for your reference.

public versus the administrative burdens on those wanting to influence public opinion on candidates and ballot questions.

### BACKGROUND INFORMATION

The following table lists statewide elections during 2008-2015, according to the website of the Secretary of State

**Statewide Elections 2008-2015**

<b>Date</b>	<b>Elections for Governor</b>	<b>Elections for Legislature and County Office</b>	<b>Citizen Initiatives</b>	<b>Bonds</b>	<b>Peoples Veto Referenda</b>	<b>Const. Amendment</b>
June 10, 2008		Primary		1		
November 4, 2008		General	1	1	1	
November 3, 2009			4	1	1	1
June 8, 2010	Primary	Primary		4	1	
November 2, 2010	General	General	1	2		
November 8, 2011			2		1	1
June 12, 2012		Primary				
November 6, 2012		General	1	4		
November 5, 2013				5		
June 10, 2014	Primary	Primary				
November 4, 2014	General	General	1	6		
November 3, 2015			1	2		

As you can see from the above chart, there are fewer elections in the “off-years” (odd numbered years), in which only ballot question elections are held. This is reflected in the total expenditures by PACs per calendar year:

<b>Year</b>	<b>Total Expenditures by PACs</b>
2012	\$17,242,938
2013	\$2,127,255
2014	\$21,899,944
2015	\$2,713,849

### *Who files campaign finance reports with the Commission?*

- Political action committees (PACs). These are organizations that spend more than \$1,500 or \$5,000 (depending on the organization's purpose) to influence a candidate or ballot question election
- Ballot question committees. BQCs are organizations with a major purpose other than influencing elections that spend more than \$5,000 to influence a ballot question (their filing schedule is the same as PACs, by statute)
- State party committees. These committees have the same filing schedule as PACs, under current law.
- Municipal and party committees. These committees file two or three campaign finance reports per year. They are exempt from reporting if they receive and spend less than \$1,500 in the calendar year.
- Candidates. Candidates for the office of Governor, Legislature, and county office file campaign finance reports with the Commission. Pursuant to the Municipalities and Counties Law (30-A M.R.S.A. § 2501(1)), candidates for municipal office in towns or cities with a population of 15,000 or more must file the same reports with their municipal clerk.

### **Objectives of the Legislation**

The attached legislation is intended to the Commission staff to clarify but maintain the current filing schedules, with one change for candidates

#### *PACs, BQCs and State Party Committees*

- Quarterly reports are required for these committees during an election year and non-election year.
- During the election year, all committees would file reports 11 days before and 42 days after both elections (primary and general). They would also file 24-Hour Reports for both elections.
- For a non-election year, a committee would file reports 11 days before an election or 42 days after an election only if the committee had engaged in financial activity to influence a ballot question held on that election day. During a non-election

year, 24-Hour Reports would be required only for those committees that must file an 11-day pre-election report.

*Local Party Committees (municipal and county)*

- We propose no changes for these committees. Please refer to the printed schedules that are attached.

*Candidates*

- We propose no changes to candidates' filing schedules, except that no 24-Hour Reports would be required if a candidate is unopposed in a primary election.

Thank you for your consideration of this memo.

