

Chapter One

Getting Started

To begin your campaign, you must file certain City and state forms, which are available on the Ethics Commission's website.

A. FILE PAPERWORK WITH THE ETHICS COMMISSION

You may not solicit or accept contributions, make expenditures, or use personal funds in your campaign until you have filed a California Form 501 ("Candidate Intention Statement") and City Forms 12, 13, and 16 with the Ethics Commission. The forms may be filed after the fundraising window opens, and must be filed together with your Form 17 ("Committee Contact Information"). The fundraising window opens on September 8, 2020.

B. FILE PAPERWORK WITH THE SECRETARY OF STATE

You qualify as a committee once you have raised or spent \$2,000 in a calendar year for your campaign.¹ Within 10 days of receiving \$2,000 in contributions (including from your personal funds) or spending \$2,000, you must file the original and one copy of a California Form 410 ("Statement of Organization") with the Secretary of State and one copy with the Ethics Commission. After receiving your filing, the Secretary of State will issue you a committee identification number.

You may file Form 410 before qualifying as a committee so that you can obtain a committee identification number, which is used on multiple campaign forms. If you do so, you must amend the original Form 410 within 10 calendar days of qualifying as a committee and disclose the date you qualified.

You are required by law to file periodic campaign disclosure statements until your committee officially terminates. Please see Chapter 2 for more information about these disclosure reports. If you have not received—and do not anticipate receiving—at least \$2,000 in contributions, please contact the Ethics Commission for information about your filing obligations.

Form 12

Declaration of Intent to Solicit and Receive Contributions

You may not solicit or receive any contribution before this form is filed.

Form 13

Statement of Understanding

This statement confirms that you and your treasurer have received, read, and understand the City's campaign finance laws.

Form 16

Notification of Other Controlled Committees

If you control other political committees, you must notify the Ethics Commission in writing of these committees, their checking accounts, and the names and addresses of the financial institutions at which the accounts are held.

¹ Cal. Gov't Code § 82013.

C. COMMITTEE ACCOUNT

Your committee is required to have one campaign checking account. All of your campaign contributions must be deposited into that account, and all of your campaign expenses must be paid from it.² Your campaign checking account may only be used for LAUSD campaign purposes, and it must be at a financial institution branch located in the City of Los Angeles.³ Each committee may only have one checking account.

D. OPENING A COMMITTEE CHECKING ACCOUNT

To open your committee account, you must:

- a. Obtain an Employer Identification Number (EIN) from the IRS by completing an IRS Form SS-4 ("Application for Employer Identification Number"). You may apply online at IRS.gov or by fax at (855) 641-6935.
- b. Open a checking account by taking your EIN and a copy of the California Form 410 that you filed with the Ethics Commission and the state to a financial institution branch located in the City.
- c. File a Form 14 ("Controlled Committee Bank Account Information") with the Ethics Commission within 10 calendar days of opening the account. If you did not include your checking account information on Form 410 when you originally filed it, you must amend that form to include that information.

E. USE OF PERSONAL FUNDS

You may open the checking account with your personal funds. If you choose to do this, you must report this use of your personal funds as a contribution or loan to your campaign.⁴ You may not spend your personal funds and later use campaign funds to reimburse yourself.

You may not make campaign-related expenditures directly from your personal funds. Like all other contributions, personal funds must be deposited into the campaign checking account before being used for campaign-related expenses. The only

² Charter § 803(e).

³ Charter § 803(e).

⁴ Cal. Gov't Code §§ 84216, 84216.5; 2 CCR § 18215.

exception is that you may use personal funds from a personal account to pay your initial filing fees for forms filed with the City Clerk during candidate filing week.⁵

F. CAMPAIGN SAVINGS ACCOUNTS AND INVESTMENT INSTRUMENTS

Although you may only have one campaign checking account, you may transfer campaign funds from that account to certificates of deposit, interest-bearing savings accounts, money market funds, and similar accounts, as long as these accounts are established for campaign purposes and no campaign expenditures are made directly from those accounts.⁶

As with personal funds, investment account funds must be deposited into the campaign checking account before they may be used for campaign-related expenditures. In addition, you must report any interest or dividends earned from these accounts as miscellaneous increases to cash on Schedule I, and any bank fees or charges as expenditures on Schedule E of California Form 460 ("Recipient Committee Campaign Statement").

