

RUNNING FOR PUBLIC OFFICE

A “Plain English” Handbook for Candidates



**Published by the
State Board of Election Commissioners
501 Woodlane, Suite 401N
Little Rock, AR 72201**

**in conjunction with the
Office of the Secretary of State
and the
Arkansas Ethics Commission**

(2016 Edition)

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STATE BOARD OF ELECTION COMMISSIONERS

Secretary of State
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Commissioners

501 Woodlane, Suite 401N
Little Rock, Arkansas 72201
(501) 682-1834 or (800) 411-6996



Justin Clay
Director

Gaye Swaim
Deputy Director

Tim Humphries
Legal Counsel

Jon Davidson
Educational Services Manager

Dear Candidate;

Per Arkansas Code Annotated §7-4-101, the State Board of Election Commissioners publishes a candidate handbook outlining, in a readable and understandable format, the legal obligations of a candidate and other suggestions to help candidates comply with election laws. The State Board of Election Commissioners, with the assistance of the Secretary of State's office and the Arkansas Ethics Commission, has developed this handbook for candidates running for public office that explains the necessary qualifications for holding public office, identifies filing procedures for candidates, and outlines campaign finance and disclosure reporting requirements under Arkansas law. This handbook is available upon request to all candidates running for public office.

Please note, this handbook is a guide and not a substitute for state law. You are encouraged to consult the Arkansas Ethics Commission for questions regarding campaign finance and disclosure reporting requirements, deadlines, and penalties; ballot question committees; county political party committees; exploratory committees; independent expenditure committees; legislative caucus committees; legislative question committees; political action committees (PACs); disclosure of financial information by public officials and candidates; political patronage; use of public labor or facilities for campaign purposes by a public servant; coercion of public employees for political purposes; campaign signs on government vehicles; and disclaimers on paid political ads. For questions regarding candidate qualifications; candidate filing procedures; candidate petition requirements; confirmation of specific dates; and blank forms and instructions, please contact the Secretary of State's office.

The State Board of Election Commissioners is pleased to offer you this 2016 edition of the Running for Public Office Handbook. We also encourage you to visit our website at www.arkansas.gov/sbec for additional information. Please feel free to contact our office if we can assist you in any way.

Sincerely,

A handwritten signature in blue ink, appearing to read "Justin Clay".

Justin Clay
Director

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2016 Election Dates

March 01, 2016 Preferential Primary Election and Nonpartisan General Election

March 22, 2016 General Primary (Runoff) Election

August 09, 2016 City Administrator Form of Government Primary Election

September 20, 2016 Annual School Election*

October 11, 2016 School Runoff Election

November 08, 2016 General Election and Nonpartisan General Runoff Election

November 29, 2016 General Runoff Election (County & Municipal Only)

**Per Act 1281 of 2015 the Annual School Election may be held at the same time as the General Election – November 8, 2016.*

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STATE CONTACTS

State Board of Election Commissioners

501 Woodlane, Suite 401N
Little Rock, AR 72201
Office: 501-682-1834 OR 1-800-411-6996
Fax: 501-682-1782
Internet site: www.arkansas.gov/sbec
E-mail address: info.sbec@sos.arkansas.gov

Secretary of State

Elections Division
State Capitol, Room 026
Little Rock, AR 72201
Office: 501-682-5070 OR 1-800-482-1127
Fax: 501-682-3408 OR 501-682-3548
Internet site: www.sos.arkansas.gov
E-mail address: electionsemail@sos.arkansas.gov

Arkansas Ethics Commission

501 Woodlane, Suite 301N
Little Rock, AR 72201
Office: 501-324-9600 OR 1-800-422-7773
Fax: 501-324-9606
Internet site: www.arkansasethics.com

As of the date of printing, the recognized political parties in Arkansas are the:

Democratic Party of Arkansas

1300 West Capitol Avenue
Little Rock, AR 72201
501-374-2361
Internet site: www.arkdems.org

Republican Party of Arkansas

1201 West Sixth Street
Little Rock, AR 72201
501-372-7301
Internet site: www.arkansasgop.org

Libertarian Party of Arkansas

PO Box 46730
Little Rock, AR 72214-6730
501-396-9804
Internet site: www.lpar.org

New political parties may file petitions to become recognized for elections to be held in 2016.

STATE CONTACTS

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GLOSSARY OF TERMS

Affidavit of eligibility - an affidavit signed by a candidate for elective office stating that the candidate is eligible to serve in the office he or she seeks. [A.C.A. §7-1-101]

Candidate - for the purpose of compliance with contribution and expenditure filing requirements, any individual who has knowingly and willingly taken affirmative action, including solicitation of funds, for the purpose of seeking nomination for or election to any public office. [A.C.A. §7-6-201(2)]

Certificate of choice - a certificate, signed by an executive officer of a political group that submits a petition to place its candidates for President and Vice-President on the ballot, designating the names of its candidates to appear on the ballot. [A.C.A. §7-1-101]

Constitutional officers - the offices of the Governor, Lieutenant Governor, Secretary of State, Attorney General, Auditor of State, Treasurer of State, and Commissioner of State Lands. [A.C.A. §7-1-101]

Contribution - direct or indirect advances, deposits, or transfers of funds, contracts, or obligations, whether or not legally enforceable, payments, gifts, subscriptions, assessments, payment for services, dues, advancements, forbearance, loans, pledges or promises of money or anything of value, whether or not legally enforceable, to a candidate, committee, or holder of elective office, made for the purpose of influencing the nomination or election of any candidate. "Contribution" includes the purchase of tickets for events such as dinners, luncheons, rallies, and similar fundraising events; the granting of discounts or rebates by television and radio stations and newspapers not extended equally to all candidates for the same office; and any payments for the services of any person serving as an agent of a candidate or committee by a person other than the candidate or committee or persons whose expenditures the candidates or committee must report. "Contribution" further includes any transfer of anything of value received by a committee from another committee. "Contribution" **shall not include** noncompensated, nonreimbursed, volunteer personal services or travel. [A.C.A. §7-6-201(4)]

County political party committee - a person that is organized at the county level for the purpose of supporting its affiliate party and making contributions; is recognized by an organized political party, as defined in Ark. Code Ann. §7-1-101, as being affiliated with that political party; receives contributions from one (1) or more persons in order to make contributions to candidates, ballot question committees, legislative question committees, political parties, political action committees, or other county political party committees; does not accept any contribution or cumulative contributions in excess of five thousand dollars (\$5,000) from any person in any calendar year; and registers pursuant to Ark. Code Ann. §7-6-226 before making contributions. [A.C.A. §7-6-201(6)]

GLOSSARY OF TERMS

Election - the process in which qualified electors nominate or elect a candidate to public office. A preferential primary election, a general primary election (primary runoff election), a general election, a general runoff election, a school election, and a special election each constitute a separate election. For the purpose of campaign finance and maximum contribution limits, a political party caucus for selecting party nominees shall also constitute an election. *[A.C.A. §7-6-201(7); Rules on Campaign Finance & Disclosure §203]*

Expenditure - a purchase, payment, distribution, gift, loan, or advance of money or anything of value, and a contract, promise, or agreement to make an expenditure for the purpose of influencing the nomination or election of any candidate. *[A.C.A. §7-6-201(8)]*

Exploratory committee - a person that receives contributions which are held to be transferred to the campaign of a single candidate in an election. “Exploratory committee” **shall not include** a political party that meets the definition of a political party under §7-1-101, or a political party that meets the requirements of §7-7-205, or the candidate’s own campaign committee. *[A.C.A. §7-6-201(9); Rules on Campaign Finance & Disclosure §§251, 252]*

Fair market value - the price the good or service would bring between a willing seller and a willing buyer in the open market after negotiations. *[Rules on Campaign Finance & Disclosure §200]*

Filing deadline - the date a report becomes due. If the filing deadline falls on a Saturday, Sunday, or legal holiday, the report shall be due on the next day that is not a Saturday, Sunday, or legal holiday. *[A.C.A. §7-6-225]*

Financial institution - any commercial bank, savings and loan, mutual savings bank or savings bank, credit union, insurance company, brokerage house, or any corporation that is in the business of lending money and that is subject to state or federal regulation. *[A.C.A. §7-6-201(10)]*

Governmental body - any office, department, commission, council, board, committee, legislative body, agency, or other establishment of the executive, judicial, or legislative branch of the state, municipality, county, school district, improvement district, or any political district or subdivision thereof. *[A.C.A. §§21-8-301(1); 21-8-402(6)]*

Guarantor - a person who makes a guaranty for a debt, the liability for which does not begin until the principal debtor is in default. *[Rules on Campaign Finance & Disclosure §200]*

Infamous Crimes - felony offenses and misdemeanor offenses in which the finder of fact was required to find, or the defendant to admit, an act of deceit, fraud, or false statement, including without limitation misdemeanor theft of property, abuse of office, and tampering. *[A.C.A. §§5-52-107; 5-53-110; 7-1-101]*

Independent expenditure - any expenditure which is not a contribution and expressly advocates the election or defeat of a clearly identified candidate for office, is made without arrangement, cooperation, or consultation between any candidate or any authorized committee or agent of the candidate and the person making the expenditure or any authorized agent of that person, and is not made in concert with, or at the request or suggestion of any candidate or any authorized committee or agent of the candidate. *[A.C.A. §7-6-201(11)]*

Independent expenditure committee - any person who receives contributions from one (1) or more persons in order to make an independent expenditure and is registered pursuant to Ark. Code Ann. §7-6-227 before making expenditures. *[A.C.A. §7-6-201(12)]*

In-kind contribution - a contribution of goods, services, or any other thing of value, or its use, other than money, including an agreement made or other obligation incurred, whether legally enforceable or not, to make such a contribution in the future. “In-kind contribution” **shall not include** direct campaign contributions. *[Rules on Campaign Finance & Disclosure §§200, 205]*

Legislative caucus committee - a person that is composed exclusively of members of the General Assembly, that elects or appoints officers and recognizes identified legislators as members of the organization, and that exists for research and other support of policy development and interests that the membership hold in common. A “legislative caucus committee” includes, but is not limited to, a political party caucus of the General Assembly, the Senate, or the House of Representatives. An organization whose only nonlegislator members are the Lieutenant Governor or the Governor is a “legislative caucus committee” under the Arkansas Ethics Commission’s Rules. *[A.C.A. §7-6-201(13)]*

Majority party - the political party in the state whose candidates were elected to a majority of the constitutional offices of this state in the last preceding general election. *[A.C.A. §7-1-101]*

Minority party - the political party whose candidates were elected to less than a majority of the constitutional offices of this state in the last preceding general election or the political party that polled the second greatest number of votes for the office of Governor in the last preceding general election if all of the elected constitutional officers of this state are from a single political party. *[A.C.A. §7-1-101]*

Party certificate - a written statement or receipt signed by the secretary or chair of the county committee or of the state committee, as the case may be, of the political party evidencing the name and title proposed to be used by the candidate on the ballot, the position the candidate seeks, payment of the fees, and filing of the party pledge, if any, required by the political party. *[A.C.A. §7-1-101]*

Party filing fees - a fee imposed by the political party on a candidate seeking that party’s nomination. The filing fee for county, municipal, and township offices are set by the county committee and authorized by the state executive committee. All other filing fees are set by the state executive committee. *[A.C.A. §7-7-301(a)]*

Party filing period - the period of time established by law for the candidate for a political party's nomination to file his or her party certificate and political practices pledge with the Secretary of State or county clerk, as the case may be. [A.C.A. §7-1-101]

Person - any individual, proprietorship, firm, partnership, joint venture, syndicate, labor union, business trust, company, corporation, association, committee, or any other organization or group of persons acting in concert. "Person" shall also include a political party that meets the definition of a political party under §7-1-101 or a political party that meets the requirements of §7-7-205, county political party committees, and legislative caucus committees. [A.C.A. §§7-6-201(14), 21-8-402(14)]

Political action committee (PAC):

1) **Approved PAC** - any person that receives contributions from one (1) or more persons in order to make contributions to candidates, ballot question committees, legislative question committees, political parties, county political party committees, or other political action committees. An "Approved political action committee" must not accept any contribution or cumulative contributions in excess of five thousand dollars (\$5,000) from any person in any calendar year and must register pursuant to Ark. Code Ann. §7-6-215 before making contributions. "Approved political action committee" **does not include** organized political parties, county political party committees, the candidate's own campaign committee, exploratory committees, or ballot or legislative question committees. [A.C.A. §7-6-201(1)]

2) **Prohibited PAC** - any person that receives contributions from one (1) or more persons in order to make contributions to candidates, ballot question committees, legislative question committees, but that does not meet the requirements of an approved PAC. "Prohibited political action committee" **shall not include** a political party that meets the definition of a political party under §7-1-101 or a political party that meets the requirements of §7-7-205, the candidate's own campaign committee, a county political party committee, an exploratory committee, or a ballot or legislative question committee. [A.C.A. §7-6-201(15)]

Political Party - any group of voters that at the last preceding general election polled for its candidate for Governor in the state or nominee for presidential electors at least three percent (3%) of the entire vote cast for the office, or which has filed a petition with the Secretary of State containing at the time of filing the signatures of at least ten thousand (10,000) registered voters in the state, declaring the intention of organizing a political party, the name of which shall be stated in the declaration, and of participating in the next general election, and which has been declared a new political party by the Secretary of State. When any political party fails to obtain three percent (3%) of the total votes cast at an election for the Office of Governor or nominees for presidential electors, it shall cease to be a political party. [A.C.A. §§7-1-101, 7-7-205]

Political practices pledge - a written pledge by the candidate filed with the Secretary of State or the county clerk, as the case may be, stating that he or she is familiar with the requirements of Arkansas law regarding unlawful election activities and their penalties, and that he or she will in good faith, comply with the terms of the law. [A.C.A. §7-6-102(a)(1)]

Public appointee - an individual who is appointed to a governmental body. “Public appointee” **shall not include** an individual appointed to an elective office. [A.C.A. §§21-8-301(2); 21-8-402(15)]

Public employee - an individual who is employed by a governmental body or who is appointed to serve a governmental body. “Public employee” **shall not include** public officials or public appointees. [A.C.A. §§21-8-301(3); 21-8-402(16)(A)]

Public office - any office created by or under authority of the laws of the State of Arkansas, or of a subdivision thereof, that is filled by the voters, except a federal office. [A.C.A. §7-6-201(16)]

Public official - a legislator or any other person holding an elective office of any governmental body, whether elected or appointed to the office, and shall include such persons during the time period between the date they are elected or appointed and the date they took office. [A.C.A. §§21-8-301(4); 21-8-402(17)]

Public servant - all public officials, public employees, and public appointees. [A.C.A. §§21-8-301(5); 21-8-402(18)]

Qualified elector - a person who holds the qualifications of an elector and is registered under Arkansas Constitution, Amendment 51.

- 1) Must be a U. S. citizen
- 2) Must be an Arkansas resident
- 3) Must be a minimum of 18 years of age
- 4) Must be lawfully registered to vote in the election
- 5) Must not presently be adjudged mentally incompetent by a court of competent jurisdiction
- 6) Must not have been convicted of a felony without the sentence having been discharged or pardoned
- 7) Must not claim the right to vote in another county or state [A.C.A. §7-1-101; Arkansas Constitution Article 3, §§1 & 2; Amendment 51, §6]
- 8) In addition to the qualifications set out above, for purposes of signing the petition of a candidate or being a candidate for municipal office in a city administrator form of government municipality, a qualified elector must also have resided in the city for at least six months. [A.C.A. §14-48-110(f)]

GLOSSARY OF TERMS

Written instrument - a check on which the contributor is directly liable or which is written on a personal account, trust account, partnership account, business account, or other account that contains the contributor's funds. In the case of a contribution by credit card or debit card under A.C.A. §7-6-204, "written instrument" includes, without limitation, a paper record signed by the cardholder, provided that the paper record contains a valid name, complete address, place of business, employer and occupation for the cardholder at the time of making the contribution. In the case of a contribution made through the internet, "written instrument" includes without limitation, an electronic record created and transmitted by the cardholder, provided that the electronic record contains a valid name, complete address, place of business, employer and occupation for the cardholder at the time of making the contribution. [A.C.A. §7-6-201(18)]

TERMS & QUALIFICATIONS

Federal Offices

President: *[U. S. Constitution, Article II, Section 1, as amended by Amendment XXII]*

- Four year term of office
- Limited to two (2) four year terms
- Must be “a natural born” U. S. citizen
- Must be a U. S. resident for fourteen (14) years
- Must be a minimum of thirty-five (35) years of age

For additional information see:

- Presidential Electors - A.C.A. §§7-8-301, 7-8-302
- Ballot access for Group Presidential Candidates on page 20 A.C.A. §7-8-302
- Ballot access for Independent Candidates on page 20 A.C.A. §7-8-302

U.S. Senate: *[U. S. Constitution, Article I, §3]*

- Six year term of office
- Must be a U. S. citizen for nine (9) years
- Must be an Arkansas resident
- Must be a minimum of thirty (30) years of age

U.S. House of Representatives: *[U. S. Constitution, Article I, §2]*

- Two year term of office
- Must be a U. S. citizen for seven (7) years
- Must be an Arkansas resident
- Must be a minimum of twenty-five (25) years of age

For exploratory and candidacy organization information contact:

- The Federal Election Commission (FEC) at 1-800-424-9530
- Reference forms:
 - FEC Form 2, Statement of Candidacy
 - FEC Form 1, Statement of Organization

State Offices

Governor and Lieutenant Governor:

- Four year term of office *Amendment 63, §1*
- Limited to two (2) four year terms *Amendment 73, §1*
- Must possess the qualifications of an elector *Article 19, §3*
- Must be a U. S. citizen *Article 6, §5*
- Must be an Arkansas resident for seven (7) years *Article 6, §5*

TERMS & QUALIFICATIONS

- Must be a minimum of thirty (30) years of age *Article 6, §5*
- Must be lawfully registered to vote *Article 3, §1*
- Must not hold any other state or federal office *Article 6, §11*
- Must never have been convicted of embezzlement of public money, bribery, forgery, or other infamous crime *Article 5, §9*

Secretary of State, Treasurer of State, Auditor of State, Attorney General, and Commissioner of State Lands:

- Four year term of office *Amendment 63, §1*
- Limited to two (2) four year terms *Amendment 73, §1*
- Must possess the qualifications of an elector *Article 19, §3*
- Must be a U. S. citizen *Article 3, §1*
- Must be an Arkansas resident *Article 19, §4*
- Must be a minimum of eighteen (18) years of age *Article 3, §1*
- Must be lawfully registered to vote *Article 3, §1*
- Must not hold any other state, federal or civil office *Article 6, §22*
- Must never have been convicted of embezzlement of public money, bribery, forgery, or other infamous crime *Article 5, §9*

District Offices - Arkansas General Assembly*

State Senate:

- Generally, a four year term of office; after redistricting following the census, some members serve a two-year term *Article 5, §3*
- Must possess the qualifications of an elector *Article 19, §3*
- Must be a U. S. citizen *Article 5, §4*
- Must be an Arkansas resident for two (2) years preceding election *Article 5, §4*
- Must be a resident of the district to be represented for one (1) year preceding the general election *Article 5, §4, AG Opinion 99-020*
- Must be a minimum of twenty-five (25) years of age *Article 5, §4*
- Must be lawfully registered to vote *Article 3, §1*
- Must not hold any other state, federal, or civil office *Article 5, §§7, 10*
- Must never have been convicted of embezzlement of public money, bribery, forgery, or other infamous crime *Article 5, §9*

State House of Representatives:

- Two year term of office *Article 5, §2*
- Must possess the qualifications of an elector *Article 19, §3*
- Must be a U. S. citizen *Article 5, §4*
- Must be an Arkansas resident for two (2) years preceding election *Article 5, §4*
- Must be a resident of the district to be represented for one (1) year preceding the general election *Article 5, §4, AG Opinion 99-020*

- Must be a minimum of twenty-one (21) years of age *Article 5, §4*
- Must be lawfully registered to vote *Article 3, §1*
- Must not hold any other state, federal, or civil office *Article 5, §§7, 10*
- Must never have been convicted of embezzlement of public money, bribery, forgery, or other infamous crime *Article 5, §9*

***Limitation on years served in the General Assembly:**

Generally, a person may serve no more than 16 years of combined service in both the house or the senate. For example, a person could serve eight two-year terms in the house, or four house terms and two four-year senate terms.

However, a member who completes the 16th year of service during a term for which he or she has been elected can serve the remainder of the term. Also, a partial legislative term served as the result of a special election to fill a vacancy or a two-year term served as the result of redistricting is not counted against a member's 16 years. Amendment 94 §3(c)

Judicial Offices

Appellate Courts (Supreme Court and Court of Appeals):

- Eight year term of office *Amendment 80, §16*
- Must be a qualified elector *Amendment 80, §16*
- Must be a U. S. citizen *Article 3, §1*
- Must be an Arkansas resident *Article 3, §1*
- Must reside within geographic area from which chosen *Amendment 80, §16*
- Must be a minimum of eighteen (18) years of age *Article 3, §1*
- Must be lawfully registered to vote *Article 3, §1*
- Must be a licensed attorney in Arkansas for at least eight (8) years immediately preceding the date of assuming office *Amendment 80, §16*
- Must not file as a candidate for non-judicial governmental office while holding judicial office *Amendment 80, §15; A.C.A. §16-10-118*
- Must not hold any other state or federal office, except as authorized by law *Amendment 80, §16*
- Shall not practice law during their terms of office *Amendment 80, §14*
- Must never have been convicted of embezzlement of public money, bribery, forgery, or other infamous crime *Article 5, §9*

Circuit Court:

- Six year term of office *Amendment 80, §16*
- Must be a qualified elector *Amendment 80, §16*
- Must be a U. S. citizen *Article 3, §1*
- Must be an Arkansas resident *Article 3, §1*
- Must reside within the geographic area from which chosen at time of election and during period of service *Amendment 80, §16*

TERMS & QUALIFICATIONS

NOTE: Geographic area may include any county contiguous to the county to be served when there are no qualified candidates available in the county to be served.

- Must be a minimum of eighteen (18) years of age *Article 3, §1*
- Must be lawfully registered to vote *Article 3, §1*
- Must be a licensed attorney in Arkansas for at least six (6) years immediately preceding the date of assuming office *Amendment 80, §16*
- Must not file as a candidate for non-judicial governmental office while holding judicial office *Amendment 80, §15; A.C.A. §16-10-118*
- Must not hold any other state or federal office, except as authorized by law *Amendment 80, §16*
- Shall not practice law during term of office *Amendment 80, §14*
- Must never have been convicted of embezzlement of public money, bribery, forgery, or other infamous crime *Article 5, §9*

District Court:

- Four year term of office *Amendment 80, §16; A.C.A. §16-17-209*
- Must be a qualified elector *Amendment 80, §16; A.C.A. §§16-17-103, 16-17-209*
- Must be a U. S. citizen *Article 3, §1*
- Must be an Arkansas resident *Article 3, §1*
- Must reside within the geographic area from which chosen at time of election and during period of service *Amendment 80, §16; §§16-17-103, 16-17-209*

NOTE: Geographic area may include any county contiguous to the county to be served when there are no qualified candidates available in the county to be served.

- Must be a minimum of eighteen (18) years of age *Article 3, §1*
- Must be lawfully registered to vote *Article 3, §1*
- Must be a licensed attorney in Arkansas for at least four (4) years immediately preceding the date of assuming office *Amendment 80, §16; A.C.A. §§16-17-104, 16-17-209*
- Must not file as a candidate for non-judicial governmental office while holding judicial office *Amendment 80, §15; A.C.A. §16-10-118*
- Must not hold any other state or federal office, except as authorized by law *Amendment 80, §16*
- Must never have been convicted of embezzlement of public money, bribery, forgery, or other infamous crime *Article 5, §9*

Prosecuting Attorney

- Four year term of office *Amendment 80, §20*
- Must be a qualified elector *Amendment 80, §20*
- Must be a U. S. citizen *Article 3, §1*
- Must be an Arkansas resident *Article 3, §1*

- Must reside within judicial circuit from which elected and shall reside there at time of election and during period of service *Amendment 80, §20*
- Must be a minimum of eighteen (18) years of age *Amendment 51, §6; Article 3, §1*
- Must be lawfully registered to vote *Article 3, §1*
- Must be a licensed attorney in Arkansas for at least four (4) years immediately preceding the date of assuming office *Amendment 80, §20*
- Must never have been convicted of embezzlement of public money, bribery, forgery, or other infamous crime *Article 5, §9*

County and Township Offices

County and Township Offices (except County Judge):

- Two year term of office *Article 7, §§19, 46, 47; A.C.A. §14-14-1302*
- Must possess the qualifications of an elector *Article 19, §3*
- Must be a U. S. citizen *Article 3, §1*
- Must be an Arkansas resident *Article 3, §1*
- Must reside within their respective township, justice of the peace district, or county to be represented *Article 19, §4; A.C.A. §14-14-1306*
- Must be a minimum of eighteen (18) years of age *Article 3, §1*
- Must be lawfully registered to vote *Article 3, §1*
- Must never have been convicted of embezzlement of public money, bribery, forgery, or other infamous crime *Article 5, §9*

County Judge: [*Article 7, §29; Article 19, §4; A.C.A. §§14-14-1301, 14-14-1302*]

- Two year term of office
- Must possess the qualifications of an elector *Article 19, §3*
- Must be a U. S. citizen *Article 3, §1*
- Must be an Arkansas resident two (2) years before election
- Must be a resident of the county at time of election and during term of office
- Must be a minimum of twenty-five (25) years of age
- Must be lawfully registered to vote *Article 3, §1*
- Must be a person of upright character
- Must be a person of good business education
- Must never have been convicted of embezzlement of public money, bribery, forgery, or other infamous crime *Article 5, §9*

County Surveyor:

In addition to the general requirements listed above for other county offices:

- Must be a person of good character and reputation
- Must be over the age of twenty-one (21)
- Must be registered as a professional surveyor by the State Board of Licensure for Professional Engineers and Professional Surveyors

Municipal Offices

- Must be a qualified elector *Article 19, §3*
- Must be a U. S. citizen *Article 3, §1*
- Must be an Arkansas resident *Article 3, §1*
- Must live in jurisdiction to be represented at time of filing and throughout term A.C.A. §14-42-201(c)
- Must be lawfully registered to vote *Article 3, §1*
- Must never have been convicted of embezzlement of public money, bribery, forgery, or other infamous crime *Article 5, §9*

With Mayor – Council Form of Government:

- See Table on page 17
- **First Class Cities with Population of 50,000 or more:** [Arkansas Constitution, Article 19, §3; Amendment 51, §6; A.C.A. §§14-42-201, 14-43-303, 14-43-307, 14-43-308, 14-43-309, 14-43-314, 14-43-405]
- **First Class Cities with Population under 50,000:** [Arkansas Constitution, Article 19, §3; Amendment 51, §6; A.C.A. §§14-42-201, 14-43-305, 14-43-307, 14-43-308, 14-43-309, 14-43-312, 14-43-315, 14-43-316, 14-43-319, 14-43-405]
- **Second Class Cities:** [Arkansas Constitution, Article 19, §3; Amendment 51, §6; A.C.A. §§14-42-201, 14-42-112, 14-44-103, 14-44-105, 14-44-110, 14-44-114, 14-44-115]
- **Incorporated Towns:** [Arkansas Constitution, Article 19, §3; Amendment 51, §6; A.C.A. §§14-42-201, 14-42-112, 14-45-101, 14-45-102, 14-45-104, 14-45-108, 14-45-109, 14-45-110]

With City Manager Form of Government: [A.C.A. §§14-47-108, 14-47-109, 14-47-110, 14-47-116, 14-47-117, 14-47-119, 14-47-133, 14-61-111]

- See Table on page 18

With City Administrator Form of Government: [A.C.A. §14-48-101 et seq.]

