

# **RUNNING FOR PUBLIC OFFICE**

**A “Plain English” Handbook for Candidates**



**Published by the  
State Board of Election Commissioners  
501 Woodlane, Suite 122 South  
Little Rock, AR 72201**

**in conjunction with the  
Office of the Secretary of State  
and the  
Arkansas Ethics Commission**

**(2024 Edition)**



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Dear Candidate;

Per Arkansas Code Annotated §7-4-101, the State Board of Election Commissioners publishes a candidate handbook outlining, in a readable and understandable format, the legal obligations of a candidate and other suggestions to help candidates comply with election laws. The State Board of Election Commissioners, with the assistance of the Secretary of State's office and the Arkansas Ethics Commission, has developed this handbook for candidates running for public office that explains the necessary qualifications for holding public office, identifies filing procedures for candidates, and outlines campaign finance and disclosure reporting requirements under Arkansas law. This handbook is available upon request to all candidates running for public office and is published on the SBEC website.

Please note, this handbook is a guide and not a substitute for state law. You are encouraged to consult the Arkansas Ethics Commission for questions regarding campaign finance and disclosure reporting requirements, deadlines, and penalties; ballot question committees; county political party committees; exploratory committees; independent expenditure committees; legislative caucus committees; legislative question committees; political action committees (PACs); disclosure of financial information by public officials and candidates; political patronage; use of public labor or facilities for campaign purposes by a public servant; coercion of public employees for political purposes; campaign signs on government vehicles; and disclaimers on paid political ads. For questions regarding candidate filing procedures; candidate petition requirements; confirmation of specific dates; and blank forms and instructions, please contact the Secretary of State's office. Please feel free to contact the State Board of Election Commissioners for any additional questions regarding the election.

The State Board of Election Commissioners is pleased to offer you this 2024 edition of the Running for Public Office Handbook. We also encourage you to visit our website at [www.arkansas.gov/sbec](http://www.arkansas.gov/sbec) for additional information. Please feel free to contact our office if we can assist you in any way.

Sincerely,  
Daniel Shults  
Director



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## 2024 Election Dates

**March 5, 2024**                      Preferential Primary Election and Nonpartisan General Election

**April 2, 2024**                      General Primary (Runoff) Election

**March 5, 2024 or  
November 5, 2024**                      Annual School Election and Municipal Elections

**April 2, 2024 or  
December 3, 2024**                      School Runoff Election and Municipal Runoff Elections

**November 5, 2024**                      General Election and Nonpartisan General Runoff Election

**December 3, 2024**                      General Runoff Election

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## STATE CONTACTS

### **State Board of Election Commissioners**

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Fax: 501-682-1782  
[www.arkansas.gov/sbec](http://www.arkansas.gov/sbec)  
E-mail: [info.sbec@arkansas.gov](mailto:info.sbec@arkansas.gov)

### **Secretary of State**

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Little Rock, AR 72201  
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Fax: 501-682-3408 OR 501-682-3548  
[www.sos.arkansas.gov](http://www.sos.arkansas.gov)  
E-mail: [electionsemail@sos.arkansas.gov](mailto:electionsemail@sos.arkansas.gov)

### **Arkansas Ethics Commission**

501 Woodlane, Suite 301N  
Little Rock, AR 72201  
Office: 501-324-9600 OR 1-800-422-7773  
Fax: 501-324-9606  
[www.arkansasethics.com](http://www.arkansasethics.com)

**As of the date of printing, the recognized political parties in Arkansas are the:**

### **Democratic Party of Arkansas**

1300 West Capitol Avenue  
Little Rock, AR 72201  
501-374-2361  
[www.arkdems.org](http://www.arkdems.org)

### **Republican Party of Arkansas**

1201 West Sixth Street  
Little Rock, AR 72201  
501-372-7301  
[www.arkansasgop.org](http://www.arkansasgop.org)

New political parties may file petitions to become recognized for elections to be held in 2024.

