OKLAHOMA

STATE OF OKLAHOMA

CANDIDATE FILING PACKET

2022

STATE SENATOR

2022 STATE OF OKLAHOMA
STATE, LEGISLATIVE, JUDICIAL, AND DISTRICT ATTORNEY CANDIDATE FILING PACKET

For use by candidates who file with the Secretary of the Oklahoma State Election Board

This filing packet was prepared by the Oklahoma State Election Board for use by candidates filing for State, Legislative, Judicial, and District Attorney offices during the April 13–15, 2022, filing period.

IMPORTANT DATES

Candidate Filing Period
Wednesday, April 13, 8 A.M. – 5 P.M.
Thursday, April 14, 8 A.M. – 5 P.M.
Friday, April 15, 8 A.M. – 5 P.M.

Last time to file Contest of Candidacy
Tuesday, April 19, 5 P.M.

Primary Election	Runoff Primary Election	General Election
Early Voting Thursday, June 23 8 A.M. – 6 P.M. Friday, June 24 8 A.M. – 6 P.M. Saturday, June 25 8 A.M. – 2 P.M.	Early Voting Thursday, August 18 8 A.M. – 6 P.M. Friday, August 19 8 A.M. – 6 P.M. Saturday, August 20 8 A.M. – 2 P.M.	Early Voting Wednesday, November 2 8 A.M. – 6 P.M. Thursday, November 3 8 A.M. – 6 P.M. Friday, November 4 8 A.M. – 6 P.M. Saturday, November 5 8 A.M. – 2 P.M.
Election Day Tuesday, June 28 7 A.M. – 7 P.M.	Election Day Tuesday, August 23 7 A.M. – 7 P.M.	Election Day Tuesday, November 8 7 A.M. – 7 P.M.
Last Time to File Contest of Election Friday, July 1, 5 P.M.	Last Time to File Contest of Election Friday, August 26, 5 P.M.	Last Time to File Contest of Election Friday, November 11, 5 P.M.
Certification of Final Results Tuesday, July 5, 5 P.M.	Certification of Final Results Tuesday, August 30, 5 P.M.	Certification of Final Results Tuesday, November 15, 5 P.M.

STATE, LEGISLATIVE, JUDICIAL, AND DISTRICT ATTORNEY

Candidate Filing Instructions

2022 Primary, Runoff Primary, and General Election

NOTICE: The materials in this packet were prepared and published by the State Election Board as a public service in March 2022 and were correct when published. It is the responsibility of each candidate to determine the qualifications and requirements for becoming a candidate for public office.

All candidates must submit the 2022 Declaration of Candidacy, along with the appropriate filing fee or a petition supporting their candidacy to the Secretary of the State Election Board. Additional documents, such as the Criminal History Disclosure Supplemental Form, may be required. Use the Candidate Filing Checklist (Page 7) to assemble all necessary paperwork required to declare candidacy for the office sought.

Where to file

Candidates for U.S. Senator, U.S. Representative, Governor, Lieutenant Governor, Attorney General, State Treasurer, Superintendent of Public Instruction, State Auditor and Inspector, Commissioner of Labor, Insurance Commissioner, Corporation Commissioner, State Senator, State Representative, District Attorney, District Judge, and Associate District Judge file Declarations of Candidacy with the Secretary of the State Election Board, State Capitol Building, Oklahoma City.

Candidates may file in person, by mail, or the candidate may send an agent to file on their behalf. Regardless of the method of filing, all required filing documents must be received during the allotted dates and hours of the statutory filing period.

