- ▶ There is no requirement to have a candidate packet
- Only two items are required to be completed to become a candidate:
 - ▶ Statement of Candidacy
 - ▶ Statement of Economic Interests (Ethics Form)

Note: Only a street address appears on this form. It will be helpful for you to have an e-mail address and/or a telephone number as well



STATEMENT OF CANDIDACY

"State of Alabama,	_ County. I, the undersigned, being first duly sworn, depose and	say
that I am a citizen of the city (or town) of	, in said county, and resid	e at
	, in said city (or town); that I have been or will have been on the o	late
	y (or town) for a period of not less than 90 days; that I de	
to become a candidate for the office of	in said city (or town) for	the
	e to be held on the day of	
20; that I am duty qualified or will be	so qualified to hold said office if elected thereto and I hereby req	ues
that my name be printed upon the official ballot at s	aid election.	
	"Signed	
OFFICE RUNNING FOR		
CANDIDATE'S NAME AS IT SHALL APPEAR ON	THE BALLOT	
NO NAMES MAY BE PRECEDED BY A TITLE O	(PRINT PLEASE)	
. NICKNAMES MAY BE INSERTED BETWEEN TH	HE FIRST NAME OR INITIAL AND THE LAST NAME.	
"Subscribed and sworn to before me by said	on this da	y ol
, 20	(Time)	
Notary Public		
Notary Public		
	*(Clerk)	
My Commission Expires "THIS AFFIDAVIT IS IN	NACCORDANCE WITH SECTION 11-46-25."	

- ► The candidate must file the Statement of Economic Interests (SEI) <u>directly</u> with the Ethics Commission
- ▶ In 2020, this form must be filed not more than five days after the qualification date.
- ▶ The Ethics Commission considers this to be timely filed if received electronically by midnight on or before five days after the qualification date, or if mailed, postmarked on or before 5 days after qualification.

Download or file from: www.ethics.alabama.gov

SEI form may be completed electronically or manually not more than 5 days after qualification. If sent through mail, it must be postmarked not more than f days after the qualification date.



andidate Information

This Form May Be Completed Online at www.ethics.alabama.gov

ALABAMA ETHICS COMMISSION - 334,242,2997

100 N. Union Street, Suite 104 (RSA Union) 36104 - P O Box 802800, Montgomery, AL 86180-2800

STATEMENT OF ECONOMIC INTERESTS

Instructions are available on our website.

FOR 2014 CALENDAR YEAR - TO BE FILED NO LATER THAN April 30, 2015, EXCEPT FOR CANDIDATES, who must file SIMULTANEOUSLY with their qualifying forms as required by Section 36-25-15, Code of Alabama, 1975.

Law Enforcement Information

Are you a Candidate? YES NO Please Circle For Office In State County Please Check City For Office Of	Are you in Law Enforcement? YES NO Please Circle Judge - Any Level District Attorney/Asst or Deputy DA/DA Investigator Attorney General/AG Attorney, Special Agent/Investigator POST Certified Law Enforcement Officers
01. Full Name, Home Address and Telephone Number	of Filing Person:
LAST FIRST	MIDDLE SUFFIX NICKNAME
STREET PO BOX CITY PLEASE FILL IN THE BLAND	ZIP COUNTY BUSINESS PHONE KS AND CIRCLE ANSWERS AS APPROPRIATE
	ficial)(employee) with the (State)(County)(Municipality) and the (agency)(board)(College)(County)(Municipality)(Commission) was
02.1 As an elected/appointed/employee last year, my J	Job Title/Position was
02.2 Last year, the name(s) of the (State) (County) (Mus I was a Member was/were	nicipal) Boards, Commissions, Committees, Authorities, Councils of which
02.3 Last year in the above public position(s) in 02. thru	u 02.2, I earned: [\$0-\$1,000] [\$1,000-\$10,000] [More than \$10,000]

8 pages If done manually

LINE-BY-LINE INSTRUCTIONS FOR COMPLETING THE <u>DOWNLOADABLE</u> STATEMENT OF ECONOMIC INTERESTS FORM

The Legislature feels for matters of the public trust, certain individuals should be required to file Statements of Economic Interests, disclosing potential conflicts of interest. These financial disclosures do not violate the United States Constitution and do not intrude on the employee's financial privacy. While the list of job responsibilities set out in Section 36-25-14 is not all-inclusive, it does give a great deal of guidance. In addition, Section 36-25-2(c) states that: "This chapter shall be liberally construed to promote complete disclosure of all relevant information and to insure that the public interest is fully protected."

There may be sections of this form that do not apply to you personally, but this form was created to best apply to over 50,000 public officials, public employees, candidates for public office, and members of boards, commissions, committees, authorities, councils, etc.

If you received this form or instructions for downloading from your employer, your name has been submitted to the Alabama Ethics Commission as being required to file for the previous year. Public officials and public employees who are required to file annual Statements of Economic Interests may be fined \$10.00 per day not to exceed \$1,000.00 for failure to timely file a Statement of Economic Interests with the Ethics Commission, or be charged with a Class A misdemeanor for intentional failure to file [36-25-14(d) & (e)]. Each person who meets the necessary criteria, regardless of whether they retired the previous year or served/worked in the public position for any time (even a portion of one day) during the previous year, is required to file.

General Information

Top of form: Candidate Information: **Are You a Candidate?** Circle Yes or No (REQUIRED)**For Office In** - Check City, County, or State Check Entity Type (REQUIRED IF ABOVE ANSWER IS YES) **For Office Of** Write in Name of Office for which you are a Candidate.

Law Enforcement Information: Are you in Law Enforcement? Circle Yes or No (REQUIRED) If you circled NO, continue to Question 01.

you circled Yes, Check the appropriate Classification of Law Enforcement.

- 01. REQUIRED FIELDS Print your entire name, beginning with your Last Name, and include your nickname, if applicable. Print your entire home address and include your <u>business</u> phone number only.
- 02. REQUIRED FIELDS Circle appropriate designation elected official, appointed official, employee. Circle appropriate public entity with which you are associated. Print the name and address of your public position.
- 02.1 REQUIRED FIELDS Circle appropriate designation elected, appointed, official, employee. Print your job title/position for your public employment or office held during the reporting year.
- 02.2 REQUIRED FIELD OR N/A Print the name of any **other** public authority (board, commission, committee, authority, council) of which you were a member during the reporting year.
- 02.3 REQUIRED FIELD Circle the amount that applies to your earnings in 02. through 02.2

4 pages





👍 🕟 Suggested Sites ▼ 🎒 This city is crowned b... ▼

About Us

Advisory Opinions

Lobbyists & Principals Education

Pre-Certifications

Statement of Economic Interests

Public Records

FAQ

www.ethics.alabama.gov Statement of Economic Interests

A Statement of Economic Interests shall be completed and filed with the Commission no later than April 30 of each year for the preceding calendar year.

EXCEPTION: The Alabama Ethics Law requires candidates for elected office at every level of government to file a Statement of Economic Interests (SEI) with the Ethics Commission not more than five days after the candidate files his or her qualifying papers with the appropriate election official or in the case of an independent candidate, not more than five days after the date the person complies with the requirements of Section 17-9-3, unless a current Statement of Economic Interests is already on file with the Commission. Failure to file your SEI as required could result in your name being removed from the ballot.