## Reporting Schedule for PACs

### 21-A MRSA § 1059. Report; filing requirements

- **A cCommittees** required to register under section 1052-A, 1053-B or 1056-B shall file an initial campaign finance report at the time of registration and thereafter shall file reports in compliance with this section. All reports must be filed by 11:59 p.m. on the day of the filing deadline, except that reports submitted to a municipal clerk must be filed by the close of business on the day of the filing deadline.
  1. **Contents; quarterly reports and election year reports. (REPEALED)**
  2. **Reporting schedule.** **A cCommittees** shall file reports according to the following schedule.
    - A. **All A committees** shall file quarterly reports:
      - (1) On January 15th and must be complete as of December 31st;
      - (2) On April 10th and must be complete as of March 31st;
      - (3) On July 15th and must be complete as of June 30th; and
      - (4) On October 5th and must be complete as of September 30th.
    - B. **During any year in which primary and general elections are held, a committee shall file primary and general election reports**~~General and primary election reports must be filed:~~
      - (1) On the 11th day before the date on which the election is held and must be complete as of the 14th day before that date; and
      - (2) On the 42nd day after the date on which the election is held and must be complete as of the 35th day after that date.
    - **The reports are required even if a committee did not engage in financial activity to influence the primary or general elections.**
    - C. **If a committee has received contributions or made expenditures for the purpose of influencing a ballot question election, special election or municipal candidate or referendum election subject to Title 30-A, section 2502, the committee shall file pre-election and post-election reports: Pre-election and post-election reports for special elections or ballot measure campaigns must be filed:**
      - (1) On the 11th day before the date on which the election is held and must be complete as of the 14th day before that date; and
      - (2) On the 42nd day after the date on which the election is held and must be complete as of the 35th day after that date.
    - D. A committee that files an election report under paragraph B or C is not required to file a quarterly report when the deadline for that quarterly report falls within 10 days of the filing deadline established in paragraph B or C.
    - E. **If a committee is required to file a report 11 days before an election pursuant to paragraphs B or C, the A** committee shall report any single contribution of \$5,000 or more received or single expenditure of \$1,000 or more made after the 14th day before the election and more than 24 hours before 5:00 p.m. on the day of the election within 24 hours of that contribution or expenditure. The treasurer is not required to include in this report expenditures for overhead expenses or compensation paid to an employee or other member

of the campaign staff who has received payments at regular intervals that have been disclosed in previously filed campaign finance reports. As used in this paragraph, "overhead expenses" includes, but is not limited to, rent, utility payments, taxes, insurance premiums or similar administrative expenses.

**3. Report of expenditures made after the 11th day and more than 48 hours before any election. (REPEALED)**

**4. Special election reports. (REPEALED)**

➤ **5. Electronic filing.** A cCommittees shall file each report required by this section through an electronic filing system developed by the commission. The commission may make an exception to this electronic filing requirement if a committee submits a written request that states that the committee lacks access to the technology or the technological ability to file reports electronically. The request for an exception must be submitted within 30 days of the registration of the committee. The commission shall grant all reasonable requests for exceptions.

**Reporting Schedule for Party Committees  
(state party committees have the same schedule as PACs;  
local party committees file fewer reports)**

**21-A MRSA § 1017-A. Reports of contributions and expenditures by party committees**

**1. Contributions.** A party committee shall report all contributions in cash or in kind from a single contributor that in the aggregate total more than \$200. The party committee shall report the name, mailing address, occupation and place of business of each contributor. Contributions of \$200 or less must be reported, and these contributions may be reported as a lump sum.

**2. Expenditures to influence a campaign.** A party committee shall report all expenditures made to influence a campaign, as defined in section 1052, subsection 1. The party committee shall report:

- A. The name of each candidate, political committee, political action committee or party committee;
- B. The office sought by a candidate and the district that the candidate seeks to represent; and
- C. The date, amount and purpose of each expenditure.

**3. Other expenditures.** Operational expenses and other expenditures that are not made to influence a campaign, as defined in section 1052, subsection 1 must be reported separately. The party committee shall report:

- A. The name and address of each payee;
- B. The purpose for the expenditure; and
- C. The date and amount of each expenditure.

**4. Filing schedule. (REPEALED)**

➤ **4-A. Filing schedule.** A state party committee shall file its reports according to the following schedule. All reports required under paragraphs A, B and C must be filed by 11:59 p.m. on the day of the filing deadline.