Filing fee

For candidates filing for office with the Secretary of the State Election Board, a **cashier's check or certified check made payable to Secretary of the State Election Board** shall accompany the Declaration of Candidacy and required paperwork. Cash cannot be accepted. Personal checks or campaign account checks cannot be accepted. The nonrefundable filing fees for offices filed with the Secretary of the State Election Board are as follows:

United States Senator	$2,000
United States Representative	$1,000
Governor	$2,000
Lieutenant Governor	$1,000
Attorney General	$1,000
State Treasurer	$1,000
Superintendent of Public Instruction	$1,000
State Auditor and Inspector	$1,000

Commissioner of Labor	$1,000
Insurance Commissioner	$1,000
Corporation Commissioner	$1,000
State Senator	$750
State Representative	$500
District Attorney	$500
District Judge	$500
Associate District Judge	$500

STATE, LEGISLATIVE, JUDICIAL, AND DISTRICT ATTORNEY

Candidate Filing Instructions

Petition

In lieu of a filing fee, a petition supporting the candidacy signed by not fewer than 2% of the number of registered voters in the appropriate district or state, as applicable for the office sought, may be submitted with the Declaration of Candidacy and required paperwork. A petition form is included on Page 14 of the Candidate Filing Packet.

- Candidates who file a petition for candidacy must use the approved petition form provided by the State Election Board.
- Copies of the petition form are to be printed by the candidate. "Pages of a petition supporting a Declaration of Candidacy shall be printed on white paper measuring 8.5 inches by 11 inches. Pages of a petition shall be printed on only one side of said paper. Each Page of a petition shall include the candidate information described in (b) of this Section." (See OKLA. ADMIN. CODE § 230:20-9-1(c).)
- The petitioner must complete the top of each petition form to include the candidate's name, party name, office sought, district number (if applicable), and the county where the petition was circulated. **A separate petition form must be used for each county where signatures are collected.**

> "If registered voters from more than one county sign the same Page of a petition, signatures of voters registered in a county other than the one named at the top of the Page shall be deemed invalid. It shall be the responsibility of the circulator to ensure that voters sign the petition Page for the correct county." (See OKLA. ADMIN. CODE § 230:20-9-2.)

- "A signature on a petition in support of a Declaration of Candidacy filed by a candidate for a federal, state, or county office shall be the original, personally handwritten signature of a registered voter eligible to vote for the candidate and office. **No one may sign a petition in support of a Declaration of Candidacy for another registered voter**." (See OKLA. ADMIN. CODE § 230:20-9-3.) Photocopies of signed petition forms will not be accepted.
- Petition forms must accompany the Declaration of Candidacy and **must be submitted between 8 a.m. and 5 p.m. during the official filing period on April 13, 14 or 15, 2022.** (Early, late or incomplete submissions cannot be accepted.)
- The Secretary of an Election Board who accepts a Declaration of Candidacy supported by petition will count the number of signatures submitted on the petition to determine if the total number equals or exceeds the amount required. Any other candidate who files for the same office, or a registered voter in the event a candidate is unopposed, is entitled to verify the registration information of each person who signed the petition. In the event that a sufficient number of invalid signatures exists to render the petition insufficient, the candidate or the voter may so state in a contest of candidacy petition which may be filed as provided by state law.

The official number of signatures required for each office is based on the number of registered voters as of November 1, 2021. (See Okla. Admin. Code § 230:20-9-4.) Signature requirements can be found on the State Election Board candidate filing page at oklahoma.gov/elections/candidates/candidate-filing.html.

STATE, LEGISLATIVE, JUDICIAL, AND DISTRICT ATTORNEY

Candidate Filing Instructions

Please note that due to statutory redistricting, the official number of registered voters for some offices will not be available until 2022. It is the candidate's responsibility to ensure that petition signatures meet the requirements.

Withdrawal of candidacy

- A candidate may **withdraw from the Primary Election** by filing a written notice with the Secretary of the State Election Board **before 5 p.m.** on the second business day following the close of the filing period – **Tuesday, April 19, 2022**.
- A candidate may **withdraw from the Runoff Primary Election** by filing a written notice **before 5 p.m.** on Friday following the Primary Election – **July 1, 2022**.
- A candidate may **withdraw from the General Election** by filing a written notice **before 5 p.m.** on the Friday following the Runoff Primary Election – **August 26, 2022**. Forms for withdrawal are available on the State Election Board candidate filing page at oklahoma.gov/elections/candidates/candidate-filing.html.