G. ETHICS COMMISSION TRAINING

All candidates and their treasurers must complete a **mandatory campaign finance training session** conducted by the Ethics Commission prior to the primary election.⁷ Candidates should complete the training as soon as possible and are encouraged to have their fundraisers and campaign consultants complete a session, as well.

Candidates who have filed campaign Forms 12, 13, and 501 will be notified of training sessions. Others should contact the Ethics Commission for upcoming dates.

H. FUNDRAISING WINDOW

The fundraising window for the 2022 primary elections opened on September 8, 2020. You may file a Form 12 on or after the date your fundraising window opens. Once you have filed a

5 Cal. Gov't Code §§ 85200, 85201(f); see also FPPC's Campaign Disclosure Manual 2, Chapter 1.

6 Charter § 803(e); FPPC's Campaign Disclosure Manual 2, Chapter 2.7.

7 Charter § 803(g).

Form 12, you may begin fundraising.

You may continue to raise funds up to nine months after the date of the election, but only for the purpose of retiring campaign debt.⁸ See Chapter 6 for more information on post-election activity.

I. CANDIDATE FILING WEEK (FEBRUARY 7-12, 2022)

During candidate filing week, candidates are required to file several forms with the City Clerk's Election Division and the Ethics Commission to establish their candidacies, get their names on the ballot, and disclose certain economic interests. Candidate filing week for this election will be held from **February 7, 2022, through 12:00 p.m. on February 12, 2022.**

The City's election laws are administered by the City Clerk's Election Division. You may contact that division for information about ballot and election matters, such as nominating petitions, filing fees, and residency requirements. The City Clerk's General Information for Candidates brochure also provides helpful information. For your convenience, Ethics Commission staff will be housed in the City Clerk's Election Division during candidate filing week. During candidate filing week, you must do the following:

1. DECLARE YOUR INTENT

The first step toward getting your name on the ballot is to file a "Declaration of Intention to Become a Candidate" with the City Clerk's Election Division. This declaration is different from Form 12 and must be filed during candidate filing week. Please contact the City Clerk's Election Division for information about qualifying to appear on the ballot.

2. DISCLOSE YOUR FINANCIAL INTERESTS

You must file a California Form 700 ("Statement of Economic Interests") with the Ethics Commission by the end of candidate filing week.⁹ The City Clerk will not issue nominating petitions to you if you fail to file Form 700 by this deadline.

⁸ Charter § 803(q).

⁹ Cal. Gov't Code § 87201.

Form 700 itemizes financial interests that you hold as of the date you declare your candidacy, as well as your sources of income during the 12 months before filing the form.¹⁰ Form 700 is available from the Ethics Commission or from the FPPC's website. Please contact the FPPC with questions.

3. CIRCULATE AND FILE YOUR NOMINATING PETITIONS

To qualify for the ballot, you must obtain a required number of signatures from qualified, registered voters in your school district. Nominating petitions are used for this purpose and will be distributed by and filed with the City Clerk's Election Division. The City Clerk will not issue nominating petitions to you if you do not file a Form 700 with the Ethics Commission and obtain a filing receipt by 12:00 p.m. on February 12, 2022.

There are specific deadlines for the submission of your signed petitions, which are identified on the City Clerk's election schedule (see the City Clerk's website for more information). The City Clerk's brochure, General Information for Candidates, has additional information about filing deadlines, fees, and obtaining nominating petitions.

J. WITHDRAWING YOUR CANDIDACY

If you decide to withdraw your candidacy after having filed Form 501 and Form 410, you will continue to have campaign statement filing obligations until you terminate your campaign committee. To do this, you must complete all of the following steps to inform your opponents and the public that your campaign is no longer active:

1. File a terminating Form 410 with the Secretary of State and submit a copy to the Ethics Commission (a terminating Form 501 is not required);
2. File a Form 15 ("Cancellation of the Declaration of Intent to Solicit and Receive Contributions") with the Ethics Commission; and
3. File a terminating California Form 460 showing **an ending cash balance of zero with the Ethics Commission.**

¹⁰ Cal. Gov't Code § 87201.