



Office of the County Clerk

Elections Division

Cathy M. Garrett
Wayne County Clerk

Important Information for Local Candidates

In accordance with the provisions of Act 388 of the Public Acts of 1976, as amended, (Campaign Finance Law), candidates for all elections may be required to file Campaign Statements and reports periodically. (Exceptions: Precinct Delegate and certain school board offices). County and local candidates file with the Clerk of the County in which they reside.

1. A candidate is anyone who:
 - Holds an elective office
 - Files a nominating petition, a filing fee or an affidavit of incumbency
 - Files a declaration of intent for an elective office
 - Is nominated by a party caucus or convention
 - Received a contribution or makes an expenditure in order to be elected to office
2. **Are you preparing to run for office?** Please read the Candidate Committee Manual and Appendices which can be found by linking from www.wccampaignfinance.com or going directly to www.michigan.gov/sos, Campaign Finance.
3. As a candidate (see **MCL Acts 169.221 & 169.224**), you must file a signed **Statement of Organization** to register a candidate committee. You may register online at www.wccampaignfinance.com. A candidate committee must be formed within 10 calendar days of becoming a candidate and within 10 calendar days of forming the committee, a Statement of Organization must be filed. A \$10.00 a day late filing fee must be assessed for each business day a Statement of Organization remains unfiled after the due date (up to a maximum of \$300.00).
4. Apply for the Reporting Waiver **by checking item #10 “YES” box** if you do not expect to spend or receive in excess of \$1,000.00 per election. The Reporting Waiver does not limit your receipts and expenditures. If the committee exceeds the \$1,000.00 threshold, contact our office immediately to determine what campaign statements are owed by the committee.
5. **Pick a responsible and detail oriented treasurer; the duties of the Treasurer are substantial and are covered in Appendix A and the MCL Act 169.222.**
6. Learn about **prohibited contributions** (see Appendix O and Appendix I) and **expenditures** and what information that you are required to report for contributors and vendors used during the campaign (**MCL Act 169.226**). Proper and complete record keeping is imperative to filing accurate campaign statements.



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7. Know when you are required to file; **know the filing deadlines; avoid late filing fees.** File on time! Check our website often for upcoming filing deadline. Check your junk/spam folder in your email for communication from our office that is being automatically filtered into these folders. To avoid this problem, please add wccampaignfinance@wayncounty.com.
8. **An accurate committee email address is required per the MCL Acts 169.224(2) and 169.226(1).** An accurate email address ensures that the committee receives all of the communication sent by the Wayne County Clerk's Office. **Most communications are now sent by email and are no longer supplemented with regular mail.** This means that to ensure that the committee receives all of the communication sent by the Wayne County Clerk's Office; an email address must be provided and kept up-to-date. Committees are encouraged to use an email account that is dedicated to receiving committee communications. This email account should be shared with multiple committee members and checked daily. While the use of personal email account is allowable, it is important to note that all address information provided on committee filing is readily available to the public.
9. **Remember, when submitting a campaign statement, you are attesting that everything within the statement is accurate and true. Section 33(10) states "If a candidate, treasurer, or other individual designated as responsible for a committee's record keeping, report preparation, or report filing knowingly files an incomplete or inaccurate statement or report required by this section that individual is subject to a civil fine of not more than \$1,000.00." An inaccurate statement should NOT be filed to satisfy a deadline, this includes amendments.**
10. Be aware of the **Late Contribution/48 Hour Reporting Period** as failure to file or late filing fees are substantial. Please review MCL Act 169.232 for the reporting cumulative amount(s) for your committee type.
11. Know the contribution limits for your type of committee.
12. Decide whether you will file electronically (note: while it is not mandated that you file electronically unless you spend or receive **\$5,000.00** or more in the preceding calendar year or expects to spend or receive **\$5,000.00** or more in the current year, we encourage you to do so. See **MCL 169.218**). **Be aware that once you file electronically, all future filings must be filed that way.** Please contact our office if you decide to file on electronically rather than paper (we must enter your outstanding debt amount(s) into our online system).
13. Review and understand the paper Campaign Statement Forms if you are not filing electronically.



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14. Monitor your records and track your activity online on our Campaign Finance system at www.wccampaignfinance.com. Enter your Committee ID Number and password to access the system. If you are unable to access the system, contact our office at the number below.
15. Don't forget to put identifiers on your publications as explained in Appendix J and Appendix S.
16. Successful candidates **without a reporting waiver are** required to file the Post-Election Campaign Finance Compliance Affidavit.
17. If you are **not successful** in your bid for election please dissolve the committee when the campaign is over (note: elected officials may not dissolve their committee). If you choose not to dissolve the committee, you must **request a Reporting Waiver (if your reported ending balance and reported debt amounts are under the threshold of \$1,000.00)** or continue to file campaign statements (**late fees will be assessed for any campaign statements not filed timely**). **Don't let fees accrue; work with us to wrap up the committee.**

If you have questions, please contact us at (313) 224-2380, (313) 224-0169 or write us at the address indicated below. You can email us at wccampaignfinance@waynecounty.com. The address below should also be used to mail your filings by first class mail, registered mail, certified mail or overnight delivery if you are a paper filer.

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