Contests of candidacy

Any candidate who files with the Secretary of the State Election Board may contest the candidacy of any other candidate for the same office by filing a written petition with the Secretary of the State Election Board **before 5 p.m.** on the second business day following the close of the filing period – **Tuesday, April 19, 2022**.

The contest of candidacy petition must be accompanied by a cashier's check or certified check in the amount of $250.00, payable to Secretary of the State Election Board. Cash cannot be accepted. Personal checks or campaign account checks cannot be accepted. To respond to the petition, the contestee must also post a deposit in the same manner as the petitioner, except that the deposit may be posted at the time of the contestee's appearance at the scheduled hearing.

General information

1. Candidates may file for the nomination of a political party only if said party is recognized by the laws of the State of Oklahoma.

2. Candidates may file for no more than one office at any election. A Special Election and a Regular Election held on the same date are considered one election.

3. To become a candidate for office and have one's name appear on a ballot, a person must file a Declaration of Candidacy (Pages 8 and 10) as prescribed by the Secretary of the State Election Board, accompanied by either a filing fee in the amount specified by the laws of the State of Oklahoma or a petition bearing the required number of signatures of registered voters. (See Pages 2-3.) A complete Declaration of Candidacy shall include **both pages** of the Declaration of Candidacy form – signed where indicated and notarized, along with the Criminal History Disclosure Supplemental Form, if applicable.

4. All required pages of the Declaration of Candidacy must be completely filled out and signed by the candidate. The Candidate Oath (Page 10) must be notarized by a Notary Public or other person authorized to administer oaths.

5. A candidate's name will be printed on the ballot as it is entered on the first line of Section 1 of the Declaration of Candidacy; however, no candidate shall have any prefix, suffix, or title placed before or after the ballot name. A suffix such as Jr., Sr., II, or III, may be permitted if it is part of the candidate's name. (See OKLA. ADMIN. CODE § 230:20-3-38.) A candidate's full legal name also must be provided on the Declaration of Candidacy (Page 8).

6. All candidates are required to read the Candidate Qualifications and answer the questions for the office sought as part of the Declaration of Candidacy.

7. All candidates are required by state law to disclose on the Declaration of Candidacy whether they ever have been convicted, pled guilty or nolo contendere, or otherwise been determined to be guilty of a misdemeanor involving embezzlement or of a felony in Oklahoma or in any other state and/or whether an arrest warrant is outstanding in connection with such misdemeanor or felony. A candidate who checks YES to any question in the Criminal History Disclosure section of the Declaration of Candidacy (Page 10) is required to fill out, sign, and submit the Criminal History Disclosure Supplemental Form (Page 12).

8. In contests of candidacy, the Secretary of the State Election Board is the constructive service agent for each candidate who has filed. By the act of filing a Declaration of Candidacy, each candidate is conclusively presumed to have accepted these terms.

9. The Secretary of the State Election Board has the authority, by state law, to reject any Declaration of Candidacy, which on its face shows that the candidate does not meet the qualifications to become a candidate for the office indicated, as set forth in the Oklahoma Constitution or in the Oklahoma Statutes. **Candidates with questions regarding their qualifications for candidacy should consult constitutional and statutory requirements and/or their legal counsel before filing a Declaration of Candidacy.**

STATE OF OKLAHOMA

2022 Offices to Be Filled

Primary Election	Runoff Primary Election	General Election
Tuesday, June 28	Tuesday, August 23	Tuesday, November 8

Congress

One U.S. Senator for a six-year term (U.S. Const. art. 1 § 3)
One U.S. Senator for an unexpired term (U.S. Const. art. 1 § 3)
Five U.S. Representatives, each nominated and elected by district for a two-year term (14 O.S. 2011 § 6.2 and U.S. Const. art. 1 § 2)
District 1
District 2
District 3
District 4
District 5

