

TEXAS ETHICS COMMISSION

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Upcoming Deadlines for the January 30, 2024, Special Runoff Election for State Representative, District 2, for General-Purpose Committees and County Executive Committees

This notice is to remind you of upcoming deadlines *that may apply to you* **if** your general-purpose political committee (GPAC) or county executive committee (CEC) is involved in the January 30, 2024, Special Runoff Election for State Representative, District 2. All reports listed below are required to be filed with the Texas Ethics Commission (TEC) if the committee accepted political contributions or made political expenditures and/or had other activity in connection with this election. If your committee is not involved in this special runoff election, the runoff report and the daily reports are not required.

JANUARY 16, 2024 (deadline is extended because of holiday): Your semiannual campaign finance report must be filed with the Texas Ethics Commission (TEC) no later than January 16, 2024. The first day covered by this report is July 1, 2023, *or* the date your campaign treasurer appointment was filed, *or* the first day after the period covered by the last report required to be filed, as applicable. The last day covered for this report is December 31, 2023.

JANUARY 22, 2024: Runoff Report: A runoff report due eight days before this special runoff election must be ***received by*** the TEC by Monday, January 22, 2024, if the committee has activity in connection with the January 30, 2024, special runoff election during the period covered by the runoff report. The first day covered by the report is January 1, 2024, or the date your campaign treasurer appointment was filed, or the day after the date your last report ended, as applicable. The last day covered by the report is January 20, 2024.

JANUARY 21 - JANUARY 29, 2024: Daily Pre-Election Report(s): The reporting period for filing daily pre-election reports begins on January 21, 2024, and ends at noon on January 29, 2024. A campaign treasurer of a GPAC or CEC must file one or more daily pre-election reports if the committee is involved in this special runoff election, and if the committee accepts political contributions from a single source that total more than \$7,350 during the reporting period, or makes direct campaign expenditures supporting or opposing either a single candidate that total more than \$2,150 or a group of candidates that total more than \$32,280 during the reporting period. A daily pre-election report must be ***received by*** the TEC not later than the first business day after the date the contribution is accepted or the expenditure is made that causes the total amount to exceed the applicable threshold. Therefore, you may be required to file more than one daily pre-election report. Any political activity reported on a daily pre-election report must be reported again on the next required campaign finance report.

ELECTRONIC FILING: Campaign finance reports 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. If you are a GPAC, select "Political Committees" from the left hand menu. If you are a CEC, select "Political Parties" 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.

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 may be found at www.ethics.state.tx.us/data/forms/affd/elf_pac_aff.pdf.

LATE-FILING PENALTY: The minimum civil penalty for filing a late runoff report is \$500. The minimum civil penalty for filing a late daily pre-election report is \$500 for each report that is late.

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, common reporting errors and other information that you may find useful.