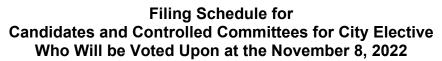
San Francisco Ethics Commission





Deadline	Period	Form	Notes
Aug 1, 2022 Semi-Annual	* - 6/30/22	460 or 470	All committees must file Form 460.
Within 24 Hours Contribution Reports	8/10/22 – 11/8/22	497	■ File if candidate contribution or loan is received of \$1,000 or more in aggregate.
Sep 29, 2022 1 st Pre-Election	7/1/22 – 9/24/22	460 or 470	■ Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 27, 2022 2 nd Pre-Election	9/25/22 – 10/22/22	460	All committees must file Form 460.
Nov 4, 2022 3 rd Pre-Election	10/23/22 – 11/2/22	460	 All committees must file Form 460.
Jan 31, 2023 Semi-Annual	11/3/22 – 12/31/22	460	 All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2022.

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 e-file a SFEC Form161 (including a copy of the mailing specification notes) within 5 days of the mailing, or within 48 hours if sent within the last 16 days prior to the election.

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• FPPC Form 470: Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2022 and do not have an open committee may file Form 470 on or before September 29, 2022. If, later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and a Form 410 must be filed.

Additional Notes:

- Method of Delivery: The Form 501 and Form 470 must be filed on paper with original signature; however, candidates may also file a scanned PDF. copy of each form using <u>DocuSign</u> (see instructions). All other forms must be <u>e-filed</u>.
- 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).
- Prohibition on Contributions from Individuals with a Pending Land Use Matter: See Campaign and Governmental Conduct Code Sec. 1.127.
- Advertisement Disclaimers: Many candidate advertisements require disclaimers, please see <u>disclaimer charts</u> on the Ethics Commission website for specific disclaimer requirements.
- **Complete Training:** Candidates for City elective office and their treasurer/assistant treasurer must complete a <u>training</u> conducted by Ethics Commission staff prior to each election in which the candidate will appear on the ballot.
- Resources: Local <u>campaign guides</u> and <u>Ethics Commission website</u>.
- Public Documents: All statements and reports are public documents.
- After the Election: Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See <u>After the Campaign</u> for additional information.

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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 SFEC Form 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.