

COUNTY PARTY OFFICIALS' CHECKLIST FOR CANDIDATES

Filing requirements for the following statements or reports are explained in the Candidate Filing Guide Sixteenth Edition located at alabamavotes.gov under Candidates. **Other requirements may exist** for specific offices or to satisfy political party rules. Please have the candidates call the Alabama Secretary of State's office for assistance in the filing requirements for campaign finance reports at **(334) 242-7210** or **1 (800) 274-8683**.

BALLOT ACCESS

- Qualified for ballot access:** Candidates must file their **declaration of candidacy** form and payment of their qualifying fee (if applicable) to the county party. (Please contact the state party for details.) (Note: Each election official who receives a **declaration of candidacy** to appear on the ballot shall, **within five days of receipt**, notify the State Ethics Commission of the name of the candidate and the date on which the person became a candidate. [For questions, please call State Ethics Commission (334) 242-2997])

ETHICS

- Statement of Economic Interests:** (*Pages 5 and 6 of the Candidate Filing Guide*) Except for federal candidates and office holders with a current Statement of Economic Interests on file, candidates at every level of government must file a **Statement of Economic Interests** form with the State Ethics Commission **no more than five days after the date such candidate files his or her qualifying papers** with the appropriate election official. [§36-25-15] (For questions, please visit ethics.alabama.gov or call (334) 242-2997).

FAIR CAMPAIGN PRACTICES ACT (FCPA)

- Appointment of Principal Campaign Committee:** (*Pages 4 and 5 of Candidate Filing Guide*) The committee form must be filed within **five (5) days** of becoming a candidate. For purposes of the FCPA, the law defines two ways to become a candidate, the first of either [§17-5-2(a)(1)]:
1. Reaching the disclosure threshold by either receiving contributions in excess of \$1,000 or making expenditures in excess of \$1,000, regardless of office sought.
 2. Qualifying as a candidate with a political party or by filing a petition as a minor party or independent candidate.

County candidates must file their Appointment of Principal Campaign Committee form electronically at fcpa.alabamavotes.gov. County candidates must print, sign (everyone on the committee must sign), and mail their completed Appointment of Principal Campaign Committee form to the Elections Division. (**MAIL THE SIGNED AND COMPLETED FORM TO: ELECTIONS DIVISION, ALABAMA SECRETARY OF STATE, P.O. BOX 5616, MONTGOMERY, AL 36103-5616.**) All other campaign finance reports and forms must be filed electronically. (**Note:** Any candidate who is the sole member of the committee must have a Committee Dissolution Designee. The Committee Dissolution Designee must be someone other than the candidate.)

FCPA Reports (*Pages 9-18 of the Candidate Filing Guide and FCPA Filing Calendar for reporting due dates*) Once the candidate reaches the threshold amount of **raising or spending in excess of \$1,000.00**, the candidate must start filing the required campaign finance reports by opting into the FCPA filing calendar in the FCPA Electronic System at fcpa.alabamavotes.gov. (Note: The qualifying fee goes toward the threshold amount. [*Pages 6 and 7 of the Candidate Filing Guide*])

Legal Disclaimer: This document is not a substitute for the *Code of Alabama 1975 (§17-5-1 through §17-5-21)*. It is provided as a guide and is not intended to be an authoritative statement of law.