

# ***CARTERET COUNTY BOARD OF ELECTIONS***



## ***Guide for Party Chairs***

# ***2009 Carteret County Election Services Staff***



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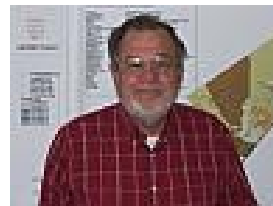


**Katie Muns, Elections Specialist**

# ***Carteret County Election Board Members***



Bill Henderson, Chairman



Ben Day, Secretary



Sue Verdon, Member

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May 20, 2009

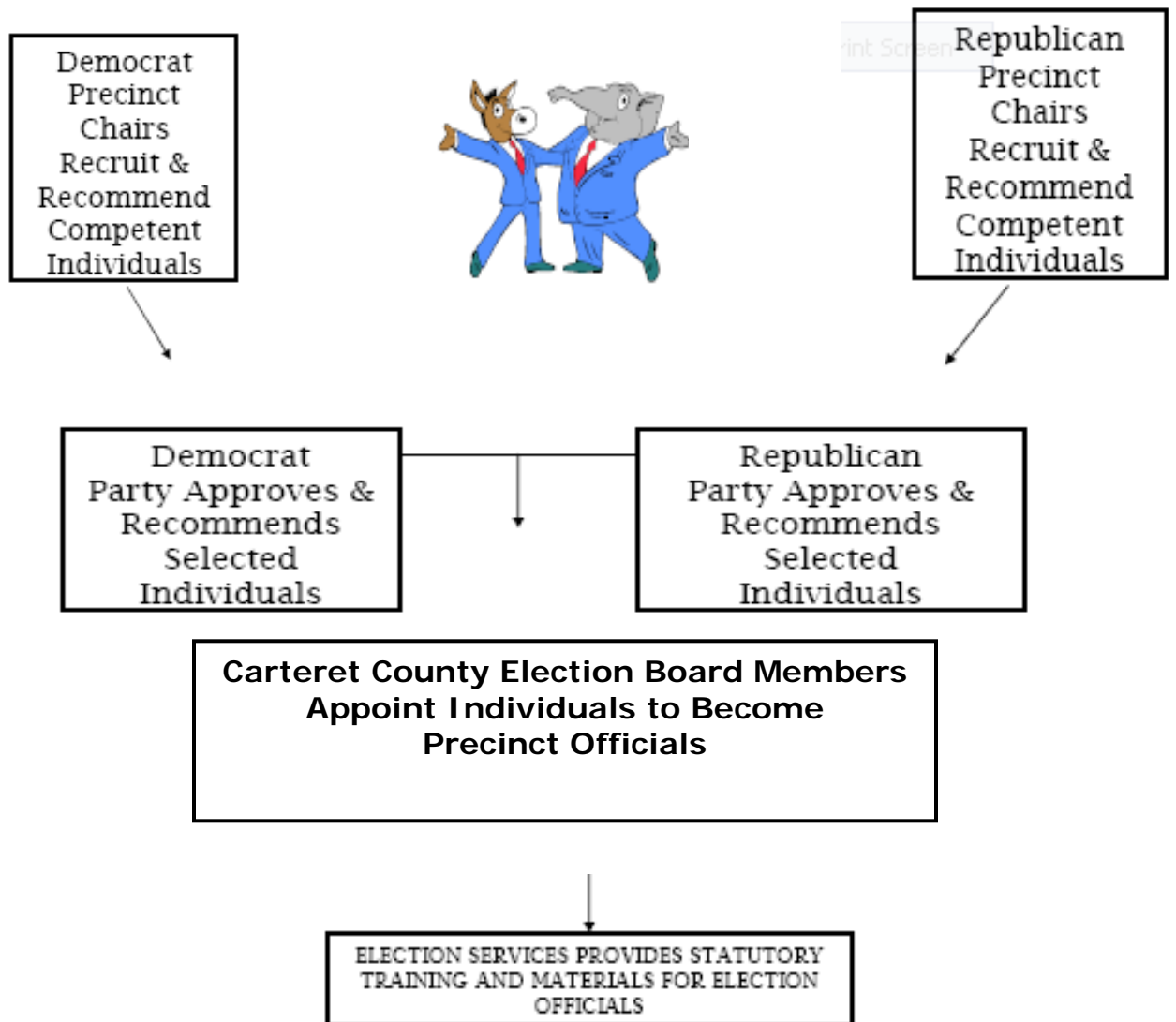


# I. Introduction

This manual is provided to Carteret County's political party chairs in an effort to identify and clarify the interactions which will take place between the Board of Elections and the party chairs over the next two years.

Administering an election requires the continuous communication of the citizens in the community. We hope this manual will assist you in your effort to serve the citizens of Carteret County. Please do not hesitate to call upon the election Staff for any additional information you might need. Please remember that information is also available at [www.carteretcountyboe.org](http://www.carteretcountyboe.org).

## II. Diagram of Responsibilities



Chief Judges & Judges are appointed by Parties/BOE for a two year term in  
odd numbered years  
Precinct Assistants are appointed for every election



### ***III. State Board of Elections: Appointment, Duties, and Responsibilities***

The State Board of Elections shall consist of five registered voters whose terms of office shall begin on May 1<sup>st</sup>, or when their successors in office are appointed and qualified and shall continue for four years. The Governor shall appoint the members from a list of nominees submitted to him by the State party chairman of each of the two political parties having the highest number of registered voters.

#### **Appointment:**

- ❖ Serve until the next governor makes appointments four years later.
- ❖ No more than three members may belong to the same political party. Traditionally, three members are from the governor's party, two from other major party.

#### **Duties and Responsibilities:**

- ❖ Appoints members of County Board of Elections
- ❖ Supervise, advise and train all County Election Officials
- ❖ Adopts rules on Election Procedures
- ❖ Provides statewide ballots
- ❖ Certifies results
- ❖ Investigate election misconduct

