



**San Francisco Ethics Commission**  
**Filing Schedule for**  
**Candidates and Controlled Committees for City Elective**  
**Office Being Voted on November 5, 2019**

<b>Deadline</b>	<b>Period</b>	<b>Form</b>	<b>Notes</b>
<b>Jul 31, 2019</b> <i>Semi-Annual</i>	* – 6/30/19	460 or 470	<ul style="list-style-type: none"> <li>▪ Form 460: All committees must file Form 460.</li> <li>▪ Form 470: Candidates who filed candidacy papers on or before June 30, who do not have open committees, and who will not raise or spend \$2,000 or more in 2019, file Form 470.</li> </ul>
<b>Sep 26, 2019</b> <i>1<sup>st</sup> Pre-Election</i>	7/1/19 – 9/21/19	460 or 470	<ul style="list-style-type: none"> <li>▪ Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> </ul>
<b>Oct 24, 2019</b> <i>2<sup>nd</sup> Pre-Election</i>	9/22/19 – 10/19/19	460	<ul style="list-style-type: none"> <li>▪ All committees must file Form 460.</li> </ul>
<b>Nov 1, 2019</b> <i>3<sup>rd</sup> Pre-Election</i>	10/20/19 – 10/30/19	460	<ul style="list-style-type: none"> <li>▪ All committees must file Form 460.</li> </ul>
<b>Jan 31, 2020</b> <i>Semi-Annual</i>	10/31/19 – 12/31/19	460	<ul style="list-style-type: none"> <li>▪ All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2019.</li> </ul>

**Additional Filing Requirements (Information):**

- \* **Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- **Form 410:** (Statement of Organization) must be filed once \$2,000 or more has been raised/spent.
- **Form 460:** Candidates who have raised/spent \$2,000 or more file the Form 460. The Form 460 must be e-filed with the San Francisco Ethics Commission.
- **Form SFEC 125:** All committees which receive contributions which were “bundled” must file SFEC Form 125 at the time they are required to file a semi-annual or pre-election statement (see page 2 for more information).
- **Form SFEC 161:** Each committee which pays for a “mass mailing” must file a SFEC Form 161 (including a copy of the mailing) within 5 days of the mailing, or within 48 hours if sent within the last 16 days prior to the election.
- **FPPC Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2019 and do not have an open committee may file Form 470 on or before September 26, 2019. If, later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and a Form 410 must be filed. This report is not required if a Form 470 was filed by July 31<sup>st</sup>.

## San Francisco Ethics Commission

### Additional Notes Cont.:

- **Late Filing Fines:** Late filed statements required to be e-filed will be assessed a \$25 per day late fine, until the statement is e-filed. Late filed statements required to be filed on paper will be assessed a \$10 per day late fine, until the statement is filed.
- **Cross-Filing Rules:** When a candidate or officeholder controls more than one committee for the purpose of election to office, all committees of that candidate or officeholder MUST file FPPC Form 460 semi-annual and pre-election statements each time any committee statement is due (see Cal. Code Regulation [Section 18405](#))
- **Prohibition on Contributions from Contractors doing Business with the City:** See Campaign and Governmental Conduct Code [Sec. 1.126](#) and its [regulations](#) for more information.
- **Prohibition on Contributions from Corporations:** See Campaign and Governmental Conduct Code [Sec. 1.114\(b\)](#) and its [regulations](#) for more information.
- **Prohibition on Contributions for Official Action:** See Campaign and Governmental Conduct Code [Sec. 1.114\(d\)](#).
- **Advertisement Disclaimers:** Many candidate advertisements require disclaimers, please see [disclaimer charts](#) on the Ethics Commission website for specific disclaimer requirements.
- **Complete Training:** Candidates for City elective office and their treasurer/assistant treasurer must complete a [training](#) conducted by Ethics Commission staff prior to each election in which the candidate will appear on the ballot.

### Definitions

“**Mass Mailing**”: Over 200 substantially similar pieces of mail but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry (see [Form SFEC 161](#)).

“**Bundled Contributions**”: Delivering or transmitting contributions, other than one’s own or one’s spouse’s, except for campaign administrative activities and any actions by the candidate that a candidate committee is supporting.

“**Campaign Administrative Activity**”: Administrative functions performed by paid or volunteer campaign staff, a campaign consultant whose payment is disclosed on the committee’s campaign statements, or such campaign consultant’s paid employees.