- See table on page 18

School Board

- Must be a qualified registered voter of the school district and the electoral zone, if applicable A.C.A. §§6-13-616(a), 6-14-111(h), (i)(1), Article 3, §1
- Must be a U.S. citizen *Article 3, §1*
- Must be an Arkansas resident *Article 3, §1*
- Must be a resident of the school district and, if elected from zones, the respective electoral zone A.C.A. §§6-13-631(d)(1), 6-13-633, 6-14-111(i)(1)
- Must not be an employee of the school district served A.C.A. §6-13-616(b)
- Must be lawfully registered to vote *Article 3, §1*
- Must never have been convicted of embezzlement of public money, bribery, forgery, or other infamous crime *Article 5, §9*

**MUNICIPAL OFFICES
WITH MAYOR – COUNCIL FORM OF GOVERNMENT**

ELECTIVE OFFICE	FIRST CLASS CITY		SECOND CLASS CITY	INCORPORATED TOWN
	Population of 50,000 or more	Population Under 50,000		
MAYOR	Term: 4 Years Qualified Elector Resident of City Minimum Age: 18 Years	Term: 4 Years Qualified Elector Resident of City Minimum Age: 18 Years	Term: 4 Years Qualified Elector Resident of City Minimum Age: 18 Years	Term: 4 Years Qualified Elector Resident of Town Minimum Age: 18 Years
ALDERMAN	Term: 4 Years Qualified Elector Resident of Respective Ward Minimum Age: 18 Years	Term: 2 Years** Qualified Elector Resident of Respective Ward Minimum Age: 18 Years	Term: 2 Years**** Qualified Elector Resident of Respective Ward Minimum Age: 18 Years	Term: 2 Years***** Qualified Elector Resident of Town Minimum Age: 18 Years
CITY CLERK	Term: 4 Years Qualified Elector Resident of City Minimum Age: 18 Years	Term: 4 Years Qualified Elector Resident of City Minimum Age: 18 Years		
CITY/MUNICIPAL ATTORNEY	Term: 4 Years Qualified Elector Regularly Licensed Attorney Resident of City*** Minimum Age: 18 Years Other qualifications may be set by City Ordinance	Term: 4 Years Qualified Elector Regularly Licensed Attorney Resident of City*** Minimum Age: 18 Years (Can be appointed if population under 5,000)	Term: 4 Years Qualified Elector Regularly Licensed Attorney Resident of City (If no Attorney in city, then appointed by Mayor and City Council & must be licensed in state) Minimum Age: 18 Years * See Note Below	Term: 4 Years Qualified Elector Regularly Licensed Attorney Resident of Town (If no attorney in town, then appointed by Mayor and town council & must be licensed in state) Minimum Age: 18 Years *See Note Below
CITY TREASURER OR CLERK/TREASURER	Term: 4 Years Qualified Elector Resident of City Minimum Age: 18 Years	Term: 4 Years Qualified Elector Resident of City Minimum Age: 18 Years	Term: 4 Years Qualified Elector Resident of City Minimum Age: 18 Years	Term: 4 Years (Recorder/Treasurer) Qualified Elector Resident of Town Minimum Age: 18 Years
CITY OR TOWN RECORDER			(City recorder & city treasurer offices may be combined.)	
CITY COLLECTOR	Created by City Ordinance A.C.A. §14-43-508	Created by City Ordinance A.C.A. §14-43-508	Term: 2 Years Qualified Elector Minimum Age: 18 Years	
CITY/TOWN MARSHAL			Term: 2 Years (May be appointed or elected.) Qualified Elector Residency qualifications of appointed marshals determined by city or town Minimum Age: 18 Years	Term corresponds to alderman term Residency qualifications determined by town Created by Municipal Ordinance A.C.A. §14-45-109

* All cities of the second class and incorporated towns within the state may elect a municipal attorney at the time of the election of other officers of these cities of the second class and incorporated towns, if it is not established by ordinance that the office of the city attorney will be appointed

** Any city of the first class may, by ordinance referred to and approved by the voters, elect two aldermen from each ward to four-year terms, resulting in staggered terms with one alderman being elected to a four-year term from each ward every two years, with an initial two-year term for position 2.

*** If no resident attorney of the city is available, the city may contract with any licensed attorney of the state.

**** Any second-class city may, by ordinance referred to and approved by the voters, elect two aldermen for each ward for four-year terms.

***** Any incorporated town may, by ordinance referred to and approved by the voters, elect three aldermen to four-year terms, resulting in staggered terms with two aldermen being initially elected to a two year term and four year terms thereafter.

**MUNICIPAL OFFICES
WITH
CITY MANAGER FORM OF GOVERNMENT**

ELECTIVE OFFICE	CITY (with population of 2,500 or more)
BOARD OF DIRECTORS (7 MEMBER)	Term: 4 Years; may serve successive terms of office Qualified Elector Resident of the municipality for at least thirty (30) days prior to election Minimum Age: 21 Years
MAYOR	Member of the board of directors elected by the board to serve as chairman of the board. Term: 2 Years; may serve successive terms; or a 4 year term if elected by the voters in a special election Qualified Elector Resident of the municipality for at least thirty (30) days prior to election to the board Minimum Age: 21 Years

Other city officials are appointed by the board of directors, mayor or city manager, depending on the office, the size of the city, and the existence of local legislation.

**MUNICIPAL OFFICES
WITH
CITY ADMINISTRATOR FORM OF GOVERNMENT**

ELECTIVE OFFICE	CITY (with population of 2,500 or more)
BOARD OF DIRECTORS (7 MEMBER)	Term: 4 Years; may serve successive terms of office Qualified Elector; Positions 1, 2, 3, and 4 must be qualified electors of their wards Resident of the municipality for at least six months prior to election Minimum Age: 21 Years
MAYOR	Term: 4 Years; may serve successive terms of office Qualified Elector Resident of the municipality for at least six months prior to election to the board Minimum Age: 21 Years

Other city officials are appointed by the city administrator.

FILING PROCEDURES FOR PARTISAN ELECTIONS

Multiple Nominations Prohibited [A.C.A. §7-7-204]

A person who files as a candidate for nomination by a political party is ineligible to be the nominee of another political party or be an independent or write-in candidate for the same office during the primary election or the following general or special election, as the case may be.

A certified independent candidate is ineligible to be the nominee of a political party or to be a write-in candidate for the same office at the same general or special election.

Filing for Multiple Offices Prohibited

A person may file for only one municipal office during the municipal filing period. [A.C.A. §14-42-206(e)]

A person may not run for more than one state, county or municipal office if the elections are to be held on the same date. [A.C.A. §7-5-111]

A person may be a candidate for President or Vice President and the U.S. House or U.S. Senate in the same primary or general election. [A.C.A. §7-8-303(b) as amended by Act 742 of 2015]

Political Party Candidates [A.C.A. §§7-1-101, 7-6-102, 7-7-203, 7-7-204, 7-7-301]

Federal (including Presidential), State, and District Offices:

- Must file a signed affidavit of eligibility with the secretary of the state committee of the political party stating that the candidate is eligible to serve in the office he or she seeks.
- Must pay the party filing fee, if any, and file the party pledge, if any, with the secretary of the state committee of the political party during regular office hours during the party filing period. The filing fee is set by the state executive committee.
- Must obtain a party certificate from the secretary or chair of the state committee of the political party.
- Must file the party certificate and political practices pledge with the Secretary of State during regular office hours during the party filing period.

County, Municipalities with Partisan Elections, and Township Offices:

- Must file a signed affidavit of eligibility with the secretary of the county committee of the political party stating that the candidate is eligible to serve in the office he or she seeks.
- Must pay the party filing fee, if any, and file the party pledge, if any, with the secretary of the county committee of the political party during regular office hours during the party filing period. The filing fee is set by the county committee and authorized by the state executive committee.

FILING PROCEDURES FOR PARTISAN ELECTIONS

- Must obtain a party certificate from the secretary or chair of the county committee of the political party.
- Must file the party certificate and political practices pledge with the county clerk during regular office hours during the party filing period.

The filing period for a political party candidate to be on the ballot in the **March 1, 2016** Preferential Primary Election begins at **noon** on **November 2, 2015** and ends at **noon** on **November 9, 2015**.

No political practices pledge may be accepted for filing by the Secretary of State or county clerk unless the **candidate first files a party certificate**.

ANY CANDIDATE WHO FAILS TO FILE THE PARTY PLEDGE AND AFFIDAVIT OF ELIGIBILITY AND PAY THE PARTY FILING FEE AS PROVIDED BY LAW SHALL NOT RECEIVE A PARTY CERTIFICATE AND SHALL NOT HAVE HIS OR HER NAME PLACED ON THE BALLOT. [A.C.A. §7-7-301(c)]

Group Presidential Candidates

- Presidential candidates of a political group that is not a recognized political party qualify for the general election ballot by filing a petition with the Secretary of State no later than the first Monday of August before the general election. The petition shall be signed by not less than one thousand (1,000) qualified electors of the state. [A.C.A. §7-8-308(6)]

Independent Candidates

Presidential and Vice Presidential Offices: [A.C.A. §7-8-302(6)]

- Must file a petition with the Secretary of State no later than noon the first Monday in August of the year of the election. The petition must be signed by not less than one thousand (1,000) qualified electors of the state.

General Filing Procedures (except Independent Candidates in Partisan Municipal Elections): [A.C.A. §§7-6-102, 7-7-103 as amended by Act 340 of 2015]

- Must file a petition, political practices pledge, an affidavit of eligibility, a signature collection affidavit and a notice of candidacy identifying the elective office sought, position number, if any, and stating the name and title proposed for the ballot during the party filing period.
- A petition may be circulated no earlier than 90 days before the deadline for filing petitions unless the number of days is reduced by proclamation, ordinance, resolution, order, or other authorized document for a special election under Ark. Code Ann. §7-11-101 et seq., in which case the number of signatures required on the petition is reduced proportionately. The form of the petition and the signature collection affidavit are prescribed by the Secretary of State and can be obtained from the Secretary of State's office or the county clerk's office.

U.S. Senate or State Offices: [A.C.A. §7-7-103]

- The petition and other required documents must be filed with the Secretary of State and be signed by not less than 3% of the qualified electors of the state, based upon the total number of votes cast statewide for Governor in 2014, but in no event shall more than 10,000 signatures be required.

U.S. House or District Offices (State Senator, State Representative): [A.C.A. §7-7-103]

- The petition and other required documents must be filed with the Secretary of State and be signed by not less than 3% of the qualified electors in the district in which the candidate seeks office, based upon the total number of votes cast for Governor in that district in 2014, but in no event shall more than 2,000 signatures be required.

County and Township Offices: [A.C.A. §7-7-103]

- The petition and other required documents must be filed with the county clerk and be signed by not less than 3% of the qualified electors in the county or township, as the case may be, in which the candidate seeks office, based upon the total number of votes cast for Governor in that county or township, as the case may be, in 2014, but in no event shall more than 2,000 signatures be required.

Municipal Offices:

Mayor – Council Form of Government: [A.C.A. §§7-6-102, 14-42-205, 14-42-206, 14-43-312, 14-44-103, 14-45-102]

- Must file a petition, political practices pledge, and an affidavit of eligibility with the county clerk not more than 102 nor less than 81 days before the general election by noon, unless the city has passed an ordinance setting the filing period to begin 20 days before the preferential primary election and to end at noon on the day before the preferential primary election.

NOTE: For municipalities situated in multiple counties, the candidate shall file with the county clerk of the county with the highest population of the municipality, and the county clerk shall certify the candidate to the other counties.

- In cities of the first class, the petition must be signed by not fewer than 30 electors of the ward or city in which the election is to be held.
- In cities of the second class or incorporated towns the petition must be signed by not fewer than 10 electors of the ward or city in which the election is to be held.

An independent candidate for state, federal (except president), district, township and county office seeking election at the **November 8, 2016 General Election** may circulate a petition no earlier than **August 11, 2015**.

The candidate must file a petition, political practices pledge, affidavit of eligibility, and notice of candidacy during regular office hours **between noon on November 2, 2015 and noon on November 9, 2015**.

The petition must be in the form prescribed by the Secretary of State. [Act 340 of 2015]

In most cities and towns, a municipal candidate in a mayor-council form of government seeking election at the **November 8, 2016 General Election** must file a petition, a political practices pledge, and an affidavit of eligibility **between July 29, 2016 and noon on August 19, 2016**. For cities that have passed an ordinance setting an alternative filing period, the candidate must file a petition, political practices pledge, and affidavit of eligibility, **during regular office hours between February 10, 2016 and noon on February 29, 2016**.

The petition must state the same position and position number, if any, as stated on the candidate's political practices pledge, affidavit of eligibility, and notice of candidacy.

The position sought cannot be changed once identified on the notice of candidacy, petition and political practices pledge. The petition, political practices pledge and notice must be withdrawn and a new petition, political practices pledge and notice designating a different position filed before the filing deadline.

The petition must request that the name of the person be placed on the ballot for election to the office identified on the petition, and each elector signing the petition must be a registered voter.

Write-in Candidates

Write-in candidates are not allowed in presidential, municipal, or primary elections. [A.C.A. §§7-5-525, 7-8-302, 14-43-202]

Federal, State, and District Offices: [A.C.A. §§7-5-205 as amended by Act 26 of 2015, 7-6-102]

- Must file a written notice of write-in candidacy with the county board of election commissioners of each county in which the candidate seeks election and the Secretary of State no later than 90 days before the general election.
- Must file a political practices pledge and an affidavit of eligibility for the office with the Secretary of State during the party filing period.

County and Township Offices: [A.C.A. §§7-5-205 205 as amended by Act 26 of 2015, 7-6-102]

- Must file a written notice of write-in candidacy with the county board of election commissioners and the county clerk no later than 90 days before the general election.
- Must file a political practices pledge and an affidavit of eligibility for the office with the county clerk during the party filing period.

A write-in candidate for federal, state, district, county, and township office seeking election at the **November 8, 2016** General Election must file a political practices pledge and affidavit of eligibility no later than **November 9, 2015** and must submit notice of write-in candidacy to the county board of election commissioners in each county in which the candidate seeks election by **August 10, 2016**.

New Political Party Formation and Candidate Filing [A.C.A. §§7-1-101, 7-3-108, 7-7-205]

- A group desiring to form a new political party must file a petition with the Secretary of State containing signatures of at least 10,000 registered voters in the state.
- The petition must declare the intent of organizing a political party, the name of which shall be stated in the declaration.

NOTE: No political party or group shall assume a name or designation that is so similar, in the opinion of the Secretary of State, to that of an existing political party as to confuse or mislead the voters at an election.
- A new political party that wishes to select nominees for the next general election must file a sufficient petition no later than 60 days before the party filing period.
- The Secretary of State shall determine the sufficiency of the signatures submitted within 30 days of filing.
- The date of each signature must appear on the petition in order for the signature to count.
- A signature dated more than 90 days before the date the petition is submitted is not counted.
- If the petition is determined to be insufficient, the Secretary of State notifies the sponsors in writing, through their designated agent, setting forth the reason for so finding.
- Upon certification of sufficiency of the petition the new political party shall be declared by the Secretary of State.
- A new political party formed by the petition process nominates candidates by convention for the first general election after certification.
- A candidate nominated by convention must file a political practices pledge with the Secretary of State or county clerk during the party filing period.

FILING PROCEDURES FOR PARTISAN ELECTIONS

NOTE: If the new party maintains party status by obtaining 3% of the total vote cast for the Office of Governor or nominees for presidential electors (whichever is less) at the first general election after certification, the new political party nominates candidates in the party primary as set forth in Ark. Code Ann. §7-7-101 et seq.

For a newly formed political party to participate in the **November 8, 2016** General Election, its petition must be filed by **September 3, 2015**.

A newly organized political party shall not be recognized, qualified to participate, or permitted to have the names of its candidates printed on the ballot until an affidavit, by the officers of the party in this state under oath, is filed with the Secretary of State stating that it does not directly or indirectly carry on, advocate, teach, justify, aid, or abet an act of terrorism as defined by Ark. Code Ann. §5-54-205, a program of sabotage, force, and violence, sedition, treason against or the overthrow of the government of the United States or this state by force, violence or by an unlawful means.

FILING PROCEDURES FOR NONPARTISAN ELECTIONS

Filing for Multiple Offices Prohibited

A person may file for only one municipal office during the municipal filing period. [A.C.A. §14-42-206(e)]

A person may not run for more than one state, county or municipal office if the elections are to be held on the same date. [A.C.A. §7-5-111]

Nonpartisan Judicial Offices & Prosecuting Attorneys [A.C.A. §§7-6-102, 7-10-103]

Candidates Paying Filing Fees:

- Must file a political practices pledge and pay the filing fee during the period beginning at 3:00 p.m. on the first day of the party filing period and ending at 3:00 p.m. on the last day of the party filing period.
- Justice of the Supreme Court, Judge of the Court of Appeals, circuit judge, district judge, and prosecuting attorney file with the Secretary of State.

The filing period for nonpartisan judicial and prosecutorial candidates seeking election at the **March 1, 2016 Nonpartisan General Election** and running by means of paying a filing fee begins at **3:00 p.m. on November 2, 2015** and ends at **3:00 p.m. on November 9, 2015**.

FILING FEE SCHEDULE FOR NONPARTISAN OFFICE

Nonpartisan Office	Annual Salary * Fiscal Year 2015-2016	Year 2016 Fee (Percentage of Salary)			
		3%	4%	5%	6%
Chief Justice of the Supreme Court	\$180,000				\$10,800
Associate Justice of the Supreme Court	\$166,500				\$9,990
Judge of the Court of Appeals	\$161,500			\$8,075	
Circuit Judge	\$160,000		\$6,400		
State District Judge**	\$140,000	\$4,200			
Prosecuting Attorney Division A	\$152,000	\$4,560			
Prosecuting Attorney Division B	\$129,200	\$3,876			

*Defined by Rule as the salary established by the Independent Citizens Commission by resolution on March 16, 2015 and May 13, 2015.

**For information on Local District Judges, see chart on page 43 or contact the Administrative Office of the Courts.

Candidates Filing by Petition:

- The petition may not be circulated earlier than 60 days before the filing deadline.
- A political practices pledge and the petition must be filed no earlier than noon 53 days before the first day of the party filing period under §7-7-203 and ending at noon 46 days before the first day of the party filing period.
- Petitions for Justice of the Supreme Court, Judge of the Court of Appeals, circuit judge, district judge, and prosecuting attorney shall be filed with the Secretary of State.
- A petition for Justice of the Supreme Court shall be signed by at least 3% of the qualified electors residing within the state, but in no event shall more than 10,000 signatures be required.
- A petition for Judge of the Court of Appeals shall be signed by 3% of the qualified electors residing within the court of appeals district for which the candidate seeks office, but in no event shall more than 2,000 signatures be required.
- A petition for circuit judge shall be signed by 3% of the qualified electors residing within the circuit for which the candidate seeks office, but in no event shall more than 2,000 signatures be required.
- A petition for district judge shall be signed by at least 1% of the qualified electors residing within the district for which the candidate seeks office, but in no event shall more than 2,000 signatures be required.

A nonpartisan judicial or prosecutorial candidate seeking **election** at the **March 1, 2016** Nonpartisan General Election and running by means of filing a petition may circulate a petition **no earlier** than **July 19, 2015**.

A nonpartisan judicial candidate seeking **election** at the **March 1, 2016** Nonpartisan General Election and running by means of filing a petition must file between **noon** on **September 10, 2015** and **noon** on **September 17, 2015**.

The total number of votes cast for Governor in 2014 in the state, in any court of appeals district, in any circuit court district, or in any district court district, as the case may be, shall determine the applicable number of qualified electors for petition signature purposes.

Write-in Candidates:

- Write-in candidates for Justice of the Supreme Court, Judge of the Court of Appeals, circuit judge, district judge, and prosecuting attorney must give written notice of their intention to be a write-in candidate to the Secretary of State and to the county board of election commissioners in each county in the state or judicial district.
- A political practices pledge and the notice of write-in candidacy must be filed with the Secretary of State no later than 80 days before the nonpartisan general election.

A write-in candidate for nonpartisan office seeking election at the **March 1, 2016** Nonpartisan General Election must **file no later than December 12, 2015**.**

** *This day falls on a weekend. The actual deadline will be **December 14, 2015** per A.C.A. §7-1-108.*

School Board [A.C.A. §§6-14-111, 7-6-102]

Candidates Filing by Petition:

- Must file a political practices pledge, an affidavit of eligibility, and a petition with the county clerk of the county in which the school district is domiciled for administrative purposes during a one-week period ending at noon 70 days before the annual school election.
- A petition may be circulated no earlier than 100 calendar days before the annual school election. The petition must contain the names of at least 20 registered voters who are residents of the school district and, if applicable, the electoral zone for the position.

A petition for a school board candidate seeking election at the **September 20, 2016** Annual School Election may be circulated no earlier than **June 12, 2016** and must be filed with the county clerk between **12:00 noon** on **July 5, 2016** and **12:00 noon** on **July 12, 2016**.

Unless changed by legislative act in 2017, a petition for a school board candidate seeking election at the **September 19, 2017** Annual School Election may be circulated no earlier than **June 11, 2017**. The petition, affidavit of eligibility and political practices pledge must be filed with the county clerk between **12:00 noon** on **July 4, 2017** and **12:00 noon** on **July 11, 2017**.

Note that Act 1281 provides an **alternate date** for Annual School Elections – the **Tuesday after the first Monday in November**. If the alternate date is chosen in **2016**, the **filing period** will be **August 23-30** and the earliest **petition circulation date** will be **July 31**. If the alternate date is chosen in **2017**, the **filing period** will be **August 22-29, 2017** and the earliest **petition circulation date** will be **July 30, 2017**.

The petition must state the name and title of the candidate as proposed by the candidate to appear on the ballot and identify the position sought, position number, and other identifying information, if applicable.

The position sought cannot be changed once identified on the petition. The petition must be withdrawn and a new petition designating a different position filed before the filing deadline.

Write-in Candidates:

- Must file a political practices pledge, an affidavit of eligibility, and a notice of write-in candidacy.
- The political practices pledge, affidavit of eligibility, and notice of write-in candidacy must be filed with the county clerk of the county in which the school district is domiciled for administrative purposes during a one-week period ending at noon 70 days before the annual school election.

A write-in candidate for school board must file during the same filing period as candidates who file by petition.

The notice of write-in candidacy must identify the position sought, position number, and other identifying information, if applicable.

The position sought cannot be changed once identified on the notice of write-in candidacy. The notice must be withdrawn and a new notice designating a different position filed before the filing deadline.

Municipal Offices:

Mayor – Council Form of Government: [A.C.A. §§7-6-102, 14-42-205, 14-42-206, 14-43-312, 14-44-103, 14-45-102]

- Must file a petition, political practices pledge, and an affidavit of eligibility with the county clerk not more than 102 nor less than 81 days before the general election by noon, unless the city has passed an ordinance setting the filing period to begin 20 days before the preferential primary election and to end at noon on the day before the preferential primary election.

NOTE: For municipalities situated in multiple counties, the candidate shall file with the county clerk of the county with the highest population of the municipality, and the county clerk shall certify the candidate to the other counties.

- In cities of the first class, the petition must be signed by not fewer than 30 electors of the ward or city in which the election is to be held.
- In cities of the second class or incorporated towns the petition must be signed by not fewer than 10 electors of the ward or city in which the election is to be held.

A municipal candidate in a mayor-council form of government seeking election at the **November 8, 2016 General Election** must file with the county clerk a petition, a political practices pledge, and an affidavit of eligibility between **July 29, 2016** and **noon** on **August 19, 2016**.

For cities that have passed an ordinance setting an **alternative filing period**, the candidate must file a petition, political practices pledge, affidavit of eligibility, and notice of candidacy during **regular office hours** between **February 10, 2016** and **noon** on **February 29, 2016**.

The petition must identify the office sought and, if for alderman, a position number.

The position sought cannot be changed once identified on the petition. In order to run for a different position, the original petition must be withdrawn and a new petition designating a different position filed before the filing deadline.

City Manager Form of Government: *[A.C.A. §14-47-110]*

- Must file a nominating petition with the city clerk or recorder not more than 102 nor less than 81 days before the election by noon.
- The petition must be signed by not less than 50 qualified electors of the municipality.

A municipal candidate in a city manager form of government seeking election at the **November 8, 2016 General Election** must file a petition, a political practices pledge, and an affidavit of eligibility **between July 29, 2016** and **noon** on **August 19, 2016**.

The petition must identify the office sought and, if for alderman, a position number. The position sought cannot be changed once identified on the petition. The petition must be accompanied by an affidavit vouching for the eligibility of the signers of the petition.

In order to run for a different position, the original petition must be withdrawn and a new petition designating a different position filed before the filing deadline.

City Administrator Form of Government *[A.C.A. §14-48-109]*

- Must pay a \$10.00 fee and file a statement of candidacy and a petition with the city clerk not more than 90 days and no later than noon, 75 days before the primary election.
- The petition must be signed by not less than 50 qualified electors of the municipality who have resided in the municipality at least six months before signing the petition.

The nonpartisan primary for city administrator form of government candidates is the **second Tuesday in August** of even-numbered years. The 2016 primary will be held on **August 9, 2016**.

A candidate in a city administrator form of government seeking election at the **November 8, 2016 General Election** must file a statement of candidacy, a \$10.00 fee and a petition between **May 11, 2016** and **noon** on **May 26, 2016**.

The petition must identify the office sought and, if for director, a position number. The petition must be accompanied by an affidavit vouching for the eligibility of the signers of the petition.

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FILING PROCEDURES FOR SPECIAL ELECTIONS TO FILL VACANCIES

[A.C.A. §§7-11-101, 7-11-102, 7-11-302]

All special elections and other elections to fill a vacancy in an office shall be called by proclamation, ordinance, resolution, order, or other authorized document of the appropriate constituted authority.

