

**Iowa Ethics and Campaign Disclosure Board**  
City Candidate Committee Guide

Candidates must comply with *Code of Iowa* Chapter 68A. Iowa Code 68A contains the campaign regulations enforced by the Iowa Ethics and Campaign Disclosure Board. The Board is an independent state agency that enforces the laws related to activities of political candidates. Other statutes concerning the board are found in *Code* Chapter 68B.

**Campaign Finance Disclosure**

If a candidate receives contributions, including loans, makes expenditures, or incurs debt in excess of \$750, a committee must be organized and a statement of organization (form DR-1) must be filed with the Board within 10 days after the \$750 threshold is reached, regardless of whether the candidate’s campaign is partially or wholly self-financed. The candidate is then responsible for filing campaign disclosure reports (DR-2 and appropriate schedules) on or before the due dates in *Code* Section 68A.402. A committee is required to continue filing disclosure reports until a Statement of Dissolution (DR-3) is filed with the Board. It is important to file the report on or before the due date as civil and criminal penalties may be imposed for latefiled reports. The reports disclose campaign money and other items donated or spent by the candidate.

**Common Campaign Violations to Avoid**

- 1) A candidate cannot accept contributions or use the resources of any corporation, bank, savings and loan, credit union, or insurance company (*Code* Section 68A.503). However, a candidate may purchase a good or service from a corporation at fair market value.
- 2) A candidate must attribute the source on any printed political advertising. If a candidate has registered a committee by filing the Statement of Organization, he or she only needs to include the words “paid for by” and the name of the committee. However, if a committee has not yet registered or if a Form DR-SFA has not been filed, the attribution must include the full name and address of the party responsible for the material. (*Code* Section 68A.405). The attribution must appear on all political advertising including newspaper advertisements, billboards, brochures, letters, posters and Web sites. Yard signs placed in a residential yard that are 32 square feet or less are exempt. Items too small to include the attribution, such as buttons or pens, are also exempt.
- 3) A candidate must make sure that campaign signs are not placed on corporate property or any governmental property including the public right-of-way between the sidewalk and the curb.
- 4) A candidate may only use campaign funds for campaign purposes, expenses of holding office, or for constituency services. Campaign funds may not be used for personal benefit or for the benefit of any other candidate’s campaign (*Code* Sections 68A.301-68A.304). Campaign funds must be kept in a separate account in a financial institution located in Iowa (*Code* Section 68A.203)

**Assistance**

Campaign finance laws, rules, advisory opinions, blank forms, brochures and other useful information may be obtained on the Board’s Web site at [www.iowa.gov/ethics](http://www.iowa.gov/ethics). Call the Board at (515) 281-4104 with questions or concerns about a campaign finance issue.

**CITY CANDIDATE COMMITTEE  
REPORTING DATES**

**All Reports Due 5 Days Prior to an Election Must be on File  
with the Board by 4:30 p.m. on Due Date**

**Election Year Reporting Dates**

<u>Report Due</u>	<u>Covering Period</u>
Five days prior to primary election	Date of initial activity through ten days prior to primary election
Five days prior to general election	Nine days prior to primary election through ten days prior to general election
Five days prior to runoff election (if runoff election is held)	Nine days prior to general election through ten days prior to the runoff election
January 19 (next calendar year)	Cutoff date from previously filed report through December 31

**Non-Election Year Reporting Date**

<u>Report Due</u>	<u>Covering Period</u>
January 19 (next calendar year)	January 1 through December 31 of non-election year

**Special Election Reporting Dates**

<u>Report Due</u>	<u>Covering Period</u>
5 days preceding election*	Date of initial activity through tenth day prior to the special election

\*This report is in addition to the election year reports.