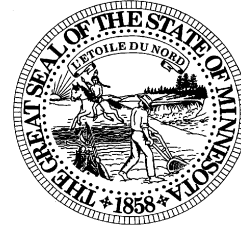


Minnesota

# *Campaign Finance and Public Disclosure Board*



May 22, 2018

Dear District Court Judicial Candidate:

The forms and information enclosed in this packet are to assist you in meeting the requirements of Minnesota Statutes, Chapter 10A, which governs campaign finance and disclosure in Minnesota. As a candidate for election, you will be required to meet various statutory requirements. Please review this letter and the enclosed disclosure calendar for information about registration requirements and reporting deadlines.

## **DO YOU NEED TO REGISTER A PRINCIPAL CAMPAIGN COMMITTEE WITH THE BOARD?**

If you spend only your own money on your campaign, you are not required to register a principal campaign committee with the Board. A candidate who accepts contributions from others must register a committee within 14 days of the date on which the total value of contributions received from sources other than the candidate exceeds \$750. If you need to register a principal campaign committee the necessary form is included in this packet.

If you do not register a principal campaign committee but spend more than \$750 (not including the filing fee to appear on the ballot) of your own money to influence your election you must still file Reports of Receipts and Expenditures that disclose your financial activity on behalf of your campaign. You may print a copy of the Report of Receipts and Expenditures form from the Board's web site at [www.cfb.mn.gov](http://www.cfb.mn.gov) or call the Board office at 651-539-1188 or 800-657-3889 and request that a form be mailed to you. The reports are due July 30, 2018, and October 29, 2018.

## **UPCOMING CRITICAL DEADLINE:**

- **JULY 30, 2018, REPORT OF RECEIPTS AND EXPENDITURES** – There are two scheduled campaign finance reporting periods for this office during an election year. If you register a campaign committee with the Board, or are required to report personal expenditures as explained above, you will need to file a report by July 30, 2018. The report covers the period of January 1, 2018, through July 23, 2018.

## **ECONOMIC INTEREST STATEMENT REQUIREMENT**

A candidate elected or appointed to judicial office will be required to file an Economic Interest Statement with the Board within 60 days of assuming office. An Economic Interest Statement shows who employs the person completing the form, where the person owns non-homesteaded real property in Minnesota, the person's investments in stocks, and whether the person has any financial interests in horseracing. The Board puts the completed Economic Interest Statement on its website to make it easier for people to know when an elected official could have a conflict of interest. If you are elected to judicial office the Board will send you an Economic Interest Statement form to complete.

**Electronic Filing Required** All state level candidates with a registered committee are required to file the periodic Report of Receipts and Expenditures electronically. The Board provides at no charge the Campaign Finance Reporter software. The software may be downloaded from the Board's website at [www.cfb.mn.gov](http://www.cfb.mn.gov) - click on the Filer Resources menu option, and then select Campaign Finance Reporter download page. The Board may waive the requirement to file electronically if the candidate can show good cause why the waiver should be granted. Contact Board staff for more information on the waiver process.

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**CANDIDATE/TREASURER TRAINING** – The Board offers classes for committees using Campaign Finance Reporter and general compliance training for all committees. See the enclosed schedule for training offered in June. Please visit the Board website at <https://train.cfb.mn.gov/training/> for the dates and times of classes that will be scheduled for later in the year. You may sign up for a class on the website. There is no charge to attend. The Board also offers web based training videos on compliance issues and using the Campaign Finance Reporter Software at the Board's website. Click on the Filer Resources menu option, and then under Education and Tools select Online Videos.

**Forms Included in This Packet**

- **Registration form for a campaign committee**
- **2018 Contribution Limits**
- **2018 Disclosure Calendar**
- **June training schedule**

If you have questions about this packet, please call Melissa Stevens, Compliance Officer, at 651-539-1188, or [melissa.stevens@state.mn.us](mailto:melissa.stevens@state.mn.us).

Sincerely,



Jeff Sigurdson  
Executive Director

This document is available in alternative formats to individuals with disabilities by calling 651-539-1180; 800-657-3889; or through the Minnesota Relay Service at 800-627-3529.