Filing

- · Who Must File
- Who is a Public Employee
- · Who is a Public Official
- · Who is NOT Required to File
- Candidate Information
- Email:

candidates@ethics.alabama.gov



SEI Forms

- Online SEI Form
- · Online Instructions
- Downloadable SEI Form
- Instructions
- · Email: sei@ethics.alabama.gov

Entity Filer Application

- Entity Filer Online
- · Deadline: April 1, 2019

Newsroom

Ethics Commission Proposes New Rules

Oct 31, 2019 - Ethics Commission Proposes New Rules

Former Autauga County probate judge arrested on 4-count indictment

Sep 19, 2019 - Former Autauga County probate judge arrested on 4-count indictment

Ethics Commission Chief Special Agent Named as 2019 IACP 40 Under 40 Award Winner

Sep 3, 2019 - Ethics Commission Chief Special Agent Named as 2019 IACP 40 Under 40 Awardee

IMPORTANT CANDIDATE INFORMATION

To: Candidates Qualifying for Elected Office

RE: Filing Statements of Economic Interests

The Alabama Ethics Law requires candidates for elected office at every level of government to file a Statement of Economic Interests (SEI) with the Ethics Commission not more than five days after the candidate files his or her qualifying papers with the appropriate election official or in the case of an independent candidate, not more than five days after the date the person complies with the requirements of Section 17-9-3. Failure to file your SEI as required could result in your name being removed from the ballot.

Pertinent sections of the Ethics Law are as follows:

Section 36-25-14(a)(3), Code of Alabama states:

"(a) A statement of economic interests shall be completed and filed in accordance with this chapter with the commission no later than April 30 of each year covering the period of the preceding calendar year by each of the following: ... (3) All candidates..."

Section 36-25-15(a), Code of Alabama states:

"(a) Candidates at every level of government shall file a completed statement of economic interests for the previous calendar year with the State Ethics Commission not more than five days after the candidate files his or her qualifying papers with the appropriate election official or in the case of an independent candidate, not more than five days after the date the person complies with the requirements of Section 17-9-3. Nothing in this section shall be deemed to require a second filing of the person's statement of economic interests if a current statement of economic interests is on file with the commission."

Section 36-25-15(c), Code of Alabama states:

"(c) Other provisions of the law notwithstanding, if a candidate does not submit a statement of economic interests or when applicable, an amended statement of economic interests in accordance with the requirements of this chapter, the name of the person shall not appear on the ballot and the candidate shall be deemed not qualified as a candidate in that election. Notwithstanding the foregoing, the commission may, for good cause shown, allow the candidate an additional five days to file such statement of economic interests. If a candidate is deemed not qualified, the appropriate election official shall remove the name of the candidate from the ballot."

Section 36-25-6, Code of Alabama, Use of Contributions states:

"Contributions to an office holder, a candidate, or to a public official's inaugural or transitional fund shall not be converted to personal use."

- If the City has a qualification fee, the fee must be collected at the time of qualification.
- The candidate must be offered an Affidavit of Indigency to be used in the event he/she cannot afford the qualification fee

AFFIDAVIT OF INDIGENCY

STATE OF ALABAMA

JEFFERSON COUNTY

CITY OF TRUSSVILLE

I, the undersigned, being first duly sworn and depose and say that I am a citizen of the City of Trussyille in said County, and reside at

in said City; that I desire to become a candidate for the office of

in said City for the term of four years at the election of such office to be held on Tuesda6. August 23, 2016 and at a runoff election, if necessary, to be held on Tuesday, October 3, 2016; that I am indigent and financially unable to pay the qualification fee established to become a candidate for such office and hereby request a waiver of this fee pursuant to Ordinance 2007-040-ADM of the City of Trussville, and I hereby request that my name be printed upon the official ballot at said election.

Signature

Name Printed

Subscribed and sworn to before me said

Page 80 in Manual

- ▶ Reminder for Candidate
 - Should a check for a qualification fee be dishonored, the candidate is not considered as having qualified to be added to the ballot
 - The qualification fee is a campaign expense and should be reported as such on Fair Campaign Practices Act disclosures.
 - Should a candidate withdraw and qualify in a different position, a second fee may be collected

- Many Clerks prepare additional documents for the candidate. These may include:
 - ► Fair Campaign Practices Act (FCPA) forms and information, FCPA campaign advertising information
 - Municipal election calendar
 - ▶General municipal election information/city info
 - ► Voter registration information
 - ► Absentee voting information

Ala	abama Scoretary of State 505 Office Elections Services Reco	ends Concect wants f y D 3
Ala	barna Votes FAQ Voters Candidates FACS Pub	ok & Media Contact Us
	Elections Division Form Downloads Hame : Mahama Yotes : Elections Division Form Dovelloads File Name	Download
	Ballot Access Petition - Independent Candidate (sample)	10
	Ballot Access Petition - Minor Party (sample)	
	FCPA - Annual Report Forms - Candidates / Elected Officials - Version A	
	FCPA - Annual Report Forms - Candidates / Elected Officials - Version B	6
	PCPA - Annual Report Forms - Political Committees (PACs) - Version A	
	PCPA - Annual Report Forms - Political Committees (PACs) - Version 8	8
	PCPA - Candidate - Appointment of Principal Campaign Committee	
	FCPA - Candidates / Elected Officials - Annual Report Summary Form 1A	-
	FCPA - Candidates / Elected Officials - DALLY Campaign Finance Report Forms	8
	FCPA - Candidates / Elected Officials - DAILY Summary Form 1	
		set of all a forms
	RCPA - Caudidates / Elected Officials - MONTHLY/WEISCLY Campaign Finance Report Forms PCPA - Caudidates / Elected Officials - MONTHLY/WEISCLY Summary Form 1	. 30,01
	PCFA - Candidates / Elected Officials - Report Form 2 (Contributions)	-
		- wilmal Forms
	FCPA - Candidates / Elected Officials - Report Form 3 (In-Kind Contributions)	
	PCPA - Candidates / Elected Officials - Report Form 4 (Receipts from Other Sources)	10
	FCPA - Candidates / Elected Officials - Report Form 5 (Expenditures)	8
	PCPA - Candidates / Elected Officials - Report Form 6 (Expenditures on Line of Credit)	B)
	FCPA - PAC - Annual Report Summary Form IA	
	PCPA - PAC - DAILY - Campaign Finance Report Forms	
	FCPA - PAC - DAILY - Summary Form 1	в
	PCPA - PAC - MONTHLY/WEEKLY - Campaign Finance Report Forms	8
	FCPA - PAC - MONTHLY/WEEKLY - Summery Form 1	E
	FCPA - PAC - Report Form 2 (Contributions)	В
	FCPA - PAC - Report Form 3 (In-Xind Contributions)	65
	FCPA - PAC - Report Form 4 (Receipts from Other Sources)	В
	FCPA - PAC - Report Form 5 (Expenditures)	в
	FCPA - PAC - Report Form 6 (Expenditures on Line of Credit)	16
	PCPA - PAC - Statement of Organization	В
	PCPA - PAC - Update Form for Statement of Organization	a .
	PCPA - PAC//Candidate - Statement of Dissolution	
	PCPA - Warrer of Report Form (Candidates)	
	PCPA - Candidates / Elected Officials - Major Contribution Report	
	Voter Registration - Alabama Postcard Voter Registration Form	

P.O. Box 5636 Montgomery, AL 36103-5616 - Phone: (334) 242-7200 - Fax: (334) 242-4693

FORM REVISED 6.19.2017



Appointn	nent of	
Principal	Campaign	Committee

Full Name of Candidate				This form is due within fi ve (5) reaching the threshold amount	or within five (5)
Office Sought (include district	or circuit number, if applic	able) Politic	al Party / Ballot Affiliation	calendar days of qualifying with within five (5) calendar days of independent candidate.	
				Type of Committe	(check one)
Address of the Committee (str	reet or post office box)			I appoint myself as the so	
City	State	ZIP Code	Telephone Number	principal campaign comm	duals listed below to ac
				as my principal campaign rs. You may appoint up to five men gnated as the treasurer. Please cle	bers. One member
and addresses in the space	s below. Each appoin	tee <u>m <i>ust</i> sig</u> n his	or her name.		
Candidates who choose to ossibility of death or incap			mpaign committee <i>m.ust</i> c	hoose a designee to dissolve the c	ommittee due to the
	Chairperson			Treasurer	
Full Name	Email Ad	dress	Full Name	Emai	Address
Address (street or post office I	box)		Address (str	reet or post office box)	
City	State	ZIP Code	City	State	ZIP Code
Signature of Appointee			Signature o	f.Appo intee	
Cor	nmittee Member			Committee Memb	ег
Full Name	Email Ad	dress	Full Name	Emai	Address
Address (street or post office I	box)		Address (str	reet or post office box)	
City	State	ZIP Code	City	State	ZIP Code
Signature of Appointee			Signature o	f.Appo intee	
Cor	nmittee Member			Committee Dissolution D)es ignee
Full Name	Email Ad	dress	Full Name	Emai	Address
Address (street or post office I	box)		Address (str	reet or post office box)	
City	State	ZIP Code	City	State	ZIP Code
Signature of Appointee			Signature o	f.Appo intee	
Where to file this for State candidates file w		Secretary of Sta		d by the Alabama Fair Campai	
County candidates mus fcpa.alabamavotes.go	st file electronically a	at		ear or affirm to the best of my k formation contained herein is tr	
Municipal candidates fi		dae of probate			
		ago or proparo.			