# ***IV. Article 5***

## ***Precinct Election Officials***

### **§ 163-41. Precinct chief judges and judges of election; appointment; terms of office; qualifications; vacancies; oaths of office.**

The chairman of each political party in the county where possible shall recommend two registered voters in each precinct who are otherwise qualified, are residents of the precinct, have good moral character, and are able to read and write, for appointment as chief judge in the precinct, and he shall also recommend where possible the same number of similarly qualified voters for appointment as judges of election in that precinct. If such recommendations are received by the county board of elections no later than the fifth day preceding the date on which appointments are to be made, it must make precinct appointments from the names of those recommended. Provided that if only one name is submitted by the fifth day preceding the date on which appointments are to be made, by a party for judge of election by the chairman of one of the two political parties in the county having the greatest numbers of registered voters in the State, the county board of elections must appoint that person.

If the recommendations of the party chairs for chief judge or judge in a precinct are sufficient, the county board of elections by unanimous vote of all of its members may name to serve as chief judge or judge in that precinct registered voters in that precinct who were not recommended by the party chairs. If, after diligently seeking to fill the positions with registered voters of the precinct, the county board still has an insufficient number of officials for the precinct, the county board by unanimous vote of all of its members may appoint to the positions registered voters in other precincts in the same county who meet the qualifications other than residence to be precinct officials in the precinct, provided that where possible the county board shall seek and adopt the recommendation of the county chairman of the political party affected. In making its appointments, the county board shall assure, wherever possible, that no precinct has a chief judge and judges all of whom are registered with the same party. In no instance shall the county board appoint nonresidents of the precinct to a majority of the three positions of chief judge and judge in a precinct.

