

City of Lone Tree
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CITY OF LONE TREE

FAIR ELECTIONS AND CAMPAIGN PRACTICES

2016 Information

The City of Lone Tree established the Fair Election and Campaign Practices (FECP) in order to clarify and simplify the procedures candidates and committees need to follow. Please contact the City Clerk's Office if you have any questions. As a home rule municipality, this provision in the code applies only to City of Lone Tree general or special municipal elections. The provisions of this code shall govern in place of the State of Colorado Fair Campaign Practices Act (FCPA).

2016 Reporting Periods

**Date of filing Statement of Organization (then every two weeks until April 12)

* - April 7, 2016

April 7– April 24, 2016

April 24 – May 28, 2016

2016 Reporting Dates

April 12, 2016 (21st day before election)

April 29, 2016 (Friday before election)

June 2, 2016 (30 days after election)

**From the date of the first contribution was received or expenditure made.*

**Reports shall be filed every fourteen (14) days following the filing of the statement of organization until twenty-five (25) days before the election (April 8).

In accordance with the code, until terminated, a committee shall file a report for every reporting period even if the committee has no activity, expenditures or contributions to report during the reporting period.

All reports MUST be received by the City Clerk on or before the due date. Postmark dates are not recognized. A faxed or emailed report MUST be followed up with the original document within five days. The candidate and/or registered agent are responsible for the content and accuracy of the report.

Candidate Affidavit

The form is to be completed by all candidates seeking an elected office in the City of Lone Tree within 10 days of becoming a candidate. You become a candidate when you publicly announce intent to seek public office and receive a contribution or make an expenditure in support of your candidacy.

Candidate Statement of Non-Receipt of Contributions or Non-Expenditure of Funds

The form is for the use of candidates that do not have a campaign committee and have not received contributions nor made expenditures.

Statement of Personal Expenditures by a Candidate

This form is for the use of candidates who have not received any contributions, but have made expenditures of personal funds.

Report of Electioneering Communication

This form is to be completed by any person who expends in the aggregate two hundred and fifty dollars (\$250.00) or more per calendar year on electioneering communications. The form must be submitted to the City Clerk within ten (10) days of such expenditure.

Electioneering Communication includes:

Any communication broadcasted by television or radio, printed in a newspaper or on a sign or billboard, directly mailed or delivered by hand to personal residences, transmitted electronically or telephonically or otherwise distributed that unambiguously refers to any candidate; is broadcasted, printed, mailed, delivered by hand, transmitted or otherwise distributed within sixty days before an election; and distributed to an audience that includes members of the electorate of the City.

Electioneering Communication does not include:

Any news articles, editorial endorsements, opinion or commentary writings, or letters to the editor printed in a newspaper, magazine or other periodical not owned or controlled by a candidate; Any editorial endorsements or opinions aired by a broadcast facility not owned or controlled by a candidate; Any communication by persons made in the regular course and scope of their business or any communication made by a membership organization solely to members of such organization and their families.

Each electioneering communication expenditure in the aggregate of two hundred and fifty dollars (\$250.00) or more must have a new notice. The notice must include the amount, date and purpose of each expenditure, and the name, address, occupation and employer of any person that contributes more than one hundred dollars (\$100.00) per year to toward electioneering communications.

Committee Registration

The form is to be completed by every candidate, candidate committee, issue committee and political committee no later than ten (10) days after accepting or making a contribution or expenditure or twenty (20) days prior to the election, whichever is earlier. The committee registration requires name, address, phone number and bank account information.

Report of Contributions and Expenditures

The Report of Contributions and Expenditures is a financial report required for all committees that accept contributions or make expenditures. It is a summary of the contribution/expenditure totals for a specific reporting period.

If any person contributes more than one hundred dollars (\$100.00) per year toward electioneering communication (see definition under Report of Electioneering Communication) the name and address, occupation and employer shall be listed on Schedule A and/or B.

Detailed Summary

Is a summary of the contribution/expenditure totals for a specific reporting period. It also summarizes totals for Schedule A-D.

Schedule A

This form is used to report contributions received that exceed \$25.00.

Form A-N

This form is used to track contributions received that are \$25.00 and under. This form is not submitted – it is for the committee use only.

Schedule B

This form is used to report expenditures paid out by the committee that exceed \$24.99.

Form B-N

This form is used to track expenditures paid out that are \$25.00 and under. This form is not submitted – it is for the committee use only.

Schedule C

This form details outstanding debts or obligations received and/or repaid by the committee.

Schedule D

This form allows the committee to account for either a contribution or expenditure that has been made and is being returned.

CONTRIBUTION LIMITS

Lone Tree Municipal Code §2-1-110

- 1) No person shall make to a candidate committee, and no candidate committee shall accept from any one person, aggregate contributions in excess of two thousand dollars (\$2,000.00). A contribution to a candidate shall be deemed a contribution to the candidate's candidate committee.
- 2) An expenditure by a candidate on behalf of his or her own candidacy shall be deemed a contribution to the candidate's candidate committee. Contributions by a candidate to a candidate's own candidate committee shall not be subject to contribution limits.
- 3) No person shall make to an issue committee, and no issue committee shall accept from any one person, aggregate contributions in excess of ten thousand dollars (\$10,000.00).
- 4) No person shall make to a political committee, and no political committee shall accept from any one person, aggregate contributions in excess of two thousand dollars (\$2,000.00).
- 5) The contribution limits of this Section shall apply to each election.