# Campaign Finance and Public Disclosure Board

190 Centennial Office Building, 658 Cedar St, St Paul, MN 55155 <https://cfb.mn.gov/>



## Registration and Statement of Organization Principal Campaign Committee

under Minn. Stat. §§ 10A.14 and 10A.19

### Instructions

- This statement is due at the Campaign Finance and Public Disclosure Board office within 14 days after the Candidate raises or spends in excess of \$750, or within 10 days after any change in previously filed information.
- All required sections must be filled in before the committee can be registered.
- This form may be emailed to [cf.board@state.mn.us](mailto:cf.board@state.mn.us) or faxed to 651-539-1196; 800-357-4114
- All information on this form or report is public information and may be published on the Board's website at <https://cfb.mn.gov/>
- It is unlawful to use this information for commercial purposes.
- Do not use pencil or red ink.
- Board staff may also be reached by phone at 651-539-1187 or 800-657-3889 or by email at [cf.board@state.mn.us](mailto:cf.board@state.mn.us)

### Registration

New Registration

Amendment: Registration No. \_\_\_\_\_

### Candidate

Candidate name	
Address (Line 1)	
Address (Line 2)	
City, state, zip	
Telephone (Daytime)	Email address (Required, or write "No email")

### Office sought

- Constitutional office (Specify) \_\_\_\_\_  Senate: Distr # \_\_\_\_\_  House of Representatives: Distr # \_\_\_\_\_  
 Supreme Court  Appeals Court  District Court: Distr # \_\_\_\_\_ Seat # \_\_\_\_\_

### Party affiliation

- Democratic Farmer Labor  Grassroots-Legalize Cannabis Party  Independence Party Minnesota  Libertarian Party Minnesota  
 Republican Party Minnesota  Green Party Minn  Legal Marijuana Now Party  Other \_\_\_\_\_

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## 2017 – 2018 ELECTION CYCLE SEGMENT CONTRIBUTION AND CAMPAIGN EXPENDITURE LIMITS

All contribution limits apply to the total of cash contributions, in-kind contributions, and loans received during the two-year period from January 1, 2017, through December 31, 2018.

**Individual and Candidate Contribution Limits.** Applies to the aggregate of contributions received during 2017 and 2018 from an individual, political committee, or a political fund (excluding political party units) and from the candidate's personal funds.

Office	2017 - 2018 Contribution Limit Total Amount for Two-Year Period	2017 – 2018 Candidate's Personal Contribution Limit - Total Amount for Two-Year Period (applicable only to candidates who have signed a public subsidy agreement)
<b>Governor/Lt. Governor</b>	\$4,000	\$20,000
<b>Attorney General</b>	\$2,500	\$12,500
<b>Secretary of State and State Auditor</b>	\$2,000	\$10,000
<b>Senate</b>	\$1,000	\$5,000
<b>House of Representatives</b>	\$1,000	\$5,000
<b>Judicial Office</b>	\$2,500	Not applicable

**Aggregate Political Party Unit and Terminating Principal Campaign Committee Contribution Limits.**

Applies to the aggregate of contributions received during 2017 and 2018 from all political party units and terminating principal campaign committees. Party units include a party caucus in the legislature, a state party, and party units in legislative districts, congressional districts, counties, municipalities, and precincts in aggregate.

Office	2017 - 2018 Political Party and Terminating Committee Contribution Limit Total Amount for Two-Year Period
<b>Governor/Lt. Governor</b>	\$40,000
<b>Attorney General</b>	\$25,000
<b>Secretary of State, State Auditor</b>	\$20,000
<b>Senate</b>	\$10,000
<b>House of Representatives</b>	\$10,000
<b>Judicial Office</b>	\$25,000

**Aggregate contribution limits.** All candidates (except judicial candidates) are subject to an aggregate contribution limit. This limit is not dependent on the signing of a public subsidy agreement. The aggregate contribution limit does not increase for first-time candidates or for candidates who do not sign a public subsidy agreement. This limit applies to the aggregate of all contributions and loans from:

- lobbyists,
- political committees or political funds, and
- associations not registered with the Board

Office	Aggregate Limit for 2017 -2018 Election Cycle Segment
<b>Governor/Lt. Governor</b>	\$763,500
<b>Attorney General</b>	\$130,900
<b>Secretary of State, State Auditor</b>	\$87,300
<b>Senate</b>	\$6,600
<b>House of Representatives</b>	\$13,100

## CAMPAIGN EXPENDITURE LIMITS FOR 2017 – 2018 ELECTION CYCLE SEGMENT

All expenditure limits apply to the total campaign expenditures incurred during the two-year period from January 1, 2017, through December 31, 2018. All expenditure limits apply only to candidates who sign a public subsidy agreement.