If, at any time other than on the day of a primary or election, a chief judge of judge of elections shall be removed from office, or shall die or resign, or if for any other cause there be a vacancy in a precinct

election office, the chairman of the county board of elections shall appoint another in his place, promptly notifying him of his appointment. If at all possible, the chairman of the county board of elections shall consult with the county chairman of the political party of the vacating official, and if the chairman of the county political party nominates a qualified voter of that precinct to fill the vacancy, the chairman of the county board of elections shall appoint that person. In filling such a vacancy, the chairman shall appoint a person who belongs to the same political party as that to which the vacating member belonged when appointed. If the chairman of the county board of elections did not appoint a person upon recommendation of the chairman of the party to fill such a vacancy, then the term of office of the person appointed to fill the vacancy shall expire upon the conclusion of the next canvass held by the county board of elections under this Chapter, and any successor must be a person nominated by the chairman of the party of the vacating officer.

If any person appointed chief judge shall fail to be present at the voting place at the hour of opening the polls on primary or election day, or if a vacancy in that office shall occur on primary or election day for any reason whatsoever, the precinct judges of election shall appoint another to act as chief judge until such time as the chairman of the county board of elections shall appoint to fill the vacancy. If such appointment by the chairman of the county board of elections is not a person nominated by the county chairman of the political party of the vacating officer, then the term of office of the person appointed to fill the vacancy shall expire upon the conclusion of the next canvass held by the county board of elections under this Chapter. If a judge of election shall fail to be present at the voting place at the hour of opening the polls on primary or election day, or if a vacancy in that office shall occur on primary or election day for any reason whatsoever. The chief judge shall appoint another to act as judge until such time as the chairman of the county board of elections shall appoint to fill the vacancy. Persons appointed to fill vacancies shall, whenever possible, be chosen from the same political party as the person whose vacancy is being filled, and all such appointees shall be sworn before acting.



## ***V. County Board of Elections:***

### ***Appointment, Duties and Responsibilities***

Members of county board of elections shall be appointed by the State Board of Elections on the last Tuesday in June. They shall be sworn in on the Tuesday following the third Monday in July in the year of their appointment. Their terms of office shall continue for two years from the specified date of appointment.

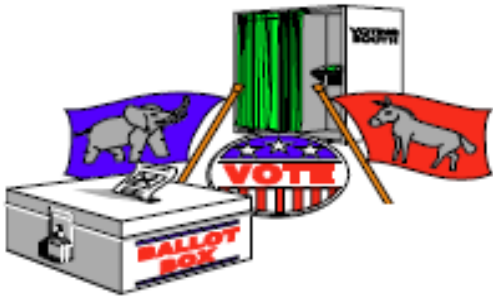
#### **Appointment:**

- ❖ Nominated by the state chairs of the political parties
- ❖ Only two of the members may be from the same political party. Traditionally, two members are appointed from the governor's party, one from the other major political party.
- ❖ Consist of three persons of good moral character
- ❖ Must be registered voters in the county
- ❖ Cannot hold or be nominated for any elective office in government, or political party
- ❖ Cannot be near relative of any candidate for office

#### **Duties and Responsibilities:**

1. Recommends census approved precinct lines
2. Responsible for all precinct lines and locations
3. Appoints precinct officials
4. Employs directors and staff
5. Administers machine testing
6. Approves/oversees issuance of absentee ballots
7. Investigates alleged election misconduct





## ***VI. Political Parties***

### **Definition:**

Any group of voters which, at the last preceding general State election, polled for its candidate for Governor, or for presidential electors, at least ten percent (10%) of the entire vote cast in the State for Governor or for Presidential electors.

or

Any group of voters which shall have filed with the State Board of Elections petitions for the formulation of a new political party which are signed by registered and qualified voters in the State equal in number to two percent (2%) of the total number of voters who voted in the most recent general election for Governor. (Read 163-96 for complete definition and regulations).