STATE CONTACTS

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## GLOSSARY OF TERMS

**Affidavit of eligibility** - an affidavit signed by a candidate for elective office stating that the candidate is eligible to serve in the office he or she seeks. *[A.C.A. §7-1-101]*

**Candidate** - for the purpose of compliance with contribution and expenditure filing requirements, any individual who has knowingly and willingly taken affirmative action, including solicitation of funds, for the purpose of seeking nomination for or election to any public office. *[A.C.A. §7-6-201(2)]*

**Certificate of choice** - a certificate, signed by an executive officer of a political group that submits a petition to place its candidates for President and Vice-President on the ballot, designating the names of its candidates to appear on the ballot. *[A.C.A. §7-1-101]*

**Constitutional officers** - the offices of the Governor, Lieutenant Governor, Secretary of State, Attorney General, Auditor of State, Treasurer of State, and Commissioner of State Lands. *[A.C.A. §7-1-101]*

**Contribution** - direct or indirect advances, deposits, or transfers of funds, contracts, or obligations, whether or not legally enforceable, payments, gifts, subscriptions, assessments, payment for services, dues, advancements, forbearance, loans, pledges or promises of money or anything of value, whether or not legally enforceable, to a candidate, committee, or holder of elective office, made for the purpose of influencing the nomination or election of any candidate. "Contribution" includes the purchase of tickets for events such as dinners, luncheons, rallies, and similar fundraising events; the granting of discounts or rebates by television and radio stations and newspapers not extended equally to all candidates for the same office; and any payments for the services of any person serving as an agent of a candidate or committee by a person other than the candidate or committee or persons whose expenditures the candidates or committee must report. "Contribution" further includes any transfer of anything of value received by a committee from another committee. "Contribution" **shall not include** noncompensated, nonreimbursed, volunteer personal services or travel. *[A.C.A. §7-6-201(4)]*

**County political party committee** - a person that is organized at the county level for the purpose of supporting its affiliate party and making contributions; is recognized by an organized political party, as defined in Ark. Code Ann. §7-1-101, as being affiliated with that political party; receives contributions from one (1) or more persons in order to make contributions to candidates, ballot question committees, legislative question committees, political parties, political action committees, or other county political party committees; does not accept any contribution or cumulative contributions in excess of five thousand dollars (\$5,000) from any person in any calendar year; and registers pursuant to Ark. Code Ann. §7-6-226 before making contributions. *[A.C.A. §7-6-201(6)]*

**Election** - the process in which qualified electors nominate or elect a candidate to public office. A preferential primary election, a general primary election (primary runoff election), a general election, a general runoff election, a school election, and a special election each

## GLOSSARY OF TERMS

constitute a separate election. For the purpose of campaign finance and maximum contribution limits, a political party caucus for selecting party nominees shall also constitute an election. *[A.C.A. §7-6-201(7); Rules on Campaign Finance & Disclosure §203]*

**Expenditure** - a purchase, payment, distribution, gift, loan, or advance of money or anything of value, and a contract, promise, or agreement to make an expenditure for the purpose of influencing the nomination or election of any candidate. *[A.C.A. §7-6-201(8)]*

**Exploratory committee** - a person that receives contributions which are held to be transferred to the campaign of a single candidate in an election. "Exploratory committee" **shall not include** a political party that meets the definition of a political party under §7-1-101, or a political party that meets the requirements of §7-7-205, or the candidate's own campaign committee. *[A.C.A. §7-6-201(9); Rules on Campaign Finance & Disclosure §§251, 252]*

**Fair market value** - the price the good or service would bring between a willing seller and a willing buyer in the open market after negotiations. *[Rules on Campaign Finance & Disclosure §200]*

**Filing deadline** - the date a report becomes due. If the filing deadline falls on a Saturday, Sunday, or legal holiday, the report shall be due on the next day that is not a Saturday, Sunday, or legal holiday. *[A.C.A. §7-6-225]*

**Financial institution** - any commercial bank, savings and loan, mutual savings bank or savings bank, credit union, insurance company, brokerage house, or any corporation that is in the business of lending money and that is subject to state or federal regulation. *[A.C.A. §7-6-201(10)]*

**Governmental body** - any office, department, commission, council, board, committee, legislative body, agency, or other establishment of the executive, judicial, or legislative branch of the state, municipality, county, school district, improvement district, or any political district or subdivision thereof. *[A.C.A. §§21-8-301(1); 21-8-402(6)]*

**Guarantor** - a person who makes a guaranty for a debt, the liability for which does not begin until the principal debtor is in default. *[Rules on Campaign Finance & Disclosure §200]*

**Infamous Crimes** - all felony offenses and misdemeanor offenses in which the finder of fact was required to find, or the defendant to admit, an act of deceit, fraud, or false statement, including without limitation misdemeanor theft of property, abuse of office, and tampering. *[A.C.A. §§5-52-107; 5-53-110; 7-1-101]*

**Independent expenditure** - any expenditure which is not a contribution and expressly advocates the election or defeat of a clearly identified candidate for office, is made without arrangement, cooperation, or consultation between any candidate or any authorized committee or agent of the candidate and the person making the expenditure or any authorized agent of that person, and is not made in concert with, or at the request or suggestion of any candidate or any authorized committee or agent of the candidate. *[A.C.A. §7-6-201(11)]*