The calling document shall set forth the date of the special primary election and special primary runoff election, if any, the date of the election, and the date for certifying the election. The calling document shall provide deadlines, if applicable, for filing as a party candidate, for party conventions to select nominees, for parties to issue certificates of nomination or certified lists of nominees, as the case may be, for candidates to file certifications of nomination, for filing as an independent candidate, for circulating petitions for independent candidacy, for filing as a write-in candidate, and for drawing for ballot position.

Candidate Withdrawal

Notice of Withdrawal:

The notice from a candidate of his or her desire to withdraw must be in writing, signed by the candidate, and acknowledged before an officer authorized to take acknowledgements. *[A.C.A. §§7-5-203(a)(2), (b)(2); 7-7-304(a)(2), (b)(2)]*

Withdrawal Before the Certification Deadline/Not Placed on Ballot:

If a candidate dies or notifies the Secretary of State or county clerk, depending on the election, of his or her desire to withdraw as a candidate for the office or position, the candidate shall not be certified and shall not be placed on the ballot. *[A.C.A. §§ 7-5-203(a)(2), (b)(2); 7-7-304(a)(2), (b)(2)]*

Withdrawal After the Certification Deadline/Votes Counted:

Votes received by a candidate whose name appeared on the ballot and who withdrew or died after the certification of the ballot are counted. *[A.C.A. §§7-5-315(b)(1); 7-7-304(c)(1)]*

Vacancy in Nomination:

If a candidate for a party's nomination withdraws or dies after certification but receives enough votes at the primary election to win the nomination, a vacancy in nomination shall exist. *[A.C.A. §7-7-304(c)(2)]*

If a candidate for a party's nomination withdraws or dies after certification but receives enough votes to advance to the primary runoff election, the person's name must be placed on the primary runoff election ballot. *[A.C.A. §7-7-304(c)(3)]*

If the candidate who withdraws or dies receives enough votes to win the primary runoff election, a vacancy in nomination shall exist. *[A.C.A. §7-7-304(c)(4)]*

Vacancy in Election:

If a candidate withdraws or dies after certification but receives enough votes at the general election to win the election, a vacancy in election shall be declared. [A.C.A. §7-5-315(b)(2)(A)]

If a candidate withdraws or dies after certification but receives enough votes to qualify for a runoff election, the person's name must be placed on the runoff election ballot. [A.C.A. §7-5-315(b)(2)(B)(i)]

If a candidate withdraws or dies after certification but receives enough votes to win the runoff election, a vacancy in election shall exist. [A.C.A. §7-5-315(b)(2)(B)(ii)]

Annual School Election:

If one (1) of the two (2) candidates who received the highest number of votes for a school district position withdraws before certification of the result of the school election, the remaining candidate who received the most votes shall be declared elected, and there shall be no runoff election. [A.C.A. §6-14-121(c)]

Municipal Runoff Election:

If either of the two (2) candidates, who received the highest number of votes cast for an office in the general election but who did not receive either a majority of the votes cast or both forty percent (40%) or more of the votes cast and at least twenty percent (20%) more of the total votes cast than the second-place candidate, withdraws before certification of the results of the election, the remaining candidate who received the most votes at the general election shall be declared elected to the office and there shall be no general runoff election. [A.C.A. §7-5-106(d)]

OFFICES UP FOR ELECTION & DISTRICT COMPOSITION

Federal Offices

U. S. President and Vice President are up for Election in 2016:

The United States President and Vice President are limited to two (2) four year terms of office.

U.S. Senate Districts up for Election in 2016:

The United States Senate is composed of two (2) senators from each state. Each senator is elected to a six year term of office.

One of two positions is up for election in 2016.

U.S. House Districts up for Election in 2016:

Arkansas has four (4) Representatives in the United States House of Representatives.

All four positions will be on the ballot in 2016 to be elected by district to a two year term of office.

U.S. House Districts	Counties
District 1	Arkansas, Baxter, Chicot, Clay, Cleburne, Craighead, Crittenden, Cross, Desha, Fulton, Greene, Independence, Izard, Jackson, Lawrence, Lee, Lincoln, Lonoke, Mississippi, Monroe, Phillips, Prairie, Poinsett, Randolph, St. Francis, Sharp, Stone, Woodruff; the following voting districts of Jefferson County as they existed on January 1, 2011: 19 (Dunnington), P15 (Dudley Lake), 25 (Old River), 57 (Villemont), P91 (Roberts), P851 (Humphrey), and P862 (Humphrey); and all voting districts of Searcy County as they existed on January 1, 2011 except for the Prairie voting district (30 counties)
District 2	Conway, Faulkner, Perry, Pulaski, Saline, Van Buren, and White (7 counties)
District 3	Benton, Boone, Carroll, Marion, Pope, Washington; the voting districts and voting precincts of Crawford County as they existed on January 1, 2011, that are not assigned to Congressional District 4; the following voting districts of Newton County as they existed on January 1, 2011: Big Creek, Dogpatch, Grove, Hasty, Polk, Richland, White; the Prairie voting district of Searcy County as it existed on January 1, 2011; and the voting districts and voting precincts of Sebastian County as they existed on January 1, 2011 that are not assigned to Congressional District 4 (10 counties)
District 4	Ashley, Bradley, Calhoun, Clark, Cleveland, Columbia, Dallas, Drew, Franklin, Garland, Grant, Hempstead, Hot Spring, Howard, Johnson, Lafayette, Little River, Logan, Madison, Miller, Montgomery, Nevada, Ouachita, Pike, Polk, Scott, Sevier, Union, Yell; the following voting districts of Crawford County as they existed on January 1, 2011: Alma #1, Alma #4, Bidville, Chester, Dean Springs, Dyer, Eagle Crest, Kibler, Locke, Mountain, Mulberry #1, Mulberry #2, Mulberry #3, Porter, Vine Prairie, Whitley, and Winfrey; the voting districts and voting precincts of Jefferson County as they existed on January 1, 2011 that are not assigned to Congressional District 1; the voting districts and voting precincts of Newton County as they existed on January 1, 2011 that are not assigned to Congressional District 3; and the following voting districts of Sebastian County as they existed on January 1, 2011: 9-1-A, 9-1-B, 9-1-C, 9-1-D, 9-1-E, 9-1-Q, 9-2-E, 9-3-E, 9-3-F, 9-3-G, 9-3-H, 9-3-I, 9-3-J, 9-3-K, 9-3-L, 9-3-M (33 counties)

District composition obtained from Arkansas Code Annotated §§7-2-102 and 7-2-103, as amended by Acts 1241 and 1242 of 2011.

State Legislative Offices**State Senate Districts up for Election in 2016:**

Seventeen (17) of the thirty-five state senate positions will be on the 2016 ballot.

State Senate Districts	Counties
District 1	Part of Benton and part of Washington
District 2	Part of Benton and part of Washington
District 7	Part of Washington
District 11	Lafayette, Little River, Miller, part of Hempstead, and part of Sevier
District 12	Columbia, Dallas, part of Clark, part of Grant, part of Nevada, and part of Ouachita
District 13	Hot Spring, part of Garland, part of Grant, and part of Saline
District 16	Newton, Pope, part of Boone, part of Carroll, and part of Van Buren
District 21	Part of Craighead
District 22	Mississippi, Poinsett, and part of Craighead
District 23	Jackson, part of Cross, part of Lee, part of Monroe, part of St. Francis, part of White, and part of Woodruff
District 25	Part of Arkansas, part of Desha, part of Jefferson, part of Lincoln, part of Monroe, and part of Phillips
District 26	Ashley, Bradley, Chicot, Drew, part of Cleveland, part of Desha, and part of Lincoln
District 27	Calhoun, Union, part of Cleveland, part of Grant, part of Jefferson, and part of Ouachita
District 28	Prairie, part of Arkansas, part of Lonoke, part of Monroe, part of White, and part of Woodruff
District 29	Part of Faulkner, part of Lonoke, part of Pulaski, and part of White
District 32	Part of Pulaski
District 34	Part of Pulaski

State House Districts up for Election in 2016:

All 100 state house positions will be on the ballot in 2016 to be elected by district for a two year term of office.

State House Districts	Counties
District 1	Part of Miller
District 2	Part of Columbia, part of Lafayette, and part of Miller
District 3	Part of Hempstead and part of Nevada
District 4	Little River, part of Howard, and part of Sevier
District 5	Part of Columbia, part of Lafayette, part of Nevada, and part of Ouachita
District 6	Part of Columbia, part of Ouachita, and part of Union
District 7	Part of Calhoun, part of Ouachita, and part of Union
District 8	Bradley, part of Ashley, part of Calhoun, part of Cleveland, part of Dallas, and part of Drew
District 9	Part of Ashley and part of Drew
District 10	Part of Cleveland, part of Drew, part of Grant, part of Jefferson, and part of Lincoln
District 11	Chicot, part of Ashley, and part of Desha
District 12	Phillips, part of Arkansas, part of Desha, and part of Lincoln
District 13	Part of Arkansas, part of Lonoke, part of Prairie, and part of White
District 14	Part of Arkansas, part of Jefferson, part of Lonoke, part of Prairie, and part of Pulaski
District 15	Part of Grant, part of Hot Spring and part of Jefferson
District 16	Part of Jefferson and part of Lincoln
District 17	Part of Jefferson
District 18	Part of Clark, part of Dallas, part of Garland, part of Hot Spring, and part of Nevada
District 19	Pike, part of Clark, part of Hempstead, part of Howard, and part of Nevada
District 20	Part of Montgomery, part of Polk, and part of Sevier
District 21	Part of Garland, part of Montgomery, part of Perry, part of Polk, part of Scott, part of Sebastian, and part of Yell
District 22	Part of Garland and part of Saline
District 23	Part of Saline
District 24	Part of Garland

District composition is based on reporting from the Board of Apportionment.

OFFICES UP FOR ELECTION & DISTRICT COMPOSITION

State House Districts	Counties
District 25	Part of Garland
District 26	Part of Garland and part of Hot Spring
District 27	Part of Pulaski and part of Saline
District 28	Part of Saline
District 29	Part of Pulaski
District 30	Part of Pulaski
District 31	Part of Pulaski and part of Saline
District 32	Part of Pulaski
District 33	Part of Pulaski
District 34	Part of Pulaski
District 35	Part of Pulaski
District 36	Part of Pulaski
District 37	Part of Pulaski
District 38	Part of Pulaski
District 39	Part of Pulaski
District 40	Part of Faulkner and part of Pulaski
District 41	Part of Pulaski
District 42	Part of Pulaski
District 43	Part of Lonoke
District 44	Part of Faulkner, part of Lonoke, and part of White
District 45	Part of White
District 46	Part of White
District 47	Woodruff, part of Independence, part of Jackson, and part of White
District 48	Lee, part of Monroe, and part of St. Francis
District 49	Part of Cross, part of Monroe, and part of St. Francis
District 50	Part of Crittenden and part of Cross
District 51	Part of Crittenden

District composition is based on reporting from the Board of Apportionment.

OFFICES UP FOR ELECTION & DISTRICT COMPOSITION

State House Districts	Counties
District 52	Part of Craighead, part of Independence, part of Jackson, and part of Poinsett
District 53	Part of Craighead
District 54	Part of Mississippi and part of Poinsett
District 55	Part of Crittenden and part of Mississippi
District 56	Clay, part of Greene, part of Lawrence, and part of Randolph
District 57	Part of Greene
District 58	Part of Craighead
District 59	Part of Craighead
District 60	Part of Greene, part of Lawrence, part of Randolph, and part of Sharp
District 61	Fulton, part of Baxter, part of Randolph, and part of Sharp
District 62	Izard, part of Independence, part of Sharp, and part of Stone
District 63	Part of Independence
District 64	Part of Baxter, part of Cleburne, part of Marion, part of Searcy, and part of Stone
District 65	Part of Conway and part of Perry
District 66	Part of Cleburne, part of Faulkner, and part of Van Buren
District 67	Part of Faulkner
District 68	Part of Pope and part of Van Buren
District 69	Johnson and part of Pope
District 70	Part of Faulkner, Part of Perry
District 71	Part of Pope
District 72	Part of Faulkner
District 73	Part of Conway, part of Perry, part of Pope, and part of Yell
District 74	Logan, part of Franklin, part of Scott, and part of Sebastian
District 75	Part of Crawford and part of Sebastian
District 76	Part of Sebastian
District 77	Part of Sebastian
District 78	Part of Sebastian

District composition is based on reporting from the Board of Apportionment.

OFFICES UP FOR ELECTION & DISTRICT COMPOSITION

State House Districts	Counties
District 79	Part of Crawford, part of Sebastian
District 80	Part of Crawford and part of Washington
District 81	Part of Crawford and part of Washington
District 82	Part of Crawford, part of Franklin, and part of Madison
District 83	Newton, part of Boone, part of Carroll, part of Pope, and part of Searcy
District 84	Part of Washington
District 85	Part of Washington
District 86	Part of Washington
District 87	Part of Benton and part of Washington
District 88	Part of Washington
District 89	Part of Washington
District 90	Part of Benton
District 91	Part of Benton
District 92	Part of Benton
District 93	Part of Benton
District 94	Part of Benton
District 95	Part of Benton
District 96	Part of Benton
District 97	Part of Carroll, part of Madison, and part of Washington
District 98	Part of Boone and part of Carroll
District 99	Part of Baxter, part of Boone, part of Marion, and part of Searcy
District 100	Part of Baxter

District composition is based on reporting from the Board of Apportionment.

Nonpartisan Judicial Offices [Arkansas Constitution, Amendment 9, §1; Amendment 80]

Supreme Court Positions up for Election in 2016:

The Supreme Court is composed of seven justices, one who serves as Chief Justice.

The Justices of the Supreme Court are selected from the State at large to an eight year term of office.

Two (2) positions are up for election in 2016.

- Supreme Court Chief Justice
- Supreme Court Justice Position 5

Court of Appeals Positions up for Election in 2016:

The Court of Appeals is composed of 12 judges elected by district to an eight year term of office.

Four (4) positions are up for election in 2016.

- District 2 Position 2
- District 5
- District 6 Position 1
- District 7

Districts	Counties
District 2	Baxter, Boone, Cleburne, Conway, Faulkner, Fulton, Independence, IZard, Jackson, Lawrence, Marion, Newton, Pope, Randolph, Searcy, Sharp, Stone, and Van Buren (18 counties)
District 5	Ashley, Bradley, Calhoun, Cleveland, Columbia, Dallas, Drew, Grant, Lafayette, Lincoln, Nevada, Ouachita, and Union (13 counties)
District 6	Perry, Pulaski, and Saline (3 counties)
District 7	Arkansas, Chicot, Desha, Jefferson, Lee, Phillips, and St. Francis (7 counties)

OFFICES UP FOR ELECTION & DISTRICT COMPOSITION

Circuit Court Positions up for Election in 2016:

There are 121 judges elected by judicial district to a six year term of office.

Nineteen (19) positions are up for election in 2016.

- Circuit Judge, District 1, Division 01
- Circuit Judge, District 1, Division 04
- Circuit Judge, District 2, Division 02 *
- Circuit Judge, District 2, Division 06
- Circuit Judge, District 4, Division 05
- Circuit Judge, District 4, Division 07
- Circuit Judge, District 5, Division 04
- Circuit Judge, District 6, Division 1, Subdistrict 6.1
- Circuit Judge, District 6, Division 05, Subdistrict 6.1
- Circuit Judge, District 6, Division 12, Subdistrict 6.1
- Circuit Judge, District 10, Division 04, Subdistrict 10.1
- Circuit Judge, District 10, Division 05, At Large
- Circuit Judge, District 11-West, Division 01, Subdistrict 11.1
- Circuit Judge, District 11-West, Division 04, Subdistrict 11.1
- Circuit Judge, District 12, Division 02
- Circuit Judge, District 12, Division 03
- Circuit Judge, District 13, Division 01
- Circuit Judge, District 13, Division 02
- Circuit Judge, District 16, Division 02 *

* Appointment due to death or resignation from position. Term of Appointment due to expire 12/31/2016.

Districts	Counties
First Judicial District	Cross, Lee, Monroe, Phillips, St. Francis, and Woodruff
Second Judicial District	Clay, Craighead, Crittenden, Greene, Mississippi, and Poinsett
Fourth Judicial District	Madison and Washington
Fifth Judicial District	Franklin, Johnson, and Pope
Sixth Judicial District	Perry and Pulaski
Tenth Judicial District	Ashley, Bradley, Chicot, Desha, and Drew
Eleventh Judicial District-West	Jefferson and Lincoln
Twelfth Judicial District	Sebastian
Thirteenth Judicial District	Calhoun, Cleveland, Columbia, Dallas, Ouachita, and Union
Sixteenth Judicial District	Cleburne, Fulton, Independence, Izard, and Stone

State District Court Positions up for Election in 2016:

District Court judges are elected by district for a four year term of office. Fifty-four (54) state district court positions will be on the 2016 ballot.

Candidates for state and local district court judge file for office with the Secretary of State.

POSITION	DISTRICT
District 1, Division 1	Benton
District 1, Division 2	Benton
District 1, Division 3	Benton
District 1, Division 4	Benton
District 2, Division 1	Washington*
District 2, Division 2	Washington*
District 2, Division 3	Washington*
District 2, Division 4	Washington*
District 3	Carroll & Madison*
District 4	Boone, Newton & Searcy
District 5	Crawford
District 6, Fort Smith, Division 1	Sebastian
District 6, Fort Smith, Division 2	Sebastian
District 6, Fort Smith, Division 3	Sebastian
District 6, Greenwood	Sebastian
District 8	Pope
District 9, Division 1	Faulkner & Van Buren
District 9, Division 2	Faulkner & Van Buren
District 10	Baxter & Marion
District 13	Cleburne
District 14	Independence
District 17	Greene
District 18, Chickasawba	Mississippi
District 18, Osceola	Mississippi*
District 19, Division 1	Craighead
District 19, Division 2	Craighead

OFFICES UP FOR ELECTION & DISTRICT COMPOSITION

POSITION	DISTRICT
District 20	Poinsett
District 21	Crittenden
District 22	Lee & Phillips*
District 23, Division 1	White & Prairie
District 23, Division 2	White & Prairie
District 25	St. Francis
District 26	Ashley*
District 27	Chicot & Desha*
District 28	Bradley & Drew*
District 29, Division 1	Jefferson & Lincoln
District 29, Division 2	Jefferson & Lincoln
District 29, Division 3	Jefferson & Lincoln*
District 31, Jacksonville/Maumelle	Pulaski
District 31, Little Rock, Division 1	Pulaski
District 31, Little Rock, Division 2	Pulaski
District 31, Little Rock, Division 3 - Wrightsville/Cammack Village	Pulaski
District 31, North Little Rock, Division 1	Pulaski
District 31, North Little Rock, Division 2	Pulaski
District 31, Pulaski County	Pulaski
District 31, Sherwood	Pulaski
District 32, Division 1	Saline
District 32, Division 2	Saline
District 33	Grant & Hot Spring*
District 34	Calhoun, Cleveland & Dallas
District 35	Union
District 37	Miller & Lafayette
District 38	Hempstead & Nevada
District 40	Clark

* Denotes New Judgeship

Local District Court Positions up for Election in 2016:

Local District Court judges are elected by district for a four year term of office. Thirty-eight (38) local district court positions will be on the 2016 ballot.

Information regarding the salaries of each position listed below is contained in Act 1064 of 2015.

Candidates for state and local district court judge file for office with the Secretary of State.

POSITION	DIVISION	FILING FEE
Arkansas	North	3% of Salary
Arkansas	South	3% of Salary
Clay		3% of Salary
Columbia		3% of Salary
Conway		3% of Salary
Cross		3% of Salary
Franklin	Charleston	3% of Salary
Franklin	Ozark	3% of Salary
Fulton		3% of Salary
Garland	Department 1	3% of Salary
Garland	Department 2	3% of Salary
Howard		3% of Salary
Izard		3% of Salary
Jackson		3% of Salary
Johnson		3% of Salary
Lawrence		3% of Salary
Little River		3% of Salary

OFFICES UP FOR ELECTION & DISTRICT COMPOSITION

POSITION	DIVISION	FILING FEE
Logan	North	3% of Salary
Logan	South	3% of Salary
Lonoke	Cabot	3% of Salary
Lonoke	Carlisle	3% of Salary
Lonoke	Lonoke	3% of Salary
Monroe	Brinkley	3% of Salary
Monroe	Clarendon	3% of Salary
Montgomery		3% of Salary
Ouachita	Camden	3% of Salary
Ouachita	East Camden	3% of Salary
Perry		3% of Salary
Pike		3% of Salary
Polk		3% of Salary
Randolph		3% of Salary
Scott		3% of Salary
Sevier		3% of Salary
Sharp		3% of Salary
Stone		3% of Salary
Woodruff		3% of Salary
Yell	Dardanelle	3% of Salary
Yell	Danville	3% of Salary

POLITICAL PRACTICES PLEDGE [A.C.A. §§7-6-102, 7-7-305]

Candidates for political party nomination for state, district, county, municipal, and township office, as well as independent and school board candidates are required to file a political practices pledge stating that he or she is familiar with the requirements of Ark. Code Ann. §§7-1-103, 7-1-104, 7-3-108, and 7-6-101 through 7-6-104, and will in good faith, comply with their terms.

All political practices pledge forms shall be required to contain the pledge, "I hereby certify that I have never been convicted of a felony in Arkansas or in any other jurisdiction outside of Arkansas." A candidate may certify that he or she has never been convicted of a felony if his or her record was expunged in accordance with Ark. Code Ann. §§16-93-301 through 16-93-303, or a similar expunction statute in another state, provided, the candidate presents a certificate of expunction from the court that convicted the prospective candidate.

The political practices pledge shall indicate the following information:

- The name, district number, and position number of the office for which the candidate seeks nomination or election.
- The printed form proposed by the candidate for his or her name to appear on the ballot, together with the candidate's full mailing address.
- The candidate's signature and the date that he or she signed the political practices pledge.
- Certification that the candidate has never been convicted of a felony.

The names and titles as proposed to be used by each candidate on the political practices pledge (or if not filed by the filing deadline, the names and title that appear on the party certificate) shall be reviewed by the Secretary of State for state and district offices and by the county board of election commissioners for county, township, school, and municipal offices.

A candidate shall not be permitted to change the certified form in which his or her name will be printed on the ballot after the deadline for filing the political practices pledge.

ANY CANDIDATE WHO FAILS TO SIGN AND FILE THE POLITICAL PRACTICES PLEDGE SHALL NOT APPEAR ON THE BALLOT.

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FREQUENTLY ASKED QUESTIONS

Electioneering at Polls

May a candidate or a candidate’s supporters campaign at a polling place while voting is taking place?

Campaigning is only allowed more than 100 feet from the primary exterior entrance to the polling site used by voters. Candidates and their supporters may not post signs, hand out campaign materials, solicit signatures on petitions, solicit charitable contributions, wear campaign apparel or accessories, or do any electioneering of any kind inside the 100’ boundary at a polling place on election day or during early voting. [A.C.A. §§7-1-103(a)(9); 7-1-104(a)(7)]

May a candidate’s campaign post signs or electioneer at any location on the property outside the 100’ boundary?

Private property owners (churches, businesses) who allow their facilities to be used as polls may restrict electioneering on their property, even outside the 100’ boundary. Check with the property owner before posting signs or engaging in other types of electioneering on the property. (See, AG Opinion No. 2011-009)

Campaign Signs & Ads

Where on public property may campaign signs be posted?

Check with city and county government about ordinances or regulations about posting campaign signs on street or road right of ways. Check with the highway department regarding regulations of state highway right of ways. Campaign signs cannot be placed on all public property so check with state, local or federal governmental officials about posting signs on other types of public property.

What are the requirements for campaign advertisements and other materials?

The state election code requires that all “articles, statements, or communications appearing in any newspaper printed or circulated in this state intended or calculated to influence the vote of any elector in any election and for the publication of which a consideration is paid or to be paid shall clearly contain the words ‘Paid Political Advertisement’, ‘Paid Political Ad’, or ‘Paid for by’ the candidate, committee, or person who paid for the message,” and also that all “articles, statements, or communications appearing in any radio, television, or any other electronic medium intended or calculated to influence the vote of any elector in any election and for the publication of which a consideration is paid or to be paid shall clearly contain the words: (a) ‘Paid political advertisement’ or ‘paid political ad’; or (b) ‘Paid for by’, ‘sponsored by’, or ‘furnished by’ the true sponsor of the advertisement.” [A.C.A. §7-1-103(7)]

Poll Watchers

May a candidate have a representative at polling places to observe voting and challenge ineligible voters?

A candidate may have a poll watcher at each polling place on election day and during early voting. Poll watchers may also attend absentee ballot processing and the counting and tabulation of ballots. Poll watchers are persons who observe the election process and can challenge the eligibility of voters at the polls on behalf of candidates, political parties and groups with an interest in measures on the ballot. The poll watcher authorization form is found in this book and must be filed with the county clerk. Poll watchers must present the poll watcher authorization form when entering the polling place. A candidate may designate the poll watcher to attend one or more polls during the election. However, a candidate may have only one poll watcher in a poll at any given time. In order to avoid delays, candidates should process poll watcher forms with the county clerk before election day. [A.C.A. §7-5-312]

Can a candidate be a poll watcher?

A candidate may not be a poll watcher at a polling place on election day. During early voting, a candidate can be present to observe the voting process but not to challenge voters. When the polls close a candidate may serve as a poll watcher for the purpose of observing the processing of absentee ballots and the counting and tabulation of all ballots. A candidate may challenge the absentee ballots of ineligible voters during processing. A candidate may also observe the counting and tabulation of ballots. Candidates who observe early voting or serve as a poll watcher at absentee ballot voter processing must present ID to an election official. [A.C.A. §§7-5-312(a)(1); 7-5-413(d); 7-5-417; State Board of Election Commissioners Rules on Poll Watchers, Vote Challenges and Provisional Voting, §903]

Presence at Polls

How should a candidate who has non-election business at the courthouse (or a polling place that is also a business or government facility) while voting is occurring conduct himself/herself?

Any person, including candidates, with non-election business in a polling place must not linger in the voting room any longer than necessary to conduct her/his business and should not do anything that might be construed as electioneering. Candidates should not engage in extended conversations with voters standing in line because it could be construed as electioneering. It is a crime to electioneer in any manner with persons standing in line to vote inside or outside the courthouse. [A.C.A. §§7-1-103(a)(9)(B); 7-1-104(a)(7); 7-5-310]

Can a candidate or a representative of a candidate go into a polling place to pick up voter data?

Generally, no, unless the “representative” is a credentialed poll watcher. The county election commission has statutory discretion to allow other persons in the polling place. Such arrangements should be worked out before the election. Anyone allowed in the poll may not do anything to disrupt the conduct of the election. [A.C.A. §7-5-310]

Assisting Voters***May a candidate assist voters in marking and casting their ballots?***

A voter who is unable to mark or cast a ballot without help may be assisted by either two poll workers or any one person of the voter's choice. Any person, including a candidate, may assist up to six voters in marking and casting their ballots. The voter (not the assistant) must first notify the poll worker that he/she needs assistance. The assistant must mark the ballot according to the voter's wishes and without comment or interpretation. It is a crime to assist more than six voters in any election. [A.C.A. §§7-5-310(a); 7-1-103(a)(20)(C)]

Candidate's Name on Ballot***How is the order that the names of candidates appear on the ballot determined?***

The county board of election commissioners determines ballot positions for all offices by lot after filing is complete. The date of the ballot draw will be published in a local newspaper. Candidates are encouraged to attend this public meeting and should contact the county election commission for information about the ballot draw. [Generally, see A.C.A. §7-7-305(b)]

What if there is a mistake in the way my name is printed on the ballot?