THIS AREA FOR OFFICIAL USE ONLY

FAIR CAMPAIGN PRACTICES ACT STATE OF ALABAMA

Candidate & Elected Official Campaign Finance Report

SUMMAR SUMMAR	Y FORI	M 1			Type of Report (check o	one)
- Join IAI					Monthly	Amended Monthly
	Please Print in In	korType.			1 Weekly	Amended Weekly
Name of Candidate or Bected Offici	al		Political Party/I	Ballot Affliation	00 eekiy	Amended weekly
					For Monthly Reports	
					Month for which the	
Office Sought or Held (include distric	t or circuit number, if a	ipplicable)			report is filed.	
					For Weekly Reports	
Address Check box if reporting	neu address				Date of Friday in the	
- Lances	now boares				week for which the	
					report is filed.	
City	State .	ZIP Code	Telephone Nun	nber	Total Number of	
					Pages in Report	
					l rage in report	
Summary of activity	since last file	d report				
1 Beginning halance (e	nding halance	from nrevio	us filina)		1	

5	ummary of activity since last filed report			
1	Beginning balance (ending balance from previous filing)		1	
	Cash Contributions			
2a	Itemized cash contributions (total from Form 2)	2a	a la	
2b	Non-itemized cash contributions	2b	0	
2с	Total cash contributions (add lines 2a and 2b)		20 \$0.0) (
	In-Kind Contributions			
За	Itemized in-kind contributions (total from Form 3)	За	a l	
3b	Non-itemized in-kind contributions	3b	0	
3с	Total in-kind contributions (add lines 3a and 3b)	3с	\$0.00	
	Receipts from Other Sources			
4a	Itemized Receipts from Other Sources (total from Form 4)	4a	a	
4b	Non-itemized Receipts from Other Sources	4b	o contraction of the contraction	
4c	Total receipts from other sources (add lines 4a and 4b)		40 \$0.0	00
	Expenditures			
5a	Itemized expenditures (total from Form 5)	5a	a a	
5b	Non-itemized expenditures	5b	b	
5с	Total expenditures (add lines 5a and 5b)		5c \$0.0	00
	Expenditures on Line of Credit			
6a	Itemized expenditures (total from Form 6)	6a	a	
6b	Non-itemized expenditures	6b	b	
6с	Total expenditures on credit (add lines 6a and 6b)	6с	C \$0.00	
7	Ending balance (add lines 1, 2c, & 4c, then subtract line 5c)		7 \$0.0	00
_	1	_		_

As required by the Alabam a Fair Campaign Practices Act, I hereby swear or affirm to the best of my knowledge and belief that the attached report(s) and the information contained herein are true and correct and that this information is a full and complete statement of all contributions, expenditures, and other required the ______day of ______of the year __ information during the applicable period of time.

Signature of Candidate or Bected Official

FOR MI REVISED 06.06.2017

Date

Sworn to and subscribed before methis _____day of

Signature of Notary Public

Print Notary's Name

ALABAMA FAIR CAMPAIGN PRACTICES ACT - CAMPAIGN FINANCE REPORT FOR CANDIDATE & ELECTED OFFICIAL

FORM 2: Contributions received by candidate or elected official



NAME OF CANDIDATE OR ELECTED OFFICIAL:

When total contributions from a single source exceed \$100.00, the FCPA requires all contributions from that source to be itemized. DO NOT LIST in-kind contributions or loans on this form. Use Forms 3 and 4 for those listings SOURCE OF CONTRIBUTION (CHECK ONE) CONTRIBUTOR ADDRESS DATE AMOUNT (ADDRESS SHOULD INCLUDE (INCLUDE FULL NAME) CONTRIBUTION STREET OR P.O. BOX, CITY, STATE, AND ZIP) RECEIVED CONTRIBUTION (mo./day/yr.) TOTAL CASH CONTRIBUTIONS THIS PAGE \$ 0.00 FORM REVISED 9.2.2011

ALABAMA FAIR CAMPAIGN PRACTICES ACT - CAMPAIGN FINANCE REPORT FOR CANDIDATE/ELECTED OFFICIAL

FORM 3: In-Kind Contributions received by candidate or elected official

NAME OF CANDIDATE OR ELECTED OFFICIAL:



When total contributions from a single source exceed \$100.00, the FCPA requires all contributions from that source to be itemized

VVhen total	contributions from a single source exceed \$100.0 DO NOT LIST cash or loans on this												ource	e to be itemized.	
		ı	ITAN			ONTI K ONE		TION			SOU:				
CONTRIBUTOR (INCLUDE FULL NAME)	ADDRESS (ADDRESS SHOULD INCLUDE STREET OR P.O. BOX, CITY, STATE, AND ZIP)	Administrative	Advertising	Consultants/ Polling	Equipment	Food	Rent	Transportation	Other	Business/ Corporation	Individual	PAC	Other	DATE CONTRIBUTION RECEIVED (mo./day/yr.)	AMOUNT OF CONTRIBUTION
FORM REVISED 9.2.2011		TC	ΣTΑ	L II	N-K	INE	C	ON.	TRI	BU	ТΙΟ	NS	тн	IS PAGE	0.00

ALABAMA FAIR CAMPAIGN PRACTICES ACT - CAMPAIGN FINANCE REPORT FOR CANDIDATE/ELECTED OFFICIAL

NAME OF CANDIDATE OR ELECTED OFFICIAL:

FORM 4: Receipts from Other Sources loans, interest, and other sources of income



When total contributions from a single source exceed \$100.00, the FCPA requires all contributions from that source to be itemized.

VVhen total					00, the FCPA requires all contributions from ns on this form. Use Forms 2 and 3 for thos				o be	iten	nized.	
COLUDER OF BEGEINT	ADDRESS		FOR N RE CE		COMPLETE THIS BLOCK IF RECEIPT IS A LOAN	R		PT SO		Œ	DATE	AMOUNT
SOURCE OF RECEIPT (INCLUDE FULL NAME)	(ADDRESS SHOULD INCLUDE STREET OR P.O. BOX, CITY, STATE, AND ZIP)	Interest	Loan	Other	GUARANTORS [FCPA REQUIRES FULL NAME AND COM- PLETE ADDRESS OF INDIVIDUAL(S) EN- DORSING OR GUARANTEEING LOAN]	Lending Institution	PAC	Individual	Business	Other	RECEIVED (mo./day/yr.)	AMOUNT OF RECEIPT
FORM REVISED 9.2.2011					TOTAL RECI	EIP'	TS	THIS	S P	ΑG	E	\$ 0.00

ALABAMA FAIR CAMPAIGN PRACTICES ACT - CAMPAIGN FINANCE REPORT FOR CANDIDATE & ELECTED OFFICIAL

FORM 5: Expenditures by candidate or elected official

NAME OF CANDIDATE OR ELECTED OFFICIAL:



When total expenditures to a single recipient exceed \$100.00, the FCPA requires all expenditures to that recipient be itemized.