- A. **A state party committee shall file quarterly reports: Quarterly reports must be filed by 11:59 p.m.:**
  - (1) On January 15th and must be complete up to December 31st;
  - (2) On April 10th and must be complete up to March 31st;
  - (3) On July 15th and must be complete up to June 30th; and
  - (4) On October 5th and must be complete up to September 30th.
- B. **During any year in which primary and general elections are held, a state party committee shall file primary and general election reports: General and primary election reports must be filed by 11:59 p.m.:**
  - (1) On the 11th day before the date on which the election is held and must be complete up to the 14th day before that date; and
  - (2) On the 42nd day after the date on which the election is held and must be complete up to the 35th day after that date.
- C. **If a state party committee has received contributions or made expenditures for the purpose of influencing a ballot question election, special election or municipal candidate or referendum election subject to Title 30-A, section 2502, the committee shall file pre-election and post-election reports: Pre-election and post-election reports for special elections, referenda, initiatives, bond issues or constitutional amendments must be filed by 11:59 p.m.:**
  - (1) On the 11th day before the date on which the election is held and must be complete up to the 14th day before that date; and
  - (2) On the 42nd day after the date on which the election is held and must be complete up to the 35th day after that date.
- D. A state party committee that files an election report under paragraph B or C is not required to file a quarterly report under paragraph A when the deadline for that quarterly report falls within 10 days of the filing deadline established in paragraph B or C.
- E. **If a committee is required to file a report 11 days before an election pursuant to paragraphs B or C, the A** state party committee shall report any single contribution of \$5,000 or more received or any single expenditure of \$1,000 or more made after the 14th day before the election and more than 24 hours before 5:00 p.m. on the day of the election within 24 hours of that contribution or expenditure. The committee is not required to include in this report expenditures for overhead expenses or compensation paid to an employee or other member of the campaign staff who has received payments at regular intervals that have been disclosed in previously filed campaign finance reports. As used in this paragraph, "overhead expenses" includes, but is not limited to, rent, utility payments, taxes, insurance premiums or similar administrative expenses.

**4-B. Filing schedule for municipal, district and county party committees.** Municipal, district and county party committees shall file reports according to the following schedule.

- A. Reports filed during an election year must be filed with the commission by 11:59 p.m. on:
  - (1) July 15th and be complete as of June 30th;
  - (2) The 11th day before the date on which the general election is held and must be complete up to the 14th day before that date; and
  - (3) January 15th and be complete as of December 31st.

B. Reports filed during a nonelection year must be filed by 11:59 p.m. on:

- (1) July 15th and be complete as of June 30th; and
- (2) January 15th and be complete as of December 31st.

➤ C. A committee shall report any single contribution of \$5,000 or more received or any expenditure of \$1,000 or more made after the 14th day before **any a general** election and more than 24 hours before 11:59 p.m. on the day of the election within 24 hours of that contribution or expenditure. The committee is not required to include in this report expenditures for overhead expenses or compensation paid to an employee or other member of the campaign staff who has received payments at regular intervals that have been disclosed in previously filed campaign finance reports. As used in this paragraph, "overhead expenses" includes, but is not limited to, rent, utility payments, taxes, insurance premiums or similar administrative expenses.

**4-C. Electronic filing.** State party committees shall file each report required by this section through an electronic filing system developed by the commission. The commission may make an exception to this electronic filing requirement if a party committee submits a written request that states that the party committee lacks access to the technology or the technological ability to file reports electronically. The request for an exception must be submitted by March 1st of the election year. The commission shall grant all reasonable requests for exceptions.

**5. Penalties.** A party committee is subject to the penalties in section 1020-A, subsection 4.

**6. Notice; forms.** A state party committee shall notify all county, district and municipal party committees of the same political party of the party committee reporting requirements. The party committees shall obtain the necessary forms from the commission to complete the filing requirements.

**7. Exemption.** Any party committee receiving and expending less than \$1,500 in one calendar year is exempt from the reporting requirements of this section for that year.

**8. Municipal elections.** When a party committee makes contributions or expenditures on behalf of a candidate for municipal office subject to this subchapter, it shall file a copy of the reports required by this section with the clerk in that candidate's municipality.

## Reporting Schedule for Candidates

### 21-A MRSA § 1017. Reports by candidates

#### 1. Federal candidates. (REPEALED)

**2. Gubernatorial candidates.** A treasurer of a candidate for the office of Governor shall file reports with the commission as follows. Once the first required report has been filed, each subsequent report must cover the period from the end date of the prior report filed.