Candidates may attend the public testing of voting machines, and mistakes caught at that time can usually be fixed. By attending the public testing, candidates can also assure the accuracy of the machines. The dates and times of the public testing are published in a local newspaper. Contact the election commission for more information. If the mistake is on a printed ballot, submit an affidavit to the election commission pointing out the mistake. The election commission must meet to either resolve the mistake or state why the mistake cannot be fixed. [A.C.A. §7-5-209]

Election Official Conflicts***My opponent's husband has been an election official in the past. Can a husband serve as an election official in an election where the wife is on the ballot?***

An election official whose spouse, child, parent, or grandparent is a candidate may be disqualified if challenged. The list of election officials must be posted at the courthouse door no later than 15 days before the election, and challenges must be made no later than 10 days after such posting. Contact the election commission for the date of posting election officials. [A.C.A. §7-4-109(d)]

Recounts

How does a candidate ask for a recount?

The county board of election commissioners must conduct a recount for any candidate who is dissatisfied with the results of an election and who asks for a recount. [A.C.A. §7-5-319]

Generally, a candidate has two days to ask for a recount after the preliminary and unofficial results of the election are declared by the county election commission. This declaration usually is made on election night, so the deadline is usually the next Thursday after the election.

However, if the number of outstanding military and overseas civilian ballots is enough to potentially change the outcome of the election, a candidate may ask for a recount any time before the county election commission certifies the result of the election. Note, that the military and overseas civilian absentee ballots that may be counted if received after election day must arrive at the county clerk's office by the tenth day after the election. A candidate considering asking for a recount under these circumstances should be in frequent contact with the election commission regarding its plans for certification.

The candidate bears the cost of the recount if the result of the election is not changed. If the candidate wins as a result of the recount, the costs are refunded to the candidate. The costs must be paid up front. The statutory cost of a recount is set at \$0.25 per vote cast in precincts where a recount is requested with a maximum cost of \$2,500 per county. [A.C.A. §7-5-319]

Candidate Eligibility

What is the process for challenging a candidate based on eligibility?

During the party filing period, a party candidate is required to file an affidavit of eligibility with the party stating that he or she is eligible to serve in the office sought. [A.C.A. §§7-1-101(2); 7-7-301]

A.C.A. §7-5-805 addresses contests to the eligibility and qualifications of members of the State Senate and State House of Representatives, which are ultimately decided by the legislative body itself. Otherwise, any challenge of a candidate's eligibility to run for office would be decided in an election contest by a court of law.

SAMPLE FORMS & INSTRUCTIONS

Poll Watcher Authorization Form

Affidavit of Eligibility

Notice of Candidacy for Independent and Write-In Candidates

Notice to Write-In Candidates

Statement of Candidacy Candidates for Director or Mayor for City Administrator Form of Government

Independent Candidate Petition Affidavit

Independent Candidate Petition

- Federal/State/District Office
- County/Township/Justice of the Peace

Nonpartisan Candidate Petition

- Prosecuting Attorney
- Justice of the Supreme Court
- Court of Appeals
- Circuit Court Judge
- District Court

Mayor-Council Form of Government Petition of Nomination

- Municipal Candidates Except Alderman
- Alderman Candidates Elected by Ward
- Alderman Candidates Elected at Large

City Administrator Form of Government Petition of Nomination

- Director
- Mayor

City Manager Form of Government Petition of Nomination

- Director
- Mayor

School Board Candidate Petition

- By Zone
- At Large

IMPORTANT NOTICE

The form of petition for independent candidates and the signature collection affidavit for independent candidates are forms prescribed by the Secretary of State. All other petition forms and forms of other filing documents in this handbook are examples provided as a convenience to potential candidates. Specific forms of these petitions and other filing documents are not set out in the Arkansas Code, nor is the Secretary of State, State Board of Election Commissioners or Ethics Commission authorized to promulgate such forms. These petitions are examples of forms of petition that may be accepted by the county clerk or the Secretary of State. The Secretary of State, State Board of Election Commissioners, Ethics Commission and the county clerks do not warrant that these forms of petition would be found sufficient by a court of law if subjected to a legal challenge.

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POLL WATCHER AUTHORIZATION FORM

[A.C.A. §7-5-312/Act 224 of 2007]

Representative of a Candidate

I, _____, state that I am a candidate for the office of _____ in the _____ election. I further state that I have designated _____ as my authorized representative at the election at polling sites _____ and absentee ballot processing sites _____ in _____

County, Arkansas, to observe and ascertain the identity of persons presenting themselves to vote in person or by absentee for the purpose of challenging any voter in accordance with Arkansas Code §§7-5-312, 7-5-416, and 7-5-417. I further state that I have designated and authorized my representative named above to be present at the ballot counting locations at _____ in _____ County, Arkansas, for the purpose of witnessing the counting of ballots by election officials and determining whether ballots are fairly and accurately counted in accordance with Arkansas Code §§7-5-312, 7-5-316, 7-5-413, 7-5-416, 7-5-527, and 7-5-615.

Representative of a Group

I, _____, state that I represent the _____ group which is seeking passage/defeat (*circle one*) of the ballot measure entitled _____ on the ballot in the _____ election at polling sites _____ and absentee ballot processing sites _____ in _____

County, Arkansas, to observe and ascertain the identity of persons presenting themselves to vote in person or by absentee for the purpose of challenging any voter in accordance with Arkansas Code §§7-5-312, 7-5-416 and 7-5-417.

Representative of a Party

I, _____, state that I am the chairman or secretary of the state/county (*circle one*) committee for the _____ party with candidates on the ballot in the _____ election. I further state that I have designated _____ as an authorized party representative at the election at polling sites _____ and absentee ballot processing sites _____ in _____

County, Arkansas, to observe and ascertain the identity of persons presenting themselves to vote in person or by absentee for the purpose of challenging any voter in accordance with Arkansas Code §§7-5-312, 7-5-416, and 7-5-417. I further state that I have designated and authorized my representative named above to be present at the ballot counting locations at _____ in _____ County, Arkansas, for the purpose of witnessing the counting of ballots by election officials and determining whether ballots are fairly and accurately counted in accordance with Arkansas Code §§7-5-312, 7-5-316, 7-5-413, 7-5-416, 7-5-527, and 7-5-615.

Signature of Candidate, Group Representative, or Chairman/Secretary of the State/County Committee

Acknowledged before me this _____ day of _____, 20__.

Notary Public: _____ My Commission Expires: _____

I do hereby state that I am familiar with the rights and responsibilities of a poll watcher as outlined on the back of the poll watcher authorization form and will in good faith comply with the provisions of same.

Signature of Poll Watcher

Acknowledged before me this _____ day of _____, 20__.

Notary Public: _____ My Commission Expires: _____

I do hereby acknowledge filing this poll watcher authorization form with the county clerk's office.

Signature of County Clerk

POLL WATCHER RIGHTS AND RESPONSIBILITIES

A poll watcher may be:

- 1) A candidate in person, but only during the counting and tabulation of ballots and the processing of absentee ballots;
- 2) An authorized representative of a candidate;
- 3) An authorized representative of a group seeking the passage or defeat of a measure on the ballot; or
- 4) An authorized representative of a party with a candidate on the ballot.

Official recognition of poll watchers:

- 1) Only one (1) authorized poll watcher per candidate, group, or party at any one (1) given time may be officially recognized as a poll watcher at each location within a polling site where voters identify themselves to election officials;
- 2) Only one (1) authorized poll watcher per candidate, group, or party at any one (1) given time may be officially recognized as a poll watcher at each location within the absentee ballot processing site where absentee ballots are processed; and
- 3) Only one (1) authorized poll watcher per candidate or party at any one (1) given time may be officially recognized as a poll watcher at the counting of the ballots.

Poll watcher credentials:

- 1) Except for candidates in person, poll watchers must present a valid affidavit in the form of a "Poll Watcher Authorization Form" to an election official immediately upon entering the polling or counting location.
- 2) Candidates in person attending a counting site or absentee ballot processing site are not required to present a "Poll Watcher Authorization Form" but must present some form of identification to an election official immediately upon entering the site for the purpose of confirming the poll watcher as a candidate on the ballot.

Poll watchers may:

- 1) Observe the election officials;
- 2) Stand close enough to the place where voters check in to vote so as to hear the voter's name;
- 3) Compile lists of persons voting;
- 4) Challenge ballots upon notification to an election official before the voter signs the precinct voter registration list and upon completing a "Challenged Ballot Form";
- 5) Call to the attention of the election sheriff any occurrence believed to be an irregularity or violation of election law. The poll watcher may not discuss the occurrence unless the election sheriff invites the discussion; and
- 6) Be present at the opening, processing, and canvassing of absentee ballots for the purpose of challenging absentee votes in the manner provided by law for personal voting challenges.

Poll watchers representing a candidate or political party may:

- 1) Remain at the polling site after the poll closes if ballots are counted at the poll;
- 2) Be present at the counting of votes by hand or by an electronic vote tabulating device at a central location;
- 3) Be present at the counting of absentee ballots for the purpose of witnessing the counting of ballots by election officials and determining whether ballots are fairly and accurately counted; and
- 4) Upon request made to an election official, inspect any or all ballots at the time the ballots are being counted.

Poll watchers may not:

- 1) Be within six feet (6') of any voting machine or booth used by voters to cast their ballot;
- 2) Speak to any voter or in any way attempt to influence a voter inside the polling site or within one hundred feet (100') of the primary exterior entrance used by voters to the building containing the polling site; or
- 3) Disrupt the orderly conduct of the election.

AFFIDAVIT OF ELIGIBILITY

Instructions

*On the first line, **print** your name*

On the *second line*, state the name of the office sought. List the county, city, school district or other jurisdiction of the position sought, except for state offices.

Examples:

- Alderman, City of Bigtown;
- Littletown School District Board of Directors;
- Razorback County Justice of the Peace;
- State Representative;
- Constable of Mudpuddle Township

On the third line, if applicable, state the district, ward or zone of the position sought.

Examples:

- An alderman candidate for Bigtown Ward 1 would state “Ward 1” on this line;
- A Littletown School board candidate for zone 1 (some, but not all, school districts elect their board members by zone) would state “Zone 1” on this line;
- A JP candidate for district 1 would state “District 1” on this line.

On the fourth line state the position number, if applicable, or any other identifying information.

Examples:

- A candidate for Bigtown Alderman Ward 2, Position 1 would state “1”;
- A candidate for Littletown School District Board of Directors position 2 would state “2”;
- A candidate for Littletown School district at-large position 1 (if there is a combination of zone and multiple at-large seats) would state “1”;
- A candidate for State Representative District 52 would state “52”;
- If the position number is not known or cannot be determined the position can be identified by, for instance, naming the incumbent or providing other information.

Sign your name in the space provided.

Write the address of your residence in the space provided.

Have the affidavit verified by a notary public or other officer authorized to administer oaths.

Candidates for school board, independent candidates for municipal offices and independent and write-in candidates for state, United States House and Senate seats, county and township offices *must* file an affidavit of eligibility with the county clerk. Not required for nonpartisan judicial candidates.

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AFFIDAVIT OF ELIGIBILITY

My name is (print): _____

I am aware of the requirements for holding office, and am eligible to hold the following office, if elected:

Position: _____

District/ Division/ Ward/ Zone (if applicable): _____

Position Number or other description (if applicable): _____

By my signature below, I affirm that the above statements are true and complete.

Signature of Candidate

Residential Address of Candidate (Street)

City, State, Zip Code

VERIFICATION

State of Arkansas)
County of _____)

On this ____ day of _____, 20____, before me, a Notary Public, duly authorized and acting, **personally appeared** _____ (name of Candidate), known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained. In witness whereof I hereunto set my hand and official seal on the date set forth above.

Notary Public (or other authorized officer)

My commission expires: _____

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NOTICE OF CANDIDACY
FOR INDEPENDENT AND WRITE-IN CANDIDATES

Pursuant to A.C.A. § 7-7-103 and § 7-5-205

I, _____, do hereby give notice of my intention to file as an independent or write-in candidate without party affiliation for the office of:

Position: _____

District/ Division/ Ward/ Zone (if applicable): _____

Position Number or other description (if applicable): _____

in the election to be held on _____.

Signature of Candidate

Date Filed

Printed Name of Candidate

Address

City, State, Zip Code

An independent candidate shall state the same position including the position number, if any, on his or her petitions. Ark. Code Ann. § 7-7-103.

Write-in Candidates are additionally required to notify each County Board of Election Commissioners in a timely manner. Ark. Code Ann. § 7-5-205(1).

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NOTICE TO WRITE-IN CANDIDATES

Notification to County Boards of Election Commissioners Required

Votes for write-in candidates shall not be counted unless the write-in candidate notifies, in writing, the county board of election commissioners of **EACH** county in which the candidate seeks election. See Ark. Code Ann. § 7-5-205. A copy of the written notification which is provided to the county boards should also be filed with the Secretary of State if running for U.S. Senate, U.S. House or **ANY** state or district office during the applicable Party filing period.

The text of Ark. Code Ann. § 7-5-205 (as amended) states:

No votes for write-in candidates shall be counted or tabulated unless:

(1) The candidate notifies in writing the county board of election commissioners of each county in which the candidate seeks election at least ninety (90) days prior to the election and files the notice with either:

(A) The Secretary of State, if a candidate for United States Senate, United States House of Representatives, or any state or district office; or

(B) The county clerk if a candidate for a county or township office;

(2) The candidate files with the county clerk or the Secretary of State, as required, a political practices pledge and an affidavit of eligibility for the office at the same time the candidate files his or her notice of write-in candidacy;

(3) The notice of write-in candidacy, the political practices pledge, and the affidavit of eligibility are filed no later than the last day of the party filing period; and

(4) The name written on the ballot is the same name listed on the write-in candidate's political practices pledge, except that any abbreviation, misspelling, or other minor variation in the form of the name of the candidate shall be disregarded if the intention of the voter may be ascertained.

By my signature below, I _____, hereby acknowledge that I received a copy of this Notice to Write-In Candidates when I filed my Political Practices Pledge, Notice of Candidacy and Affidavit of Eligibility with the Arkansas Secretary of State, and acknowledge that I have provided the Secretary of State a true and correct copy of the Notice that I will provide to each County Board of Election Commissioners where I am running for office.

Candidate Signature

Date

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STATEMENT OF CANDIDACY

CANDIDATES FOR DIRECTOR OR MAYOR
CITY ADMINISTRATOR FORM OF GOVERNMENT

Pursuant to A.C.A. §14-48-109(a)(3)

STATE OF ARKANSAS

COUNTY OF _____

I, _____, being first duly sworn state that I reside at _____ Street, City of _____, County and State aforesaid; that I am a qualified elector of said city and the ward in which I reside; that I am a candidate for nomination to the office of _____, to be voted on at the primary election to be held on the ___ day of _____, 20____, and I hereby request that my name be placed upon the official primary election ballot by nomination for such primary election for such office and I herewith deposit the sum of ten dollars (\$10.00), the fee prescribed by law.

Signature of Candidate

Printed Name of Candidate

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Independent Candidate Petition Affidavit

Ark. Code Ann. § 7-7-103(b)

Name of Candidate: _____

Position: _____

District/ Division/ Ward/ Zone (if applicable): _____

Position Number or other description (if applicable): _____

Candidate hereby swears (or affirms) to the following regarding Candidate's petitions:

The signatures were not collected for a period over ninety (90) days prior to the date of this submission; and

The signatures were collected and the petition was executed and submitted in compliance with the law, on the form prescribed by the Secretary of State; and

The beginning and ending dates for collection of the signatures on my petitions are those indicated below on this Affidavit:

Petition signatures were collected between _____ and _____.
(mm/dd/yyyy) (mm/dd/yyyy)

Independent Candidate Signature

VERIFICATION

State of Arkansas)
County of _____)

On this ____ day of _____, 20____, before me, a Notary Public, duly authorized and acting, **personally appeared** _____ (name of Candidate), known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained. In witness whereof I hereunto set my hand and official seal on the date set forth above.

Notary Public (or other authorized officer)

My commission expires: _____

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Petition Independent Candidate Federal/State/District Office

FOR OFFICE USE ONLY
_____ Valid of _____
By _____ Date _____

**TO: The Honorable Mark Martin, Secretary of State
State Capitol, Room 026
Little Rock, Arkansas 72201-1094**

We, the undersigned qualified electors propose that _____ (Name)

be placed on the ballot as an Independent Candidate for the Office of _____, District (if applicable) _____, Position _____ in the General Election to be held on _____. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and the designated district to be represented, and my printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

	Signature	Printed Name	Date of Birth	Residence (Street Address)	City or Town of Residence	Date of Signing
1						
2						
3						
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10						

Pursuant to Act 340 of 2015, this petition page format, on legal size paper, is prescribed by the Secretary of State. Arkansas Code Annotated §7-7-103 (as amended).

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**Petition
Independent Candidate
County/Township/Justice of the Peace**

FOR OFFICE USE ONLY
Valid of _____
By _____ Date _____

TO: The Honorable County Clerk of _____ County

We, the undersigned qualified electors, propose that _____
(Name/Title as proposed to appear on the ballot)

be placed on the ballot as an Independent Candidate for the Office of _____, District (if applicable) _____, Position _____ in the General Election to be held on _____. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and the designated county, township, or district to be represented, and my printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

	Signature	Printed Name	Date of Birth	Residence (Street Address)	City or Town of Residence	Date of Signing
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Pursuant to Act 340 of 2015, this petition page format, on legal size paper, is prescribed by the Secretary of State. Arkansas Code Annotated §7-7-103 (as amended).

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**(Sample Petition)
Prosecuting Attorney Candidate**

FOR OFFICE USE ONLY
_____ Valid of _____
By _____ Date _____

**TO: The Honorable Mark Martin, Secretary of State
State Capitol, Room 026
Little Rock, Arkansas 72201-1094**

We, the undersigned qualified electors, propose that _____
(Name)

be placed on the ballot as a Candidate for the Office of Prosecuting Attorney, District _____ in the Nonpartisan General Election to be held on

_____. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas, and my printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

	Signature	Printed Name	Date of Birth	Residence (Street Address)	City or Town of Residence	Date of Signing
1						
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This example of a form of petition is provided as a convenience to potential candidates. No form of petition for this office is set out in the Arkansas Code, nor is the Secretary of State, State Board of Election Commissioners, or Ethics Commission authorized to promulgate a form of petition. This petition is an example of a form of petition that may be accepted by the county clerk or the Secretary of State. The Secretary of State, State Board of Election Commissioners, Ethics Commission, and the county clerks do not warrant that this form of petition would be found sufficient by a court of law if subjected to a legal challenge.

THE SECRETARY OF STATE ASKS ALL CANDIDATES TO USE LEGAL SIZE PAPER AND TO ENLARGE THE DoB FIELD IF POSSIBLE

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**(Sample Petition)
Judicial Candidate
Justice of the Supreme Court**

FOR OFFICE USE ONLY
_____ Valid of _____
By _____ Date _____

**TO: The Honorable Mark Martin, Secretary of State
State Capitol, Room 026
Little Rock, Arkansas 72201-1094**

We, the undersigned qualified electors, propose that _____
(Name)

be placed on the ballot as a Candidate for the Office of Supreme Court Justice, Position _____ in the Nonpartisan General Election to be held on _____. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas, and my printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

	Signature	Printed Name	Date of Birth	Residence (Street Address)	City or Town of Residence	Date of Signing
1						
2						
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THE SECRETARY OF STATE ASKS ALL CANDIDATES TO USE LEGAL SIZE PAPER AND TO ENLARGE THE DoB FIELD IF POSSIBLE

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**(Sample Petition)
Judicial Candidate
Court of Appeals**

FOR OFFICE USE ONLY	
_____ Valid of _____	
By _____	Date _____

**TO: The Honorable Mark Martin, Secretary of State
State Capitol, Room 026
Little Rock, Arkansas 72201-1094**

We, the undersigned qualified electors, propose that _____
(Name)

be placed on the ballot as a Candidate for the Office of Court of Appeals Judge, District _____, Position _____ in the Nonpartisan General

Election to be held on _____. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and the designated district to be represented, and my printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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**(Sample Petition)
Judicial Candidate
Circuit Court Judge**

FOR OFFICE USE ONLY
_____ Valid of _____
By _____ Date _____

**TO: The Honorable Mark Martin, Secretary of State
State Capitol, Room 026
Little Rock, Arkansas 72201-1094**

We, the undersigned qualified electors propose that _____
(Name)
be placed on the ballot as a Candidate for the Office of Circuit Court Judge, Judicial District _____, Division _____, Subdistrict _____

(if applicable) in the Nonpartisan General Election to be held on _____. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and the designated district and/or subdistrict to be represented, and my printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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**(Sample Petition)
Judicial Candidate
District Court**

FOR OFFICE USE ONLY	
_____ Valid of _____	
By _____	Date _____

**TO: The Honorable Mark Martin, Secretary of State
State Capitol, Room 026
Little Rock, Arkansas 72201-1094**

We, the undersigned qualified electors propose that _____
(Name)

be placed on the ballot as a Candidate for the Office of District Court Judge, District _____, Department _____ (if applicable), Position _____, (if applicable) in the Nonpartisan General Election to be held on _____. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and the designated district to be represented, and my printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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FOR OFFICE USE ONLY

_____ Valid of _____

By _____ Date _____

**(Sample Petition of Nomination)
Mayor – Council Form of Government
Municipal Candidates for Incorporated Towns (all positions),
Cities of the 1st Class (except alderman) and Cities of the 2nd Class (except alderman)**

TO: The Honorable County Clerk of _____ County

We, the undersigned qualified electors of the city (town) of _____, Arkansas, being in number not less than ten (10) for incorporated towns and cities of the 2nd class, and not less than thirty (30) for cities of the 1st class, do hereby petition that the name of _____ be placed on the ballot for the office of _____, Position _____ (If running as a candidate for alderman in an incorporated town), at the next election of municipal officials in 20_____. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and the designated city to be represented. My printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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THE SECRETARY OF STATE ASKS ALL CANDIDATES TO USE LEGAL SIZE PAPER AND TO ENLARGE THE DoB FIELD IF POSSIBLE

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**(Sample Petition of Nomination)
 Mayor – Council Form of Government
 Alderman Candidates Elected by Ward in
 Cities of the 1st Class and Cities of the 2nd Class**

FOR OFFICE USE ONLY
_____ Valid of _____
By _____ Date _____

TO: The Honorable County Clerk of _____ County

We, the undersigned qualified electors of Ward _____ of the city of _____, Arkansas, being in number not less than ten (10) for cities of the 2nd class, and not less than thirty (30) for cities of the 1st class, do hereby petition that the name of _____ be placed on the ballot for the office of Alderman, Ward _____, Position _____, at the next election of municipal officials in 20_____. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and the designated ward to be represented and my printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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**(Sample Petition of Nomination)
 Mayor – Council Form of Government
 Alderman Candidates Elected At Large in
 Cities of the 1st Class and Cities of the 2nd Class**

FOR OFFICE USE ONLY
_____ Valid of _____
By _____ Date _____

TO: The Honorable County Clerk of _____ County

We, the undersigned qualified electors of the city of _____, Arkansas, being in number not less than ten (10) for cities of the 2nd class, and not less than thirty (30) for cities of the 1st class, do hereby petition that the name of _____ be placed on the ballot for the office of Alderman, Ward _____, Position _____, at the next election of municipal officials in 20____. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and the designated city to be represented. My printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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**(Sample Petition of Nomination)
City Administrator Form of Government
Candidates for Director**

FOR OFFICE USE ONLY
_____ Valid of _____
By _____ Date _____

TO: The Honorable City Clerk of _____

The undersigned, duly qualified electors of the City of _____, Arkansas, each signer hereof residing at the address set opposite his or her signature, hereby request that the name _____ be placed on the ballot as a candidate for election to Position No. ___ on the Board of Directors of said City of _____ at the election to be held in such City on the ___ day of _____, 20___. We further state that we know said person to be a qualified elector of said City and a person of good moral character and qualified in our judgment for the duties of such office. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and the designated city to be represented. My printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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**(Sample Petition of Nomination)
City Administrator Form of Government
Candidates for Mayor**

FOR OFFICE USE ONLY
_____ Valid of _____
By _____ Date _____

TO: The Honorable City Clerk of _____

The undersigned, duly qualified electors of the City of _____, Arkansas, each signer hereof residing at the address set opposite his or her signature, hereby request that the name _____ be placed on the ballot as a candidate for election to the Position of Mayor of said City of _____ at the election to be held in such City on the ____ day of _____, 20__.