State Officers

Governor for a four-year term (Okla. Const. art. 6, §§ 3-4)
Lieutenant Governor for a four-year term (Okla. Const. art. 6, §§ 3-4)
Attorney General for a four-year term (Okla. Const. art. 6, §§ 3-4)
State Treasurer for a four-year term (Okla. Const. art. 6, §§ 3-4)
Superintendent of Public Instruction for a four-year term (Okla. Const. art. 6, §§ 3-4)
State Auditor and Inspector for a four-year term (Okla. Const. art. 6, §§ 3-4)
Commissioner of Labor for a four-year term (Okla. Const. art. 6, §§ 1 and 4)
Insurance Commissioner for a four-year term (Okla. Const. art. 6, § 23)
Corporation Commissioner for a six-year term (Okla. Const. art. 9, § 15)

Legislature – State Senate

One Senator nominated and elected from each even-numbered Senate District for a four-year term. (14 O.S. § 80.35.12 et seq.)

Legislature – State House of Representatives

One Representative nominated and elected from each of the 101 House of Representatives districts for a two-year term. (14 O.S. § 142 et seq.)

District Attorneys

One District Attorney nominated and elected from each district. (19 O.S. § 215.1 et seq.)

District Judges – Nonpartisan

Seventy-five Judges elected by district and office numbers. (Okla. Const. art. 7, §§ 8-9 and 20 O.S. § 91.1 et seq.)

Associate District Judges – Nonpartisan

One Associate District Judge elected in each county. (Okla. Const. art. 7, §§ 8-9 and 20 O.S. § 91.1 et seq.)

2022 OKLAHOMA DECLARATION OF CANDIDACY

Candidate Filing Checklist

Use this checklist to complete and assemble all required Declaration of Candidacy pages before filing with the Secretary of the State Election Board April 13–15, 2022.

☐ **DECLARATION OF CANDIDACY** **Candidate Information, Candidate Qualifications, Criminal History Disclosure and Oath** (Sections 1-8) • Candidate must personally sign the Declaration of Candidacy where indicated and the candidate's signature must be notarized. See Pages 8 and 10.	**REQUIRED** for all candidates.
☐ **CRIMINAL HISTORY DISCLOSURE SUPPLEMENTAL FORM** • Must be completed if candidate checks YES to any question in the Criminal History Disclosure section of the Declaration of Candidacy. • Provide all requested information. See Page 12.	**REQUIRED** for candidates who check YES to any question in the Criminal History Disclosure (Section 7) on the Declaration of Candidacy form.
☐ **FILING FEE (CASHIER'S or CERTIFIED CHECK)** • Only a cashier's check or certified check made payable to Secretary of the State Election Board can be accepted. • Cash cannot be accepted. • A personal check or campaign account check cannot be accepted. • All candidate filing fees are nonrefundable. See Page 2. **OR Petition in lieu of filing fee**	**REQUIRED** unless filing by petition. When a candidate submits a filing fee, a petition is not required.
☐ **PETITION SUPPORTING CANDIDACY** • Must contain the required number of signatures in the state or district for the office sought. • The number of signatures required for each office and district for which the State Election Board accepts Declarations of Candidacy can be found at oklahoma.gov/elections/candidates/candidate-filing.html. • Email info@elections.ok.gov for more information. See Pages 3 and 14.	**REQUIRED** unless submitting a filing fee. When a candidate submits a petition bearing the required number of signatures, a filing fee is not required.
☐ **CANDIDATE QUALIFICATIONS** • All candidates must read the qualifications for the office sought before signing the Declaration of Candidacy. • Candidates with questions concerning their qualifications for office should consult with their legal counsel. See Appendix A.	**REQUIRED** for all candidates.
☐ **OKLAHOMA ETHICS COMMISSION** • Information included for convenience of candidates. • Direct questions to the OEC. See Appendix B.	**NOT ACCEPTED** by State Election Board. The State Election Board will neither provide nor accept OEC forms.

2022 OKLAHOMA DECLARATION OF CANDIDACY

Candidate Information and Oath

NOTICE: All information provided on the Declaration of Candidacy and supplemental forms will be made available to the public.