**Independent expenditure committee** - any person who receives contributions from one (1) or more persons in order to make an independent expenditure and is registered pursuant to Ark. Code Ann. §7-6-227 before making expenditures. *[A.C.A. §7-6-201(12)]*

**In-kind contribution** - a contribution of goods, services, or any other thing of value, or its use, other than money, including an agreement made or other obligation incurred, whether legally enforceable or not, to make such a contribution in the future. “In-kind contribution” **shall not include** direct campaign contributions. *[Rules on Campaign Finance & Disclosure §§200, 205]*

**Legislative caucus committee** - a person that is composed exclusively of members of the General Assembly, that elects or appoints officers and recognizes identified legislators as members of the organization, and that exists for research and other support of policy development and interests that the membership hold in common. A “legislative caucus committee” includes, but is not limited to, a political party caucus of the General Assembly, the Senate, or the House of Representatives. An organization whose only nonlegislator members are the Lieutenant Governor or the Governor is a “legislative caucus committee” under the Arkansas Ethics Commission’s Rules. *[A.C.A. §7-6-201(13)]*

**Majority party** - the political party in the state whose candidates were elected to a majority of the seven statewide constitutional offices of this state in the most recent general election. *[A.C.A. §7-1-101]*

**Minority party** - the political party whose candidates were elected to less than a majority of the seven statewide constitutional offices of this state in the most recent general election or the political party that polled the second greatest number of votes for the office of Governor in the last preceding general election if all of the elected constitutional officers of this state are from a single political party. *[A.C.A. §7-1-101]*

**Party certificate** - a written statement or receipt signed by the secretary or chair of the county committee or of the state committee, as the case may be, of the political party evidencing the name and title proposed to be used by the candidate on the ballot, the position the candidate seeks, payment of the fees, and filing of the party pledge, if any, required by the political party. *[A.C.A. §7-1-101]*

**Party filing fees** - a fee imposed by the political party on a candidate seeking that party’s nomination. The filing fee for county, municipal, and township offices are set by the county committee and authorized by the state executive committee. All other filing fees are set by the state executive committee. *[A.C.A. §7-7-301(a)]*

**Party filing period** - the period of time established by law for the candidate for a political party’s nomination to file his or her party certificate and political practices pledge with the Secretary of State or county clerk, as the case may be. *[A.C.A. §7-1-101]*

**Person** - any individual, proprietorship, firm, partnership, joint venture, syndicate, labor union, business trust, company, corporation, association, committee, or any other organization or group of persons acting in concert. “Person” shall also include a political

party that meets the definition of a political party under §7-1-101 or a political party that meets the requirements of §7-7-205, county political party committees, and legislative caucus committees. [A.C.A. §§7-6-201(14), 21-8-402(14)]

**Political action committee (PAC):**

- 1) **Approved PAC** - any person that receives contributions from one (1) or more persons in order to make contributions to candidates, ballot question committees, legislative question committees, political parties, county political party committees, or other political action committees. An “Approved political action committee” must not accept any contribution or cumulative contributions in excess of ten thousand dollars (\$10,000) from any person in any calendar year and must register pursuant to Ark. Code Ann. §7-6-215 before making contributions. “Approved political action committee” **does not include** organized political parties, county political party committees, the candidate’s own campaign committee, exploratory committees, or ballot or legislative question committees. [A.C.A. §7-6-201(1) as amended by Act 455 of 2023]
- 2) **Prohibited PAC** - any person that receives contributions from one (1) or more persons in order to make contributions to candidates, ballot question committees, legislative question committees, but that does not meet the requirements of an approved PAC. “Prohibited political action committee” **shall not include** a political party that meets the definition of a political party under §7-1-101 or a political party that meets the requirements of §7-7-205, the candidate’s own campaign committee, a county political party committee, an exploratory committee, or a ballot or legislative question committee. [A.C.A. §7-6-201(15)]

**Political Party** - any group of voters that at the last preceding general election polled for its candidate for Governor in the state or nominee for presidential electors at least three percent (3%) of the entire vote cast for the office, or which has filed a petition with the Secretary of State containing at the time of filing the signatures of a minimum of ten thousand (10,000) registered voters in the state, declaring the intention of organizing a political party, the name of which shall be stated in the declaration, and of participating in the next general election, and which has been declared a new political party by the Secretary of State. When any political party fails to obtain three percent (3%) of the total votes cast at an election for the Office of Governor or nominees for presidential electors, it shall cease to be a political party. [A.C.A. §§7-1-101, 7-7-205 as amended by Act 462 of 2023]