A. In any calendar year, other than a gubernatorial election year, in which the candidate or the candidate's political committee has received contributions in excess of \$1,000 or made or authorized expenditures in excess of \$1,000, reports must be filed no later than 11:59 p.m. on July 15th of that year and January 15th of the following calendar year. These reports must include all contributions made to and all expenditures made or authorized by or on behalf of the candidate or the candidate's treasurer as of the end of the preceding month, except those covered by a previous report.

B. Reports must be filed no later than 11:59 p.m. on the 42nd day before the date on which an election is held and must be complete as of the 49th day before that date. If a report was not filed under paragraph A, the report required under this paragraph must cover all contributions and expenditures through the 49th day before the election.

C. Reports must be filed no later than 11:59 p.m. on the 11th day before the date on which an election is held and must be complete as of the 14th day before that date.

D. Any single contribution of \$1,000 or more received or any single expenditure of \$1,000 or more made after the 14th day before the election and more than 24 hours before 11:59 p.m. on the day of the election must be reported within 24 hours of that contribution or expenditure, **if the candidate has an opponent in the election**. The candidate or treasurer is not required to include in this report expenditures for overhead expenses or compensation paid to an employee or other member of the campaign staff who has received payments at regular intervals that have been disclosed in previously filed campaign finance reports. As used in this paragraph, "overhead expenses" includes, but is not limited to, rent, utility payments, taxes, insurance premiums or similar administrative expenses.

E. Reports must be filed no later than 11:59 p.m. on the 42nd day after the date on which an election is held and must be complete for the filing period as of the 35th day after that date.

F. Unless further reports will be filed in relation to a later election in the same calendar year, the disposition of any surplus or deficit in excess of \$100 shown in the reports described in paragraph E must be reported as provided in this paragraph. The treasurer of a candidate or political committee with a surplus or deficit in excess of \$100 shall file reports semiannually with the commission within 15 days following the end of the 2nd and 4th quarters of the State's fiscal year, complete as of the last day of the quarter, until the surplus is disposed of or the deficit is liquidated. The first report under this paragraph is not required until the 15th day of the period beginning at least 90 days from the date of the election. The reports will be considered timely if filed electronically or in person with the commission on that date or postmarked on that date. The reports must set forth any contributions for the purpose of liquidating the deficit, in the same manner as contributions are set forth in other reports required in this section.

G. Unless otherwise specified in this subsection, reports must be complete back to the end date of the previous report filing period. The reports described in paragraph E, if filed with respect to a primary election, are considered previous reports in relation to reports concerning a general election.

H. Reports with respect to a candidate who seeks nomination by petition for the office of Governor must be filed on the same dates that reports must be filed with respect to a candidate who seeks that nomination by primary election.

### **3. Other candidates. (REPEALED)**

**3-A. Other candidates.** A treasurer of a candidate for state or county office other than the office of Governor shall file reports with the commission and municipal candidates shall file reports with the municipal clerk as follows. Once the first required report has been filed, each subsequent report must cover the period from the end date of the prior report filed.

A. In any calendar year in which an election for the candidate's particular office is not scheduled, when any candidate or candidate's political committee has received contributions in excess of \$500 or made or authorized expenditures in excess of \$500, reports must be filed no later than 11:59 p.m. on July 15th of that year and January 15th of the following

calendar year. These reports must include all contributions made to and all expenditures made or authorized by or on behalf of the candidate or the treasurer of the candidate as of the end of the preceding month, except those covered by a previous report.

B. Reports must be filed no later than 11:59 p.m. on the 11th day before the date on which an election is held and must be complete as of the 14th day before that date. If a report was not filed under paragraph A, the report required under this paragraph must cover all contributions and expenditures through the 14th day before the election.