SECTION 1 – Ballot Information (required)

Candidate's name (as it will appear on ballot)	
Candidate's legal name	
Title of office sought	District of office sought (if applicable)

SECTION 2 – Party Affiliation Information (required if filing for a partisan office)

Candidate for the:

☐ _____ Party ☐ Independent (no party)

SECTION 3 – Voter Registration Information (required)

Voter ID number	Date of birth
I am a registered voter in: Precinct # _____ County _____	

SECTION 4 – Address Information (required)

Voter registration address	City	State	ZIP code
Residence address	City	State	ZIP code
Mailing address	City	State	ZIP code

SECTION 5 – Contact Information (optional)

Phone	Email
Alternate phone	Website

FOR OFFICE USE ONLY

This declaration is accompanied by a (check one):

☐ Check #:_____

☐ Petition # of pages:_____ and # of signatures:_____

☐ Not in person

Received by (initials):_____

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2022 OKLAHOMA DECLARATION OF CANDIDACY

Candidate Information and Oath

Candidate's name (as it will appear on the ballot):

SECTION 6 – Qualifications (required)

STATE SENATOR

☐ Yes ☐ No Will you be at least twenty-five (25) years of age at the time of the election?

☐ Yes ☐ No Have you been a registered voter in the district and a resident residing within such district no later than December 31, 2021?

☐ Yes ☐ No Have you been a registered voter of the party for which you seek a nomination, **OR** if filing as an Independent candidate, have you been a registered Independent no later than December 31, 2021?

☐ Yes ☐ No I understand that "No person shall serve as a member of the Legislature who is, at the time of such service, an officer of the United States or State government, or is receiving compensation as such; nor shall any person be eligible to election to the Legislature, who has been adjudged guilty of a felony." (Okla. Const. art. 5, § 18)

☐ Yes ☐ No I have read the qualifications for this office attached to the filing packet and affirm that I am qualified for this office.

SECTION 7 – Criminal History Disclosure (required)

☐ Yes ☐ No Have you been convicted, pled guilty or nolo contendere, or otherwise been determined by a court of proper authority in Oklahoma or in another state to be guilty of a misdemeanor involving embezzlement or of a felony under the laws of this state or of the United States?

☐ Yes ☐ No If yes, has it been fifteen (15) years or longer since the completion of your sentence?

☐ Yes ☐ No Have you been named in an outstanding warrant for arrest for a misdemeanor involving embezzlement or a felony in this or any other state or of the United States?

If you answered YES to any of the above questions, you are required to fill out and sign the Criminal History Disclosure Form and include it with your Declaration of Candidacy.

SECTION 8 – Oath and Notarization (required)

I, the undersigned, swear or affirm that the information provided in this Declaration of Candidacy, including any information on the Criminal History Disclosure Supplemental Form, is true and correct, that I have read the Candidate Qualifications for the office that I seek, that I am fully qualified to become a candidate for said office, and that I will be fully qualified to hold said office, if elected.

Candidate's signature

X _____ Date _____

SEAL

State of _____ County of _____

Signed and sworn to before me on _____ by _____
Date Name of candidate

My commission expires on _____ Commission Number _____

_____
Signature of Notary Public or Officer Authorized to Administer Oath

_____
Title of Notary Public or Officer Authorized to Administer Oath

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2022 OKLAHOMA DECLARATION OF CANDIDACY

Criminal History Disclosure Supplemental Form

Candidate's name	Title of office sought

If you have been convicted, pled guilty or nolo contendere, or otherwise been determined by a court of proper authority in Oklahoma or in another state to be guilty of a misdemeanor involving embezzlement or of a felony under the laws of this state or of the United States, or if at this time you are named in an outstanding warrant for arrest for a misdemeanor involving embezzlement or for a felony in the State of Oklahoma or in another state, you are required to complete this Criminal History Disclosure form.