**Political practices pledge** - a written pledge by the candidate filed with the Secretary of State or the county clerk, as the case may be, stating that he or she is familiar with the requirements of Arkansas law regarding unlawful election activities and their penalties, and that he or she will in good faith, comply with the terms of the law. [A.C.A. §7-6-102(a)(1)]

**Public appointee** - an individual who is appointed to a governmental body. “Public appointee” **shall not include** an individual appointed to an elective office. [A.C.A. §§21-8-301(2); 21-8-402(15)]

**Public employee** - an individual who is employed by a governmental body or who is appointed to serve a governmental body. “Public employee” **shall not include** public officials or public appointees. [A.C.A. §§21-8-301(3); 21-8-402(16)(A)]

**Public office** - any office created by or under authority of the laws of the State of Arkansas, or of a subdivision thereof, that is filled by the voters, except a federal office. [A.C.A. §7-6-201(16)]

**Public official** - a legislator or any other person holding an elective office of any governmental body, whether elected or appointed to the office, and shall include such persons during the time period between the date they are elected or appointed and the date they took office. [A.C.A. §§21-8-301(4); 21-8-402(17)]

**Public servant** - all public officials, public employees, and public appointees. [A.C.A. §§21-8-301(5); 21-8-402(18)]

**Qualified elector** - a person who holds the qualifications of an elector and is registered under Arkansas Constitution, Amendment 51.

- 1) Must be a U. S. citizen
- 2) Must be an Arkansas resident
- 3) Must be a minimum of 18 years of age
- 4) Must be lawfully registered to vote in the election
- 5) Must not presently be adjudged mentally incompetent by a court of competent jurisdiction
- 6) Must not have been convicted of a felony without the sentence having been discharged or pardoned
- 7) Must not claim the right to vote in another county or state [A.C.A. §7-1-101; Arkansas Constitution Article 3, §§1 & 2; Amendment 51, §6]
- 8) In addition to the qualifications set out above, for purposes of signing the petition of a candidate or being a candidate for municipal office in a city administrator form of government municipality, a qualified elector must also have resided in the city for at least six months. [A.C.A. §14-48-110(f)]

**Written instrument** - a check on which the contributor is directly liable, or which is written on a personal account, trust account, partnership account, business account, or other account that contains the contributor’s funds. In the case of a contribution by credit card or debit card under A.C.A. §7-6-204, “written instrument” includes, without limitation, a paper record signed by the cardholder, provided that the paper record contains a valid name, complete address, place of business, employer, and occupation for the cardholder at the time of making the contribution. In the case of a contribution made through the internet, “written instrument” includes without limitation, an electronic record created and transmitted by the cardholder, provided that the electronic record contains a valid name, complete address, place of business, employer, and occupation for the cardholder at the time of making the contribution. [A.C.A. §7-6-201(18)]

## TERMS & QUALIFICATIONS

### Federal Offices

**President:** *[U. S. Constitution, Article II, Section 1, as amended by Amendment XXII]*

- Four year term of office
- Limited to two (2) four year terms
- Must be “a natural born” U. S. citizen
- Must be a U. S. resident for fourteen (14) years
- Must be a minimum of thirty-five (35) years of age

**For additional information see:**

- Presidential Electors - A.C.A. §§7-8-301, 7-8-302
- Ballot access for Group Presidential Candidates on page 20 A.C.A. §7-8-302
- Ballot access for Independent Candidates on page 20 A.C.A. §7-8-302

**U.S. Senate:** *[U. S. Constitution, Article I, §3]*

- Six year term of office
- Must be a U. S. citizen for nine (9) years
- Must be an Arkansas resident
- Must be a minimum of thirty (30) years of age

**U.S. House of Representatives:** *[U. S. Constitution, Article I, §2]*

- Two year term of office
- Must be a U. S. citizen for seven (7) years
- Must be an Arkansas resident
- Must be a minimum of twenty-five (25) years of age

**For exploratory and candidacy organization information contact:**

- The Federal Election Commission (FEC) at 1-800-424-9530 or [www.fec.gov](http://www.fec.gov)
- Reference forms:
  - FEC Form 2, Statement of Candidacy
  - FEC Form 1, Statement of Organization

### State Offices

**Governor and Lieutenant Governor:**

- Four year term of office *Amendment 63, §1*
- Limited to two (2) four year terms *Amendment 73, §1*
- Must possess the qualifications of an elector *Article 19, §3*
- Must be a U. S. citizen *Article 6, §5*
- Must be an Arkansas resident for seven (7) years *Article 6, §5*

