

TEXAS ETHICS COMMISSION

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Upcoming Deadlines for 2024 Primary County Party Chair Candidates

You are receiving this notice to file because you are listed as a candidate for county party chair in the March 5, 2024, primary election. If this information is not correct, please contact our office immediately. All reports listed below are required to be filed with the Texas Ethics Commission (TEC).

FEBRUARY 5, 2024 (deadline is extended due to weekend): 30-Day Pre-Election Campaign Finance Report. Your 30-day pre-election campaign finance report must be ***received by*** February 5, 2024. It is required to be filed by all ***opposed*** candidates in the primary, even if the candidate had no activity during the reporting period. The first day covered by the report is January 1, 2024. The last day covered by the report is January 25, 2024.

FEBRUARY 26, 2024: 8-Day Pre-Election Campaign Finance Report. Your 8-day pre-election campaign finance report must be ***received by*** February 26, 2024. It is required to be filed by all ***opposed*** candidates in the primary election, even if the candidate had no activity during the reporting period. The first day covered by the report is January 26, 2024. The last day covered by the report is February 24, 2024.

CAMPAIGN FINANCE TIMELY FILING: A campaign finance report transmitted by Internet is considered timely filed if it is successfully transmitted in the correct format by midnight, Central Time Zone, on the date of the filing deadline. A campaign finance report eligible to be filed on paper, by a person who qualifies for the electronic filing exemption, ***must be received by the TEC by 5:00 p.m. on the filing deadline.*** All paper reports must include the electronic filing exemption form, which is now the last page on the paper report form. The electronic filing exemption form is also available on our website at www.ethics.state.tx.us/forms/affd/affs.php. Select "Electronic Filing Exemptions" from the left-hand menu.

LATE FILING PENALTY: The minimum civil penalty for filing a late 30-day pre-election report is \$500. The minimum civil penalty for filing a late 8-day pre-election campaign finance report is \$500 for the first day and \$100 for each day thereafter that the report is late, up to a maximum of \$10,000.

CAMPAIGN FINANCE ELECTRONIC FILING APPLICATION: A campaign finance report must be filed electronically unless you qualify for the statutory exemption. To be in compliance with current requirements, you must use the campaign finance filing application found at www.ethics.state.tx.us/filinginfo/TECindex.php. Select your filer type from the left-hand menu. **If this is your first time filing with the application,** we suggest you view the instructional videos also available at that link. When you file electronically, if you have successfully filed your report, you will see your report listed in your "Filed Reports" grid under "Manage My Reports" in the filing application. A confirmation number will also be sent to your email. **If your report is listed in your "In-Progress Reports" grid, your report is NOT FILED.** Remember, you can file a report as soon as the reporting period ends, and we encourage you to file as early as possible so that if you experience any problems, we can assist you.

FILING SCHEDULES AND MORE: Future deadlines are listed on the filing schedules located at www.ethics.state.tx.us/filinginfo/schedules/filing_schedules.php. Also on our website are forms, instructions, filing guides, and other information that you may find useful.