					PΙ	JRPO		DF EX	(PENI	DITU	RE		
PERSON/GROUP/BUSINESS RECEIVING EXPENDITURE (INCLUDE FULL NAME)	ADDRESS (ADDRESS SHOULD INCLUDE STREET OR P.O. BOX, CITY, STATE, AND ZIP)	Administrative	Advertising	Consultants/ Polling	Contribution	Food	Fundraising	Loan Repayment	Lodging	Transportation	OTHER GIVE BRIEF EXPLANATION	DATE OF EXPENDITURE (mo./day/yr.)	AMOUNT OF EXPENDITURE
FORM REVISED 9.2.2011					T	OTA	\L I	EXF	EN	DIT	URES THIS F	PAGE	\$ 0.00

New form since 2016

ALABAMA FAIR CAMPAIGN PRACTICES ACT - CAMPAIGN FINANCE REPORT FOR CANDIDATE & ELECTED OFFICIAL

FORM 6: Expenditures On Line of Credit by candidate or elected official



NAME OF CANDIDATE OR ELECTED OFFICIAL:

When total expenditures to a single recipient exceed \$100.00, the FCPA requires all expenditures to that recipient be itemized.

					PU	IRPO	SE C	DF EX	KPEN ONE)	DITU	RE		
PERSON/GROUP/BUSINESS RECEIVING EXPENDITURE (INCLUDE FULL NAME)	ADDRESS (ADDRESS SHOULD INCLUDE STREET OR P.O. BOX, CITY, STATE, AND ZIP)	Administrative	Advertising	Consultants/ Polling	Contribution	Food	Fundraising	Lodging	Transportation	Interest	OTHER GIVE BRIEF EXPLANATION	DATE OF EXPENDITURE (mo/day/yr.)	AMOUNT OF EXPENDITURE
FORM REVISED 5.19.2017		•			T) DTA	L E	XF	PEN	DIT	URES THIS I	PAGE	



FAIR CAMPAIGN PRACTICES ACT STATE OF ALABAMA

FAIR CAMPAIGN PRACTICES ACT STATE OF ALABAMA Candidate & Elected Official Campaign Finance Report SLIMMARY FORM 1

	Please Print in Ink or	г Туре.			_
Name of Principal Ca	mpaign Committee				
full Name of Candida	ate		Political Party		
Iffice Sought (include	le district or circuit number, if applicable)				
Address					Amended Major Contribution Report
City	State	ZIP Code	Telephone Numbe		Date of this Report
лty 		ZIF COGG	Telephone 143155		
Summary of	f Major Contribution Acti	vity			
Beginning	balance (ending balance fro	om previo	us filing)		1
2 Total Cash	Contributions (total from Fo	orm 2)			2
	nd Contributions (total from	Form 3)			3
	ipts from Other Sources (to	tal from F	orm 4)		4
-	lance (add lines 1, 2, 3 and		<i>,</i>		5
	1 1	red informat			
	able period of time. date, Elected Official or Committee	- Date		nature of N	lotary Public
ignature of Candid 1ember	date, Elected Official or Committee		Sign	nature of N	·
ignature of Candid tember FORM REVISEDD	date, Elected Official or Committee		Sign		·
ignature of Candid fember FORM REVISEDE Where to fi	date, Elected Official or Committee	Date	Sigr	nt Notary's	Name
ignature of Candid fember FORM REVISEDE Where to fi	date, Elected Official or Committee	Date S: File this	Sign Prin report electron	nt Notary's nically wit	·
ignature of Candid lember FORM REVSEOD Where to f ▶ State Can	date, Elected Official or Committee 1.022018 ile this form ididates and Elected Officials	Date Date S: File this i http://fcp	Sign Prin report electron pa. alabamavo	nt Notary's nically wit ntes. gov	Name th the Office of the Secretary of State:
FORM REVISEDD Where to f State Can Do you ha	date, Elected Official or Committee 1.02.2018 Tile this form Indidates and Elected Officials ave questions or need assista	Date s: File this http://fcpance? Con	Sign Prin report electron pa. alabamavo ntact the Elect	nt Notary's nically wit ntes. gov	Name th the Office of the Secretary of State:
ignature of Candid lember FORM REVSEOD Where to f ▶ State Can	date, Elected Official or Committee 11022018 Tile this form Indidates and Elected Officials ave questions or need assista	Date S: File this I http://icp	Sign Prin report electron pa. alabamavo ntact the Elect ir office:	nt Notary's nically wit ntes. gov	Name th the Office of the Secretary of State: ision: Write to us:
FORM REVISEDD: Where to fi State Can Do you ha Call us:	date, Elected Official or Committee 1.02.2018 Tile this form Indidates and Elected Officials ave questions or need assista	Date S: File this i http://fcp ance? Con Visit ou Election	Sign Prin report electron pa. alabamavo ntact the Elect	nt Notary's nically wif otes.gov tions Div	Name th the Office of the Secretary of State: ision: Write to us: Elections Division

This is a 4 page Report for Major Contributions



Waiver of Report

FOR CANDIDATES

(OPTIONAL FORM)

Please Print in Ink or Type.

Name of Candidate			Political Party/Ballot Affliation	Type of Report (check one)		
					Monthly Report Month in which the	
Office Sought (include district or circuit number	, if applicable)				report is filed.	
					Weekly Report	
Address Check box if reporting new addr	ess				Date that weekly report is due.	
City	State ZII	P Code	Telephone Number		Annual Report [
					Calendar year covered by this report.	
					(Note: This form is not for us lie u of an annual report.)	re by elected officials in

This form is not for use by principal campaign committees of elected, public officials.

In any reporting period, no campaign finance report is required if the appropriate filing threshold has not been reached by the candidate. The filing threshold is \$1,000, regardless of the office sought:

- ▶ \$1,000 candidates for state offices
- ▶ \$1,000 candidates for State Senate
- ▶ \$1,000 candidates for State House of Representatives
- ▶ \$1,000 candidates for district or circuit offices
- ▶ \$1,000 candidates for local offices

I have not reached the filing threshold amount as set forth in the Fair Campaign Practices Act for the office for which I am seeking nomination or election.

This **OPTIONAL** form gives notice that no contribution or expenditure report will be submitted.

Signature of Candidate Date



Statement of Dissolution

FOR ELECTED OFFICIALS, CANDIDATES AND POLITICAL ACTION COMMITTEES

	Please Print in Ink or Type.		Report Status (check one)	
Name of Candidate or Bected 0	fficial, or Political Committee		No report required because I hat activity since the last reporting p	
Office Sought or Held (include di	strict or circuit number, if applicable)		Termination report attached	
Address Check box if report	ting new address		Note: If you have had activity since the last filed, you are responsible for filing the requisite Annual Report covering the	ne .
City	State ZIP Code	Telephone Number	year of activity. However, the submi Termination Report along with the of Dissolution will satisfy this requi	ssion of a Statement
		<u> </u>	ittee or <u>Political Action Committ</u> 	<u>ee</u> as of
he	day of	in	the year	
Pursuant to §17-5-7(a manner:	ı) [Code of Alabama, 1975],	any excess funds sha	all be disposed of in the followin	g
	abama Fair Campaign Pract that this Statement of Disso		ear, or affirm, to the best of my ect.	
		e of Candidate or Elected Officia r of Political Committee	•	PED 0 2 7714
	that this Statement of Disso	olution is true and corr	ect.	SED9.2.2

Termination report is required if there has been any activity since last report



Elections Division
Office of the Secretary of State
John H. Merrill, Alabama Secretary of State

Pamphlet on SOS site or may order

From back of elections calendar prepared by League

FAIR CAMPAIGN PRACTICES ACT (FCPA) DEADLINES

(FCPA forms are available from the Probate Judge or the Secretary of State and can be downloaded at www.sos.alabama.gov)

All FCPA forms for municipal elections must be filed with the PROBATE JUDGE in the county where the city hall of the municipality is located. Every candidate must establish a PRINCIPAL CAMPAIGN COMMITTEE (PCC) by filing the required form WITHIN FIVE (5) DAYS OF BECOMING A CANDIDATE regardless of whether the candidate has reached the \$1,000.00 threshold. A person becomes a candidate whenever he or she either (1) reaches the disclosure threshold by either raising or spending in excess of one thousand dollars (\$1,000), or (2) formally qualifies to run for office.