- Must be a minimum of thirty (30) years of age *Article 6, §5*
- Must be lawfully registered to vote *Article 3, §1*
- Must not hold any other state or federal office *Article 6, §11*
- Must never have been convicted of fraud, embezzlement of public money, bribery, forgery, or other infamous crime *Article 3 § 6; Article 5 § 9*

**Secretary of State, Treasurer of State, Auditor of State, Attorney General, and Commissioner of State Lands:**

- Four year term of office *Amendment 63, §1*
- Limited to two (2) four year terms *Amendment 73, §1*
- Must possess the qualifications of an elector *Article 19, §3*
- Must be a U. S. citizen *Article 3, §1*
- Must be an Arkansas resident *Article 19, §4*
- Must be a minimum of eighteen (18) years of age *Article 3, §1*
- Must be lawfully registered to vote *Article 3, §1*
- Must not hold any other state, federal or civil office *Article 6, §22*
- Must never have been convicted of fraud, embezzlement of public money, bribery, forgery, or other infamous crime *Article 3 § 6; Article 5 § 9*

**District Offices - Arkansas General Assembly**

**State Senate:**

- Generally, a four year term of office; after redistricting following the census, some members serve a two-year term *Article 5, §3*
- Must possess the qualifications of an elector *Article 19, §3*
- Must be a U. S. citizen *Article 5, §4*
- Must be an Arkansas resident for two (2) years preceding election *Article 5, §4*
- Must be a resident of the district to be represented for one (1) year preceding the general election *Article 5, §4, AG Opinion 99-020*
- Must be a minimum of twenty-five (25) years of age *Article 5, §4*
- Must be lawfully registered to vote *Article 3, §1*
- Must not hold any other state, federal, or civil office *Article 5, §§7, 10*
- Must never have been convicted of fraud, embezzlement of public money, bribery, forgery, or other infamous crime *Article 3 § 6; Article 5 § 9*

**State House of Representatives:**

- Two year term of office *Article 5, §2*
- Must possess the qualifications of an elector *Article 19, §3*
- Must be a U. S. citizen *Article 5, §4*
- Must be an Arkansas resident for two (2) years preceding election *Article 5, §4*
- Must be a resident of the district to be represented for one (1) year preceding the general election *Article 5, §4, AG Opinion 99-020*

## TERMS & QUALIFICATIONS

- Must be a minimum of twenty-one (21) years of age *Article 5, §4*
- Must be lawfully registered to vote *Article 3, §1*
- Must not hold any other state, federal, or civil office *Article 5, §§7, 10*
- Must never have been convicted of fraud, embezzlement of public money, bribery, forgery, or other infamous crime *Article 3 § 6; Article 5 § 9*

### ***Limitation on years served in the General Assembly:***

#### **Members First Elected Prior To January 1, 2021:**

A person may only serve 16 years, whether consecutive or non-consecutive, of combined service in both the House and the Senate without being required to remain out of office for no less than 4 years following the 16th year of service. However, a member who completes the 16th year of service during a term for which he or she has been elected can serve the remainder of the term. After remaining out of office for four years, the member may again serve in the General Assembly subject to the term limits for members first elected after January 1, 2021.

A partial legislative term served as a result of a special election under Article 5, §6 or a two-year Senate term served as a result of redistricting does not count toward the 16 years of service.

#### **Members First Elected After January 1, 2021:**

A person may serve no more than 12 consecutive years of combined service in both the House and the Senate. However, a member who completes the 12th year of service during a term for which he or she has been elected can serve the remainder of the term. After serving 12 consecutive years in office, a member is not eligible to hold office in the General Assembly again until 4 years after the member left office.

A partial legislative term served as a result of a special election under Article 5, §6 is not counted towards the twelve years. However, a two-year Senate term served as a result of redistricting is counted toward the 12 years.