C. Any single contribution of \$1,000 or more received or any single expenditure of \$1,000 or more made after the 14th day before any election and more than 24 hours before 11:59 p.m. on the day of any election must be reported within 24 hours of that contribution or expenditure, **if the candidate has an opponent in the election**. The candidate or treasurer is not required to include in this report expenditures for overhead expenses or compensation paid to an employee or other member of the campaign staff who has received payments at regular intervals that have been disclosed in previously filed campaign finance reports. As used in this paragraph, "overhead expenses" includes, but is not limited to, rent, utility payments, taxes, insurance premiums or similar administrative expenses.

D. Reports must be filed no later than 11:59 p.m. on the 42nd day after the date on which an election is held and must be complete for the filing period as of the 35th day after that date.

D-1. Reports must be filed no later than 11:59 p.m. on the 42nd day before the date on which a general election is held and must be complete as of the 49th day before that date, except that this report is not required for candidates for municipal office.

E. Unless further reports will be filed in relation to a later election in the same calendar year, the disposition of any surplus or deficit in excess of \$100 shown in the reports described in paragraph D must be reported as provided by this paragraph. The treasurer of a candidate with a surplus or deficit in excess of \$100 shall file reports semiannually with the commission within 15 days following the end of the 2nd and 4th quarters of the State's fiscal year, complete as of the last day of the quarter, until the surplus is disposed of or the deficit is liquidated. The first report under this paragraph is not required until the 15th day of the period beginning at least 90 days from the date of the election. The reports will be considered timely if filed electronically or in person with the commission on that date or postmarked on that date. The reports must set forth any contributions for the purpose of liquidating the deficit, in the same manner as contributions are set forth in other reports required in this section.

F. Reports with respect to a candidate who seeks nomination by petition must be filed on the same dates that reports must be filed by a candidate for the same office who seeks that nomination by primary election.

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## Relevant Election Law Definitions in 21-A MRSA § 1

As used in this Title, unless the context otherwise indicates, the following terms have the following meanings.

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**2. Any election.** "Any election" means primary and general elections and referenda, whether regular or special.

...

**15. Election year.** "Election year" means the calendar year within which a particular election is held.

...

**19. General election.** "General election" means the regular election of state and county officials occurring biennially in November.

...

**32. Primary election.** "Primary election" means the regular election for the election of nominees of a party for the general election.

...

**35. Question.** "Question" means any proposition submitted to the voters.

...

**36. Referendum.** "Referendum" means an election for the determination of a question.

...

**39. Regular election.** "Regular election" means an election or a referendum held at a regular time prescribed by statute.

...

**41. Special election.** "Special election" means an election other than a regular election.

**42. State office.** "State office" means the office of Governor, State Senator, Representative to the State Legislature or presidential elector.

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## 2015 FILING SCHEDULE FOR ALL POLITICAL ACTION, BALLOT QUESTION, AND STATE PARTY COMMITTEES

### REQUIRED FOR ALL POLITICAL ACTION, BALLOT QUESTION AND STATE PARTY COMMITTEES

TYPE OF REPORT	FILING DEADLINE (11:59 P.M.)	REPORT PERIOD
April Quarterly	April 10	January 1—March 31
July Quarterly	July 15	April 1—June 30
October Quarterly	October 5	July 1—September 30
January Quarterly	January 15, 2016	October 1—December 31

**NEWLY FORMED POLITICAL ACTION COMMITTEES AND BALLOT QUESTION COMMITTEES:** All new committees must file an Initial Report at the time of registration. For PACs, the Initial Report covers all activity from the beginning of the year through the date of registration. For BQCs, the Initial Report covers all activity from the beginning of the campaign through the date of registration.

**IMPORTANT NOTICE:** Currently there are no referenda or ballot questions for a November election. If there is a referendum or question on the ballot November 3, committees participating in the election will have the following two additional reports to file as well as 24-hour reports.

Check [www.maine.gov/ethics](http://www.maine.gov/ethics) for updated filing schedules.