We further state that we know said person to be a qualified elector of said City and a person of good moral character and qualified in our judgment for the duties of such office. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and the designated city to be represented. My printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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**(Sample Petition of Nomination)
City Manager Form of Government
Candidates for Director**

FOR OFFICE USE ONLY	
_____ Valid of _____	
By _____	Date _____

TO: The Honorable City Clerk of _____
 The undersigned, duly qualified electors of the City of _____, Arkansas, each signer hereof residing at the address set opposite his or her signature, hereby request that the name _____ be placed on the ballot as a candidate for election to Position No. ___ on the Board of Directors of said City of _____ at the election to be held in such City on the ___ day of _____, 20__ We further state that we know said person to be a qualified elector of said City and a person of good moral character and qualified in our judgment for the duties of such office. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and the designated city to be represented. My printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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**(Sample Petition of Nomination)
City Manager Form of Government
Candidates for Mayor**

FOR OFFICE USE ONLY
_____ Valid of _____
By _____ Date _____

TO: The Honorable City Clerk of _____
 The undersigned, duly qualified electors of the City of _____, Arkansas, each signer hereof residing at the address set opposite his or her signature, hereby request that the name _____ be placed on the ballot as a candidate for election to the Position of Mayor of said City of _____ at the election to be held in such City on the ____ day of _____, 20__
 We further state that we know said person to be a qualified elector of said City and a person of good moral character and qualified in our judgment for the duties of such office. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and the designated city to be represented. My printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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**(Sample Petition)
School Board Candidate by Zone**

FOR OFFICE USE ONLY
_____ Valid of _____
By _____ Date _____

TO: The Honorable County Clerk of _____ County

We, the undersigned qualified electors, propose that _____
(Name/Title as proposed to appear on the ballot)

whose address is _____, Arkansas, be placed on the ballot as a Candidate for the Board of Directors of School District _____, Position _____, Zone _____ in the School Board Election to be held on _____. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and a resident of the school district and electoral zone to be represented, and my printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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**(Sample Petition)
School Board Candidate At Large**

FOR OFFICE USE ONLY
_____ Valid of _____
By _____ Date _____

TO: The Honorable County Clerk of _____ County

We, the undersigned qualified electors, propose that _____
(Name/Title as proposed to appear on the ballot)

whose address is _____ be placed on the ballot as a Candidate for the Board of Directors of School District _____, Position _____ in the School Board Election to be held on _____. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and a resident of the school district to be represented, and my printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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ARKANSAS ETHICS COMMISSION

William C. Bird III
Chairman

Robert McCormack
Vice Chairman

Sharon K. Trusty
Sybil Jordan Hampton
Tony Juneau

Post Office Box 1917
Little Rock, Arkansas 72203-1917
(501) 324-9600 Fax (501) 324-9606
Toll Free (800) 422-7773

Graham F. Sloan
Director

Jill Rogers Barham
Staff Attorney

Drew Blankenship
Staff Attorney

Teresa Keathley
Director of Compliance



2016 REPORTING CALENDAR FOR STATE OR DISTRICT CANDIDATES

A candidate is not required to file any quarterly, monthly or preelection reports until the candidate has either received contributions or made expenditures in excess of five hundred dollars (\$500). Final reports are required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

October 15, 2015	Quarterly report for 3 rd quarter of 2015 due. Covers period July 1 - September 30.*
November 16, 2015	Statement of Financial Interest for calendar year 2014 due from non-incumbent candidates.
November 16, 2015	October monthly report due. Covers period October 1-31.*
December 15, 2015	November monthly report due. Covers period November 1-30.*
January 15, 2016	December monthly report due. Covers period December 1-31.*
February 1, 2016	Statement of Financial Interest for calendar year 2015 due from all incumbent officeholders and non-incumbent candidates.
February 16, 2016	January monthly report due. Covers period January 1-31.*
February 23, 2016	If opposed in primary, preelection report due for primary election. Covers period Feb. 1-20.*
March 1, 2016	Primary Election
March 15, 2016	If unopposed in primary or did not participate in primary, February monthly report due. Covers period February 1-29.*
March 22, 2016	† Primary Election Runoff

† IF YOU ARE INVOLVED IN A PRIMARY ELECTION RUNOFF, TWO ADDITIONAL REPORTS ARE DUE.

March 15, 2016	Preelection report due for primary election runoff. Covers period March 2-12.
May 2, 2016	Final report due for primary election runoff. Covers period March 13-22 or, if candidate lost election, March 13 through the date the report is filed.

* If this is candidate's first report, it covers all campaign activity which has occurred through the closing date of the reporting period. 07/15

2016 Reporting Calendar – State or District Candidates

Page 2

April 15, 2016	If candidate did not participate in primary, March monthly report due. Covers period March 1-31.*
May 2, 2016	Final report due for primary election. If candidate was unopposed in primary election, report covers March 1.* If candidate was opposed in primary election, report covers February 21 - March 1 or, if candidate lost election, February 21 through the date the report is filed.*
May 16, 2016	April monthly report due. If candidate did not participate in primary, April monthly report covers period April 1-30. If candidate participated in primary but was not involved in a primary election runoff, April monthly report covers March 2 - April 30.** If candidate was involved in a primary election runoff, April monthly report covers March 23 - April 30.**
June 15, 2016	May monthly report due. Covers period May 1-31.*
July 15, 2016	June monthly report due. Covers period June 1-30.*
August 11, 2016	First day unopposed candidates may dispose of surplus funds, if an affidavit is filed with the Secretary of State pursuant to Ark. Code Ann. § 7-6-203(h)(3). Unopposed candidates are exempt from further reporting requirements if the affidavit contains all campaign activity not previously reported and states that the campaign fund has a zero balance.
August 15, 2016	July monthly report due. Covers period July 1-31.*
September 15, 2016	August monthly report due. Covers period August 1-31.*
October 17, 2016	September monthly report due. Covers period September 1-30.*
November 1, 2016	If opposed in general election, preelection report is due. Covers period October 1-29.*
November 8, 2016	General Election
November 15, 2016	If unopposed in general election, October monthly report due. Covers period October 1-31.*
November 29, 2016	†† Special Runoff Election pursuant to Ark. Code Ann. § 7-5-704 (i.e., general election runoff)

†† IF YOU ARE INVOLVED IN A SPECIAL RUNOFF ELECTION, TWO ADDITIONAL REPORTS ARE DUE.

November 22, 2016 Preelection report due for special runoff election. Covers period November 9-19.

December 30, 2016 Final report due for special runoff election. Covers period November 20 through the date the report is filed.

December 30, 2016 Final report due for general election. If candidate was unopposed in the general election, final report for general election covers November 1 through the date the report is filed.** If candidate was opposed in the general election and was not involved in a special runoff election, final report for general election covers October 30 through the date the report is filed.** If candidate was involved in a special runoff election, final report for general election covers October 30 - November 8.**

* If this is candidate's first report, it covers all campaign activity which has occurred through the closing date of the reporting period.

** If this is candidate's first report since final report for primary election, it covers all campaign activity which has occurred March 23 through the closing date of the reporting period.

07/15

Please note:

- 1. Reports must be filed with the Secretary of State. Postmark date is not used as date of filing when report is a preelection report.**
- 2. Reports may be faxed to the Secretary of State [(501) 682-3408] provided that the notary seal is legible (i.e., either stamped or raised and inked) and the original is received by the Secretary of State within ten (10) days of the date of transmission.**
- 3. In calculating the amount of contributions received or expenditures made for purposes of determining whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500), the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred dollar (\$500) threshold has been met, a candidate who has used his or her personal funds to pay the filing fee is required to report same. Such a candidate would report the funds used to pay the filing fee as either a loan or a contribution to the campaign from the candidate and also as a campaign expenditure.**
- 4. All candidates are required to file a final report for an election regardless of whether or not they were opposed in the election.**
- 5. In accordance with Act 1280 of 2015 and pursuant to Ark. Code Ann. § 7-6-203(j), the campaign contribution limit is now two thousand seven hundred dollars (\$2,700) and will be adjusted at the beginning of each odd-numbered year in an amount equal to the percentage certified to the Federal Election Commission by the Bureau of Labor Statistics of the Department of Labor under 52 U.S.C. § 30116(c) as existing on January 1, 2015. Based upon the foregoing, the campaign contribution limit in effect for the 2016 election cycle is two thousand seven hundred dollars (\$2,700.00) per election.**

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ARKANSAS ETHICS COMMISSION

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Chairman

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Vice Chairman

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Tony Juneau

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Graham F. Sloan
Director

Jill Rogers Barham
Staff Attorney

Drew Blankenship
Staff Attorney

Teresa Keathley
Director of Compliance



2016 REPORTING CALENDAR

CANDIDATES FOR THE NONPARTISAN OFFICES OF JUSTICE OF THE SUPREME COURT, JUDGE OF THE COURT OF APPEALS, CIRCUIT JUDGE, AND PROSECUTING ATTORNEY

A candidate is not required to file any quarterly, monthly or preelection reports until the candidate has either received contributions or made expenditures in excess of five hundred dollars (\$500). Final reports are required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

- September 21, 2015 Statement of Financial Interest for calendar year 2014 due from non-incumbent candidates whose names have been placed on the ballot pursuant to the provisions of Ark. Code Ann. §7-10-103(c).
- October 15, 2015 Quarterly report for 3rd quarter of 2015 due from all candidates. Covers period July 1 - September 30, 2015.* (NOTE: Pursuant to Rule 4.4(B)(2) of the Arkansas Code of Judicial Conduct, the earliest date the campaign committee of a candidate for Supreme Court, Court of Appeals, or Circuit Court may solicit or accept contributions is September 3, 2015.)
- November 16, 2015 October monthly report due from candidates whose names have been placed on the ballot pursuant to the filing fee provisions of Ark. Code Ann. §7-10-103(b). Covers period October 1-31.*
- November 16, 2015 Statement of Financial Interest for calendar year 2014 due from non-incumbent candidates whose names have been placed on the ballot pursuant to the filing fee provisions of Ark. Code Ann. §7-10-103(b).
- December 14, 2015 Statement of Financial Interest for calendar year 2014 due from non-incumbent candidates whose names have been placed on the ballot pursuant to the write-in candidate provisions of Ark. Code Ann. §7-10-103(d).
- December 15, 2015 November monthly report due from candidates whose names have been placed on the ballot pursuant to the filing fee provisions of Ark. Code Ann. §7-10-103(b). Covers period November 1-30.*
- January 15, 2016 December monthly report due from candidates whose names have been placed on the ballot pursuant to the filing fee provisions of Ark. Code Ann. §7-10-103(b). Covers period December 1-31.*

* If this is candidate's first report, it covers all campaign activity which has occurred through the closing date of the reporting period.

2016 Reporting Calendar – Candidates for Nonpartisan Office

Page 2

January 15, 2016	Quarterly report for 4 th quarter due from candidates whose names have been placed on the ballot pursuant to the petition provisions of Ark. Code Ann. §7-10-103(c) or the write-in candidate provisions of Ark. Code Ann. §7-10-103(d). Covers period October 1 - December 31, 2015.
February 1, 2016	Statement of Financial Interest for calendar year 2015 due from all incumbent officeholders and non-incumbent candidates.
February 16, 2016	January monthly report due from all candidates. Covers period January 1-31.*
February 23, 2016	If opposed in general election, preelection report due for general election. Covers period Feb. 1-20.*
March 1, 2016	General Election
March 15, 2016	If unopposed in general election, February monthly report due. Covers period February 1-29.*
May 2, 2016	Final report due from all candidates for general election. If the candidate was opposed and filed a preelection report for the general election and the candidate is not involved in a general election runoff, final report for general election covers period February 21 through the date the report is filed.* If the candidate was opposed and filed a preelection report for the general election and the candidate is involved in a general election runoff, final report for the general election covers period February 21-March 1.* If the candidate was opposed and did not file a preelection report for the general election and the candidate is not involved in a general election runoff, final report for general election covers all campaign activity which has not been disclosed on reports previously required to be filed through the date the report is filed.* If the candidate was opposed and did not file a preelection report for the general election and the candidate is involved in a general election runoff, final report for general election covers all campaign activity through March 1.* If the candidate was unopposed and filed a February monthly report, final report for general election covers period March 1 through the date the report is filed.* If the candidate was unopposed and did not file a February monthly report (i.e., this is candidate's first report), final report for general election covers all campaign activity through the date the report is filed.*

* If this is candidate's first report, it covers all campaign activity which has occurred through the closing date of the reporting period.

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**FOR CANDIDATES INVOLVED IN A GENERAL ELECTION
RUNOFF, THE FOLLOWING REPORTS ARE ALSO DUE**

May 16, 2016	April monthly report due. Covers period March 2-April 30.
June 15, 2016	May monthly report due. Covers period May 1-31.
July 15, 2016	June monthly report due. Covers period June 1-30.
August 15, 2016	July monthly report due. Covers period July 1-31.
September 15, 2016	August monthly report due. Covers period August 1-31.
October 17, 2016	September monthly report due. Covers period September 1-30.
November 1, 2016	Preelection report due for general election runoff. Covers period October 1-29.
November 8, 2016	General Election Runoff
December 30, 2016	Final report due for general election runoff. Report covers period October 30 through the date the report is filed.

Please note:

1. Reports must be filed with the Secretary of State. Postmark date is not used as date of filing when report is a preelection report.
2. Reports may be faxed to the Secretary of State provided that the notary seal is legible (i.e., either stamped or raised and inked) and the original is received by the Secretary of State within ten (10) days of the date of transmission.
3. In calculating the amount of contributions received or expenditures made for purposes of determining whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500), the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred dollar (\$500) threshold has been met, the candidate who has used his or her personal funds to pay the filing fee is required to report same. Such a candidate would report the funds used to pay the filing fee as either a loan or a contribution to the campaign from the candidate and also as a campaign expenditure.
4. In accordance with Act 1280 of 2015 and pursuant to Ark. Code Ann. §7-6-203(j), the campaign contribution limit is now two thousand seven hundred dollars (\$2,700) and will be adjusted at the beginning of each odd-numbered year in an amount equal to the percentage certified to the Federal Election Commission by the Bureau of Labor Statistics of the Department of Labor under 52 U.S.C. §30116(c) as existing on January 1, 2015. Based upon the foregoing, the campaign contribution limit in effect for the 2016 election cycle is two thousand seven hundred dollars (\$2,700.00) per election.

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ARKANSAS ETHICS COMMISSION

William C. Bird III
Chairman

Robert McCormack
Vice Chairman

Sharon K. Trusty
Sybil Jordan Hampton
Tony Juneau

Post Office Box 1917
Little Rock, Arkansas 72203-1917
(501) 324-9600 Fax (501) 324-9606
Toll Free (800) 422-7773

Graham F. Sloan
Director

Jill Rogers Barham
Staff Attorney

Drew Blankenship
Staff Attorney

Teresa Keathley
Director of Compliance



2016 REPORTING CALENDAR COUNTY CANDIDATES

November 16, 2015	Statement of Financial Interest for calendar year 2014 due from non-incumbent candidates.
February 1, 2016	Statement of Financial Interest for calendar year 2015 due from all incumbent officeholders and non-incumbent candidates.
February 23, 2016	If opposed in primary, preelection report due for primary election. This report covers all campaign activity through February 20.*
March 1, 2016	Primary Election
March 22, 2016	† Primary Election Runoff

† IF YOU ARE INVOLVED IN A **PRIMARY ELECTION RUNOFF**, TWO ADDITIONAL REPORTS ARE DUE.

March 15, 2016	Preelection report* due for primary election runoff. Covers period March 2 through 12.
May 2, 2016	Final report** due for primary election runoff. Covers period March 13 through 22, or if candidate lost election, March 13 through the date the report is filed.

May 2, 2016 Final report** due for primary election.

If preelection report filed, final report for primary election covers all campaign activity from February 21 through March 1 or, if candidate lost election, February 21 through the date the report is filed.

If no preelection report filed, final report for primary election covers all campaign activity through March 1 or, if candidate lost election, all campaign activity through the date the report is filed.

* A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made for purposes of this exception, the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred dollar (\$500) threshold has been met, however, a candidate who has used his or her personal funds to pay the filing fee is required to report same.

** A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

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2016 Reporting Calendar – County Candidates

Page 2

November 1, 2016 If opposed in general election, preelection report* due for general election.

If candidate has not previously filed any reports during the 2016 election cycle, this report covers all campaign activity through October 29.

If candidate filed a final report for the primary election and was not involved in a primary election runoff, preelection report for general election covers all campaign activity from March 2 through October 29.

If candidate was involved in a primary election runoff, preelection report for general election covers all campaign activity from March 23 through October 29.

November 8, 2016 General Election

November 29, 2016 †† Special Runoff Election pursuant to Ark. Code Ann. §7-5-106 (i.e., general election runoff)

†† IF YOU ARE INVOLVED IN A **SPECIAL RUNOFF ELECTION**, TWO ADDITIONAL REPORTS ARE DUE.

November 22, 2016 Preelection report* due for special runoff election. This report covers all campaign activity from November 9 through 19.

December 30, 2016 Final report** due for special runoff election. This report covers all campaign activity from November 20 through the date the report is filed.

December 30, 2016 Final report** due for general election.

If candidate has not previously filed any reports during the 2016 election cycle, the final report for the general election covers all campaign activity through the date the report is filed.

If candidate filed a preelection report for the general election and was not involved in a special runoff election, the final report for the general election covers all campaign activity from October 30 through the date the report is filed.

If candidate filed a preelection report for the general election and was involved in a special runoff election, the final report for the general election covers all campaign activity from October 30 through November 8.

If candidate was not involved in a primary election runoff and did not file a preelection report for the general election, the final report for the general election covers March 2 through the date the report is filed.

If candidate was involved in a primary election runoff and did not file a preelection report for the general election, the final report for the general election covers March 23 through the date the report is filed.

* A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made for purposes of this exception, the payment of the filing fee from the candidate’s personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred dollar (\$500) threshold has been met, however, a candidate who has used his or her personal funds to pay the filing fee is required to report same.

** A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

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Tony Juneau

Post Office Box 1917
Little Rock, Arkansas 72203-1917
(501) 324-9600 Fax (501) 324-9606
Toll Free (800) 422-7773

Graham F. Sloan
Director

Jill Rogers Barham
Staff Attorney

Drew Blankenship
Staff Attorney

Teresa Keathley
Director of Compliance



2016 REPORTING CALENDAR CANDIDATES FOR THE NONPARTISAN OFFICE OF DISTRICT JUDGE

- September 21, 2015 Statement of Financial Interest for calendar year 2014 due from non-incumbent candidates whose names have been placed on the ballot pursuant to the provisions of Ark. Code Ann. §7-10-103(c).
- November 16, 2015 Statement of Financial Interest for calendar year 2014 due from non-incumbent candidates whose names have been placed on the ballot pursuant to the filing fee provisions of Ark. Code Ann. §7-10-103(b).
- December 14, 2015 Statement of Financial Interest for calendar year 2014 due from non-incumbent candidates whose names have been placed on the ballot pursuant to the write-in candidate provisions of Ark. Code Ann. §7-10-103(d).
- February 1, 2016 Statement of Financial Interest for calendar year 2015 due from all incumbent officeholders and non-incumbent candidates.
- February 23, 2016 If opposed in general election, preelection report* due for general election. This report covers all campaign activity through February 20, 2016. (NOTE: Pursuant to Rule 4.4(B)(2) of the Arkansas Code of Judicial Conduct, the earliest a candidate's campaign committee may solicit or accept contributions is September 3, 2015.)
- March 1, 2016 General Election**
- May 2, 2016 Final report** due for general election.
- If candidate filed a preelection report for the general election and the candidate is not involved in a general election runoff, final report for general election covers period February 21 through the date the report is filed.
- If candidate filed a preelection report for the general election and the candidate is involved in a general election runoff, final report for the general election covers period February 21 through March 1.
- If candidate did not file a preelection report for the general election and the candidate is not involved in a general election runoff, final report for general election covers all campaign activity through the date the report is filed.
- If candidate did not file a preelection report for the general election and the candidate is involved in a general election runoff, final report for general election covers all campaign activity through March 1.

**FOR CANDIDATES INVOLVED IN A GENERAL ELECTION
RUNOFF, THE FOLLOWING REPORTS ARE ALSO DUE**

November 1, 2016	Preelection report* due for general election runoff. Covers period March 2 through October 29.
November 8, 2016	General Election Runoff
December 30, 2016	Final report** due for general election runoff. Report covers period October 30 through the date the report is filed.

* A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made for purposes of this exception, the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred dollar (\$500) threshold has been met, however, a candidate who has used his or her personal funds to pay the filing fee is required to report same.

** A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

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Little Rock, Arkansas 72203-1917
(501) 324-9600 Fax (501) 324-9606
Toll Free (800) 422-7773

Graham F. Sloan
Director

Jill Rogers Barham
Staff Attorney

Drew Blankenship
Staff Attorney

Teresa Keathley
Director of Compliance



2016 REPORTING CALENDAR

MUNICIPAL CANDIDATES PARTICIPATING IN MARCH 1, 2016 PRIMARY ELECTION

November 16, 2015	Statement of Financial Interest for calendar year 2014 due from non-incumbent candidates.
February 1, 2016	Statement of Financial Interest for calendar year 2015 due from all incumbent officeholders and non-incumbent candidates.
February 23, 2016	If opposed in primary election, preelection report* due for primary election. This report covers all campaign activity through February 20.
March 1, 2016	Primary Election
March 22, 2016	† Primary Election Runoff

† IF YOU ARE INVOLVED IN A **PRIMARY ELECTION RUNOFF**, TWO ADDITIONAL REPORTS ARE DUE.

March 15, 2016	Preelection report* due for primary election runoff. This report covers all campaign activity from March 2-12.
May 2, 2016	Final report** due for primary election runoff. This report covers all campaign activity from March 13-22 or, if candidate lost election, March 13 through the date the report is filed.

May 2, 2016 Final report** due for primary election.

If preelection report filed, final report for primary election covers all campaign activity from February 21-March 1 or, if candidate lost election, February 21 through the date the report is filed.

If no preelection report filed, final report for primary election covers all campaign activity through March 1 or, if candidate lost election, all campaign activity through the date the report is filed.

August 22, 2016 Statement of Financial Interest for calendar year 2015 due from independent non-incumbent candidates under Ark. Code Ann. §14-42-206(b).

* A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made for purposes of this exception, the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred dollar (\$500) threshold has been met, however, a candidate who has used his or her personal funds to pay the filing fee is required to report same.

** A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

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2016 Reporting Calendar – Municipal Candidates (Participating in March 1, 2016 Primary Election)

Page 2

- November 1, 2016 If opposed in general election, preelection report* due for general election.
- If candidate has not previously filed any reports during the 2016 election cycle, this report covers all campaign activity through October 29.
- If candidate filed a final report for the primary election and was not involved in a primary election runoff, preelection report for general election covers all campaign activity from March 2 through October 29.
- If candidate was involved in a primary election runoff, preelection report for general election covers all campaign activity from March 23 through October 29.

November 8, 2016 **General Election**

November 29, 2016 †† **Special Runoff Election pursuant to Ark. Code Ann. §7-5-106 (i.e., general election runoff)**

†† IF YOU ARE INVOLVED IN A SPECIAL RUNOFF ELECTION , TWO ADDITIONAL REPORTS ARE DUE.	
November 22, 2016	Preelection report* due for special runoff election. This report covers all campaign activity from November 9-19.
December 30, 2016	Final report** due for special runoff election. This report covers all campaign activity from November 20 through the date the report is filed.

- December 30, 2016 Final report** due for general election.
- If candidate has not previously filed any reports during the 2016 election cycle, the final report for the general election covers all campaign activity through the date the report is filed.
- If candidate filed a preelection report for the general election and was not involved in a special runoff election, the final report for the general election covers all campaign activity from October 30 through the date the report is filed.
- If candidate filed a preelection report for the general election and was involved in a special runoff election, the final report for the general election covers all campaign activity from October 30 through November 8.
- If candidate was not involved in a primary election runoff and did not file a preelection report for the general election, the final report for the general election covers March 2 through the date the report is filed.
- If candidate was involved in a primary election runoff and did not file a preelection report for the general election, the final report for the general election covers March 23 through the date the report is filed.

* A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made for purposes of this exception, the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred dollar (\$500) threshold has been met, however, a candidate who has used his or her personal funds to pay the filing fee is required to report same.

** A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

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Staff Attorney

Drew Blankenship
Staff Attorney

Teresa Keathley
Director of Compliance



2016 REPORTING CALENDAR CANDIDATES FOR MUNICIPAL OFFICE IN A CITY OR TOWN WITH CITY MANAGER FORM OF GOVERNMENT

February 1, 2016	Statement of Financial Interest for calendar year 2015 due from all incumbent officeholders.
August 22, 2016	Statement of Financial Interest for calendar year 2015 due from non-incumbent candidates for municipal office under Ark. Code Ann. §14-47-110(a).
November 1, 2016	If opposed in general election, preelection report* due for general election. Report covers all campaign activity through October 29.
November 8, 2016	General Election
November 29, 2016	†† Special Runoff Election pursuant to Ark. Code Ann. §7-5-106 (i.e., general election runoff)

†† IF YOU ARE INVOLVED IN A **SPECIAL RUNOFF ELECTION**, TWO ADDITIONAL REPORTS ARE DUE.

November 22, 2016 Preelection report* due for special runoff election. This report covers all campaign activity from November 9-19.

December 30, 2016 Final report** due for special runoff election. This report covers all campaign activity from November 20 through the date the report is filed.

December 30, 2016 Final report** due for general election.

If candidate has not previously filed any reports during the 2016 election cycle, the final report for the general election covers all campaign activity through the date the report is filed.

If candidate filed a preelection report for the general election and was not involved in a special runoff election, the final report for the general election covers all campaign activity from October 30 through the date the report is filed.

If candidate filed a preelection report for the general election and was involved in a special runoff election, the final report for the general election covers all campaign activity from October 30 through November 8.

* A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made for purposes of this exception, the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred dollar (\$500) threshold has been met, however, a candidate who has used his or her personal funds to pay the filing fee is required to report same.

** A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

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2016 REPORTING CALENDAR CANDIDATES FOR MUNICIPAL OFFICE IN A CITY OR TOWN WITH CITY ADMINISTRATOR FORM OF GOVERNMENT

February 1, 2016	Statement of Financial Interest for calendar year 2015 due from all incumbent officeholders.
May 31, 2016	Statement of Financial Interest for calendar year 2015 due from non-incumbent candidates for the offices of director and mayor under Ark. Code Ann. §14-48-109(a)(3).
August 2, 2016	If opposed in primary election, preelection report* due for primary election. This report covers all campaign activity through July 30.
August 9, 2016	Primary Election [Ark. Code Ann. §14-48-109(a)(2)(B)]
August 29, 2016	Statement of Financial Interest for calendar year 2015 due from all non-incumbent independent candidates for municipal office under Ark. Code Ann. §14-48-109(a)(4).
September 30, 2016	Final report** due for primary election. If preelection report filed, final report for primary election covers all campaign activity from July 31-August 9 or, if candidate lost election, July 31 through the date the report is filed. If no preelection report filed, final report for primary election covers all campaign activity through August 9 or, if candidate lost election, all campaign activity through the date the report is filed.

* A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made for purposes of this exception, the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred dollar (\$500) threshold has been met, however, a candidate who has used his or her personal funds to pay the filing fee is required to report same.

** A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

November 1, 2016 If opposed in general election, preelection report* due for general election.

 If candidate has not previously filed any reports during the 2016 election cycle, this report covers all campaign activity through October 29.

 If candidate filed a final report for the primary election, preelection report for general election covers all campaign activity from August 10 through October 29.

November 8, 2016 General Election

December 30, 2016 Final report** due for general election.

 If candidate has not previously filed any reports during the 2016 election cycle, the final report for the general election covers all campaign activity through the date the report is filed.

 If candidate filed a preelection report for the general election, the final report for the general election covers all campaign activity from October 30 through the date the report is filed.

* A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made for purposes of this exception, the payment of the filing fee from the candidate’s personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred dollar (\$500) threshold has been met, however, a candidate who has used his or her personal funds to pay the filing fee is required to report same.

** A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

CAMPAIGN FINANCE & DISCLOSURE REQUIREMENTS

[A.C.A. §§7-6-207, 7-6-208, 7-6-209, 21-8-701, 21-8-703; Rules on Campaign Finance & Disclosure §§236 through 244, 248]

The campaign finance and public disclosure laws of Arkansas require candidates for public office to file disclosure documents relating to their campaigns, as well as their personal financial interests. Public office includes any and all state, district, county, municipal and township offices, as well as school boards.

Candidates for State, District, County, Municipal, Township, and School Board offices must file certain **Campaign Contribution and Expenditure Reports** when contributions received or expenditures made in any election exceed five hundred dollars (\$500). A candidate is required to file a final report for each election in which the candidate's name has appeared on the ballot regardless of whether he or she has received contributions or made expenditures in excess of five hundred dollars (\$500).