For convictions or pleas to such offenses:

Name of offense	
City, county and state of conviction, plea, or deferral of sentence	Name of court
Date of conviction, plea of guilty or nolo contender, or deferral of sentence	
Type of sentence received (i.e., payment of fine, suspended or deferred sentence, incarceration in jail or prison)	
Original length of sentence	Date of completion of sentence
Have you received a full and complete pardon for this offense? ☐ Yes ☐ No	

For outstanding warrants involving such offenses:

Name of offense	
City, county and state of issuance of outstanding warrant	Name of court
Date of issuance of outstanding warrant	

Candidate's signature

X _____ Date _____

Use additional copies of this form if more space is required.

Page _____ of _____

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2022 OKLAHOMA DECLARATION OF CANDIDACY

Petition Supporting a Candidate for Federal, State, or Legislative Office

Candidate's name	Party affiliation	Title of office sought	District (if applicable)	County where circulated

I, by signing this petition, ask the Secretary of the State Election Board to accept a Declaration of Candidacy from the person named above as a candidate for the federal, state, or state legislative office listed above. I, by signing this petition, certify that I am a registered voter in the State of Oklahoma, in the above-named county, and above-named district (if applicable) and that my name, address, and date of signing this petition are as follows:

	Voter's signature	**Voter's name** (PRINT)	**Voter's street address** (PRINT)	**City** (PRINT)	**ZIP code**	**Date signed**		
						Month	**Day**	**Year**
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Notice to Circulator: Only registered voters of the above-named county and district (if applicable) may sign this petition page.

Witnessed by:	Circulator's name (printed)	Circulator's signature

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Oklahoma Candidate Qualifications
State Senate

***Oklahoma Constitution*, Article 5, Section 17:** "Members of the **Senate** shall be at least twenty-five years of age, and members of the House of Representatives twenty-one years of age at the time of their election. They shall be qualified electors in their respective counties or districts and shall reside in their respective counties or districts during their term of office."

***Oklahoma Constitution*, Article 5, Section 17A:** "Any **member of the Legislature** who is elected to office after the effective date of this amendment shall be eligible to serve no more than 12 years in the Oklahoma State Legislature. Years in Legislative office need not be consecutive and years of service in both the **Senate** and the House of Representatives shall be added together and included in determining the total number of Legislative years in office. The years served by any member elected or appointed to serve less than a full Legislative term to fill a vacancy in office shall not be included in the 12-year limitation set forth herein; but no member who has completed 12 years in office shall thereafter be eligible to serve a partial term. Any member who is serving a Legislative term in office or who has been elected or appointed to serve a term in office on the effective date hereof shall be entitled to complete his or her term and shall be eligible to serve an additional 12 years thereafter. This amendment shall be effective on the 1st day of the year following its adoption."

***Oklahoma Constitution,* Article 5, Section 18:** "No person shall serve as a **member of the Legislature** who is, at the time of such service, an officer of the United States or State government, or is receiving compensation as such; nor shall any person be eligible to election to the Legislature, who has been adjudged guilty of a felony."

***Oklahoma Statutes,* Title 14, Section 80.8:** "To file as a candidate for the State Senate in any senatorial district, a person must have been a registered voter in the district and a resident residing within such district for the six-month period immediately preceding the first day of the filing period as provided by law. Provided, however, to file as a candidate for the **Senate** in any Senate district in 2022, a person must have been a registered voter and a resident residing in such district no later than December 31, 2021. Any member of the Senate whose district has been changed by redistricting may change residence with the intent of becoming qualified to seek reelection in such district in the first election applicable to such district following redistricting without thereby being deemed to have vacated his or her existing office."