11-Day Pre-Election	October 23	October 1—October 20
42-Day Post-Election	December 15	13 Days Prior to Election Day—35 Days After Election Day

24-HOUR REPORTING PERIOD	WHAT TO REPORT	WHEN TO FILE
Begins 13 days before an election and runs through the day before the election.	Any <u>single contribution</u> of \$5,000 or more received during the reporting period. Any <u>single expenditure</u> of \$1,000 or more made during the reporting period. Orders placed with or obligations made to vendors for goods or services are considered expenditures at the time the orders or obligations are made. Overhead costs, such as rent, taxes, utilities and some salary payments are not required to be reported.	Within 24 hours, including Saturdays and Sundays, of receiving the contribution or making the expenditure, incurring the obligation, or placing the order. Reports can be filed via the committee's electronic filing website.

#### IMPORTANT INFORMATION

All regular campaign finance reports are due by 11:59 p.m. on the due date. Committee treasurers must enter the required information and click "File Report" by 11:59 p.m. on the filing deadline.

Commission staff will be available until 5:00 p.m. on all filing deadlines to offer assistance to committees. Failure to seek out timely assistance from staff regarding the filing of reports will not be considered a mitigating circumstance if the report is filed late.



## 2016 FILING SCHEDULE

FOR ALL POLITICAL ACTION COMMITTEES, BALLOT QUESTION COMMITTEES AND STATE POLITICAL PARTY COMMITTEES

Primary Election June 14, 2016		General Election November 8, 2016	
TYPE OF REPORT	FILING DEADLINE (11:59 P.M.)	REPORT PERIOD	
April Quarterly	April 11, 2016	January 1 — March 31	
11-Day Pre-Primary	June 3, 2016	April 1 — May 31	
42-Day Post-Primary	July 26, 2016	June 1 — July 19	
October Quarterly	October 5, 2016	July 20 — September 30	
11-Day Pre-General	October 28, 2016	October 1 — October 25	
42-Day Post-General	December 20, 2016	October 26 — December 13	
January Quarterly	January 17, 2017	December 14 — December 31	
<p><b>NEWLY FORMED POLITICAL ACTION COMMITTEES AND BALLOT QUESTION COMMITTEES:</b> All new committees must file an Initial Report at the time of registration. For PACs, the Initial Report covers all activity from the beginning of the year through the date of registration. For BQCs, the Initial Report covers all activity from the beginning of the campaign through the date of registration.</p>			
<b>24-HOUR REPORT OF CONTRIBUTIONS AND EXPENDITURES</b>			
<b>24-HOUR REPORTING PERIOD</b>		<b>WHAT CONTRIBUTIONS SHOULD BE REPORTED</b>	
The reporting period begins 13 days before an election and runs through the day before the election.		Any <u>single</u> contribution of \$5,000 or more received during the reporting period.	
<b>WHEN TO FILE</b>		<b>WHAT EXPENDITURES SHOULD BE REPORTED</b>	
Within 24 hours, including Saturdays and Sundays, of receiving the contribution or making the expenditure, incurring the obligation, or placing the order. Reports can be filed via the committee's electronic filing website.		Any <u>single</u> expenditure of \$1,000 or more made during the reporting period. Orders placed with or obligations made to vendors for goods or services are considered expenditures at the time the orders or obligations are made. Overhead costs, such as rent, taxes, utilities and some salary payments are not required to be reported.	

### IMPORTANT INFORMATION

All regular campaign finance reports are due by 11:59 p.m. on the due date. Committee treasurers must enter the required information and click "File Report" by 11:59 p.m. on the filing deadline.

Commission staff will be available until 5:00 p.m. on all filing deadlines to offer assistance. Failure to seek out timely assistance from staff regarding the filing of reports will not be considered a mitigating circumstance if a report is filed late.



## 2015 FILING SCHEDULE For Municipal, District, and County Party Committees

TYPE OF REPORT	FILING DEADLINE (BY 11:59 P.M.)	REPORT PERIOD
July Semiannual	July 15, 2015	January 1, 2015 – June 30, 2015
January Semiannual	January 15, 2016	July 1, 2015 – December 31, 2015

### IMPORTANT INFORMATION

**Exemption from Filing.** A party committee receiving and spending less than \$1,500 in a calendar year is exempt from the requirement of filing reports. Party committees are not required to begin filing reports in a calendar year until they have reached the \$1,500 threshold. The first report filed in any calendar year must include all contributions received and expenditures made between January 1 of that year and the end date of the reporting period.