Office	A 2017 - 2018 Base Spending Limit	B 2017 – 2018 Limit for Candidate Running for Office for the First Time	C 2018 Limit for candidate with closely contested primary	D 2018 Limit for first time candidate with closely contested primary
<b>Governor/Lt. Governor</b>	\$3,817,700	\$4,199,470	\$4,581,240	\$5,039,364
<b>Attorney General</b>	\$654,600	\$720,060	\$785,520	\$864,072
<b>Secretary of State, State Auditor</b>	\$436,400	\$480,040	\$523,680	\$576,048
<b>Senate</b>	\$32,800	\$36,080	NA	NA
<b>House of Representatives</b>	\$65,500	\$72,050	\$78,600	\$86,460

**Spending limit.** The spending limit includes the total of:

1. Monetary campaign expenditures,
2. In-kind campaign expenditures, and
3. Unpaid campaign expenditures.

**Election Cycle Segments.** The spending limit is higher in a two-year segment during which an election is held for the office sought.

**First-Time Candidate.** A candidate is eligible for a 10% increase in the base campaign expenditure limit if the following conditions are met:

1. The candidate has not previously held the same office. For the legislature the office is House of Representatives or State Senate, without regard to any specific district.
2. The candidate has not previously been on the primary or general election ballot for that office.
3. The candidate has not in the past 10 years raised or spent more than \$750 in a run for any other office whose territory now includes a population that is more than one-third of the population in the territory of the office the candidate is now seeking.

**Closely Contested Primary election.** A candidate is eligible for a 20% spending increase for having a closely contested primary election if the following conditions are met:

1. The candidate won the primary election, and had at least one opponent in the primary election,
2. The candidate received fewer than twice as many votes as any one of the opponents in the primary. The closely contested primary spending increase is available for use only after the primary election.

This document is available in alternative formats to individuals with disabilities by calling 651-539-1180; 800-657-3889; or for TTY/TDD communications contact us through the Minnesota Relay Service at 800-627-3529.



## 2018 Disclosure Calendar for Candidates for House and District Courts

### Minnesota Campaign Finance and Public Disclosure Board

- Please Note:** This calendar does not apply to legislative or district court candidates who are not filing for office in 2018.
- January 31      **2017 Year-end Report of Receipts and Expenditures due.** Period covered: 1/1 through 12/31/2017.
- February 1      \$25 per day late filing fee begins for failure to file the Year-end Report of Receipts and Expenditures.
- February 20 through May 21      Legislative session. House candidates may not accept contributions from political committees, political funds, lobbyists, or unregistered associations. This prohibition applies to incumbent and non-incumbent candidates, but does not apply to judicial and special election candidates.
- May 22      Publication of estimates of election year 2018 public subsidy amounts available for House candidates.
- May 22      Candidate filing period opens to run for office. House candidates must file a Statement of Economic Interest within 14 days after filing for office. Judicial candidates must file a Statement of Economic Interest within 60 days after taking the oath of office.
- June 5      Last day for candidates to file to run for office.
- June 19      Notification to House candidates of the minimum amount of public subsidy they may expect to receive.
- July 20      60<sup>th</sup> day after the legislature adjourned. Constituent services by House candidates (incumbents only) after this date are reported as 100% campaign expenditures.
- July 23      Last day for House candidates to raise contributions to qualify for public subsidy.
- July 23      Last day of transactions included in the First Report of Receipts and Expenditures.
- July 24      Last day for House candidates to sign and file a Public Subsidy Agreement.
- July 24 through August 13      **24 Hour Reporting of Large Contributions – Pre-Primary-Election**  
Contributions and loans from any one source totaling more than \$500 for House candidates and more than \$400 for district court candidates must be reported to the Board in person by the end of the next business day after receipt or by electronic means within 24 hours after receipt and also on subsequent Reports of Receipts and Expenditures for the year. Failure to file the notice on time will result in a \$50 per day late filing fee.  
**Note:** Candidates who are unopposed at the primary election do not need to report large contributions during this period.
- July 30      Last day to file an Affidavit of Contributions to qualify for public subsidy.
- July 30      **First Report of Receipts and Expenditures due - Pre-Primary-Election.** Period covered: 1/1 through 7/23/2018.
- July 31      \$50 per day late filing fee begins for failure to file the First Report of Receipts and Expenditures.