### **County Political Party Chair:**

Laws apply to the two political parties in the county having the greatest numbers of registered voters in the State. (Democrat, Republican)

- ❖ Voted on at County Political Convention held in odd years according to each political party's constitution.
- ❖ Recommends all Precinct Judges. Recommendations are to be received by the county board of elections no later than the fifth day preceding the date on which appointments are to be made.
- ❖ Recommends three to ten registered voters in each precinct for appointment as precinct assistants in that precinct. Recommendations are to be received by the County Board of Elections no later than the thirtieth day prior to the primary or election in order to be considered.
- ❖ Designates two observers to attend each voting place at each primary and election for which observers are allowed. Instead of having an observer receive the voting list, the county party chair may send a runner to do so. Each county party chair using observers and/or runners must submit the list of observers and/or runners to be used on Election Day to the county board of elections office in accordance with G.S. 163-45.
- ❖ Receives free lists of all registered voters in the county once in every odd-numbered year, once during the first six calendar months of every even-numbered year, and once during the latter six calendar months of every even-numbered year. All free lists shall be provided as soon as practicable but no later than 30 days after written request.

# ***VII. Precinct Election Officials***



## ***A. Chief Judges & Party Juages***

### **Appointment:**

At the meeting held on the Tuesday following the third Monday in August of the year in which they are appointed, the county board of elections shall appoint Chief Judges and Party Judges for each precinct. The Chairman of each of the two political parties in the county having the greatest numbers of registered voters in the State, shall recommend on the fifth day preceding the date on which appointments are to be made. If recommendations received by the Board of Elections are insufficient, the county board of elections may appoint by unanimous vote of all of its members qualified registered voters.

- ❖ Chief Judges and Judges are appointed for two year terms.
- ❖ No person can serve who is a candidate for nomination.
- ❖ No person can serve who holds an elective office under the government of the U.S. or the State or North Carolina or any political subdivision thereof. **THIS INCLUDES PARTY PRECINCT OFFICES (NOT POLITICAL COMMITTEES).**
- ❖ The following relatives may not serve together at the same precinct: Spouse, child, spouse of child, sister, or brother.
- ❖ No precinct official that is a spouse, parent, child, or sibling of any candidate for nomination may serve as precinct officials during any primary or election in which such candidate participates.
- ❖ Chief Judges and Judges shall be qualified voters of the precinct in which their precinct is located.
- ❖ Judges must be "of good repute, and able to read and write."

- ❖ Out of Precinct Judges shall be appointed by unanimous vote of the Board to serve in emergencies.

### **Duties and Responsibilities:**

All Judges are **REQUIRED** to attend an Instructional before each election and have knowledge of current election laws.

- ❖ Conduct every election for their precinct that occurs in their two-year term
- ❖ Chief Judges are responsible for making arrangements at the Polling location for the night before meeting and set up, and calling all election workers (**both parties**). They are instructed to call workers in order recommended by their party.
- ❖ Open the polls on Election Day
- ❖ Take charge of the registration records and election materials before the election
- ❖ Supervise all precinct workers in the election process
- ❖ Report results to county board
- ❖ Law required chief judge and the judges to stay together for the entire Election Day. They may not leave the voting place except for an emergency.
- ❖ Judges shall enforce peace and order and/or prevent/stop improper practices, riots, violence, tumult or disorder. Judges may call upon law enforcement in order to assist them in keeping order.
- ❖ Chief Judges may deputize any person or persons in order to maintain order, and may order the arrest of anyone violating any provision of the election laws.
- ❖ In the event of a challenge or occurrence, election workers may be called to attend hearings conducted by the Board of Elections.

#### **Resignations:**

**Judges resigning before the appointed term is over are required to submit a written resignation to the Board of Elections and their County Political Part Chairman.**

**Resignations must come from the resigning judge and the county chairs.**

## ***B. Precinct Assistants***

### **Appointments:**

- ❖ County boards of election are authorized to appoint two or more assistants for each precinct.
- ❖ When making appointments, the county board of elections shall assure that no precinct has a chief judge and judges all of whom are registered with the same party.
- ❖ Assistants serve at the particular primary or general election for which they are appointed.
- ❖ No person can serve who is a candidate or holds an elective office under the government of the U.S. or the State of North Carolina or any political subdivision thereof. **THIS INCLUDES PARTY PRECINCT OFFICES (NOT POLITICAL COMMITTEES).**
- ❖ The following relatives may not serve together at the same precinct: Spouse, child, spouse of child, sister, or brother.
- ❖ No precinct official that is a spouse, parent, child, or sibling of any candidate for nomination may serve as precinct official during any primary or election in which such candidate participates.
- ❖ Assistants shall be qualified voters of the precinct in which they are working unless the county board votes unanimously to allow persons of other precincts to serve.