**Filing Reports.** Municipal, district, and county party committees must file campaign finance reports by 11:59 p.m. on the due date. If filing electronically, party committee treasurers must enter the required information and click "File" by 11:59 p.m. on the filing deadline. A properly signed report may be faxed to the Commission office by 11:59 p.m. on the deadline, provided that the Commission receives the original report within five calendar days. A report mailed to the Commission by certified or registered mail and postmarked at least 2 days before the filing deadline will not be considered late, even if it is received after the deadline.

Commission staff will be available until 5:00 p.m. on filing deadlines to assist party committees. Failure to seek out timely assistance from staff regarding the filing of reports will not be considered a mitigating circumstance if the report is filed late.



## 2016 FILING SCHEDULE

### FOR MUNICIPAL, DISTRICT AND COUNTY POLITICAL PARTY COMMITTEES

Primary Election June 14, 2016		General Election November 8, 2016	
TYPE OF REPORT	FILING DEADLINE (11:59 P.M.)	REPORT PERIOD	
July Semiannual	July 15, 2016	January 1 — June 30	
11-Day Pre-General	October 28, 2016	July 1 — October 25	
January Semiannual	January 17, 2017	October 26 — December 31	

**NOTE:** Only party committees that raise more than \$1,500 or spend more than \$1,500 during the calendar year are required to file reports. The requirement to file is triggered when the committee exceeds \$1,500 in contributions or expenditures. The first report due after exceeding \$1,500 in contributions or expenditures is the next scheduled report. A committee's first report in a year should include all activity since the beginning of the year.

### 24-HOUR REPORT OF CONTRIBUTIONS AND EXPENDITURES

24-HOUR REPORTING PERIOD	WHAT CONTRIBUTIONS SHOULD BE REPORTED
The reporting period begins 13 days before an election and runs through the day before the election.	Any <u>single</u> contribution of \$5,000 or more received during the reporting period.
WHEN TO FILE	WHAT EXPENDITURES SHOULD BE REPORTED
Within 24 hours, including Saturdays and Sundays, of receiving the contribution or making the expenditure, incurring the obligation, or placing the order. Reports can be filed via the committee's electronic filing website.	Any <u>single</u> expenditure of \$1,000 or more made during the reporting period. Orders placed with or obligations made to vendors for goods or services are considered expenditures at the time the orders or obligations are made. Overhead costs, such as rent, taxes, utilities and some salary payments are not required to be reported.

### IMPORTANT INFORMATION

All regular campaign finance reports are due by 11:59 p.m. on the due date. Committee treasurers must enter the required information and click "File Report" by 11:59 p.m. on the filing deadline.

Commission staff will be available until 5:00 p.m. on all filing deadlines to offer assistance. Failure to seek out timely assistance from staff regarding the filing of reports will not be considered a mitigating circumstance if a report is filed late.



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 Fax: 207-287-6775

## 2016 FILING SCHEDULE

### For Traditionally Financed Legislative and County Candidates

PRIMARY ELECTION: JUNE 14, 2016

GENERAL ELECTION: NOVEMBER 8, 2016

TYPE OF REPORT	FILING DEADLINE (BY 11:59 P.M.)	REPORT PERIOD
2016 January Semiannual	January 15, 2016	If filing first report: Beginning of campaign – Dec 31, 2015 <i>or</i> If filed 2015 July Semiannual: July 1, 2015 – Dec 31, 2015
* Candidates raising or spending more than \$500 in 2015 must file campaign finance report showing all contributions received and all expenditures made during the applicable reporting periods. Please see information on back to determine your semiannual filing requirement.		
11-Day Pre-Primary	June 3, 2016	If semiannual report(s) filed, report period is: January 1, 2016 – May 31, 2016 If semiannual report(s) NOT filed, report period is: Beginning of campaign – May 31, 2016
42-Day Post-Primary	July 26, 2016	June 1 – July 19, 2016
42-Day Pre-General	September 27, 2016	July 20 – September 20, 2016
11-Day Pre-General	October 28, 2016	September 21– October 25, 2016
42-Day Post-General	December 20, 2016	October 26 – December 13, 2016