***Oklahoma Statutes:* Title 26, Section 5-105:** "Except as provided in subsection C of this section, to file as a candidate for nomination by a political party to any state or county office, a person must have been a registered voter of that party for the six-month period immediately preceding the first day of the filing period prescribed by law and, under oath, so state. Provided, this requirement shall not apply to a candidate for the nomination of a political party which attains recognition less than

six (6) months preceding the first day of the filing period required by law. However, the candidate shall be required to have registered with the newly recognized party within fifteen (15) days after such party recognition.
"B. Except as provided in subsection C of this section, to file as an independent candidate for any state or county office, a person must have been registered to vote as an independent for the six-month period immediately preceding the first day of the filing period prescribed by law and, under oath, so state.
"C. To file as a candidate in 2022 for nomination by a political party for **State Senator**, State Representative, or County Commissioner for any regular or special election to be held after April 5, 2022, a person must have been a registered voter of the political party no later than December 31, 2021. To file as an independent candidate in 2022 for State Senator, State Representative, or County Commissioner for any regular or special election to be held after April 5, 2022, a person must have been registered to vote as an independent no later than December 31, 2021."

***Oklahoma Statutes,* Title 26, Section 5-105a:** "A. A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for or to be elected to any state, county, municipal, judicial or school office or any other elective office of any political subdivision of this state for a period of fifteen (15) years following completion of his sentence or during the pendency of an appeal of such conviction or plea.
"B. The provisions of this section shall not be construed to preclude a person who has received a pardon from being eligible for or from holding public office."

OKLAHOMA ETHICS COMMISSION
2022 STATE CANDIDATE INFORMATION

One Election, Two Agencies. In addition to **State Election Board** requirements, state candidates must follow the rules and filing requirements of the **Oklahoma Ethics Commission.**

The **Ethics Commission** governs contributions and expenditures for state-level campaigns, including personal funds of the candidate used for the campaign.

Fees, Fines, Legal Action. Failure to register, file required reports, or follow the Ethics Rules may result in enforcement procedures, including assessment of fees or fines, investigations, and legal action.

ETHICS COMMISSION RESOURCES

Website | Guides | Continuing Ed. | Ethics Staff

Ethics Commission Website. The Ethics website, www.ethics.ok.gov, is a candidate's one-stop-shop for campaigns. The Ethics website includes links to **The Guardian System** (the Commission's electronic filing system), important checklists, the Ethics Rules, and other resources for state campaigns.

Guide for Candidates (State Office). This guide provides a summary of the Ethics Rules and examples of common situations as applied to candidates for state office.

Reporting Calendars. Find printable calendars with important state candidate committee reporting dates on the Ethics website at www.ethics.ok.gov.

Continuing Education Programs. Candidate Workshops and other Ethics educational programs are available daily during candidate filing from 1-4. Sign up to receive information by emailing ethics@ethics.ok.gov or call (405) 521-3451.

Ethics Staff. Contact the Ethics staff for questions about the Ethics Rules, filing requirements, and how to use The Guardian System.

Stay Informed!

Sign up to receive email or text notifications for candidate committees & follow the Commission on Social Media for important information.

- Text **OKETHICS2022** to **GOV311** or **468311** to receive text notifications
- Text **OKETHICS2022 [insert email address]** to **GOV311** or **468311** or
- Follow the Ethics Commission on Twitter **@EthicsOKgov**
- Like the Ethics Commission on Facebook at www.facebook.com/EthicsOKgov

Top Ethics Tips:

1. Read the Guide for Candidates (State Office)
2. Open a campaign bank account **prior to** raising or spending funds
3. Identify committee officers & financial procedures prior to raising and/or spending funds
4. Determine when registration will be required for the committee (see "To-Do" list on back page)
5. Maintain records for at least four years, regardless of whether you are required to register with the Commission.
6. Contributions include funds, goods, services, & loans
7. Know the committee's mandatory dissolution date (see bottom of reporting calendar)
8. If elected, candidates must file an initial Personal Financial Disclosure Statement (PFD) within 30 days of taking office.
9. **Filings are required until a final report is filed and the committee is dissolved even if the candidate is not elected.**

www.ethics.ok.gov

(405) 521-3451

ethics@ethics.ok.gov

Oklahoma State Capitol
2300 N. Lincoln Blvd., **Rm. G-27**
OKC, OK 73105

SEE REVERSE SIDE FOR "TO DO" LIST FOR **ALL** STATE CANDIDATES

Candidate "To-Do" List for **All** State Candidates

The following checklist summarizes some basics for candidates who file Declarations of Candidacy with the State Election Board. This checklist is not comprehensive and does not modify any applicable Ethics Rules.