### **Duties and Responsibilities:**

1. **Be courteous, professional and non-partisan at all times**
2. Leave all political, candidate, or campaign materials at home
3. Study educational materials provided by the county board of elections office
4. Follow directions given by the Judges
5. Enforce peace and order throughout the voting place
6. Remove campaign materials left in or around the voting enclosure

## ***C. Student Assistants***

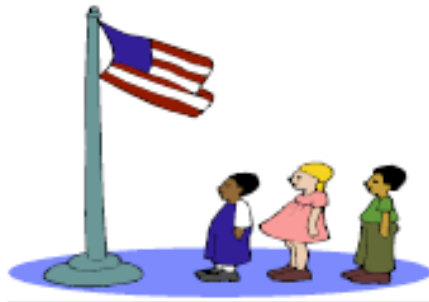
### **Student Assistant Program:**

Recent changes in North Carolina elections laws have created a new opportunity to increase voter awareness and civic participation among young citizens of our state. This new program will help foster lifelong habits of democratic involvement in the election process and promote some of the goals recently mandated in the state social studies curriculum.

G.S. 163-42.1 allows for students who meet guidelines to serve as a student election assistant in both primary and general elections. These students will have the opportunity to truly see democracy in action and will be entrusted with the same obligations and responsibilities as adult election assistants. They will also receive the same training and compensation as their adult counterparts.

### **Eligibility:**

- ❖ Be at least seventeen years of age at time of election
- ❖ U.S. citizen
- ❖ Enrolled in a secondary school or home school
- ❖ Have an exemplary academic record
- ❖ Be recommended by the principal or director of their school
- ❖ Have parental permission



STUDENT ELECTION ASSISTANT APPLICATION - CARTERET COUNTY

I. Contact Information (Please print or type)

Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email \_\_\_\_\_

II. Eligibility/ Certification (You must answer each question and sign below.)

I certify that I am:

- |  | <u>Yes</u>               | <u>No</u>                |
|--|--------------------------|--------------------------|
| 17 years of age at the time of the election or primary for which I am applying.  | <input type="checkbox"/> | <input type="checkbox"/> |
| a United States citizen.   | <input type="checkbox"/> | <input type="checkbox"/> |
| a resident of Carteret County.   | <input type="checkbox"/> | <input type="checkbox"/> |
| enrolled in a secondary education institution, including a home school as defined by GS 115C563(a), with an exemplary academic record as determined by the institution | <input type="checkbox"/> | <input type="checkbox"/> |

If you answer "no" to any of the above questions, you do not qualify.

I certify that I have read and understand the guidelines of the Student Election Assistant program, that I will follow them to the best of my abilities, and that the information provided above is correct.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

III. Enrollment/Academic Status Verification

Name of Principal/Director or Home School Educator \_\_\_\_\_

School Name \_\_\_\_\_

School Address \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_

By my signature above, I am recommending this student to be a student election assistant and certify that they are enrolled and have an exemplary academic record as defined by this institution.

IV. Parental permission

Check one: Parent  Legal Custodian  Guardian

Name \_\_\_\_\_

Address \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_

By this signature above, I am consenting for this student to be a student election assistant.