August 14	PRIMARY ELECTION
August 28	Public subsidy payment distributed to eligible candidates not later than one week after the canvassing board certification of the primary election.
October 22	Last day of transactions included in the Second Report of Receipts and Expenditures.
October 23 through November 5	<b>24 Hour Reporting of Large Contributions – Pre-General-Election</b> Contributions and loans from any one source totaling more than \$500 for House candidates, and more than \$400 for district court candidates, must be reported to the Board in person by the end of the next business day after receipt or by electronic means within 24 hours after receipt and also on subsequent Reports of Receipts and Expenditures for the year. Failure to file the notice on time will result in a \$50 per day late filing fee. <b>Note:</b> Candidates who lost the primary election do not need to report large contributions during this period.
October 29	<b>Second Report of Receipts and Expenditures due - Pre-General-Election.</b> Period covered: 1/1 through 10/22/2018. <b>Note:</b> Candidates who lost the primary election do not need to file this report.
October 30	\$50 per day late filing fee begins for failure to file the Second Report of Receipts and Expenditures.
November 6	GENERAL ELECTION
December 31	Public subsidy agreements expire.
<b>2019</b>	
January 31	<b>2018 Year-end Report of Receipts and Expenditures due.</b> Period covered: 1/1/2018 through 12/31/2018.
February 1	\$25 per day late filing fee begins for failure to file the Year-end Report of Receipts and Expenditures.



# ***Campaign Finance and Public Disclosure Board***

## **UPCOMING TRAINING CLASSES**

### **COMPLIANCE**

#### **Principal Campaign Committees, Political Party Units and Political Committees and Funds**

An overview of Minnesota's campaign finance compliance regulations. This session is highly recommended for first-time candidates and first-time treasurers.

#### **Monday, June 4, 2018**

10:00 AM -- 12:30 PM  
Rochester Community & Tech. College  
Heintz Center Campus - Room HA 102  
1926 College View Road SE  
Rochester, MN 55904

#### **Thursday, June 7, 2018**

10:00 AM – 12:30 PM  
Bethany Lutheran College  
Honsey Hall Room 239  
700 Luther Drive  
Mankato, MN 56001

#### **Monday, June 11, 2018**

1:00 PM – 3:30 PM  
Minnesota State – Fergus Falls  
Conference Room S436  
1414 College Way  
Fergus Falls, MN 56537

#### **Tuesday, June 12, 2018**

10:00 AM – 12:30 PM  
Southwest Minnesota State University  
SMSU Conference Center—Upper Level  
1501 State Street  
Marshall, MN 56258

#### **Wednesday, June 13, 2018**

6:30 PM – 9:00 PM (**Evening Class**)  
Lady Slipper Building  
Columbine Room  
658 Cedar Street  
St Paul, MN 55155

#### **Tuesday, June 5, 2018**

9:00 AM – 12:00 PM  
Ground Floor Auditorium  
Minnesota Judicial Center  
25 Rev. Dr. Martin Luther King Jr. Blvd  
St. Paul, MN 55155

#### **Friday, June 8, 2018**

10:00 AM – 12:30 PM  
Lake Superior College  
Room S2941  
2101 Trinity Road  
Duluth, MN 55811

#### **Monday, June 11, 2018**

10:00 AM – 12:30 PM  
Northwest Technical College  
Room 302  
905 Grant Avenue SE  
Bemidji, MN 56601

#### **Tuesday, June 12, 2018**

10:00 AM – 12:30 PM  
St. Cloud State University  
Atwater Memorial Center – Mississippi Room  
720 4th Ave S  
St. Cloud, MN 56301

**Space is limited.**

**Please reserve a seat in a class at <https://train.cfb.mn.gov/training/>  
Check this website page for updates on additional classes if you are unable to attend  
training in June.**

## **CAMPAIGN FINANCE REPORTER SOFTWARE**

### **Campaign Finance Reporter Software – Training for Treasurers**

The Campaign Finance and Public Disclosure Board provides software for use by candidates, party units, and political committees and funds in meeting their reporting requirements under Minnesota Statutes Chapter 10A. Training is conducted in a computer lab for a hands on experience.

**Friday, June 15, 2018**

1:00 pm – 4:00 pm

Centennial Office Building

Columbine Room

658 Cedar St

St. Paul, MN 55155

**Space is limited.**

**Please reserve a seat in a class at <https://train.cfb.mn.gov/training/>**

**Check this website page for additional classes that will be held in June and July**

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