Candidates for State, District, County, Municipal, Township, and School Board must file a **Statement of Financial Interest** for the previous calendar year on the first Monday following the close of the period to file as a candidate for the elective office. Incumbent officeholders who filed a statement of financial interest for the previous calendar year by January 31 of the year in which an election is held are not required to file an additional statement of financial interest upon becoming a candidate for reelection or election to another office during the year.

Blank candidate disclosure forms and instructions are available from the Secretary of State and sample forms can be found on the Arkansas Ethics Commission website at www.arkansasethics.com. The campaign finance and disclosure reports are filed as follows:

OFFICE SOUGHT	CAMPAIGN CONTRIBUTION AND EXPENDITURE REPORTS	STATEMENT OF FINANCIAL INTEREST
STATE	with the Secretary of State	with the Secretary of State
DISTRICT	with the Secretary of State	with the Secretary of State
COUNTY	with the County Clerk	with the County Clerk
DISTRICT JUDGE	with the County Clerk	with the County Clerk
MUNICIPAL	with the County Clerk	with the City Clerk or Recorder
TOWNSHIP	with the County Clerk	with the County Clerk
SCHOOL BOARD	with the County Clerk	with the County Clerk

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CAMPAIGN CONTRIBUTION & EXPENDITURE REPORT

A Campaign Contribution and Expenditure Report is filed to evidence compliance with campaign finance disclosure laws and provide a public record of all contributions and expenditures of a candidate's campaign.

Blank reporting forms and instructions are available from the Secretary of State and on the Arkansas Ethics Commission website at www.arkansasethics.com.

State and District Candidates [A.C.A. §7-6-207, 7-6-210, 7-6-213; Rules on Campaign Finance & Disclosure §§201, 218, 219, 233, 234, 235, 236, 237, 238, 246]

A candidate is not required to file any quarterly, monthly or preelection reports until the candidate has either received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made, the payment of a filing fee from the candidate's personal funds shall not be counted towards the five hundred dollar (\$500) reporting trigger. Once a report becomes due, however, the payment of the filing fee from the candidate's personal funds must be reported as either a loan or contribution to the campaign and also as a campaign expenditure.

Final reports are required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

Quarterly Report:

- Filed with the Secretary of State.
- For each quarter during a calendar year in which a candidate is not listed on any ballot for election, a quarterly report of all contributions received, with loans stated separately, and expenditures made during that quarter shall be filed.
- Due no later than fifteen (15) days after the end of each quarter.
- Considered timely filed if hand-delivered or mailed properly addressed, postage prepaid, and postmarked on or before the date that the report is due.

Monthly Report:

- Filed with the Secretary of State.
- Beginning with the month of November preceding a calendar year in which a candidate may be listed on any ballot for election, a monthly report of all contributions received, with loans stated separately, and expenditures made from the first day through the last day of that month shall be filed.
- If a candidate files for office during the party filing period, for the quarter including the party filing period, the candidate shall file monthly reports for the months of the quarter that includes the party filing period, and not file a quarterly report that includes the party filing period.
- Due no later than fifteen (15) days after the end of each month.

CAMPAIGN CONTRIBUTION & EXPENDITURE REPORT

- Considered timely filed if hand-delivered or mailed properly addressed, postage prepaid, and postmarked on or before the date that the report is due.

NOTE: No monthly report shall be due for any month in which certain days of that month are included in a preelection report or a final report. In the case of a primary or runoff election, those days of the month occurring after the date of the election shall be carried forward and included in the next monthly report.

Preelection Report:

- Filed with the Secretary of State.
- Before any primary, runoff, general, or special election in which the candidate's name appears on the ballot, a preelection report of all contributions received, with loans stated separately, and expenditures made between the period covered by the previous report and the period ten (10) days before the election shall be filed.
- In the case of a runoff election, covers the period beginning after the date of the election from which the runoff election arose and ending ten (10) days before the runoff election.
- Due no later than seven (7) days before each applicable election.
- Considered timely filed if received in the Secretary of State's office no later than seven (7) days before the election for which it is filed.

NOTE: Preelection reports are required only for candidates with opponents in those elections.

Final Report:

- Filed with the Secretary of State.
- After the end of the month in which the candidate's name appeared on the ballot in any primary, runoff, or general election, a final report of all contributions received, with loans stated separately, and expenditures made that have not been disclosed on reports previously filed shall be filed.
- Due no later than thirty (30) days after the end of the month of each applicable election.
- Due no later than thirty (30) days after the end of the month in which the candidate has withdrawn. The candidate shall notify the Secretary of State in writing of the withdrawal.
- Closes out the handling of the financing for the particular election.
- Considered timely filed if hand-delivered or mailed properly addressed, postage prepaid, and postmarked on or before the date that the report is due.

NOTE: A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

Report Content:

- Any personal loan made to a candidate by a financial institution and applied toward the candidate's campaign, with the name of the financial institution, the amount of the loan, and the name of the guarantor, if any.
- The total amount of contributions received, with loans stated separately, and the total amount of expenditures made during the filing periods, and the cumulative amount of those totals for the entire election cycle.
- The name and address of each contributor, including the candidate, who made a contribution or contributions which, in the aggregate, exceed fifty dollars (\$50).
- The contributor's principal place of business, employer, occupation, the amount contributed, the date the contribution was accepted by the candidate, and the aggregate contributed for each election.
- The name and address of each contributor, including the candidate, who contributed a nonmoney item, together with a description of the item, the date of receipt and the value, not including volunteer services by individuals. *For a more detailed discussion of in-kind contributions, see the Rules on Campaign Finance & Disclosure §§200, 205, and 206 at www.arkansasethics.com.*
- An itemization of all single expenditures made that exceed one hundred dollars (\$100), including the amount of the expenditure, the name and address of any person, including the candidate, to whom the expenditure was made, and the date the expenditure was made.

NOTE: For the date of expenditures such as for utility and telephone bills, see the Rules on Campaign Finance & Disclosure §216.

- A list of all paid campaign workers and the amount the workers were paid.
- A list of all expenditures by category, including but not limited to television, radio, print and other advertising, direct mail, office supplies, rent, travel, expenses, entertainment, and telephone.
- The total amount of all nonitemized expenditures made during the filing period.
- The current balance of campaign funds.

NOTE: If a candidate keeps his or her campaign funds in interest-bearing accounts such as a bank checking account, a money market fund, or a certificate of deposit, the interest earned is not treated as a contribution for reporting purposes, but is considered in calculating the balance of campaign funds at the close of the reporting period and is disclosed in the summary information on the campaign contribution and expenditure reports.

When the candidate's campaign has ended, the final report shall also include:

- How surplus funds, if any, were disposed.
- The amount of surplus funds disposed of by the candidate.
- The amount of funds retained by the candidate as carryover funds.

NOTE: If the candidate's campaign has **not** ended, the candidate is not required to dispose of remaining campaign funds, but may carry them forward to the general primary, general, or general runoff election for that same office.

Reports Received via Facsimile:

- The Secretary of State shall accept faxed copies of any report if the notary seal is legible (i.e., either stamped or raised, and inked) and the original is received within ten (10) days of the date of transmission. Reports, in a readable electronic format acceptable to the Secretary of State and approved by the Arkansas Ethics Commission, may be received by the Secretary of State.

For information on the periods covered by the reports and for deadlines for filing the reports, see the Reporting Calendar pages 99 through 116.

For information on reporting on retirement of campaign debt, surplus campaign funds, and carryover funds, see pages 133 through 136.

All contribution and expenditure reports required to be filed shall be verified by affidavit of the candidate or a person acting in the candidate's behalf stating that to the best of the candidate's knowledge and belief, the information disclosed is a complete, true, and accurate financial statement of the candidate's campaign contributions and expenditures.

County, Municipal, Township, and School Board Candidates [A.C.A. §§7-6-208, 7-6-209, 7-6-210, 7-6-213; *Rules on Campaign Finance & Disclosure* §§201, 234, 235, 239, 240, 241, 242, 243, 244, 246]

A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made, the payment of the filing fee from the candidate's personal funds shall not be counted towards the five hundred dollar (\$500) reporting trigger. Once a report becomes due, however, the payment of the filing fee from the candidate's personal funds must be reported as either a loan or a contribution to the campaign and also as a campaign expenditure.

Final reports are required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

Preelection Report:

- Filed with the county clerk in the county where the election is held.
- Before any primary, runoff, general, school, or special election in which the candidate's name appears on the ballot, a preelection report of all contributions received, with loans stated separately, and expenditures made between the period covered by the previous report, if any, and the period ten (10) days before the election shall be filed.

- In case of a runoff election, covers the period beginning after the date of the election from which the runoff election arose and ending ten (10) days before the runoff election.
- Due no later than seven (7) days before each applicable election.
- Considered timely filed if received in the county clerk's office no later than the date the report is due.

NOTE: Preelection reports are required only for candidates with opponents in those elections.

Final Report:

- Filed with the county clerk in the county in which the election is held.
- After any primary, runoff, general, school, or special election in which the candidate's name has appeared on the ballot, a final report of all contributions received, with loans stated separately, and expenditures made that have not been disclosed on reports previously required to be filed shall be filed.
- Due no later than thirty (30) days after the end of the month of each applicable election.
- Due no later than thirty (30) days after the end of the month in which the candidate has withdrawn. The candidate shall notify the county clerk in writing of the withdrawal.
- Closes out the handling of the financing for a particular election.
- Considered timely filed if received in the county clerk's office no later than the date the report is due.

NOTE: A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

Supplemental Report:

- Filed with the county clerk in the county in which the election is held.
- After preparation of the final report, a supplemental report of all contributions received, with loans stated separately, and expenditures made since the final report shall be filed.
- Due within thirty (30) days after the receipt of a contribution or the making of an expenditure.
- Considered timely filed if received in the county clerk's office no later than the date the report is due.

Report Content:

- Any personal loan made to a candidate by a financial institution and applied toward the candidate's campaign, with the name of the financial institution, the amount of the loan, and the name of the guarantor, if any.
- The total amount of contributions received, with loans stated separately, and the expenditures made during the filing periods, and the cumulative amount of these totals for the entire election cycle.

CAMPAIGN CONTRIBUTION & EXPENDITURE REPORT

- The name and address of each contributor, including the candidate, who made a contribution or contributions, which in the aggregate exceed fifty dollars (\$50).
- The contributor's place of business, employer, occupation, the date the contribution was accepted by the candidate, the amount contributed, and the aggregate contributed for each election.
- The name and address of each person, including the candidate, who contributed a nonmoney item, together with a description of the item, the date of receipt, and the value, not including volunteer services by individuals. *For a more detailed discussion of in-kind contributions, see the Rules on Campaign Finance & Disclosure §§200, 205 and 206 at www.arkansasethics.com.*
- An itemization of all single expenditures made that exceed one hundred dollars (\$100), including the amount of the expenditure, the name and address of any person, including the candidate, to whom the expenditure was made, and the date the expenditure was made.

NOTE: For the date of expenditures such as for utility and telephone bills, see the Rules on Campaign Finance & Disclosure §216.

- A list of all paid campaign workers and the amount the workers were paid.
- A list of all expenditures by category, including, but not limited to television, radio, print and other advertising, direct mail, office supplies, rent, travel, expenses, entertainment, and telephone.
- The total amount of all nonitemized expenditures during the filing period.
- The current balance of campaign funds.

NOTE: If a candidate keeps his or her campaign funds in interest-bearing accounts such as a bank checking account, a money market fund, or a certificate of deposit, the interest earned is not treated as a contribution for reporting purposes, but is considered in calculating the balance of campaign funds at the close of the reporting period and is disclosed in the summary information on the campaign contribution and expenditure reports.

When the candidate's campaign has ended, the final report shall also include:

- The option used to dispose of any surplus campaign funds.
- The amount of surplus funds disposed of by the candidate.
- The amount of funds retained by the candidate as carryover funds.

NOTE: If the candidate's campaign has **not** ended, the candidate is not required to dispose of remaining campaign funds, but may carry them forward to the general primary, general, or general runoff election for that same office.

For information on the periods covered by the reports and for deadlines for filing the reports, see the Reporting Calendar on pages 99 through 116.

For information on reporting on retirement of campaign debt, surplus campaign funds, and carryover funds, see pages 133 through 136.

All contribution and expenditure reports required to be filed shall be verified by affidavit of the candidate or a person acting in the candidate's behalf stating that to the best of the candidate's knowledge and belief, the information disclosed is a complete, true, and accurate financial statement of the candidate's campaign contributions and expenditures.

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CONTRIBUTIONS & EXPENDITURES [A.C.A. §§7-6-201, 7-6-203, 7-6-204, 7-6-205, 7-6-206, 7-6-210; Rules on Campaign Finance & Disclosure §§200, 202, 203, 204, 205, 206, 207, 208, 209, 210, 214, 217, 225, 227, 232, 233, 234]

“Contribution” means, whether direct or indirect, advances, deposits, or transfers of funds, contracts, or obligations, whether or not legally enforceable, payments, gifts, subscriptions, assessments, payment for services, dues, advancements, forbearance, loans, or pledges or promises of money or anything of value, whether or not legally enforceable, to a candidate, committee, or holder of elective office, made for the purpose of influencing the nomination or election of any candidate.

“Contribution” includes:

- The purchase of tickets for events such as dinners, luncheons, rallies, and similar fundraising events.
- The granting of discounts or rebates by television and radio stations and newspapers not extended on an equal basis to all candidates for the same office.
- Payments for the services of any person serving as an agent of a candidate or committee by a person other than the candidate or committee or persons whose expenditures the candidates or committee must report.
- Any transfer of anything of value received by a committee from another committee.
- “In-kind contributions” of goods, services, or any other thing of value, or its use, other than money including an agreement made or other obligation incurred, whether legally enforceable or not, to make such a contribution in the future. “In-kind contribution” **shall not include** direct campaign contributions.

“Contribution” shall not include:

- Noncompensated, nonreimbursed, volunteer personal services or travel.

“Expenditure” means a purchase, payment, distribution, gift, loan, or advance of money or anything of value, and a contract, promise, or agreement to make an expenditure, made for the purpose of influencing the nomination or election of any candidate.

“Contribution and expenditure” shall not include:

- Activity sponsored and funded by a political party that meets the definition of a political party under §7-1-101 or a political party that meets the requirements of §7-7-205 to promote their candidates or nominees through events such as dinners, luncheons, rallies, or similar gatherings.
- Nonpartisan activity designed to encourage individuals to register to vote, or to vote.
- Any communication by any membership organization to its members or stockholders, if the membership organization or corporation is not organized primarily for the purpose of influencing the nomination for election, or election, of any candidate.

Loans, Allowable & Prohibited Uses of Campaign Funds & Other Facts

- The transfer of a candidate's own personal funds to his or her own campaign shall be reported as either a loan from the candidate to his or her campaign or as a contribution from the candidate to his or her own campaign.
- If the transfer of a candidate's own personal funds to his or her campaign is reported as a loan from the candidate to his or her campaign, the campaign funds may be used to repay the candidate for the funds loaned by the candidate to his or her campaign.
- If the transfer of a candidate's own personal funds to his or her campaign is reported as a contribution from the candidate to his or her campaign, the campaign funds may not be used to repay the candidate for the funds contributed by the candidate to his or her campaign.
- Any personal loan made to a candidate by a financial institution that is applied toward a candidate's campaign shall be reported as a loan from the candidate to his or her campaign.
- A candidate, whether opposed or unopposed, may accept a campaign contribution or contributions up to the maximum amount per election from (i) an individual, (ii) a political party that meets the definition under Ark. Code Ann. §7-1-101 or that meets the requirements of Ark. Code Ann. §7-7-205, (iii) a county political party committee, (iv) a legislative caucus committee, or (v) an approved political action committee.

NOTE: The limitation shall not apply to loans made by a candidate from his or her own personal funds to the campaign, contributions made by a candidate from his or her personal funds to the campaign, or to personal loans made by financial institutions to the candidate that are applied to his or her campaign, or to independent expenditures, as defined in Ark. Code Ann. §7-6-201.

- The campaign contribution limit in effect for the 2016 election cycle is two thousand seven hundred dollars (\$2,700) per contributor per election.
- It shall be unlawful for any candidate for any public office or for any person acting in the candidate's behalf to accept campaign contributions or cumulative contributions in excess of the maximum amount per contributor per election.
- It shall be unlawful for any candidate for any public office or any person acting in the candidate's behalf to accept any contribution from a prohibited political action committee for any election.
- It shall be unlawful for any candidate for public office, any person acting in the candidate's behalf, or any exploratory committee to solicit or accept campaign contributions more than two (2) years before an election at which the candidate seeks nomination or election.

NOTE: This shall not prohibit the solicitation or acceptance of a contribution for the sole purpose of raising funds to retire a previous campaign debt.

- No candidate, nor any person on behalf of a candidate, may accept contributions or funds after the candidate has withdrawn his or her nomination or after the candidate has been eliminated as a candidate.

NOTE: This shall not prohibit acceptance by a candidate for nomination or election of contributions after the date of the election for the sole purpose of raising funds to retire campaign debt.

- Payment of travel expenses associated with automobile usage during a campaign is allowable, but only in accordance with the Rules on Campaign Finance & Disclosure §211.
- A campaign or candidate may use campaign funds to lease an airplane for campaign purposes, but only in accordance with the Rules on Campaign Finance & Disclosure §212.
- A campaign or candidate may use campaign funds to pay fines associated with the campaign, but only in accordance with the Rules on Campaign Finance & Disclosure §213.
- A candidate may use campaign funds to reimburse himself or herself for attendance to in-state or out-of-state conferences or seminars on general political issues, but only in accordance with the Rules on Campaign Finance & Disclosure §215.
- A candidate may purchase advertisements in publications of charitable, civic, and educational organizations, but only in accordance with the Rules on Campaign Finance & Disclosure §220.
- A candidate may purchase tickets from charities, civic organizations and political parties for banquets or other similar special social events, but only in accordance with the Rules on Campaign Finance & Disclosure §221.
- A candidate may use campaign funds for lease, rental or use charges of any ordinary and necessary office equipment, but only in accordance with the Rules on Campaign Finance & Disclosure §222.
- A candidate may expend campaign funds on any purpose designed to further his or her campaign in accordance with the Rules on Campaign Finance & Disclosure §223, except for personal income or as otherwise prohibited by law.
- A candidate may use campaign funds to employ campaign workers, but shall not take any campaign funds as personal income or as income for his or her spouse or dependent children.

NOTE: A candidate may employ his or her spouse or dependent children as campaign workers. A candidate with an opponent who during the campaign and before the election takes a leave of absence without pay from his or her primary place of employment shall be authorized to take campaign funds during the campaign and before the election as personal income up to the amount of employment income lost as a result of such leave of absence. The candidate may elect to treat these leave of absence campaign funds as a loan from the campaign fund to the candidate to be paid back to the campaign fund by the candidate.

- A candidate who uses campaign funds to fulfill any commitment, obligation, or expense that would exist regardless of the candidate's campaign and an office holder who uses campaign funds retained as carryover funds to fulfill any commitment, obligation, or expense that would exist regardless of the duties and responsibilities of his or her office shall be deemed to have taken campaign funds as personal income.

CONTRIBUTIONS & EXPENDITURES

NOTE: The use of campaign funds to purchase a cake or other perishable item of food at a fundraising event held by a volunteer agency, as defined in §16-6-103, or to purchase, prior to the filing deadline for the final report, advertising thanking voters for their support shall not be considered a taking of campaign funds as personal income.

- Campaign funds may not be used to pay personal expenses, including household food items for day-to-day consumption in the personal residence; supplies to maintain the personal residence; clothing for political or personal functions, except nominal value items such as T-shirts or caps with a campaign logo, slogan or candidate's name; mortgage, rent, and utility payments for the candidate's or his or her family's personal residence, except long distance telephone charges for campaign purposes originating from the candidate's residence; membership dues, fees or other gratuitous payment to nonpolitical organizations other than charities unless made in connection with a fund-raising or political event held on the organization's premises; donations and contributions to churches unless a member or regular contributor prior to running for office; contributions to others' campaigns.

NOTE: Whether an expense or use of campaign funds is considered a "personal use" or "personal expense" and therefore prohibited by law is a factual determination to be made by the Arkansas Ethics Commission and an advisory opinion may be sought from the Commission.

- No campaign contribution exceeding one hundred dollars (\$100) shall be received in cash.
- No campaign expenditure exceeding fifty dollars (\$50) shall be made in cash.

NOTE: Payment of filing fees may be in cash even though the amount exceeds fifty dollars (\$50). The candidate shall obtain a receipt for the payment and shall report it as either a loan or contribution to the campaign and also as a campaign expenditure.

- All contributions in excess of one hundred dollars (\$100) or expenditures in excess of fifty dollars (\$50) made in behalf of a campaign activity, other than in-kind contributions and expenditures and payment of filing fees, shall be made by a written instrument containing the name of the donor and the name of the payee, by credit card or debit card where the transaction results in a paper record signed by the cardholder, provided that the paper record contains a valid name, complete address, place of business, employer, and occupation for the cardholder at the time of making the contribution, or by transaction that results in an electronic record created or transmitted by the cardholder where a contribution or expenditure is made through the Internet, provided that the electronic record contains a valid name, complete address, place of business, employer and occupation for the cardholder at the time of making the contribution.
- Contributions to a candidate, an approved political action committee, a county political party committee, an independent expenditure committee, an exploratory committee, or a political party must be made directly to the intended recipient. Contributions to a candidate's campaign committee instead of directly to the candidate are permissible.

- No contribution shall be made to or knowingly accepted by a candidate, a candidate's campaign committee, an approved political action committee, a county political party committee, an independent expenditure committee, an exploratory committee, or a political party unless made in the name by which the contributor is identified for legal purposes.
- No contributor shall make an anonymous contribution in support of or opposition to a candidate or campaign committee totaling fifty dollars (\$50) or more in a calendar year.

NOTE: Anonymous contributions of fifty dollars (\$50) or more shall be promptly turned over to the Secretary of State for deposit in the State Treasury as general revenues.

- No contribution shall be made by individuals who are not citizens of the United States of America or by any other entity which is not organized, existing or created under the laws of the United States or of any state or other place subject to the jurisdiction of the United States and which does not have its principal place of business in the United States.
- Records of all contributions and expenditures shall be kept by a candidate, a political party, or person acting in the candidate's behalf in a manner sufficient to evidence compliance with campaign finance disclosure laws and maintained for a period of no less than four (4) years.

The contribution limits herein are "per election," not "per election cycle." A candidate may receive a contribution up to the maximum amount from any prospective contributor for each preferential primary election, runoff election, special election or general election in which he or she is a candidate, whether opposed or unopposed. If a political party elects to use a caucus rather than a primary election to select its candidate, the caucus shall be treated as an election for campaign finance purposes and the maximum contribution limits shall be in effect.

For a more detailed discussion of allowable and prohibited uses of campaign funds, see the Rules on Campaign Finance & Disclosure at www.arkansasethics.com.

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RETIREMENT OF DEBT [A.C.A. §§7-6-203, 7-6-207, 7-6-219]

No later than thirty (30) days after the end of the month in which a candidate's name has appeared on the ballot in any primary election, runoff election, or general election, a candidate must file a Final Campaign Contribution and Expenditure Report disclosing the current status of the campaign account and declaring either a surplus or a debt.

Blank reporting forms for reporting debt retirement and carryover funds are available from the Secretary of State and sample forms can be found on the Arkansas Ethics Commission website at www.arkansasethics.com.

To determine whether there is a net debt outstanding from a particular election, the candidate must prove "net debts outstanding" as of the date of the election.

For assistance in determining legitimate campaign debts and in calculating the net debts outstanding, see the Rules on Campaign Finance & Disclosure §229 at www.arkansasethics.com.

Retiring Campaign Debt [Rules on Campaign Finance & Disclosure §§229, 230]

- Any person who was a candidate and has campaign debt from an election that has ended may solicit funds and hold fund raisers to retire the campaign debt.
- The prohibition against a candidate soliciting or accepting campaign contributions more than two (2) years before an election at which the candidate seeks nomination or election does not apply to the solicitation or acceptance of a contribution for the sole purpose of raising funds to retire a previous campaign debt.

NOTE: A nonpartisan judicial candidate's committee is permitted to raise funds to retire debt no later than forty-five (45) days after the last contested election in which the candidate participates during the election year. [Cannon 4.4(B)(2) of the Code of Judicial Conduct]

- Contributions received for purposes of debt retirement shall be treated as campaign contributions to the candidate's previous election, and all campaign contribution limits shall continue to apply.
- Contributors shall be given notice that the campaign contributions are for the purpose of retiring a campaign debt.
- Any invitation to or notice of a fund raiser to retire a campaign debt of a previous campaign shall state that the funds will be used to retire a campaign debt.
- Campaign contribution and expenditure reports concerning campaign debt are filed on a quarterly basis and are due not later than fifteen (15) days after the end of the calendar quarter. A quarterly report is only due if a person who was a candidate has received cumulative contributions or made cumulative expenditures in excess of five hundred dollars (\$500) since the last report concerning the debt. No report is required for any calendar quarter in which the cumulative contribution or expenditure limit has not been exceeded since the person's last report.

Surplus Campaign Funds *[Rules on Campaign Finance & Disclosure §§224, 226]*

“Surplus campaign funds” are any balance of campaign funds over expenses incurred as of the day of the election except for carryover funds and any funds required to repay loans made by the candidate from his or her personal funds to the campaign or to repay loans made by financial institutions to the candidate and applied to the campaign. Surplus campaign funds do not include campaign signs, campaign literature, or other printed materials that were (i) purchased by the campaign, (ii) reported on the appropriate contribution and expenditure report for the campaign, and (iii) retained for use in a future campaign by the same candidate. A.C.A. §7-6-201

After a campaign has ended, the candidate is responsible for assigning a fair market value to all assets of the campaign, and the campaign assets must be disposed of by sale of property for money or by transfer of property in accordance with A.C.A. §7-6-203(h).

For assistance in determining the amount of surplus campaign funds, see the Rules on Campaign Finance & Disclosure §226 at www.arkansasethics.com.

Within thirty (30) days after the end of the month in which an election is held or a candidate has withdrawn, a candidate shall turn over surplus campaign funds to either:

- The Treasurer of State for the benefit of the General Revenue Fund Account of the State Apportionment Fund;
- A political party as defined in Ark. Code Ann. §7-1-101 or a political party caucus of the Arkansas General Assembly, the Senate, or the House of Representatives;
- A nonprofit organization that is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code; cities of the first class, cities of the second class, or incorporated towns; or
- The contributors to the candidate’s campaign.

If the candidate’s campaign has not ended, disposal of surplus campaign funds shall not be required and the candidate may carry forward any remaining funds to the general primary election, general election, or general runoff election for that same office.