### 24-HOUR REPORTS

24-HOUR REPORTING PERIODS (13 DAYS BEFORE THE ELECTION)	WHEN TO FILE THE REPORT
Primary: June 1 – June 13, 2016 General: October 26 – November 7, 2016	<u>Within 24 hours</u> , including weekends and holidays, of receiving the contribution, making the expenditure, incurring the obligation, or placing the order.
WHAT TO REPORT:	
<b>Expenditures:</b> Any single expenditure of \$1,000 or more. Orders placed with or obligations made to vendors for goods or services are considered expenditures at the time the obligations are made. Please refer to the Commission's Rules, Chapter 1, Section 7(3) for more information concerning events which constitute making an expenditure and the timing and reporting of these expenditures.	<b>Contributions:</b> Any single contribution aggregating \$1,000 or more. This includes contributions from the candidate, candidate spouse/domestic partner and a single loan of \$1,000 or more. County candidates please note: For the purposes of filing a 24-Hour Report, a contribution for the <u>general</u> election received in the 13-day period <i>before the primary election</i> is not reported in a 24-Hour Report. For example: On June 3, 2016, you receive a \$1,550 contribution - \$775 for the primary and \$775 for the general. The \$775 primary contribution is less than \$1,000 threshold.

Please see filing instructions on back.

**2016 PRE-ELECTION SEMIANNUAL REPORTS  
FOR LEGISLATIVE AND COUNTY CANDIDATES IN THE 2016 ELECTIONS**

*What events determine when pre-election semiannual reports are required?* The campaign's fundraising and spending. If the campaign has raised or spent more than \$500 in 2015, a semiannual report is required.

*What determines if both the 2015 July and 2016 January reports are required?* The date on which the campaign raises or spends more than the threshold amount (\$500). If more than \$500 has been raised or spent on or before June 30, 2015, both reports are required. If the campaign's fundraising and spending goes over the threshold amount after July 1 and before December 31, 2015, only the 2016 January report is required.

*If a campaign does not go over the threshold amount in calendar year 2015, what is the first report filed for the 2016 elections?* The 11-Day Pre-Primary Report is the first report filed by the campaign and covers the period from the beginning of the campaign through May 31, 2016.

**FILING PROCEDURES**

*Electronically Filed Campaign Finance Reports.* Candidates who receive or expect to receive at least \$1,500 for their campaigns must file reports electronically on the Commission's website. Candidates or treasurers must enter the required information and click "File Report" by 11:59 p.m. on the filing deadline. The deadline for filing a 24-Hour Report is no later than 24 hours after receiving the contribution or making the expenditure (as described on the previous page).

Candidates who lack access to the technology or the technological ability to file reports on the internet may request a waiver by April 15, 2016. The Commission will grant all reasonable requests.

*Filing Campaign Finance Reports on Paper.* For candidates who are not required to file electronically, each original campaign finance report signed by the candidate or treasurer must be properly filed with the Commission by the filing deadline, except in two circumstances:

- a properly signed report may be faxed to the Commission office at (207) 287-6775 by 11:59 p.m. on the deadline or within 24 hours for 24-Hour Reports, provided that the Commission receives the original report within 5 calendar days; or
- for regularly scheduled reports (semiannual, pre- and post-election reports), a report mailed to the Commission by certified or registered mail and postmarked at least 2 days before the filing deadline will not be considered late, even if it is received after the deadline.

Commission staff will be available until 5:00 p.m. on filing deadlines to offer assistance to candidates, treasurers and campaign staff.