For questions regarding the FCPA, call the Secretary of State's Election Division at 334-242-7210. Be sure to say "I have a question about the FCPA".

AUGUST 25, 2019: First day candidates for municipal elections can raise or spend money. §17-5-7(b)(2).

Once a candidate reaches the disclosure threshold by raising or spending in excess of \$1,000*, the PCC must file disclosure reports as follows:

MONTHLY CAMPAIGN REPORT DEADLINES:

 SEPTEMBER 4, 2019
 MARCH 3, 2020

 OCTOBER 2, 2019
 APRIL 2, 2020

 NOVEMBER 4, 2019
 MAY 4, 2020

DECEMBER 3, 2019 JUNE 2, 2020 (If the county is closed for Jefferson Davis' Birthday, the deadline is June 3, 2020)

FEBRUARY 4, 2020 JULY 2, 2020

WEEKLY CAMPAIGN REPORT DEADLINES:

(A candidate who is required to file a weekly report is <u>not</u> also required to file a monthly report the month of the election.)

AUGUST 3, 2020 AUGUST 17, 2020 AUGUST 10, 2020 AUGUST 24, 2020

ANNUAL REPORT DEADLINE:

JANUARY 31, 2021

OTHER IMPORTANT FCPA DATES:

DECEMBER 23, 2020: Last day for candidates <u>not</u> involved in the run-off election to raise money to pay off their campaign debts. §17-5-7.

FEBRUARY 3, 2021: Last day for candidates involved in the run-off election to raise money to pay off their campaign debts, one hundred twenty (120) days after the election. §17-5-7.

^{*} Major Contribution Report - candidates must disclose the receipt of any single contribution of \$20,000 or more within two (2) business days of receiving the contribution if it is not included in a monthly or weekly report, \$17-5-8.1(c).



Campaign Advertising Guidelines

Fair Campaign Practices Act ◆ Election 2018

Elections Division ◆ Office of the Secretary of State ◆ State of Alabama

John H. Merrill. Secretary of State

ELECTIONEERING COMMUNICATION

The Fair Campaign Practices Act (FCPA) defines "election eering communication" as any communication disseminated through any federally regulated broadcast media, any mailing, or other distribution, electronic communication, phone bank, or publication which [817-5-2(a)(5)]:

- (i) contains the name or image of a candidate;
- (ii) is made within 120 days of an election in which the candidate will appear on the ballot:
- (iii) the only reasonable conclusion to be drawn from the presentation and content of the communication is that it is intended to influence the outcome of an election; and
- (iv) entails an expenditure in excess of one thousand dollars (\$1,000).

IDENTIFICATION OF RESPONSIBLE PARTY

The Fair Campaign Practices Act (FCPA) specifies that a political advertisement or electioneering communication appearing in print and broadcast in any electronic media must clearly identify the entity responsible for paying for the advertisement or electioneering communication.

Any printed campaign literature, political advertisement or electioneering communication must contain a clear and unmistakable identification of the entity responsible for directly paying for the advertisement or electioneering communication.

Any political advertisement or electioneering communication appearing in broadcast media must contain a statement that the communication is a paid advertisement and must clearly identify the entity directly responsible for paying for the advertisement. These statements must appear at the beginning, during, or end of a radio or television spot.

EXCEPTIONS TO IDENTIFICATION REQUIREMENTS

The requirement to identify the entity responsible for paying for a campaign advertisement or electioneering communication does not apply to any political advertisement or electioneering communication used by a candidate and the candidate's supporters or by a political committee if the message or advertisement is:

- Designed to be worn by a person.
- Placed as a paid link on an Internet website, provided the message or advertisement is no more than 200 characters in length and the link directs the user to another Internet website that complies with the identification requirements.
- Placed as a graphic or picture link where compliance with the identification requirements are not reasonably practical due to the size of the graphic or picture link and the link directs the user to another Internet website that complies with the identification requirements.
- Placed at no cost on an Internet website for which there is no cost to post content for public users.
- Placed or distributed on an unpaid profile account which is available to the public without charge or on a social networking Internet website, as long as the source of the message or advertisement is patently clear from the content or format of the message or advertisement. A candidate or political committee may prominently display a statement indicating that the website or account is an official website or account of the candidate or political committee and is approved by the candidate or political committee. A website or account may not be marked as official without prior approval by the candidate or political committee.
- Distributed as a text message or other message via Short Message Service, provided the message is no more than 200 characters in length or requires the recipient to sign up or opt in to receive it.
- Connected with or included in any software application or accompanying function, provided that the user signs up, opts in, downloads, or otherwise accesses the application from or through a website that complies with the identification requirements.
- Sent by a third-party user from or through a campaign or committee's website, provided the website complies with the identification requirements.
- Contained in or distributed through any other technology related item, service, or device for which compliance with the identification requirements is not reasonably practical due to the size or nature of such item, service, or device as available, or the means of displaying the message or advertisement makes compliance with the identification requirements impracticable.

2 pages

Calendar From ESS Folder

MUNICIPAL ELECTION 2020

MAYOR-COUNCIL FORM OF GOVERNMENT

FOLLOW THESE INSTRUCTIONS FOR YOUR MUNICIPAL ELECTION.

CHECK OFF AS DUTIES ARE PERFORMED &

KEEP THIS FOLDER AS YOUR PERMANENT FILE.

IMPORTANT DEADLINES IN 2020 FOR MAYOR-COUNCIL ELECTIONS

The dates listed below in most cases represent the final deadlines for performing duties in connection with the 2020 elections in mayor-council cities and towns. The officials involved are urged to accomplish these duties well in advance of the deadlines.

☐ MAY 25, 2020

Last day a person can become a resident of the municipality and district and still be a candidate for election. Candidates must reside in the municipality and the district for a period of 90 days before the election, §11-46-25(g); §11-43-63.

☐ JUNE 26, 2020

First day to conduct a training school for officials who will conduct an election using electronic voting machines. §17-8-9.

Mayor gives notice of the election on the first Tuesday in July. §11-46-22(a).

Candidates may begin qualifying once notice is published. Qualifying forms are available from the municipal clark. §11-46-22(a).

Please see the League of Municipality Calendar regarding campaign finance reporting.

THE CLERK IS REQUIRED TO REMOVE FROM THE BALLOT THE NAME OF ANY CANDIDATE WHO FAILS TO FILE THE STATEMENT OF ECONOMIC INTERESTS BY THE DEADLINE.

Last day to qualify to run for municipal office. The qualifying form must be filed by 5:00 p.m., Central Daylight Time, with the MUNICIPAL CLERK. Forms are available from the clerk, §11-48-25(g).

Mayor must cause the printing of ballots. §11-46-25.

Mayor must file a list of qualified voters with the clerk. If the mayor is a candidate in the election, the council must appoint a qualified person to perform this duty. Sections §11-46-36 and §11-46-37.

Mayor must file a list of qualified voters with the absentee election manager. §17-11-5.

Complete order forms and candidate list and fax or e-mail to Election Systems & Software.

JULY 26, 2020

Sample ballot needs to be on display. §11-45-31.

□ JULY 28, 2020

Last day for the mayor (or other person assigned to this duty) to deliver absence ballots and supplies to the clerk, §17-11-12.

AUGUST 10, 2020

Last day for the council to appoint election officials. §11-46-27.

Last day to register for municipal general election, §17-3-50 and §11-46-38.