Nonpartisan Judicial Candidates: *[Canon 4.4(C) of Arkansas Code of Judicial Conduct]:*

- Nonpartisan judicial candidates must dispose of any surplus campaign funds by either returning them to contributors or turning them over to the Treasurer of State.

Unopposed and Defeated Candidates: *[Rules on Campaign Finance & Disclosure §§226, 238, 241, 244]:*

- An unopposed candidate who files an affidavit in the office to which the candidate files his or her campaign contribution and expenditure reports agreeing to not solicit further campaign contributions may dispose of any surplus campaign funds before a general election after the deadline to declare intent to be a write-in candidate has passed.

- For an unopposed candidate for nonpartisan office, the candidate may dispose of any surplus campaign funds before the nonpartisan general election by filing the affidavit after the deadline for filing an intent to be a write-in candidate.
- Unopposed and defeated candidates who file an affidavit containing all campaign activity not previously reported with a statement that his or her campaign fund has a zero (\$0.00) balance are exempt from further reporting requirements.

Carryover Funds [A.C.A. §7-6-213; Rules on Campaign Finance & Disclosure §§207, 227, 228]

“Carryover funds” are the amount of campaign funds retained from the last election by the candidate for future use. Carryover funds may not exceed the annual salary, excluding expense allowances, set by Arkansas law for the office sought. Carryover funds do not include campaign signs, campaign literature, or other printed materials that were (i) purchased by the campaign, (ii) reported on the appropriate contribution and expenditure report for the campaign, and (iii) retained for use in a future campaign by the same candidate. A.C.A. §7-6-201

Carryover funds may be expended at any time for any purpose allowed by law and may be used as campaign funds for seeking any public office.

When carryover funds in excess of five hundred dollars (\$500) are expended, the expenditures must be reported on a Carryover Fund Reporting Form.

No report is required in any calendar quarter in which the cumulative expenditure limit is not exceeded since the last report.

Reporting:

- A carryover fund reporting form must be filed no later than fifteen (15) days after a calendar quarter in which the report becomes required.
- Candidates for school district, township, municipal, or county office shall file with the county clerk of the county in which the election was held.
- Candidates for state or district office shall file with the Secretary of State.
- If no quarterly report has been filed within a calendar year, a person who retains carryover funds shall file an annual report by January 31 of each year outlining the status of the carryover fund account as of December 31.
- A person who retains carryover funds from a general election held in November or a runoff election held in November is not required to file an annual report for the year of the general election or runoff election from which carryover funds were retained.
- All or any portion of carryover funds may be disposed of in the same manner as for surplus campaign funds, except as personal income for the candidate or his or her spouse or dependent children.
- For all carryover funds related to elections after July 1, 1997, any person having carryover funds who later files as a candidate for public office must transfer his

RETIREMENT OF DEBT

or her carryover funds into the person's active campaign fund, and the funds will no longer be treated as carryover funds.

- The candidate must file an expenditure report for the calendar quarter in which he or she transfers the carryover funds to an active campaign.
- If carryover funds are retained, the candidate shall place them in one (1) or more campaign carryover accounts separate from any personal or business account.
- Any carryover funds transferred to this account shall be used only for legitimate expenses in connection with the candidate's public office or in future campaigns by the candidate seeking a non-federal office.
- Carryover funds may be retained by a person for not more than ten (10) years after the last election in which he or she was a candidate, or, if applicable, not more than ten (10) years after the last day that the person held office.

The carryover fund reporting form shall indicate the following information:

- An itemization of all single expenditures made which exceed one hundred dollars (\$100), including the amount of the expenditure, the name and address of any person, including the candidate, to whom the expenditure was made, and the date the expenditure was made.
- The total amount of all nonitemized expenditures made during the filing period.
- The current balance of carryover funds.

All reports shall be verified by affidavit by the candidate stating that he or she has examined the report, and that to the best of his or her knowledge and belief, the information disclosed is a complete, true, and accurate financial statement of the candidate's expenditures.

For a more detailed discussion of retirement of debt, surplus campaign funds, and carryover funds and reporting requirements, see the Rules on Campaign Finance & Disclosure §§204, 207, 208, 211, 215, 220, 221, 222, 224, 226, 227, 228, 229, 230, 238, 241, and 244 at www.arkansasethics.com.

STATEMENT OF FINANCIAL INTEREST [A.C.A. §§21-8-701, 21-8-702, 21-8-703; Rules on Campaign Finance & Disclosure §§248, 249]

Candidates filing a Statement of Financial Interest are required to disclose personal income information about themselves and their spouses. A candidate must disclose employment and business interests, including investments, holdings, directorships, or offices held. The disclosure form also requires candidates to list their creditors, past due amounts which the candidate is legally obligated to pay to governmental bodies, guarantors or co-makers guaranteeing debt, gifts, teacher monetary awards, non-governmental sources of payment for travel expenses, and certain regulated business(es).

Creditors do not include financial institutions or persons who regularly lend money in the ordinary course of business or members of the candidate's family.

Blank reporting forms and instructions are available from the Secretary of State and on the Arkansas Ethics Commission website at www.arkansasethics.com.

Who Must File

Any candidate for elective office, other than candidates for levee and drainage districts, must file a statement of financial interest, including candidates for:

- State offices
- District offices
- County offices
- Township offices
- Municipal offices
- School Board

When to File

Candidates for elective office are required to file a statement of financial interest for the previous calendar year on the first Monday following the close of the period to file as a candidate for the elective office unless already filed by January 31. In addition, if the party filing period ends before January 1 of the year of the general election, a statement of financial interest for the previous calendar year is required to be filed by a candidate no later than January 31 of the year of the general election.

Any incumbent officeholder who filed a statement of financial interest by January 31 of the year in which an election is held shall not be required to file an additional statement upon becoming a candidate for reelection or election to another office at any election held during the year.

Where to File

Statements of financial interest are filed as follows:

- State and district candidates file with the Secretary of State.
- District (formerly municipal) judge, county, township, and school board candidates file with the county clerk.
- Municipal candidates file with the city clerk or recorder.
- City attorney candidates file with the city clerk of the municipality within which they serve.

How to File

A statement of financial interest shall be considered timely filed if:

- Hand-delivered to the appropriate public official on or before the date due;
- Mailed to the appropriate public official, postage prepaid, and postmarked on or before the due date;
- Received via facsimile by the appropriate public official on or before the due date, provided the original is received by the public official within ten (10) days of the transmission; or
- Received by the appropriate public official in a readable electronic format acceptable to the appropriate public official and approved by the Arkansas Ethics Commission.

What to File

A statement of financial interest shall include the following information:

- The name of the candidate and all names under which doing business.
- The name of the candidate's spouse and all names under which doing business.
- The reason(s) for filing the statement of financial interest.
- The name and address of each employer and of each other source of gross income exceeding one thousand dollars (\$1,000) annually received for the use or benefit of the candidate or his or her spouse with a brief description of the services for which compensated.

NOTE: This does not require the disclosure of individual items of income that constitute a portion of the gross income of the business or profession from which the candidate or his or her spouse derives income.

- Identification of each source of gross income as described above of more than twelve thousand five hundred dollars (\$12,500).

NOTE: This does not require the disclosure of individual items of income that constitute a portion of the gross income of the business or profession from which the candidate or his or her spouse derives income.

- The name and address of every business in which the candidate and his or her spouse, or any other person for the use or benefit of the candidate or his or her spouse, have an investment or holdings in excess of one thousand dollars (\$1,000) at fair market value as of the last day of the reporting period.

STATEMENT OF FINANCIAL INTEREST

- Identification of each source described above with a fair market value in excess of twelve thousand five hundred dollars (\$12,500) as of the last day of the reporting period.
- Every office or directorship held by the candidate or his or her spouse in any business, corporation, firm, or enterprise subject to jurisdiction of a regulatory agency of this state, or of any of its political subdivisions.
- The name and address of each creditor to whom five thousand dollars (\$5,000) or more was personally owed or obligated by the candidate and still outstanding.

NOTE: Loans made by either a financial institution or a person who regularly and customarily extends credit in the ordinary course of business and debts owed to members of the candidate's family are not required to be disclosed.

- The name and address of each governmental body to which the candidate is legally obligated to pay a past-due amount and a description of the nature and amount of the obligation.
- The name and address of each guarantor or co-maker who has guaranteed a debt of the candidate which is still outstanding.

NOTE: This does not apply to a member of the candidate's family. This includes debt guarantors arising or extended and refinanced after January 1, 1989.

- The source, the date, a reasonable estimate of the fair market value, and a description of each gift exceeding one hundred dollars (\$100) received by the candidate or his or her spouse.
- The source, the date, a reasonable estimate of the fair market value, and description of each gift exceeding two hundred and fifty dollars (\$250) received by the candidate's dependent children.
- Each monetary or other award of more than one hundred dollars (\$100) received by the candidate in his or her capacity as an employee of a public school district, the Arkansas School for the Blind, the Arkansas School for the Deaf, the Arkansas School for Mathematics, Sciences, and the Arts, a university, college, technical college, technical institute, comprehensive life-long learning center, or community college in recognition of the candidate's contribution to education.
- Each nongovernmental source of payment exceeding one hundred fifty dollars (\$150) of the candidate's expenses for food, lodging, or travel that bears a relationship to the office when appearing in official capacity with the name and business address of the person or organization paying the expense, and the date, nature, and amount of the expenditure.
- Signature of the candidate, under penalty of false swearing, with respect to the truth and accuracy of the statements made on the form.

STATEMENT OF FINANCIAL INTEREST

Any public servant who is employed by any business that is under direct regulation or subject to direct control by the governmental body which he or she serves shall set out this employment and the fact that the business is regulated by or subject to control of the governmental body on the statement of financial interest.

If a public servant or any business in which he or she or his or her spouse is an officer, director, stockholder owning more than ten percent (10%) of the stock of the company, and the owner, trustee, or partner shall sell any goods or services having a total annual value in excess of one thousand dollars (\$1,000) to the governmental body in which the public servant serves or is employed, then the public servant shall set out in detail the goods or services sold, the governmental body to which they were sold, and the compensation paid for each category of goods or services sold.

PENALTIES [A.C.A. §§7-6-202, 7-6-217, 7-6-218; Rules on Campaign Finance & Disclosure §§213, 247, 250]

The Arkansas Ethics Commission has jurisdiction over Arkansas' campaign finance disclosure laws. If the Arkansas Ethics Commission finds a person in violation of any provision of these laws, the Commission may impose one or more of the following sanctions:

Late Filing and Failure to File

Preelection Contribution and Expenditure Reports:

- Issue a public letter of caution, warning, or reprimand.
- Impose a fine of not less than fifty dollars (\$50) nor more than two thousand dollars (\$2,000) for the late filing of reports. Although fines are assessed on the facts of each case, the following schedule serves as a guideline in determining the amount of the fine:

Date Report Filed	First Time Delinquency	Repeated Delinquency by Same Candidate
1 to 3 days late	\$ 50.00 per report	\$100.00 per report
4 to 10 days late	\$100.00 per report	\$150.00 per report
11 to 30 days late	\$150.00 per report	\$250.00 per report

All Other Contribution and Expenditure Reports:

- Issue a public letter of caution, warning, or reprimand.
- Impose a fine of not less than fifty dollars (\$50) nor more than two thousand dollars (\$2,000) for the late filing of reports. Although fines are assessed on the facts of each case, the following schedule serves as a guideline in determining the amount of the fine:

Date Report Filed	First Time Delinquency	Repeated Delinquency by Same Candidate
1 to 10 days late	\$ 25.00 per report	\$ 50.00 per report
11 to 20 days late	\$ 50.00 per report	\$100.00 per report
21 to 30 days late	\$100.00 per report	\$200.00 per report

“Repeated delinquency” refers to each different time during the entire election cycle that a candidate fails to file any contribution and expenditure report while running for office and until such time as the final report has been filed.

In addition to the fines and sanctions, a candidate who fails to file his or her contribution and expenditure reports will be ordered to file such reports within ten (10) days.

PENALTIES

Statement of Financial Interest:

- Issue a public letter of caution, warning, or reprimand.
- Impose a fine of not less than fifty dollars (\$50) nor more than two thousand dollars (\$2,000) for the late filing of statements. Although fines are assessed on the facts of each case, the following schedule serves as a guideline in determining the amount of the fine:

Date Statement Filed	Amount of Fine
1 to 15 days late	\$ 50.00
16 to 30 days late	\$100.00

In addition to the fines and sanctions, a candidate who fails to file his or her statement of financial interest will be ordered to file such reports within ten (10) days.

False, Materially Misleading, or Incomplete Reporting

Contribution and Expenditure Reports:

Any candidate who reports false or materially misleading information or omits information from a contribution and expenditure report may be assessed a fine of not less than fifty dollars (\$50) or more than two thousand dollars (\$2,000) for each violation and may be issued a public letter of caution, warning, or reprimand by the Arkansas Ethics Commission.

Statement of Financial Interest:

Any candidate who reports false or materially misleading information or omits information from a statement of financial interest may be assessed a fine of not less than fifty dollars (\$50) or more than two thousand dollars (\$2,000) for each violation and may be issued a public letter of caution, warning, or reprimand by the Arkansas Ethics Commission.

Payment of Fines

A campaign or candidate may use campaign funds to pay fines associated with the campaign, such as fines issued by the Ethics Commission for the late filing of a report. The payment of a fine for violations relating to a candidate's campaign duties is considered a political expenditure connected with the campaign, not a personal expense.

Fines in excess of one hundred dollars (\$100) paid with campaign funds must be reported as an itemized campaign expenditure on the proper contribution and expenditure report.

The Arkansas Ethics Commission may also refer to the proper law enforcement authorities for criminal prosecution any person who has knowingly failed to comply with any provision of Arkansas' campaign finance disclosure laws, and the offense shall be prosecuted as a Class A misdemeanor.

EXPLORATORY COMMITTEES [A.C.A. §§7-6-201, 7-6-213, 7-6-216; Rules on Campaign Finance & Disclosure §§251, 252]

An “exploratory committee” is a person that receives contributions which are held to be transferred later to the campaign of a single candidate in an election. An “exploratory committee” is one designated by a candidate to promote the candidate’s campaign and to serve as recipient of all contributions and distributor of all expenditures for a candidate before the candidate’s formal announcement of running for office. An “exploratory committee” **shall not include** a political party that meets the definition of a political party under §7-1-101, or a political party that meets the requirements of §7-7-205, or the candidate’s own campaign committee.

Blank registration and reporting forms are available from the Secretary of State and on the Arkansas Ethics Commission website at www.arkansasethics.com.

For information on forming an exploratory committee, funds raised by an exploratory committee, maximum contribution limits applicable to an exploratory committee, expenditures from an exploratory committee, multiple simultaneous exploratory committees, and disposing of funds received by an exploratory committee, see the Rules on Campaign Finance & Disclosure §252 at www.arkansasethics.com.

Registration

- Filed with the appropriate filing office.
- Filed within fifteen (15) days after receiving contributions during a calendar year which exceed, in the aggregate, five hundred dollars (\$500).
- Shall be verified by an affidavit of an officer of the committee.

The registration form of an exploratory committee shall disclose the following information:

- The name, address, and phone numbers of the committee and each of its officers.
- The name, address, and telephone number of the person who, upon becoming a candidate, is intended to receive the campaign contributions from the committee.

Contribution and Expenditure Report

- Filed with the appropriate filing office.
- Filed beginning with the month in which the committee files its registration.
- Filed monthly within thirty (30) days of the end of each month.
- A final report shall be filed within thirty (30) days after the end of the month in which the committee either transfers the contributions received to a candidate’s campaign or no longer intends to accept contributions on behalf of the candidate.

EXPLORATORY COMMITTEES

NOTE: An exploratory committee shall not accept contributions after the filing of a final report.

The contribution and expenditure report from an exploratory committee shall indicate the following information:

- The total amount of contributions received during the filing period and/or the previous month.
- The names and addresses of each contributor who contributes in excess of fifty dollars (\$50).
- Each contributor's principal place of business, employer, occupation, and the amount contributed.
- The total amount of expenditures made.
- An itemization for each single expenditure which exceeds one hundred dollars (\$100), including the amount of the expenditure, the name and address of the person to whom the expenditure was made, and the date the expenditure was made.

All reports shall be verified by affidavit by a committee representative stating that to the best of the representative's knowledge and belief, the information disclosed is a complete, true, and accurate financial statement of the committee's contributions and expenditures.

POLITICAL COMMITTEES

County Political Party Committee [A.C.A. §§7-6-201, 7-6-203, 7-6-215, 7-6-226; Rules on Political Committees §§500, 502, 506, 507, 508, 509, 510, 511]

A “county political party committee” is a person that is organized at the county level for the purpose of supporting its affiliate party and making contributions; is recognized by an organized political party, as defined in Ark. Code Ann. §7-1-101, as being affiliated with that political party; receives contributions from one (1) or more persons in order to make contributions to candidates, campaign committees, ballot question committees, legislative question committees, political parties, political action committees, or other county political party committees; does not accept any contribution or cumulative contributions in excess of five thousand dollars (\$5,000) from any person in any calendar year; and registers pursuant to Ark. Code Ann. §7-6-226 before making contributions.

It shall be unlawful for any county political party committee to accept any contribution from a prohibited political action committee.

For purposes of making contributions to candidates, each county political party committee may contribute up to the maximum contribution amount to a candidate’s campaign for each election, whether the candidate is opposed or unopposed. It is also permissible for a county political party committee to pay reasonable administrative expenses out of the contributions it has received.

Blank registration and reporting forms are available from the Secretary of State and on the Arkansas Ethics Commission site at www.arkansasethics.com.

If the committee meets the five thousand dollar (\$5,000) threshold, a treasurer who is a qualified elector of the State of Arkansas must be appointed by the committee. No contribution may be accepted from a committee and no expenditure may be made by a committee that has met the registration threshold, but has not registered and appointed a treasurer.

The committee is also required to designate a financial institution within the State of Arkansas as its official depository for the purposes of depositing all money contributions that it receives in this state and making all expenditures in this state.

If a county political party committee does not meet the five thousand dollar (\$5,000) threshold, then no registration or reporting is required, and the treasurer and depository requirements are not applicable.

Registration:

- Filed with the Secretary of State.
- Filed within fifteen (15) days after accepting contributions during a calendar year which, in the aggregate, exceed five thousand dollars (\$5,000).
- Must be annually renewed by January 15, unless the committee has ceased to exist.
- Must be verified by an affidavit of an officer of the committee.

The registration form of a county political party committee shall disclose the following information:

- The name and any acronym, address, and phone number of the committee and the name, address, phone number, and place of employment of each of its officers.
- The political party with which the county political party committee is affiliated.
- The full name and full address of the financial institution in this state that the committee designates as its official depository for the purposes of depositing all money contributions that it receives in this state and making all expenditures in this state.
- A written acceptance of appointment by the treasurer.

Quarterly Report:

- Filed with the Secretary of State.
- Filed quarterly within fifteen (15) calendar days after the end of each calendar quarter.
- Must be verified by an affidavit of an officer of the committee stating that to the best of his or her knowledge and belief the information disclosed is a complete, true, and accurate financial statement of the committee's contributions received and made.
- Considered timely filed if hand delivered or mailed to the Secretary of State, properly addressed, postage prepaid, and postmarked on the date that the report is due.
- Records evidencing the name, address, and place of employment of each person that contributed to the committee are required to be maintained by the committee for a period of four (4) years.

The quarterly report from a county political party committee shall indicate the following information:

- The total amount of contributions received and the total amount of contributions made during the filing period and the cumulative amount of these totals.
- The current balance of committee funds.
- The name and address of each person that made a contribution or contributions to the committee that exceeded five hundred dollars (\$500) in the aggregate, the contributor's place of business, employer, or occupation, the date of the contribution, the amount contributed, and the total contributed for the year.
- The name and address of each candidate, campaign committee, ballot question committee, legislative question committee, political party, political action committee, independent expenditure committee, or other county political party committee, if any, to whom or which the committee made a contribution or contributions that exceeded fifty dollars (\$50) in the aggregate during the filing period, with the amount contributed and the election for which the contribution was made.

- The name and address of each candidate, campaign committee, ballot question committee, legislative question committee, political party, political action committee, independent expenditure committee, or other county political party committee, if any, to whom or which the committee contributed a nonmoney item, together with a description of the item, the date the item was contributed, and the value of the item.
- The total amount of expenditure made for administrative expenses and for each single expenditure that exceeds one hundred dollars (\$100), an itemization including the amount of the expenditure, the name and address of the person to which the expenditure was made, and the date the expenditure was made.
- Any change in information required to be disclosed on the registration form.

Reports Received via Facsimile:

The Secretary of State shall accept faxed copies of any report if the original is received within ten (10) days of the date of transmission. Reports, in a readable electronic format acceptable to the Secretary of State and approved by the Arkansas Ethics Commission, may be received by the Secretary of State.

Penalties for Registration and Reporting Violations:

If the Arkansas Ethics Commission finds that a person or a county political party committee has committed a violation of Ark. Code Ann. §7-6-226 concerning registration and reporting requirements, it may impose a fine of not less than fifty dollars (\$50) and not more than two thousand dollars (\$2,000) and/or issue a public letter of caution, warning, or reprimand.

Notice of Termination:

- Filed with the Secretary of State.
- Must file a report of all previously unreported financial activity up to the date of termination.

The notice of termination from a county political party committee shall indicate the following information:

- The name and full address of the committee.
- The date the committee ceased to exist.
- An itemization of all previously unreported financial activity or an indication that all financial activity during the registration period has already been reported.

All reports shall be verified by an affidavit of an officer of the committee stating that to the best of his or her knowledge and belief the information disclosed is a complete, true, and accurate financial statement of the committee's contributions received and made.

POLITICAL COMMITTEES

Political Action Committee [A.C.A. §§7-6-201, 7-6-203, 7-6-215; Rules on Political Committees §§500, 501, 502, 503, 505, 507, 509, 510, 511]

An “approved political action committee” is any person that receives contributions from one (1) or more persons in order to make contributions to candidates, campaign committees, ballot question committees, legislative question committees, political parties, county political party committees, or other political action committees; does not accept any contribution or cumulative contributions in excess of five thousand dollars (\$5,000) from any person in any calendar year; and registers pursuant to Ark. Code Ann. §7-6-215 before making contributions.

An approved political action committee shall not include an organized political party as defined in Ark. Code Ann. §7-1-101, a county political party committee, the candidate’s own campaign committee, an exploratory committee, or a ballot or legislative question committee.

It shall be unlawful for any approved political action committee to accept any contributions from a prohibited political action committee.

It shall be unlawful for a prohibited political action committee to make a contribution to a ballot question committee, legislative question committee, political party, political party committee, or an approved political action committee.

For purposes of making contributions to candidates, each political action committee may contribute up to the maximum contribution amount to a candidate’s campaign for each election, whether the candidate is opposed or unopposed. It is also permissible for a political action committee to pay reasonable administrative expenses out of the contributions it has received.

Blank registration and reporting forms are available from the Secretary of State and on the Arkansas Ethics Commission website at www.arkansasethics.com.

If an out-of-state political action committee, including a federal committee, contributes more than five hundred dollar (\$500) in a calendar year to candidates, campaign committees, ballot question committees, legislative question committees, political parties, county political party committees, or other political action committees within this state, the out-of-state political action committee must designate a resident agent and comply with all registration and reporting requirements of subchapter 2 of chapter 6, Title 7 of the Arkansas Code and subject to the jurisdiction of the State of Arkansas for purposes of compliance.

No contribution may be accepted from a committee and no expenditure may be made by a committee that has met the registration threshold but has not registered and does not have a resident agent. For exceptions to these requirements, see the Rules on Political Committees §§501(a)(4)(B) and 505 at www.arkansasethics.com.

If a political action committee, including any out-of-state political action committee, does not meet the five hundred dollar (\$500) contribution threshold, then no registration or reporting is required.

Registration:

- Filed with the Secretary of State.
- Filed within fifteen (15) days after accepting contributions during a calendar year that exceed five hundred dollars (\$500) in the aggregate.
- Must designate an individual who resides in this state to serve as a resident agent.
- Must be annually renewed by January 15, unless the committee has ceased to exist.

The registration form of a political action committee shall disclose the following information:

- The name and any acronym, address, and phone number of the committee and the name, address, phone number, and place of employment of each of its officers.
- The professional, business, trade, labor, or other interests represented by the committee, including any individual business, organization, association, corporation, labor organization, or other group or firm whose interests will be represented by the committee.
- The full name and full address of each financial institution the committee uses to receive contributions or make expenditures within this state.
- The name, street address, and telephone number of the individual designated as the resident agent and, if the registration form is filed in paper form, a written acceptance of designation as a resident agent.
- A certification by an officer of the committee, under penalty of false swearing, that the information provided on the registration is true and correct.
- A clause submitting the committee to the jurisdiction of this state for all purposes related to provisions of subchapter 2 of chapter 6, Title 7 of the Arkansas Code.

Amended Registration:

- Filed within ten (10) days of any change or subject to a late filing fee of ten dollars (\$10) for each day the change is not filed.

Quarterly Report:

- Filed with the Secretary of State.
- Filed quarterly within fifteen (15) calendar days after the end of each calendar quarter.
- Must be verified by an affidavit of an officer of the committee stating that to the best of his or her knowledge and belief the information so disclosed is a complete, true, and accurate financial statement of the committee's contributions received and made.
- Considered timely filed if hand delivered or mailed to the Secretary of State, properly addressed, postage prepaid, and postmarked on the date that the report is due.
- Required to be maintained by the committee for a period of four (4) years.
- Report for the fourth quarter must indicate whether or not the political action committee intends to renew its registration for the next calendar year and, if so, it must submit its registration for the next calendar year at the same time it files the report for the fourth quarter.

The quarterly report from a political action committee shall indicate the following information:

- The total amount of contributions received and the total amount of contributions made during the filing period and the cumulative amount of those totals.
- The current balance of committee funds.
- The name and address of each person that made a contribution or contributions to the committee that exceeded five hundred dollars (\$500) in the aggregate during the calendar year, the contributor's place of business, employer, occupation, the date of the contribution, the amount of the contribution, and the total contributed for the year.
- The name and address of each candidate, campaign committee, ballot question committee, legislative question committee, political party, county political party committee, or other political action committee, if any, to whom or which the committee made a contribution or contributions that exceeded fifty dollars (\$50) in the aggregate during the filing period, with the amount contributed and the election for which the contribution was made.
- The name and address of each candidate, campaign committee, ballot question committee, legislative question committee, political party, county political party committee, or other political action committee, if any, to whom or which the committee contributed a nonmoney item, together with a description of the item, the date the item was contributed, and the value of the item.
- The total amount of expenditures made for administrative expenses and for each single expenditure that exceeds one hundred dollars (\$100), an itemization of the amount of the expenditure, the name and address of the person to which the expenditure was made, and the date the expenditure was made.

Reports Received via Facsimile:

The Secretary of State shall accept faxed copies of any report if the original is received within ten (10) days of the date of transmission. Reports, in a readable electronic format acceptable to the Secretary of State and approved by the Arkansas Ethics Commission, may be received by the Secretary of State.