FORMS DUE TO GUIDANCE COUNSELOR'S OFFICE BY: October 15, 2008

# VIII. Observers



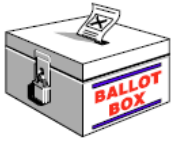
## **Appointment:**

- ❖ The chairman of each political party in the county shall have the right to designate two observers to attend each voting place at each primary and election. Two signed copies of a list of persons and designated precincts they are to observe must, prior to 10:00 a.m. on the fifth day prior to any primary or general election be submitted in writing to the chairman of the county board of elections.
- ❖ Observers must be registered voters of the county for which appointed and must have good moral character.
- ❖ Observers shall take no oath of office.
- ❖ The chairman, or the chief judge and judges for each affected precinct, may for good cause reject any appointee and require that another be appointed.
- ❖ Shall be seated so that they may observe the front of voting machines.
- ❖ Detailed instructions will be provided for elections where observers are used.
- ❖ Observers are not allowed in nonpartisan municipal elections.

## **Duties and Responsibilities:**

An observer shall do no electioneering at the voting place, and shall in no manner, impede the voting process or interfere or communicate with or observe any voter in casting his ballot.

- ❖ An observer shall observe and take notes as he may desire. May not converse with workers or voters.
- ❖ At the option of the designating party chairman, be relieved during the day of the primary or election after serving no less than four hours.
- ❖ Observers shall be entitled to obtain at times specified by the State Board of Elections a list of the persons who have voted in the precinct so far in that Election Day.
- ❖ Not more than two observers from the same political party shall be permitted in the voting enclosure at any time.



## ***IX. Additional Policies***

### **Closing the Precinct & Counting Ballots**

- ❖ The public may be present during closing of the precinct but may not interfere.
- ❖ The printing/downloading of results is performed by the Chief Judge and Judges. Observers **may not** interfere.
- ❖ **Only one printout will be posted for the public. Workers may not hand out printed precinct results.**



### **Political Meetings**

- ❖ Each precinct will hold their precinct meetings at the voting location if possible. Elections are held in private facilities, only when no other hospitable public facility is available. *If the voting location is owned by a private organization, the owner sometimes chooses not to allow Political meetings and/or they may charge a rental fee.*
- ❖ Political meetings may be held in schools or other public buildings, where polling places are located. This is without charge EXCEPT for custodial and utility fees.
- ❖ All custodial and/or rental fees are the responsibility of the individual making the request.
- ❖ The precinct chairs are responsible for arranging this with the administrators of the polling location.

- ❖ It is strongly recommended that the scheduling of the polling place be made as early as possible. Some private organizations need to know 2-3 months in advance for Council or committee approval. Schools prefer as much time as possible as calendars fill up early.

## ***Multi Party Participating***

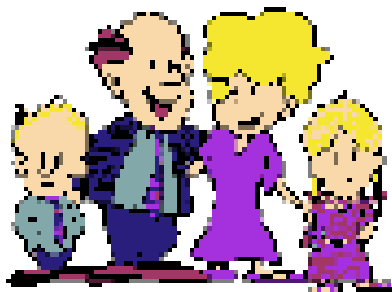
All managerial responsibility in setting up and delegating tasks in the voting place are the primary responsibility of the Chief Judge. The Chief Judge should emphasize the need to have maximum multiparty participation in all duties where questions of partisan partiality might be raised.

## ***Discharge of Precinct Official Unlawful***

No employer may discharge or demote any employee because the employee has been appointed as a precinct official and is serving as a precinct official on Election Day or canvass day,

An employee discharged or demoted in violation of this section shall be entitled to be reinstated to that employee's former position. The burden of proof shall be upon the employee.

This section does not apply unless the employee provides the employer with not less than 30 days written notice, before the date the leave is to begin, of the employee's intention to take leave to serve as a precinct official.





## ***Buffer Zone***

Measure 50 feet from the door of the entrance of the voting place for the “Buffer Zone”. Inside this area no one should hinder, harass, distribute campaign literature, place political advertising, solicit votes, or otherwise engage in election related activity.

The county board of elections shall also, where practical, provide an area adjacent to the buffer zone for each voting place in which persons or groups of persons may distribute campaign literature; place political advertising, solicit votes, or otherwise engage in election related activity.

**New Law:** If the 50 foot “Buffer Zone” is problematic the Election Services can adjust guidelines to adapt to precinct location.