## **Judicial Offices**

### **Appellate Courts (Supreme Court and Court of Appeals):**

- Eight year term of office *Amendment 80, §16*
- Must be a qualified elector *Amendment 80, §16*
- Must be a U. S. citizen *Article 3, §1*
- Must be an Arkansas resident *Article 3, §1*
- Must reside within geographic area from which chosen *Amendment 80, §16*
- Must be a minimum of eighteen (18) years of age *Article 3, §1*
- Must be lawfully registered to vote *Article 3, §1*
- Must be a licensed attorney in Arkansas for at least eight (8) years immediately preceding the date of assuming office *Amendment 80, §16*
- Must not file as a candidate for non-judicial governmental office while holding judicial office *Amendment 80, §15; A.C.A. §16-10-118*
- Must not hold any other state or federal office, except as authorized by law *Amendment 80, §16*
- Shall not practice law during their terms of office *Amendment 80, §14*
- Must never have been convicted of fraud, embezzlement of public money, bribery, forgery, or other infamous crime *Article 3 § 6; Article 5 § 9*

**Circuit Court:**

- Six year term of office *Amendment 80, §16*
- Must be a qualified elector *Amendment 80, §16*
- Must be a U. S. citizen *Article 3, §1*
- Must be an Arkansas resident *Article 3, §1*
- Must reside within the geographic area from which chosen at time of election and during period of service *Amendment 80, §16*

**NOTE:** Geographic area may include any county contiguous to the county to be served when there are no qualified candidates available in the county.

- Must be a minimum of eighteen (18) years of age *Article 3, §1*
- Must be lawfully registered to vote *Article 3, §1*
- Must be a licensed attorney in Arkansas for at least six (6) years immediately preceding the date of assuming office *Amendment 80, §16*
- Must not file as a candidate for non-judicial governmental office while holding judicial office *Amendment 80, §15; A.C.A. §16-10-118*
- Must not hold any other state or federal office, except as authorized by law *Amendment 80, §16*
- Shall not practice law during term of office *Amendment 80, §14*
- Must never have been convicted of fraud, embezzlement of public money, bribery, forgery, or other infamous crime *Article 3 § 6; Article 5 § 9*

**District Court:**

- Four year term of office *Amendment 80, §16; A.C.A. §16-17-209*
- Must be a qualified elector *Amendment 80, §16; A.C.A. §§16-17-103, 16-17-209*
- Must be a U. S. citizen *Article 3, §1*
- Must be an Arkansas resident *Article 3, §1*
- Must reside within the geographic area from which chosen at time of election and during period of service *Amendment 80, §16; §§16-17-103, 16-17-209*

**NOTE:** Geographic area may include any county contiguous to the county to be served when there are no qualified candidates available in the county.

- Must be a minimum of eighteen (18) years of age *Article 3, §1*
- Must be lawfully registered to vote *Article 3, §1*
- Must be a licensed attorney in Arkansas for at least four (4) years immediately preceding the date of assuming office *Amendment 80, §16; A.C.A. §§16-17-104, 16-17-209*
- Must not file as a candidate for non-judicial governmental office while holding judicial office *Amendment 80, §15; A.C.A. §16-10-118*
- Must not hold any other state or federal office, except as authorized by law *Amendment 80, §16*
- Must never have been convicted of fraud, embezzlement of public money, bribery, forgery, or other infamous crime *Article 3 § 6; Article 5 § 9*

### **Prosecuting Attorney**

- Four year term of office *Amendment 80, §20*
- Must be a qualified elector *Amendment 80, §20*
- Must be a U. S. citizen *Article 3, §1*
- Must be an Arkansas resident *Article 3, §1*
- Must reside within judicial circuit from which elected and shall reside there at time of election and during period of service *Amendment 80, §20*
- Must be a minimum of eighteen (18) years of age *Amendment 51, §6; Article 3, §1*
- Must be lawfully registered to vote *Article 3, §1*
- Must be a licensed attorney in Arkansas for at least four (4) years immediately preceding the date of assuming office *Amendment 80, §20*
- Must never have been convicted of fraud, embezzlement of public money, bribery, forgery, or other infamous crime *Article 3 § 6; Article 5 § 9*

### **County and Township Offices**

#### **County and Township Offices:**

- **County Offices:** *Sheriff, Circuit Clerk, County Clerk, Assessor, Coroner, Treasurer, Tax Collector - Four year term of office Article 7, §§ 19, 46; Amendment 95*
- **Township Offices:** *Justices of the Peace, Constables - Two year term of office Article 7, §§ 38, 47*
- Must possess the qualifications of an elector *Article 19, §3*
- Must be a U. S. citizen *Article 3, §1*
- Must be an Arkansas resident *Article 3, §1*
- Must reside within their respective township, justice of the peace district, or county to be represented *Article 19, §4; A.C.A. §14-14-1306*
- Must be a minimum of eighteen (18) years of age *Article 3, §1*
- Must be lawfully registered to vote *Article 3, §1*
- Must never have been convicted of embezzlement of public money, bribery, forgery, or other infamous crime *Article 5, §9*