Penalties for Registration and Reporting Violations:

If the Arkansas Ethics Commission finds that a person or a political action committee has committed a violation of Ark. Code Ann. §7-6-215 concerning registration and reporting requirements, it may impose a fine of not less than fifty dollars (\$50) and not more than two thousand dollars (\$2,000) and/or issue a public letter of caution, warning, or reprimand.

Notice of Termination:

- Filed with the Secretary of State.
- Must file a report of all previously unreported financial activity up to the date of termination.

The notice of termination from a political action committee shall indicate the following information:

- The name and full address of the committee.
- The date the committee ceased to exist.
- An itemization of all previously unreported financial activity or an indication that all financial activity during the registration period has already been reported.

All reports shall be verified by an affidavit of an officer of the committee stating that to the best of his or her knowledge and belief the information so disclosed is a complete, true, and accurate financial statement of the political action committee's contributions received and made.

Legislative Caucus Committee [A.C.A. §§7-6-201, 7-6-215; *Rules on Political Committees §§500, 501, 502, 503, 504, 507, 509*]

A "legislative caucus committee" is a person that is composed exclusively of members of the General Assembly, that elects or appoints officers and recognizes identified legislators as members of the organization, and that exists for research and other support of policy development and interest that the membership hold in common. A legislative caucus committee includes, but is not limited to, a political party caucus of the General Assembly, the Senate, or the House of Representatives.

Blank registration and reporting forms are available from the Secretary of State and sample political action committee forms can be found at www.arkansasethics.com.

If a legislative caucus committee contributes more than five hundred dollars (\$500) in a calendar year to candidates, campaign committees, ballot question committees, legislative question committees, political parties, county political party committees, or political action committees, the legislative caucus committee is required to comply with the same registration and reporting provisions required of political action committees, including the designation of a resident agent who is an individual who resides in this state and the establishment of an account in a financial institution.

If a legislative caucus committee does not meet the five hundred dollar (\$500) contribution threshold, then no registration or reporting is required.

Registration:

- Filed with the Secretary of State.
- Filed within fifteen (15) days after accepting contributions during a calendar year that exceed five hundred dollars (\$500) in the aggregate.
- Must designate an individual who resides in this state to serve as a resident agent.
- Must be annually renewed by January 15, unless the committee has ceased to exist.

Amended Registration:

- Filed within ten (10) days of any change or subject to a late filing fee of ten dollars (\$10) for each day the change is not filed.

Quarterly Report:

- Filed with the Secretary of State.
- Filed quarterly within fifteen (15) calendar days after the end of each calendar quarter.
- Must be verified by an affidavit of an officer of the committee stating that to the best of his or her knowledge and belief the information so disclosed is a complete, true, and accurate financial statement of the committee's contributions received and made.
- Considered timely filed if hand delivered or mailed to the Secretary of State, properly addressed, postage prepaid, and postmarked on the date that the report is due.
- Required to be maintained by the committee for a period of four (4) years.

Reports Received via Facsimile:

The Secretary of State shall accept faxed copies of any report if the original is received within ten (10) days of the date of transmission. Reports, in a readable electronic format acceptable to the Secretary of State and approved by the Arkansas Ethics Commission, may be received by the Secretary of State.

Penalties for Registration and Reporting Violations:

If the Arkansas Ethics Commission finds that a person or a political action committee has committed a violation of Ark. Code Ann. §7-6-215 concerning registration and reporting requirements, it may impose a fine of not less than fifty dollars (\$50) and not more than two thousand dollars (\$2,000) and/or issue a public letter of caution, warning, or reprimand.

Legislative caucus committees use political action committee forms. For details on the information required to be disclosed on a quarterly report from a legislative caucus committee, see pages 149 -150.

INDEPENDENT EXPENDITURE COMMITTEES [A.C.A. §§7-6-201, 7-6-207, 7-6-213, 7-6-220, 7-6-227; Rules on Independent Expenditures §§700, 701, 702, 703, 704, 705, 706]

An “independent expenditure committee” is any person that receives contributions from one (1) or more persons in order to make an independent expenditure and is registered pursuant to Ark. Code Ann. §7-6-227 before making expenditures.

An “independent expenditure” is any expenditure which is not a contribution and expressly advocates the election or defeat of a clearly identified candidate for office; is made without arrangement, cooperation, or consultation between any candidate or any authorized committee or agent of the candidate and the person making the expenditure or any authorized agent of that person; and is not made in concert with or at the request or suggestion of any candidate or any authorized committee or agent of the candidate.

Blank registration and reporting forms are available from the Secretary of State and on the Arkansas Ethics Commission website at www.arkansasethics.com.

If an out-of-state independent expenditure committee makes an independent expenditure or expenditures within the state that in the aggregate exceed five hundred dollars (\$500) during a calendar year, the committee must comply with all registration and reporting requirements under Arkansas law and is subject to the jurisdiction of the State of Arkansas for all purposes of compliance with the provisions of subchapter 2 of chapter 6, Title 7 of the Arkansas Code.

It is permissible for an independent expenditure committee to pay reasonable administrative expenses out of the contributions it has received.

While it is permissible for an organized political party to make a contribution to an independent expenditure committee, an organized political party is NOT able to make an independent expenditure due to the inherently close relationship between the party and its nominees. *AEC Advisory Opinion No. 2005-EC-006*

A contribution shall not be accepted from an independent expenditure committee nor can an expenditure be made by an independent expenditure committee that has not registered and does not have a resident agent.

If a person or an independent expenditure committee does not make independent expenditures that in the aggregate exceed five hundred dollars (\$500) in a calendar year, then no registration or reporting is required.

Registration

- Filed with the Secretary of State.
- Filed within fifteen (15) days after accepting contributions during a calendar year that exceed five hundred dollars (\$500) in the aggregate.
- Must be annually renewed by January 15 unless the committee has ceased to exist.
- Shall be verified by an affidavit of an officer of the committee.
- Shall designate a resident agent who shall be an individual who resides in the State of Arkansas.
- Each committee is required to maintain contribution and expenditure reports for a period of four (4) years.

The registration form of an independent expenditure committee shall disclose the following information:

- The name and acronym, if applicable, address and phone number of the committee.
- The name, address, phone number, and place of employment of each officer.
- The full name and full address of each financial institution the committee uses for purposes of receiving contributions or making expenditures within the state.
- A written acceptance of designation as a resident agent.
- A certification by a committee officer, under penalty of false swearing, that the information provided on the registration is true and correct.
- A clause submitting the committee to the jurisdiction of the State of Arkansas for all purposes of compliance with the provisions of subchapter 2 of chapter 6, Title 7 of the Arkansas Code.

Amended Registration

- Filed within ten (10) days of any change or subject to a late filing fee of ten dollars (\$10) for each day the change is not filed.

Report for Committees, Individuals, and Other Entities

- Filed with the Secretary of State.
- Filed no later than thirty (30) days before preferential primary elections, general elections, and special elections covering the period ending thirty-five (35) days before the elections.
- Filed no later than seven (7) days before preferential primary elections, runoff elections, general elections, and special elections covering the period ending ten (10) days before the elections.
- Final reports filed no later than thirty (30) days after the end of the month in which the last election is held at which the candidate seeks nomination or election.
- Considered timely filed if hand-delivered or mailed properly addressed, postage prepaid, and postmarked on or before the date that the report is due.
- Reports to be maintained by the committee for a period of four (4) years.

The independent expenditure report from a committee, individual, and any other entity required to file shall indicate the following information:

- In the case of an individual making an expenditure, the name, address, phone number, principal place of business, employer, and occupation of the individual.
- In the case of a committee, the name, address, employer, and occupation of its officers.
- In the case of a person who is not an individual, the principal name of the entity, the address, and the name, address, employer, and occupation of its officers.
- The total amount of contributions received, with loans stated separately, and the total amount of expenditures made during the filing periods, and the cumulative amount of those totals.
- The name and address of each person who made a contribution or contributions that in the aggregate exceeded fifty dollars (\$50), the contributor's place of business, employer, occupation, and the date of the contribution, and the amount contributed.
- The contributor's principal place of business, employer, occupation, the amount contributed, the date the contribution was accepted by the committee, and the aggregate contributed for each election.
- The name and address of each person who contributed a nonmoney item, together with a description of the item, the date of receipt, and the value, not including volunteer service by individuals.
- An itemization of all single expenditures made that exceed one hundred dollars (\$100), including the amount of the expenditure, the name and address of any person to whom the expenditure was made, and the date the expenditure was made.
- A list of all paid workers and the amount the workers were paid.
- A list of all expenditures by category, including, but not limited to, television, radio, print and other advertising, direct mail, office supplies, rent, travel, expenses, entertainment, and telephone.
- The total amount of all nonitemized expenditures made during the filing period.
- The current balance of committee funds.

The information required by bullets four through twelve may be provided in the form of a schedule or schedules attached to the report.

Reports Received via Facsimile

The Secretary of State shall accept faxed copies of any report if the notary seal is legible (i.e., either stamped or raised, and inked) and the original is received within ten (10) days of the date of transmission. Reports, in a readable electronic format are acceptable to the Secretary of State and approved by the Arkansas Ethics Commission, may be received by the Secretary of State.

Penalties for Registration and Reporting Violations

If the Arkansas Ethics Commission finds that a person or an independent expenditure committee has committed a violation of Ark. Code Ann. §7-6-220 and/or Ark. Code Ann. §7-6-227 concerning registration and reporting requirements, it may impose a fine of not less than fifty dollars (\$50) and not more than two thousand dollars (\$2,000) and/or issue a public letter of caution, warning, or reprimand.

All reports shall be verified by an affidavit of an officer of the committee or entity stating that he or she has examined the report, and that to the best of his or her knowledge and belief, the information disclosed is a complete, true, and accurate financial statement of the committee's contributions received and expenditures made.

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ARKANSAS STATUTES

Ark. Code Ann. §7-1-103

7-1-103. Miscellaneous misdemeanor offenses - Penalties.

(a) The violation of any of the following shall be deemed misdemeanors punishable as provided in this section:

(1) It shall be unlawful for any person to appoint or offer to appoint anyone to any office or position of trust or for any person to influence, attempt to influence, or offer to influence the appointment, nomination, or election of any person to office in consideration of the support or assistance of the person for any candidate in any election in this state;

(2)(A)(i) It shall be unlawful for any public servant, as defined in §21-8-402, to devote any time or labor during usual office hours toward the campaign of any other candidate for office or for the nomination to any office.

(ii) Devoting any time or labor during usual office hours toward the campaign of any other candidate for office or for the nomination to any office includes without limitation the gathering of signatures for a nominating petition.

(B) It shall be unlawful for any public servant, as defined in §21-8-402, to circulate an initiative or referendum petition or to solicit signatures on an initiative or referendum petition in any public office of the state, county, or municipal governments of Arkansas or during the usual office hours or while on duty for any state agency or any county or municipal government in Arkansas.

(C) It shall be unlawful for any public servant, as defined in §21-8-402, to coerce, by threats or otherwise, any public employee into devoting time or labor toward the campaign of any candidate for office or for the nomination to any office;

(3)(A) It shall be unlawful for any public servant, as defined in §21-8-402, to use any office or room furnished at public expense to distribute any letters, circulars, or other campaign materials unless such office or room is regularly used by members of the public for such purposes without regard to political affiliation. It shall further be unlawful for any public servant to use for campaign purposes any item of personal property provided with public funds.

(B) As used in subdivision (a)(3)(A) of this section, “campaign materials” and “campaign purposes” refer to:

- (i) The campaign of a candidate for public office; and
- (ii) Efforts to support or oppose a ballot measure except as provided in §7-1-111;

(4) It shall be unlawful for any person to assess any public employee, as defined in §21-8-402, for any political purpose whatever or to coerce, by threats or otherwise, any public employee into making a subscription or contribution for any political purpose;

(5) It shall be unlawful for any person employed in any capacity in any department of the State of Arkansas to have membership in any political party or organization that advocates the overthrow of our constitutional form of government;

(6) It shall be unlawful for any campaign banners, campaign signs, or other campaign literature to be placed on any cars, trucks, tractors, or other vehicles belonging to the State of Arkansas or any municipality, county, or school district in the state;

(7)(A)(i) All articles, statements, or communications appearing in any newspaper printed or circulated in this state intended or calculated to influence the vote of any elector in any election and for the publication of which a consideration is paid or to be paid shall clearly contain the words "Paid Political Advertisement," "Paid Political Ad," or "Paid for by" the candidate, committee, or person who paid for the message.

(ii) Both the persons placing and the persons publishing the articles, statements, or communications shall be responsible for including the required disclaimer.

(B)(i) All articles, statements, or communications appearing in any radio, television, or any other electronic medium intended or calculated to influence the vote of any elector in any election and for the publication of which a consideration is paid or to be paid shall clearly contain the words:

(a) "Paid political advertisement" or "paid political ad"; or

(b) "Paid for by", "sponsored by", or "furnished by" the true sponsor of the advertisement.

(iii) Both the persons placing and the persons publishing the articles, statements, or communications shall be responsible for including the required disclaimer;

(8) [Repealed.]

(9)(A) No election official acting in his or her official capacity shall do any electioneering on any election day or any day on which early voting is allowed. Except as provided in subdivisions (a)(9)(B) and (C) of this section, no person shall hand out or distribute or offer to hand out or distribute any campaign literature or any literature regarding any candidate or issue on the ballot, solicit signatures on any petition, solicit contributions for any charitable or other purpose, or do any electioneering of any kind whatsoever in the building or within one hundred feet (100') of the primary exterior entrance used by voters to the building containing the polling place on election day.

(B) During early voting days, no person shall hand out or distribute or offer to hand out or distribute any campaign literature or any literature regarding any candidate or issue on the ballot, solicit signatures on any petition, solicit contributions for any charitable or other purpose, or do any electioneering of any kind whatsoever during early voting hours in the building or within one hundred feet (100') of the primary exterior entrance used by voters to the building containing the early voting site nor engage in those activities with persons standing in line to vote whether within or without the courthouse.

(C) When the early voting occurs at a facility other than the county clerk's office, no person shall hand out or distribute or offer to hand out or distribute any campaign literature or any literature regarding any candidate or issue on the ballot, solicit signatures on any petition, solicit contributions for any charitable or other purpose, or do any electioneering of any kind whatsoever in the building or within one hundred feet (100') of the primary exterior entrance used by voters to the building containing the polling place;

(10) No election official shall perform any of the duties of the position before taking and subscribing to the oath provided for in §7-4-110;

(11) No person applying for a ballot shall swear falsely to any oath administered by the election officials with reference to his or her qualifications to vote;

(12) No person shall willfully cause or attempt to cause his or her own name to be registered in any other election precinct than that in which he or she is or will be before the next ensuing election qualified as an elector;

(13) During any election, no person shall remove, tear down, or destroy any booths or supplies or other conveniences placed in any booth or polling site for the purpose of enabling the voter to prepare his or her ballot;

(14) No person shall take or carry any ballot obtained from any election official outside of the polling room or have in his possession outside of the polling room before the closing of the polls any ballot provided by any county election commissioner;

(15) No person shall furnish a ballot to any elector who cannot read informing him or her that it contains a name or names different from those that are written or printed thereon or shall change or mark the ballot of any elector who cannot read so as to prevent the elector from voting for any candidate, act, section, or constitutional amendment as the elector intended;

(16) No election official or other person shall unfold a ballot or without the express consent of the voter ascertain or attempt to ascertain any vote on a ballot before it is placed in the ballot box;

(17) No person shall print or cause to be printed any ballot for any election held under this act with the names of the candidates appearing thereon in any other or different order or manner than provided by this act;

(18) No election official shall permit the vote of any person to be cast in any election precinct in this state in any election legally held in this state when the person does not appear in person at the election precinct and actually cast the vote. This subdivision (a)(18) shall not apply to persons entitled to cast absentee ballots;

(19)(A) No person shall vote or offer to vote more than one (1) time in any election held in this state, either in person or by absentee ballot, or shall vote in more than one (1) election precinct in any election held in this state.

(B) No person shall cast a ballot or vote in the preferential primary of one (1) political party and then cast a ballot or vote in the general primary of another political party in this state;

(20) No person shall:

(A) Vote, knowing himself or herself not to be entitled to vote;

(B) Vote more than once at any election or knowingly cast more than one (1) ballot or attempt to do so;

(C) Provide assistance to a voter in marking and casting the voter's ballot except as provided in §7-5-310;

(D) Alter or attempt to alter any ballot after it has been cast;

(E) Add or attempt to add any ballot to those legally polled at any election either by fraudulently introducing it into the ballot box before or after the ballots have been counted or at any other time or in any other manner with the intent or effect of affecting the count or recount of the ballots;

(F) Withdraw or attempt to withdraw any ballot lawfully polled with the intent or effect of affecting the count or recount of the ballots; or

(G) In any manner interfere with the officials lawfully conducting the election or the canvass or with the voters lawfully exercising their right to vote at the election;

(21) No person shall make any bet or wager upon the result of any election in this state;

(22) No election official, poll watcher, or any other person in or out of this state in any primary, general, or special election in this state shall divulge to any person the results of any votes cast for any candidate or on any issue in the election until after the

closing of the polls on the day of the election. The provisions of this subdivision (a)(22) shall not apply to any township or precinct in this state in which all of the registered voters therein have voted prior to the closing of the polls in those instances in which there are fifteen (15) or fewer registered voters in the precinct or township; and

(23) Any person, election official, county clerk, or deputy clerk who violates any provisions of the absentee voting laws, §7-5-401 et seq., shall be punished as provided in this section.

(b)(1) Except as otherwise provided, the violation of any provision of this section shall be a Class A misdemeanor.

(2)(A) Any person convicted under the provisions of this section shall thereafter be ineligible to hold any office or employment in any of the departments in this state.

(B)(i) If any person is convicted under the provisions of this section while employed by any of the departments of this state, he or she shall be removed from employment immediately.

(ii) If any person is convicted under the provisions of this section while holding public office, the conviction shall be deemed a misfeasance and malfeasance in office and shall subject the person to impeachment.

(c) Any violation of this act not covered by this section and §7-1-104 shall be considered a Class A misdemeanor and shall be punishable as such.

Ark. Code Ann. §7-1-104

7-1-104. Miscellaneous felonies - Penalties.

(a) The following offenses shall be deemed felonies punishable as provided in this section:

(1) No person shall falsely make or fraudulently destroy any certificate of nominations or any part thereof, file any certificate of nominations knowing the certificate or any part thereof to be false, suppress any nomination or any part thereof which has been filed, or forge or falsely write the name or initials of any election official on any ballot;

(2) No public official or other person shall in any manner willfully or corruptly permit any person not entitled to register for the purpose of voting to register, nor shall a public official or other person forge or attempt to forge a registration;

(3) No person shall vote in any election in the state unless the person is a qualified elector of this state and has registered to vote in the manner provided by law;

(4) It shall be unlawful for any person to offer, accept, receive, or pay any person any money, goods, wares, or merchandise or solicit any money, goods, wares, or merchandise for the purpose of influencing his or her vote during the progress of any election in this state;

(5) It shall be unlawful for any person to make any threat or attempt to intimidate any elector or the family, business, or profession of the elector;

(6) It shall be unlawful for any person to interfere with or to prevent any qualified elector from voting at any election or to attempt to interfere with or to prevent any qualified elector from voting at any election, provided that this subdivision (a)(6) shall not prohibit good faith challenges of ballots or voters according to law by candidates, authorized representatives of candidates, political parties, or ballot issues;

(7) It shall be unlawful for any person to attend any polling site on election day and hand out or give away any campaign cards, placards, or other articles for the purpose of influencing the electors to vote for any candidate, except in the manner now provided by law;

(8)(A) It shall be unlawful for a person with the intent to defraud a voter or an election official to possess an absentee ballot issued to another.

(B) The possession by a person of more than ten (10) absentee ballots creates a rebuttable presumption of intent to defraud.

(C) The presumption under subdivision (a)(8)(B) of this section does not apply to:

(i) An employee of the United States Postal Service performing the normal course of the employee's authorized duties;

(ii) A common or contract carrier performing the normal course of the carrier's authorized duties;

(iii) The administrative head of a long-term care or residential care facility licensed by the state authorized by a voter under Arkansas law; or

(iv) An election official acting in his or her official capacity;

(9) No person shall tamper with a voting machine or fraudulently affect or attempt to affect its results;

(10) No person may cast a ballot in more than one (1) party primary election on the same day in this state or for candidates for more than one (1) political party;

(11) No person shall vote in any election more than one (1) vote;

(12) No person shall vote or attempt to vote other than his or her legal ballot;

(13) No election official shall knowingly permit any person to vote other than his or her legal ballot in any election;

(14) No election official or other person shall fraudulently permit any person to vote illegally, refuse the vote of any qualified elector, or cast up or make a false return of any election;

(15) No election official or other person shall willfully make a false count of any election ballots or falsely or fraudulently certify the returns of any election;

(16) No person shall fraudulently change, alter, or obliterate the poll books or books of any election or break any seals upon any ballot box, voting machine, or stub box, except as authorized by law;

(17) No person shall contrive, alter, forge, counterfeit, detain, mutilate, steal, secrete, or destroy any election returns or election materials for the purpose of hindering or preventing or falsely reporting a tabulation or check of the returns; and

(18) Any person who violates the provisions of §7-5-702 or who shall disclose how any voter may have voted unless compelled to do so in a judicial proceeding shall be deemed guilty of a Class D felony and punished as provided in this section.

(b)(1) Any person convicted of a felony as defined in this section shall be guilty of a Class D felony.

(2)(A) Any person convicted of a felony as defined in this section shall be barred from holding public office or employment in any of the departments of the state from the date of his conviction.

(B)(i) If the person is employed by any of the departments of this state at the time of his conviction, he shall be removed from employment immediately.

(ii) If any person is convicted under the provisions of this section while holding public office, the conviction shall be deemed a misfeasance and malfeasance in office and shall subject the person to impeachment.

Ark. Code Ann. §7-3-108

7-3-108. Subversive parties - New parties - Affidavit required - Penalty.

(a) A political party shall be not be recognized, qualified to participate, or permitted to have the names of its candidates printed on the ballot in any election in this state that:

(1) Either directly or indirectly advocates, teaches, justifies, aids, or abets the overthrow by force or violence, or by any unlawful means, of the government of the United States or this state, or an act of terrorism as described by §5-54-205; or

(2) Directly or indirectly carries on, advocates, teaches, justifies, aids, or abets a program of sabotage, force and violence, sedition, or treason against the government of the United States or this state.

(b)(1) A newly organized political party shall not be recognized, qualified to participate, or permitted to have the names of its candidates printed on the ballot in any election in this state until it has filed an affidavit, by the officers of the party in this state under oath, that:

(A) It does not either directly or indirectly advocate, teach, justify, aid, or abet the overthrow by force or violence or by any unlawful means of the government of the United States or this state, or an act of terrorism as described by §5-54-205; or

(B) It does not directly or indirectly carry on, advocate, teach, justify, aid, or abet a program of sabotage, force and violence, sedition, or treason against the government of the United States or this state.

(2) The affidavit shall be filed with the Secretary of State.

(c) Any person who violates any provision of this section shall be guilty of a Class A misdemeanor.

Ark. Code Ann. §7-6-101

7-6-101. Campaign services contract - Right of action.

No action shall be brought to charge any person upon any contract, promise, or agreement for any service rendered to or for him or her as a candidate in any election in this state or in aid of his or her campaign for the nomination to any office in this state unless the agreement, promise, or contract, upon which said action shall be brought, or some memorandum or note thereof, shall be made in writing and signed by the party to be charged therewith, or signed by some other person by him or her thereunto properly authorized in writing.

Ark. Code Ann. §7-6-102

7-6-102. Political practices pledge — Penalty for falsification

(a)(1) Candidates for political party nominations for state or district offices shall file with the Secretary of State and candidates for county, municipal, or township offices shall file

with the county clerk of the county during the filing period set out in §7-7-203 for the preferential primary election a pledge in writing stating that they are familiar with the requirements of §§7-1-103, 7-1-104, 7-3-108, and 7-6-101, 7-6-103, 7-6-104 and this section and will comply in good faith with their terms.

(2) An independent candidate or school district candidate shall file the political practices pledge at the time of filing the petition for nomination.

(3) Independent candidates for municipal office shall file the political practices pledge with the county clerk at the time of filing the petition for nomination.

(4) Write-in candidates shall file the political practices pledge at the time of filing the notice to be a write-in candidate.

(5) A nonpartisan candidate paying filing fees in accordance with §7-10-103(b) shall file the political practices pledge at the time of filing for office.

(6) A nonpartisan candidate filing by petition according to §7-10-103(c) shall file the political practices pledge at the time of filing the petition.

(b) All political practices pledge forms for state or district offices and county, municipal, or township offices shall be required to contain the following additional pledge:

“I hereby certify that I have never been convicted of a felony in Arkansas or in any other jurisdiction outside of Arkansas.”

(c) Any person who has been convicted of a felony and signs the pledge stating that he or she has not been convicted of a felony shall be guilty of a Class D felony.

(d) For purposes of this section, a person shall be qualified to be a candidate for a state, district, county, municipal, and township office and may certify that he or she has never been convicted of a felony if his or her record was expunged in accordance with §§16-93-301 - 16-93-303, or a similar expunction statute in another state if the candidate presents a certificate of expunction from the court that convicted the candidate.

(e)(1) The name of a candidate who fails to sign and file the pledge shall not appear on the ballot.

(2)(A) Within two (2) days of the date the pledge is required to be filed, the Secretary of State or the county clerk shall notify by certified mail that requires a return receipt signed by the candidate those candidates who have failed to file a signed political practice pledge and include a copy of the written pledge required by this section.

(B) Failure of the state or district candidate to file with the Secretary of State or of the county, municipal, or township candidate to file with the county clerk within five (5) days of receipt or refusal of this notice shall prevent the candidate's name from appearing on the ballot.

Ark. Code Ann. §7-6-103**7-6-103. Campaign participation by judges - Penalty.**

(a) It shall be unlawful for any judge of the district or circuit courts and any Justice of the Supreme Court or judge of the Court of Appeals to participate in the campaign of any candidate for office at any election, other than his or her own.

(b) The word "participation", as used in this section, shall mean the managing of another's campaign or any solicitation on his or her behalf.

(c) Participation shall be deemed to be misfeasance and malfeasance in office and shall subject the judge to impeachment therefore.

Ark. Code Ann. §7-6-104**7-6-104. Defamatory political broadcasts.**

Neither the owner, licensee, nor operator of a visual or sound radio broadcasting station or network of stations nor his agents or employees shall be liable for any damages for any defamatory statement published or uttered in, or as a part of, a visual or sound broadcast by a candidate for political office in those instances in which, under the acts of Congress or the rules and regulations of the Federal Communications Commission, the broadcasting station or network is prohibited from censoring the script of the broadcast.

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