	Item	Description
☐	Review the Guide & Rules	• Guides and Rules are available at www.ethics.ok.gov. • The Candidate Guide (State Office) summarizes the Ethics Rules that apply to candidates for state office.
☐	Sign up for a Candidate Workshop	Continuing Education Programs are highly encouraged and offered daily during candidate filing at the State Capitol. Learn the Ethics Rules for candidates and officers, including officer duties, contribution limits, allowable expenses, common reporting issues, dissolution processes, and enforcement.
☐	Prior Committee Information	Does this candidate have an active **state-level** campaign committee for a prior election? **YES:** Review the "Transition checklist" at www.ethics.ok.gov for important information on how to transition from one state committee to another state committee, including the 60 day transition period limit. **NO:** Continue to the next step. **NOTE:** Federal, County, Municipal & School District Candidates **may not** transfer or receive funds from State Candidates.
☐	Name the Candidate Committee	The candidate committee name must include, but is not limited to, the following: 1. the name of the candidate (i.e., full name, first name, middle name and/or last name of candidate); **and** 2. the year of the General election. Examples: "**Doe for House 2022**" or "**John Doe for Senate 2022**" or "**Friends of John Doe 2022**"
☐	Identify Officers for the Committee	• Required to have at least a Chair and Treasurer (may be same person) • Candidate may be the Chair, Treasurer, or both • Officers must voluntarily serve and know they are legally responsible for filing timely and accurate reports • Maintain up-to-date contact information for each officer in The Guardian System
☐	Open a Candidate Committee Depository (i.e., Bank, Credit Union, or Other Financial Institution)	• See www.irs.gov for details on how to obtain an EIN (Employer Identification Number). • Depository account name must be the full name of committee (e.g. Doe for House 2022) • Depository must regularly do business in Oklahoma **NOTE: All** campaign funds expended and received *should* go through the committee's depository account—including the candidate's personal funds. **A candidate who spends personal funds for his or her campaign may be reimbursed with candidate committee funds within 90 days.** After the 90 days, non-reimbursed expenses are considered contributions to the campaign from the candidate, must be reported accordingly, and are non-reimbursable.
☐	Determine Whether Required to Register a Candidate Committee with the Ethics Commission	• Has in excess of $1,000 been raised for the campaign? • Has in excess of $1,000 been spent on the campaign (includes candidate's personal funds)? **YES:** A "yes" to either question means the committee is **required** to file a Statement of Organization with the Ethics Commission, in The Guardian System, within 10 days of spending or receiving over $1,000. Access The Guardian System at www.ethics.ok.gov. Registration is not complete until the registration/administration fee is paid. This fee may be paid using candidate committee funds. **NO:** A "no" to both questions means a committee can, but is not required to, file a Statement of Organization. Once over $1,000 has been spent or received for the campaign, a Statement of Organization is required to be filed within 10 days in The Guardian System. If $1,000 threshold not exceeded, registration is not required.
☐	File Required Reports if Required to Register	Reports may be due **quarterly**, **two weeks before an election**, or **within 24 hours of receipt of a contribution**. If a candidate committee is required to register with the Ethics Commission, **it is required to file reports until the committee is dissolved AND a final report is filed** in accordance with the Ethics Rules. View reporting calendars at www.ethics.ok.gov.
☐	After Election Is Decided	Was the candidate elected to office? **YES:** (1) Newly elected officers must file an **Initial Personal Financial Disclosure Statement (PFD)** within **30 days** of taking office. Thereafter, the elected officer will file an annual PFD by May 15th; and (2) Continue filing reports until the committee is dissolved AND a final report is file. Calendar the mandatory dissolution date. **NO:** Candidates who were not elected must (1) dissolve their committee within 2 years following the general election; and (2) file reports until the committee is dissolved AND a final report is filed.