## ***Loitering or Electioneering***



- ❖ No person or group may loiter, congregate, distribute campaign material, or do any electioneering within the voting place, or within 50 feet in any direction of the entrance(s) to the building in which the voting place is located.
- ❖ Electioneering – Any person or group seeking to influence a voter’s choice in an election by:
  1. Distributing campaign literature by hand or voice
  2. Displaying signs
  3. Wearing T-shirts, hats, pins, buttons (displaying loyalty to a party or candidate) while loitering or congregating.

# ***Persons Allowed in the Voting Enclosure***

Members of the State and County Board of Elections

The Director of Elections and the Elections Services Staff

Precinct Chief Judge, Judges, and Assistants

Persons who are voting, assisting voters, or challenging another voter

Peace Officers called upon by the Chief Judge or Judges

Persons working at, supervising, or voting in a simulated election for persons ineligible to vote due to age (Kids Voting).

Precinct Party Chairs **MAY NOT** enter the voting enclosure unless they are in the act of voting.

Children of the voter or minors in the care of the voter and under the control of the voter



***REMEMBER!***

**The voter has the right to freedom of expression under the First Amendment!**

The following are **NOT** considered examples of electioneering when worn or carried **while in line to vote or while in the act of voting:**

- ❖ Campaign hats or pins
- ❖ Campaign T-shirts
- ❖ Campaign literature

# ***X. Services Provided by Election Services Staff***

## **A. Information/Research**

Public Services Requests from Carteret County's Registration database are available to everyone. The data can be requested either as printed reports or in electronic format. The requestor can either obtain an entire copy of the data or specify criteria that he or she needs. The requestor can also specify any time of sort he or she needs. The turn around time is usually 2 to 3 days depending on how busy things are.

1. **Printed Reports** can include all available fields or specific ones can be requested. The following fields are available.

Name  
Residential Address  
Mailing Address  
Phone  
Race  
Sex  
Age  
Party  
Jurisdictions  
Voting History  
The cost is \$0.10/printed page



2. **Electronic Data** can be created, arranged in any format that is requested, and saved on a CD. The most common formats are a text file with comma delimiters and headers included, and an Excel spreadsheet. The cost of the data is \$25. Smaller data requests can be e-mailed to a requestor free of charge if an e-mail address is available.



## ***B. Absentee Voting***

### **1. VOTE BY MAIL:**

Any registered voter may request an absentee ballot by mail. Send a written request to the Board of Elections. The Board of Elections must receive written requests no later than the Tuesday before the election. Include full name, address, telephone number, and date of birth. Each voter requesting a ballot must sign the written request. **The voted ballot must be returned to the Board of Elections by 5:00 p.m. on the Monday before the election.**

### **2. NEAR RELATIVE REQUEST:**

A near relative (spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepparent, stepchild, or verifiable legal guardian) may request a ballot in writing no later than 5:00 p.m. the Tuesday prior to the election on the voter's behalf. After the request is processed, the ballot will be mailed to the voter. If a Voter becomes ill after the Tuesday deadline, a qualified near relative can come into the office and apply for a ballot for the voter and a ballot will be issued at that time. The voted ballot must be returned to the Board of Elections by 5:00 p.m. on the Monday before the election. *A voted ballot must be returned by the voter or the near relative.*

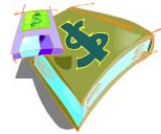
### **3. ONE STOP VOTING:**

The One-Stop voting process permits voting in person at the Board of Elections office or designated sites. One-Stop voting begins the third Thursday prior to the election and ends at 1:00 p.m. the Saturday before the election.

### **4. CHALLENGING AN ABSENTEE BALLOT:**

A voter that wishes to challenge an absentee ballot must do so in writing and addressed to the board of elections on the day of the election between the hours of 12:00 noon and 5:00 p.m. The chief judge also may make the challenge when the polls close. The voter must be a registered voter of the same precinct in which the voter makes the challenge. Each challenge must specify the reasons why the ballot does not comply by law or why the voter is not legally entitled to vote. The hearing for the challenge will be set on the same day as canvass.

