

# Campaign Consultant Regulations (San Francisco Campaign and Governmental Conduct Code Section 1.500 et seq)

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## **Regulation 1.515(f)-1: Filing of Client Termination Statements for Clients Who Have Not Yet Paid in Full; Reporting of Amounts Owed by Current and Former Clients**

(a) Campaign consultants shall submit to the Ethics Commission a client termination statement no later than 30 days after the client terminates the services of the consultant.

(b) Campaign consultants may not provide campaign consulting services to a client after filing a client termination statement for that client, until a new client authorization statement has been filed pursuant to section 16.543(d).

(c) Campaign consultants may receive payments from a client after filing a client termination statement for the client, provided that all of the following are true:

- (1) The payment is for campaign consulting services previously provided to the client;
- (2) The services for which the payment is made are reported as required by this Article;
- (3) The client termination statement includes the following information:

(A) The date the payment is due to be paid by the client;

(B) If the payment is past due, a description of the efforts made by the campaign consultant to collect the payment;

(C) If the campaign consultant charges interest on the amount owed by the client, a description of the terms and rate of interest to be charged;

(D) If the campaign consultant reduced or forgave any portion of the amount owed by the client, a description of the terms and amount of the discount.

(4) The campaign consultant reports the full amount owed by current and former clients, in addition to the payments promised and received during any reporting period.

(d) Campaign consultants shall not re-register clients for whom they no longer provide campaign consulting services if the only reason for re-registration is that the client has not yet paid in full for services previously rendered.

## **Regulation 1.525(a)-1: Holidays and Weekends Not Included in Calculation of Certain Late Fines**

In calculating the number of days late for which a late fine will be assessed under Campaign and Governmental Conduct Code section 1.525(a), when a filing deadline falls on the day before a weekend or holiday, the Commission will not count any weekend days or holiday that immediately follow the filing deadline. For purposes of this regulation, the term “weekend” means Saturday and Sunday and the term “holiday” means any holiday on which the Ethics Commission is authorized by law to close.

## **Regulation 1.540(a)-1: Electronic Filing of Statements and Reports.**

Whenever campaign consultants are required by Article I, Chapter 5 of the San Francisco Campaign and Governmental Conduct Code to file an original statement or report, the consultant must file the statement or report electronically, in a format prescribed by the Ethics Commission.

## **Regulation 1.540(c)-1: Holidays and Weekends Not Included in Calculation of Certain Late Fines**

In calculating the number of days late for which a later fine will be assessed under Campaign and Governmental Conduct Code section 1.540(c), when a filing deadline falls on the day before a weekend or holiday, the Commission will not count any weekend days or holiday that immediately follow the filing deadline. For purposes of this regulation, the term “weekend” means Saturday and Sunday and the term “holiday” means any holiday on which the Ethics Commission is authorized by law to close.