☐ AUGUST 14, 2020

Last day for the mayor to publish lists of the election officers and the voting places to which they are assigned, §11-46-27.

☐ AUGUST 20, 2020

Last day for a voter to apply for a regular absentile ballot, §17-11-3(a). Last day to publish the list of qualified voters, §11-45-35.

Last day to conduct a training school for officials who will conduct an election using electronic voting machines.

□ AUGUST 24, 2020

Last day for a voter to apply for an emergency absentee ballot. §17-11-3(d).

□ AUGUST 25, 2020

Election Day §11-46-21.

Candidates may appoint a poll watcher to observe voting procedures in the poling place. The appointment must be made in writing, signed by the candidate, and filed with the election officials at the polling place. §11-46-35.

☐ AUGUST 26, 2020

Deadline for the absentee election manager to notify voters whose absentee ballots have become provisional due to the inspector's personal knowledge that voter was not eligible to vote. §17-10-2(c)(3)(b).

Municipal clark must deliver the written affirmations of the provisional voters, inspector challenge statements, and all voter reidentification forms in a sealed envelope addressed to the board of registrars no later than noon.

□ AUGUST 28, 2020

Last day for an absentee voter who was required to provide identification but failed to provide it before the election to submit identification to the board of registrars in order to have the vote counted. §17-10-2(c)(1)(b).

The council must canvass the election results commencing at 12:00 Noon, §11-46-55. If a candidate receives a majority of the votes cast for the office, the council issues a certificate of election. If no candidate receives a majority, the council shall order a run-off election to be

Order Run-off Election Supplies: Complete order forms and candidate list and fax or e-mail to Election Systems & Software. ☐ SEPTEMBER 8, 2020

Last day for the mayor (or other person assigned to this duty) to deliver absentee beliets and supplies to the clerk for the run-off election. 617-11-12

□ SEPTEMBER 21, 2020

Last day to register to vote for run-off. §11-46-38.

Last day for council to appoint election officials, \$11-48-27. □ OCTOBER 1, 2020

Last day for a voter to apply for a regular absentee ballot. §17-11-3(a). □ OCTOBER 5, 2020

Last day for a voter to apply for an emergency absentee ballot. §17-11-3(d). ☐ OCTOBER 6, 2020

Run-off Election Day 511-46-21

Candidates may appoint a poll watcher to observe voting procedures in the polling place. The appointment must be made in writing, signed by the candidate, and filed with the election officials at the poling place. §11-46-35.

☐ OCTOBER 7, 2020

Deadline for the absentee election manager to notify voters whose absentee ballots have become provisional due to the inspector's personal knowledge that voter was not eligible to vote, \$17-10-2(c)(3)(b).

Municipal clark must deliver the written affirmations of the provisional voters, inspector challenge statements, and all voter raidentification forms in a sealed envelope addressed to the board of registrars no later than noon. ☐ OCTOBER 9, 2020

Last day for an absentee voter who was required to provide identification but failed to provide it before the election to submit identification to the board of registrars in order to have the vote counted. §17-10-2(c)(1)(c).

□ OCTOBER 13, 2020 The council must canvass the election results commencing at 12:00 Noon. §11-46-55.

□ NOVEMBER 2, 2020

Newly elected municipal officials take office on the first Monday in November following the election, \$11-46-21(c).

DISCLAIMER: This election calendar is provided as a service to those officials responsible for conducting the municipal election to be held on August 25, 2020, with a run-off on October 6, 2020, if necessary. Use of this calendar is at the sole risk of the officials and candidates. It is the responsibility of the officials and candidates to verify the dates on which forms are due. Election Systems & Software disclaims any responsibility or liability for failure to comply with any filing requirement or any other election law.

NOT REQUIRED. I give general election information and general information about my city.

2020 Municipal Election Information For Candidates

THIS IS NOT REQUIRED.

The following is general information pertinent to the City Council elections. This is not an allinclusive list of all election laws and practices, but hopefully, it will provide an easy format for answers to questions frequently asked by candidates. I hope you will find this useful.

General Information:

Municipal elections will be held in the City of Trussville for the office of Mayor and for five City Council positions on Tuesday, August 25, 2020. These are non-partisan, at-large elections Candidates for Council positions must choose to run in either Place Number 1, Place Number 2, Place Number 3, Place Number 4, or Place Number 5. These Place numbers are for balloting purposes only and do not represent districts nor work area assignments. (If your candidates run in districts, they may only run in the district in which they live as determined by the address where they are registered to vote.) Work areas and committee assignments are determined after the run-off election based upon the experience and/or interests of the persons elected.

A run-off election, if necessary, will be held on Tuesday, October 6, 2020 and the organizational meeting for the new administration will be held on Monday, November 2, 2020.

Poll hours are from 7:00 a.m. through 7:00 p.m.

No person may become a candidate for more than one office to be filled at the election. (§11-46-25 (h), Code of Alabama)

No name may be preceded on a ballot by a title. A title may only be used when it is necessary to distinguish between two or more candidates with the same or similar names.

Electors (Voters) are not entitled to vote for any person whose name does not appear on the ballot, and no elector (voter) shall write in the name of any person on the ballot. (§11-46-43, Code of Alabama)

Candidates may not accept, solicit, or receive campaign contributions more than twelve (12) months before an election in which the person intends to become a candidate. The first date contributions can be received for the 2020 municipal election is August 25, 2019. Campaign contributions may not be commingled with personal funds. A separate campaign fund must be established. If a candidate raises \$1,000 in campaign contributions with intent to become a candidate or expends \$1,000 with the intent to become a candidate, whether or not he or she has actually qualified for office, a campaign committee statement must be filed, within five days of reaching this threshold. The candidate may solicit contributions for a period of 120 days after the election in which the person was a candidate, but only to the extent of any campaign debt. Any contributions remaining in the account after all campaign debts are paid, may be donated to charity, to the State General Fund, Education Trust Fund, or to the equivalent county or municipal fund or used for expenses arising from their elected position. Surpluses may not be converted to personal funds. Personal funds contributed by the candidate to the campaign fund may not be reimburged, however a loan made to the campaign fund by the candidate, and properly reported on campaign finance disclosure, may be repaid.

Candidate Information 2020

1

Give them website www.alabamavotes.gov Tell them where paper applications are

available

FOR USE BY U.S. CHIZEN. You can use this form to: Register to vote in Alabama. Update your voter registration or changed your name or address Deadline for submitting application Voter registration and updating of votering the 14 days prior to each el Dregue Not. You may sed with this application	Be a c cord, if you have be a c be cord, if you have be a c cord, if yo	I ◆ PLEASE U r to vote in the itizen of the Unit Alabama. least 18 years of the been convict convicted, you note been declare to presentualid plo	SE NVK PRI e State of Ala ted States. f age on or before ted of a disqual nust have had y ed "mentally incomo to to identification wh	NT LEGIBLY abama, you n ore election day ifying felony, or rour civil rights is competent" by a el you uote atyou	r. if you h <i>a</i> ve restored. I court.
① Are you a citizen of the United Stat ② Will you be 18 years of age on or b ③ Print Your Name: First Masse	efore election day? Yes No	questions, of Alabama Drivi License or No Driver ID Num	n-	e this applicat	ion.
Print Maiden Name / Former Name Mode Date of Birth (mmM4/yyy) © Primary	Leat Suff:	Last four dig	A BA MA NON-DI gitsof Social	RIVER ID NUME	BER •
Address where you live: (Do not use post office box)	e Address (No lide aparimentorother unith umber if applic	able) cny		State	ZIP
Address where you receive your mail:	ig Address, ∦d Wereitfrom Home Address	City		State	ZIP
Address where you were last registered to vote: (Do not use post office box)	er Address Oby	Ci	ON META	State	ZIP
Sex (check one) Female Male Race (check one) White Black Asian American Indian Hispanic Other REGISTRARS USE ONLY	Place of Birth City Co Map / Diagram If your home has no street number or name, please where your house is located. Please include roads a	draw a map of nd landmarks.	If you are unable you fill out this ap	Court ei ve assistenc to sign yourname plication? Give na er (phone number	ce? , who helped me, address,
DATE APPROVED DENIED					
(mmd4(yyy)) County Pot City Pot Board member	Voter Declaration - Re: Iam a U.S. citizen Ilive in the State of Alabama Iwill be at least 18 years of age on or before election day Iam not barred from voting by reason of a disqualifying felony conviction (The list of disqualifying felonies is available on the Secretary of State's wob site at:	ad and Sign Under Penalty of Perjury I solemnly swear or affirm to support and defend the constitution of the United States and the State of Alabama and further disavow any belief or affiliation with any group which advocates the overthrow of the governments of the United States or the State of Alabama			
Board member	sos.alabama.gov/mtfelonies) I have not been judged "mentally incompetent" in a court of law	by unlawful means and that the information contained herein is true, so help me God.			
Board member	YOUR SIGNATURE		DAT E _m		
The decision to register to vote is you	If you falsely sign this statement, you can be used to solve the off only for voter registration purposes. If you over registration purposes.	ice at which yo	u are sub mitti	ng this applica	ation will