## ***C. Campaign Rules of Conduct***



### **1. RULES ON WHO CAN FILE:**

Anyone who is registered to vote in the jurisdiction for which the election is held and who is 21 years of age can file for candidacy.

### **2. CAMPAIGNING:**

No campaigning within 50 feet of the entrance to the Polling location on Election Day. Candidates cannot enter the voting location except for the purpose of voting.

### **3. REQUIRED TRAINING FOR COMMITTEE TREASURERS:**

Every treasurer of a political committee shall participate in training as to the duties of the office within three months of appointment and at least once every four years thereafter.

### **4. BASIC REQUIREMENTS OF CAMPAIGN FINANCE REPORTING:**

North Carolina's Campaign Reporting Act applies to all candidates for public office, to all political party groups and to every person or group participating in activities that support or oppose the nomination or election of one or more clearly defined candidates, or a political party or a referendum.

- ❖ Contributions to candidates, political parties, or political action committees may be received from (1) known individuals from their personal funds, (2) registered political committees (which may only receive contributions from individuals from personal funds) and (3) from not-for-profit entities promoting social, educational, or political ideas and meeting other specific criteria.
- ❖ Campaign, political party and other political and referendum committees must register at either the State Board of Elections or the county board of elections and file financial disclosure reports. These reports are on file at the respective Board of Election and are available for public viewing. Other entities must disclose contributions or independent expenditures in excess of \$50.00 by filing a statement at the appropriate board of elections.
- ❖ Candidate campaign and political party committees may certify that they do not intend to receive or expend more than \$3,000.00 and be exempt from filing disclosure reports. Certifying under a \$3,000.00 threshold indicates that the campaign or political party committee intends to receive or spend no more than \$3,000.00. The certification is for an election cycle – the year(s) preceding the election year and the election year.

- ❖ Independent expenditures – made without consultation or coordination with a candidate or the candidate’s agent – to support or oppose the nomination or election of one or more clearly identified candidates are permitted.
- ❖ Independent expenditures by an individual or other entity not otherwise required to report them must disclose such expenditures in excess of one hundred dollars (\$100.00). A statement showing the expenditure is filed at the appropriate board of elections in the form required by the State Board of Elections. The statement identify donations of more than one hundred dollars (\$100.00) to the filing entity if the donations were to further the independent expenditure.
- ❖ The Act does not facilitate ‘Pass the Hat’ contributions because it specifically prohibits anonymous contributions and requires that the anonymous contributions and contributions made in the name of another received by a candidate or committee shall be forwarded to the State Board of Elections for deposit to the general fund of the State.
- ❖ Each political advertisement placed in any “media” must bear a “legend” that states who paid for the ad and whether or not it is in support of or in opposition to a candidate or a ballot issue, and must be paid for by check.
- ❖ Opposition print advertisements by a political party or political committee which identify a candidate that the party or committee is opposing must indicate in type no smaller than 12 point the name of the political party or political committee and the name of the candidates, if any, that are intended to benefit from the printed matter.
- ❖ A media broadcasting or publishing advertisements must have a signed authorization for the advertisement that is available for public viewing during regular business hours.
- ❖ Each candidate, political committee or referendum committee must retain accounting records for 2 years after the election.
- ❖ Committees continue to file reports according to the election schedule until all funds are disbursed, all loans repaid or reported forgiven, and the committee bank account closed, at which time a Final Report is filed. The designation “final” may be indicated on any scheduled report, or an additional report may be filed voluntarily.
- ❖ Referendum committees receiving any contribution from a corporation, labor union, insurance company, business entity, or professional association may not make any contribution to another referendum committee, to a candidate, or to a political committee.
- ❖ “Stand by Your Ad” places new requirements for TV and radio ads and if not met permits civil actions and monetary awards.
- ❖ Prosecution and civil action are barred if the committee or entity complies with the opinion of the Executive Secretary-Director.