

Frequently Asked Questions: Candidate Filing/City Clerks

Is the City Clerk required to check the signatures on a Petition of Candidacy against the signatures on the voter registration cards? Idaho Code 50-410.

-No. Petition signatures must be verified by the County Clerk before the petition is submitted to the City Clerk. The County Clerk will attach a Petition Certification to the petition indicating the number of signatures that are of qualified city electors.

Does the City Clerk have to validate the Declaration of Candidacy by 5pm on the filing deadline? Idaho Code 34-1404

-No. The City Clerk has 7 days to certify the declaration is valid. Please work closely with the County Clerk Elections Office as the timeline for them to create the ballot is tight so knowing there are declarations being reviewed by the City Clerk's Office will be helpful.

What is the Homestead Exemption? Idaho Code 34-701(3)

-Homeowners must list the address they claim as their 'primary dwelling place' on their Property Tax Homeowners Exemption through the Idaho State Tax Commission.

Can a candidate announce candidacy prior to filing the Declaration of Candidacy/Declaration of Intent? Idaho Code 67-6602(1), 67-6603, 67-6608

-Creating a campaign finance account, and its associated Treasurer Appointment (C1), helps announce your candidacy and should be filed prior to receiving or expending monies for your campaign. Once a \$500 threshold is met, reporting requirements begin. A campaign finance account can be created prior to the Declaration of Candidacy filing period.

Where is the Treasurer Appointment Form? Idaho Code 67-6603

-Treasurer Appointment forms (C1) are created within a candidate's campaign finance account. The Treasurer Appointment form can be used as

a tool to announce your intent to campaign (Declaration of Candidacy is filed separately during specific filing period), and the bank will want to see this form to open an account for your campaign.

Do I need to have a Campaign Finance Account? Idaho Code 67-6602(1), 67-6603, 67-6608

-If the candidate is going to receive contributions or expend monies on their campaign, they should create a campaign finance account and begin filing reports once they reach the \$500 threshold. Here is the link to the Secretary of State's online portal to create an account.

<https://sos.idaho.gov/elections-division/campaign-finance-filing/>

Bank Account and/or EIN Numbers

-The Secretary of State highly recommends having a separate account for your campaign finance financial activity but Idaho Code does not require it. We also do not require an EIN number for candidates or political committees. Some banks are satisfied with showing your Treasurer Appointment (C1) form.

Contribution Limits Idaho Code 67-6610A(2)(a)

-The contribution limit for Special District, City, County* and State Legislators* is \$1000, *per election. Candidates do not have a limit in contributing to their own campaign.

Requirements regarding Signs, Flyers, Mailers, Social Media, etc. Idaho Code 67-6614A

-All communications need to have who paid for the communication clearly indicated. Example: 'Paid for by: Candidate Name or PAC Name.'
-Check with the City for ordinances that may be in place for sign placement and what needs to be on signage.

Reporting Contributions and Expenditures Idaho Code 67-6607(2), 67-6608, 67-6609

-The campaign must keep track of all financial activity. Once the \$500 threshold is met, a First \$500 Report is required to be filed within 7 days of

the threshold being met. Then monthly reports will be required in the candidate's election year and annual reports in non-election years. Once reporting begins you must still report if there is no activity for the month/year.

Receiving Anonymous Donations Idaho Code 67-6614, 67-6607(1)(a)

-ALL contributions received must have a name and address associated with it in your records. Anonymous donations must be sent to the Idaho State Controller's Office to be deposited in the Public School Fund.

*****This means NO cash donations without an associated name or address from the donor. This also includes any fundraising items that are purchased without the required name and address information collected.***

Terminate Campaign Finance Account Idaho Code 67-6607(5)

-Contact the Secretary of State or the County Clerk Elections Office to requests to terminate a campaign finance account. This is only allowed if the candidate is not in office and does not have a cash or debt balance on the last filed report.

Where Can We Look Up Other Candidates Reports?

-Go to Sunshine.Sos.Idaho.Gov for the Campaign Finance Public Portal.

How Do I File a Campaign Finance Complaint? Idaho Code 67-6623(3), 67-6615(2)(b)

-If an Idaho Campaign Finance Sunshine Law has been broken, you will need to file a Campaign Finance Complaint form found on the SOS.Idaho.Gov website. The form should be sent to the County Elections Office for Special District, City or County Candidates or PAC's and to the Secretary of State's Elections Division for State or Statewide Candidates and PAC's.

Who Do I Complain About Signs To? Idaho Code 67-6614A

-Contact the County Elections Office if a City Ordinance has been broken.

-Contact the Idaho Transportation Department if it is blocking view on a major highway.

-Complete a Campaign Finance Complaint form (L5) and send it to the County Elections Office if there is no indication of who paid for the sign if it

*is endorsing or opposing a local county candidate or measure **only**.*

- Complete a Campaign Finance Complaint form (L5) and send it to the the Secretary of State if there is no indication of who paid for the sign *if it is endorsing or opposing a state candidate or state measure **only**.*