

San Francisco Ethics Commission



Filing Schedule for Candidates and Controlled Committees for City Elective Who Will be Voted Upon at the February 15, 2022 Special Election

<i>Deadline</i>	<i>Period</i>	<i>Form</i>	<i>Notes</i>
Within 24 Hours <i>Contribution/Independent Expenditure Reports</i>	11/17/21 – 2/15/22	497	<ul style="list-style-type: none"> File if candidate contribution or loan is received of \$1,000 or more in aggregate.
Jan. 6, 2022 <i>1st Pre-Election</i>	1/1/22 – 1/1/22	460	<ul style="list-style-type: none"> All committees which were active in 2021 must file the semi-annual statement. The first pre-election and second pre-election statements may be combined.
Jan 31, 2022 <i>Semi-Annual</i>	* – 12/31/21	460	<ul style="list-style-type: none"> All committees must file this statement.
Feb 3, 2022 <i>2nd Pre-Election</i>	1/2/22 – 1/29/22	460	<ul style="list-style-type: none"> All committees must file this statement. The first pre-election and second pre-election statements may be combined.
Feb 11, 2022 <i>3rd Pre-Election</i>	1/30/22 – 2/9/22	460	<ul style="list-style-type: none"> All committees must file this statement.
Aug 1, 2022 <i>Semi-Annual</i>	2/10/22 – 6/30/22	460	<ul style="list-style-type: none"> All active committees must file this statement. Committees who terminate prior to June 30, 2022 are not required to file this statement.

Additional Notes:

- * **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.
- Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to the deadline for a Form 497 due the weekend before the election, or to any Form 496. Form 496 reports must always be filed within 24 hours.

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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 Form 161 (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.
- **[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 April 28, 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 [DocuSign](#) (see instructions). All other forms **must** be [e-filed](#).
- **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\(d\)](#).

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- **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 [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.
- **Resources:** Local [campaign guides](#) and [Ethics Commission website](#).
- **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 [After the Campaign](#) for additional information.

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.