#### **County Judge:** *[Article 7, §29; Article 19, §4; A.C.A. §§14-14-1301, Amendment 95]*

- Four year term of office
- Must possess the qualifications of an elector *Article 19, §3*
- Must be a U. S. citizen *Article 3, §1*
- Must be an Arkansas resident two (2) years before election
- Must be a resident of the county at time of election and during term of office
- Must be a minimum of twenty-five (25) years of age
- Must be lawfully registered to vote *Article 3, §1*
- Must be a person of upright character

- Must be a person of good business education
- Must never have been convicted of fraud, embezzlement of public money, bribery, forgery, or other infamous crime *Article 3 § 6; Article 5 § 9*

**County Surveyor:**

In addition to the general requirements listed above for other county offices:

- Must be a person of good character and reputation
- Must be over the age of twenty-one (21)
- Must be registered as a professional surveyor by the State Board of Licensure for Professional Engineers and Professional Surveyors

**Municipal Offices**

- Must be a qualified elector *Article 19, §3*
- Must be a U. S. citizen *Article 3, §1*
- Must be an Arkansas resident *Article 3, §1*
- Must live in jurisdiction to be represented at time of filing and throughout term *A.C.A. §14-42-201(c)*
- Must be lawfully registered to vote *Article 3, §1*
- Must never have been convicted of fraud, embezzlement of public money, bribery, forgery, or other infamous crime *Article 3 § 6; Article 5 § 9*

**With Mayor – Council Form of Government:**

- See Table on page 17
  - **First Class Cities with Population of 50,000 or more:** *[Arkansas Constitution, Article 19, §3; Amendment 51, §6; A.C.A. §§14-42-201, 14-43-303, 14-43-307, 14-43-308, 14-43-309, 14-43-314, 14-43-405]*
  - **First Class Cities with Population under 50,000:** *[Arkansas Constitution, Article 19, §3; Amendment 51, §6; A.C.A. §§14-42-201, 14-43-305, 14-43-307, 14-43-308, 14-43-309, 14-43-312, 14-43-315, 14-43-316, 14-43-319, 14-43-405]*
  - **Second Class Cities:** *[Arkansas Constitution, Article 19, §3; Amendment 51, §6; A.C.A. §§14-42-201, 14-42-112, 14-44-103, 14-44-105, 14-44-110, 14-44-114, 14-44-115]*
  - **Incorporated Towns:** *[Arkansas Constitution, Article 19, §3; Amendment 51, §6; A.C.A. §§14-42-201, 14-42-112, 14-45-101, 14-45-102, 14-45-104, 14-45-108, 14-45-109, 14-45-110]*

**With City Manager Form of Government:** *[A.C.A. §§14-47-108, 14-47-109, 14-47-110, 14-47-116, 14-47-117, 14-47-119, 14-47-133, 14-61-111]*

- See Table on page 18

**With City Administrator Form of Government:** *[A.C.A. §14-48-101 et seq.]*

- See table on page 18

**School Board**

- Must be a qualified registered voter of the school district and the electoral zone, if applicable A.C.A. §§6-13-616(a), 6-14-111(h), (i)(1), Article 3, §1
- Must be a U.S. citizen Article 3, §1
- Must be an Arkansas resident Article 3, §1
- Must be a resident of the school district and, if elected from zones, the respective electoral zone A.C.A. §§6-13-631(d)(1), 6-14-111(i)(1)
- Must not be an employee of the school district served A.C.A. §6-13-616(b)
- Must be lawfully registered to vote Article 3, §1
- Must never have been convicted of fraud, embezzlement of public money, bribery, forgery, or other infamous crime Article 3 § 6; Article 5 § 9