ABSENTEE VOTING

Regular Absentee Voting:

Any qualified voter can apply for an absentee ballot that can be cast by mail or hand delivery if he or she meets one of the following conditions found in the Code of Alabama \S 17-10-3:

- (1) The voter will be absent from the county or the state on election day,
- The voter has any physical illness or intimity, which prevents his or her attendance at the polls, whether or not he or she is within the county on election day.
- (3) The voter works on a shift which has at least ten hours which coincide with the hours the polls are open at his or her regular polling place.
- (4) The voter is encotled as a student at an educational institution located outside the county of his or her personal residence, which prevents his or her attendance at the polls.
- 5) The voter is a member of, or spouse or dependent of, a member of the armed forces of the United States, or is similarly qualified to vote absentee pursuant to the Federal Uniformed and Overseas Citizens Absentee Voting Act, 42 U.S.C. 1973 ff.
- 6) The voter has been appointed as an election officer or named as a poll watcher at a polling place other than his or her regular polling place.
- 7) The voter is a caregiver for a close family relative to second degree of kinship who is confined to the home.
- (8) The voter is incarcerated, but not yet convicted of a crime of moral turpitude.

Any qualified voter meeting the conditions set out above may apply for and vote an absentee ballot by mail or in person, provided he or she makes application in writing therefor not less than five days prior to the election in which he or she desires to vote. Voter ID must be included with the ballot application.

PLEASE NOTE: This is a two step process. If you are voting absentee by mail, you must allow time for the application to be mailed to the voter and to be returned to the office of the absentee election manager (City Clerk) not later than five days prior to the election. Qr. you may download a municipal absentee ballot at www.alabamavotes.gov, fill it out and mail it to the absentee election manager (City Clerk) not later than five days prior to the election. The actual ballot www.alabamavotes.gov, fill it out and mail it to the absentee election manager (City Clerk) not later than five days prior to the election. The actual ballot www.alabamavotes.gov, fill it out and mail it to the absentee election manager not later than 5:00 p.m. on the day prior to the election date. Voters are encouraged to complete this process as early as possible after the candidate qualification period has closed.

The application shall be filed with the person designated to serve as the absentee election manager (City Clerk for Municipal elections). The application shall be in a form prescribed and designed by the Secretary of State and shall be used throughout the state or in the case of military personnel and their dependents, the federal postcard application may be used. Notwithstanding the foregoing, handwritten applications can also be accepted at any time prior to the five day deadline date to receive absentee ballot applications as provided in §17-10-3. The application

A candidate has nothing to do with absentee ballots, however, this lets them know what the process is when their supporters come back and complain.

Tell them that they can give blank applications to their supporters, but cannot return them.

- ▶ Other items that may be included are:
 - How to obtain a voter list from the Secretary of State
 - Copy of local sign regulations pertaining to campaign signs
 - Copies of League Journal articles about Municipal Government and Duties of the Mayor and Council



Office of Secretary of State John H. Merrill

Voter Information Fee Schedule

Posted February 20, 2015

Electronic Copy of Voter Information

- One cent (\$0.01) per voter record.
- No minimum fee.
- No additional charges for the number of data fields requested.
- The electronic copy can be provided in ASCII text or Microsoft Excel formats.

Printed Copy of Voter Information

- One dollar (\$1.00) per printed page.
- Number and types of data fields may affect the number of pages to be printed.

This is information on where signs are allowed. Behind it is excerpts from our Sign Ordinance

Political signs

Political signs may be placed upon private property with the permission of the property owner. The maximum sign area in residential districts is 6 square feet. Candidates and their supporters should be careful in the placement of these signs, so that they are not removed from the right-of-way.

The public right-of-way consists not only of the paved street, but also the area behind the gupting, that contains underground utility lines and utility poles and sidewalks. Most subdivision streets have a 50° wide right-of-way with the street and curbs taking approximately 27° leaving 11.5° behind the curb for utilities and sidewalks. The actual residential lot does not extend to the pavement, but only to the right-of-way line, thus no sign should be placed closer than 11.5° to 12° behind the gupting or 25° from the gegter, ligg of a street without curbs. The right-of-way along collector streets and thoroughfares can vary from 50° to more than 300° depending on the area.

Many citizens are not familiar with general sign placement regulations. No sign, except for traffic control signs and signs erected by government entities to aid the traveling public, may be placed upon the public right-of-way. This is a State law, a County regulation, and a City ordinance, so there is not an exception within the City of Trussville. Signs may not be placed upon utility poles, trees, street sign, posts, or light posts. Further no sign may be placed by an individual upon publicly owned property, such as in parks or at government facilities.

Remember that political advertising must contain the name and address of the political campaign committee.

If you need additional information concerning sign placement, please contact City Hall at 205-655-7478 or the Engineering and Inspections office at 205-655-5483.



n August 25, 2020, most Alabama municipalities will hold elections for the mayor and council. While candidates cannot officially qualify to be on the ballot until July 7, 2020, many candidates have their municipality. already announced their intention to run for municipal office and have started their campaigns. The Alabama League of Municipalities prepares a manual titled Procedures for Holding Elections in Mayor-Council Municipalities which covers issues related to campaigning and holding a municipal election. Included in the manual is an elections calendar out-lining all of the important dates relating to the election process. This manual will be available for download on the League's website: www.alalm.org after November 15, 2019. Over the next several issues of the Municipal Journal, the League Legal Department will explore various issues relating to municipal elections and the election process.

The goal of this article is to inform potential candidates as to the structure of municipal governments in Alabama as well as to the limitations and restrictions on municipal power. It is not intended as a guide for qualifying and running for municipal office. Candidates must understand the extent of the authority a municipality may exercise before making the decision to run for office. Also, an understanding of these laws and functions can help candidates avoid future embarrassment upon discovering that a campaign promise individuals themselves may not be willing to perform, such as can't legally be fulfilled.

The provisions discussed in this article apply generally to any municipality with a mayor/council form Lori Lein • General Counsel • ALM

that the rules and regulations set out in this article govern

What is a Municipality?

In Alabama, a municipality is a form of local government created by the citizens within a defined area. First, the local government must meet the requirements of state law to incorporate. The laws governing incorporation are found in Article 1 of Chapter 41 of Title 11, Code of Alabama 1975. Following these procedures and an affirmative vote of the majority of citizens in the area proposed for incorporation, a municipality is created.

Historians disagree regarding the reasons municipalities first came into existence. Some reasons include the promotion of commerce, protection from invading armies, convenience. or even just the desire of humans to share time with each other. Regardless of the historical reasons, municipalities today provide many services to their citizens, such as fire and police, utility services, parks and recreation, and historical preservation among others. They also help protect their citizens through these services. Municipalities provide an element of convenience by performing many services which construction and maintenance of roads, disposal of garbage and promotion of the arts.

Municipal government provides a means for citizens of government. Many state laws, however, apply to only to have a direct say in which services are needed and how certain municipalities. It is up to the candidate to be sure those services should be provided through the process New version of Article found in Nov/Dec 2019 edition of Alabama League Journal



THE LEGAL

Director, Legal Services & Computer Programs

VIEWPOINT

Duties of the Mayor and Council

One of the most misunderstood aspects of municipal government is the separation of powers between the mayor and the council. Like government on the state and federal levels, municipal government is divided into three separate but equal branches: executive, legislative and judicial. Each of these branches has distinct duties and powers and restrictions on how far it can intrude into the affairs of the other branches.

At the municipal level, the mayor serves as the head of the executive branch. As such, the mayor is responsible for overseeing the day-to-day operations of the municipality. He or she oversees municipal employees, makes sure that bills are paid on time, executes municipal contracts and, in general, performs many of the same functions as a C.E.O. of a private corporation.

In municipalities of less than 12,000 inhabitants, the mayor also presides over council meetings and serves as a member of the council. In these cities and towns, the mayor may vote on any issue before the council, introduce measures and participate in debates to the same extent as members of

In cities with populations of more than 12,000, the mayor is not a member of the council. However, he or she has a veto over any permanent action taken by the council. The council can override the veto by a two-thirds votes.

The council is the legislative branch. Citizens and councilmembers must understand that individual councilmembers, acting alone, have no greater power or authority than any other citizen of the municipality. The council can only act as a body at a legally convened meeting.

The council has authority over the finances and property of the municipality. The council establishes policies, passes ordinances, sets tax levels, determines what sorts of services | reflect the thoughts of the voters who elected him or her the municipality will offer and has authority over all other and are worthy of careful consideration by the council. legislative aspects of municipal government.

It is clear, though, that the primary factor in the success of a municipal government lies in the working relationship between the mayor and the city council. Elected city officials must recognize that they have dedicated themselves for the next four years toward accomplishing a common goal providing the city or town with the best municipal government possible. To achieve this goal, the mayor and the council must maintain a harmonious working

At times the mayor and the council will disagree over the best solution to a problem. Disagreement is not only inevitable, it can be healthy. Negotiating opposing viewpoints can often lead to unexpected solutions. City officials must learn that when an opposing view is taken by someone else in government, it is merely a different opinion on the best way to represent the citizens of the municipality.

The success of municipal government depends also upon the willingness of each individual councilmember to cooperate with other councilmembers in granting time, knowledge and experience toward representing the citizens of the municipality. Under the mayor-council form of government, the council is granted legislative powers to determine the policies that will be followed in the administration of the municipal government. In exercising these powers, the council determines the extent of the governmental and corporate functions of the municipal

Equally vital is the willingness of the mayor to properly administer the ordinances passed by the council. The mayor is charged with the general supervision and control of municipal departments, programs and facilities. The advice, recommendations and viewpoints of the mayor generally

continued next page

- ▶ Other optional items are:
 - ▶ Copies of city ordinances that:
 - ▶ Set qualifications fees
 - ▶ Set Mayor and Council salaries
 - A copy of the city budget (synopsis)
 - ▶ A city map and/or district map
 - ► A candidate contact information sheet for City Clerks's use for any necessary candidate notifications

- ▶ It is suggested that you list the contents of the candidate packet, including a disclaimer, and have the candidate sign that he/she received all of the information.
 - ▶ Note: If you prepare two copies of this list, the Clerk can retain one and the candidate can keep one.
 - ► This is helpful if one candidate protests that his or her opponent was given information he/she did not receive
 - ▶ Include your business card with your contact information in the packet

CANDIDATE QUALIFICATION PACKET CHECKLIST

	Statement of Candidacy
	Qualification Fees Ordinance / Affidavit of Indigency
	Statement of Economic Interest (Ethics) - Information, Forms, Instructions
	Guidelines for Public Officials and Employees - Ethics Commission
	Ethics Commission website www.ethics.alabama.gov
	Calendar for 2020 Municipal Election
	Local Municipal Election Information Guide - Information from City Clerk
	Fair Campaign Practices Act (FCPA) (Secretary of State)
	Secretary of State web site www.sos.alabama.gov - Elections /Candidates / Forms
	Forms: Appointment of Principal Campaign Committee
	Financial Reporting Forms 1-6 - Summary, Contributions and Expenses
	Major Contribution Report (4 pages)
	Waiver
	Dissolution
	Candidates Filing Guide Booklet
	_
	FCPA Filing Calendar
	Campaign Advertising Disclaimer Guidelines (FCPA)/Filing Guidelines (FCPA), SQS.
	Information to obtain voter list from Secretary of State, Elections Division
	Sign Ordinance Excerpt / Sign article from newsletter
	What Every Candidate Should Know About Municipal Government (ALJ Article)
	Duties of the Mayor and Council (Alabama League Journal article)
OPII	ONAL:
	Alabama Voter Guide 2016 (Secretary of State)
	Mayor and Council Salary Ordinances
	Absentee Information
	City budget (one page synopsis)
	City Map / District Map
	Candidate information for Elections Manager /City Clerk's business card for Candidate
Discla	
	This guide is provided as a service to candidates running in the municipal election. Use
	information is at the sole risk of the candidate. It is the responsibility of the candidate to
verify	information. The municipality or official distributing this form disclaim any responsibility
or liab	ility for failure to comply with any filing requirement or any other election law.
	For additional information contact Lynn Porter at Trussville City Hall - Direct number is
661-40	050. The general office number is 655-7478, or E-mail at lporter@trussville.org.
	I received the documents listed above, and I was made aware that it is my responsibility to
adhere	to all filing deadlines:
	Candidate Signature Date
	Lynn Porter, City Clerk

Clerk Duty upon Qualification

▶ The City Clerk/Elections manager must notify the Ethics Commission the date of qualification within <u>5 days</u> of qualification.

YOU DO NOT WANT TO WAIT 5 DAYS. DO THIS DAILY!!!

- ► The Ethics Commission must reply to the City Clerk/Elections Manager within 5 <u>business days</u> of receipt of notification
 - ► In prior elections, these have been sent by e-mail. Suggest sending "read receipt requested"
 - ▶ In prior elections, the Ethics Commission replied as quickly as possible
- You cannot order ballots until all candidates are certified or rejected by the Ethics Commission

E-mail to: www.candidates@ethics.Alabama.gov

Date

Ms. Sara Frost Alabama Ethics Commission P. O. Box 4840 Montgomery, AL 36103-4840

Reference: Candidate(s) Qualifying for Elected Office

Dear Ms. Frost:

The following candidate(s) have filed qualifying papers to run for elected office.

Name of Candidate	Address	Office	Date Qualified	

Please advise if the above listed candidate(s) have filed a Statement of Economic Interest as required by the Alabama Ethics Law.

If you have any questions, please feel free to contact me at lporter@trussville.org or (205) 661-

Respectfully,

Lynn B. Porter City Clerk There is no particular format to notify the Ethics Commission.
This is just an example

Clerk Information

All of the FCPA forms are available on the Secretary of State web site www.sos.Alabama.gov under the Elections tab, as is the filing guide This election cycle, the League has prepared a FCPA filing calendar

Provisional Ballot guide booklet available on this site Alabama Voter Guide is available on this site

Many of these booklets are lengthy. You may wish to let the candidate know where they are available, rather than copying them

ELECTIONS DIVISION
State Capitol Building - Suite E-208
600 Dexter Avenue
Phone: 334-242-7210 Fax: 334-242-2444

Ed Packard
Division Director
Ed.Packard@sos.Alabama.gov

334-242-4845

Clerk Information

Ethics Commission – www.ethics.alabama.gov

Sara Frost – (334) 353-5800

Send candidates names (recommend daily) to:

candidates@ethics.gov