**MUNICIPAL OFFICES  
WITH MAYOR – COUNCIL FORM OF GOVERNMENT**

ELECTIVE OFFICE	FIRST CLASS CITY		SECOND CLASS CITY	INCORPORATED TOWN
	Population of 50,000 or more	Population Under 50,000		
<b>MAYOR</b>	Term: 4 Years Qualified Elector Resident of City Minimum Age: 18 Years	Term: 4 Years Qualified Elector Resident of City Minimum Age: 18 Years	Term: 4 Years Qualified Elector Resident of City Minimum Age: 18 Years	Term: 4 Years Qualified Elector Resident of Town Minimum Age: 18 Years
<b>COUNCIL MEMBER</b>	Term: 4 Years Qualified Elector Resident of Respective Ward Minimum Age: 18 Years	Term: 2 Years** Qualified Elector Resident of Respective Ward Minimum Age: 18 Years	Term: 2 Years**** Qualified Elector Resident of Respective Ward Minimum Age: 18 Years	Term: 2 Years***** Qualified Elector Resident of Town Minimum Age: 18 Years
<b>CITY CLERK</b>	Term: 4 Years Qualified Elector Resident of City Minimum Age: 18 Years	Term: 4 Years Qualified Elector Resident of City Minimum Age: 18 Years		
<b>CITY/MUNICIPAL ATTORNEY</b>	Term: 4 Years Qualified Elector Regularly Licensed Attorney Resident of City*** Minimum Age: 18 Years  Other qualifications may be set by City Ordinance	Term: 4 Years Qualified Elector Regularly Licensed Attorney Resident of City*** Minimum Age: 18 Years  * See Note Below	Term: 4 Years Qualified Elector Regularly Licensed Attorney Resident of City (If no Attorney in city, then appointed by Mayor and City Council & must be licensed in state) Minimum Age: 18 Years * See Note Below	Term: 4 Years Qualified Elector Regularly Licensed Attorney Resident of Town (If no attorney in town, then appointed by Mayor and town council & must be licensed in state) Minimum Age: 18 Years *See Note Below
<b>CITY TREASURER OR CLERK/TREASURER</b>	Term: 4 Years Qualified Elector Resident of City Minimum Age: 18 Years	Term: 4 Years Qualified Elector Resident of City Minimum Age: 18 Years	Term: 4 Years Qualified Elector Resident of City Minimum Age: 18 Years	Term: 4 Years (Recorder/Treasurer) Qualified Elector Resident of Town Minimum Age: 18 Years
<b>CITY OR TOWN RECORDER</b>			(City recorder & city treasurer offices may be combined.)	
<b>CITY COLLECTOR</b>	Created by City Ordinance A.C.A. §14-43-508	Created by City Ordinance A.C.A. §14-43-508	Term: 2 Years Qualified Elector Minimum Age: 18 Years	
<b>CITY/TOWN MARSHAL</b>			Term: 2 Years (May be appointed or elected.) Qualified Elector Residency qualifications of appointed marshals determined by city or town Minimum Age: 18 Years	Term corresponds to council member term Residency qualifications determined by town Created by Municipal Ordinance A.C.A. §14-45-109

\* All cities of the first class with less than 50,000, cities of the second class and incorporated towns within the state may elect a municipal attorney at the time of the election of other officers of these cities if it is not established by ordinance that the office of the city attorney will be appointed

\*\* Any city of the first class may, by ordinance referred to and approved by the voters, elect two council members from each ward to four-year terms, resulting in staggered terms with one council member being elected to a four-year term from each ward every two years, with an initial two-year term for position 2.

\*\*\* If no resident attorney of the city is available, the city may contract with any licensed attorney of the state.

\*\*\*\* Any second-class city may, by ordinance referred to and approved by the voters, elect two city council members for each ward for four-year terms

\*\*\*\*\* Any incorporated town may, by ordinance referred to and approved by the voters, elect three council members to four-year terms, resulting in staggered terms with two aldermen being initially elected to a four-year term and four year terms thereafter.

**MUNICIPAL OFFICES  
WITH  
CITY MANAGER FORM OF GOVERNMENT**

<b>ELECTIVE OFFICE</b>	<b>CITY (with population of 2,500 or more)</b>
<b>BOARD OF DIRECTORS (7 MEMBER)</b>	Term: 4 Years; may serve successive terms of office Qualified Elector Resident of the municipality for at least thirty (30) days prior to election Minimum Age: 21 Years
<b>MAYOR</b>	Member of the board of directors elected by the board to serve as chairman of the board. Term: 2 Years; may serve successive terms; or a 4 year term if elected by the voters in a special election Qualified Elector Resident of the municipality for at least thirty (30) days prior to election to the board Minimum Age: 21 Years

Other city officials are appointed by the board of directors, mayor or city manager, depending on the office, the size of the city, and the existence of local legislation.

**MUNICIPAL OFFICES  
WITH  
CITY ADMINISTRATOR FORM OF GOVERNMENT**

<b>ELECTIVE OFFICE</b>	<b>CITY (with population of 2,500 or more)</b>
<b>BOARD OF DIRECTORS (7 MEMBER)</b>	Term: 4 Years; may serve successive terms of office Qualified Elector; Positions 1, 2, 3, and 4 must be qualified electors of their wards Resident of the municipality for at least six months prior to election Minimum Age: 21 Years
<b>MAYOR</b>	Term: 4 Years; may serve successive terms of office Qualified Elector Resident of the municipality for at least six months prior to election to the board Minimum Age: 21 Years

Other city officials are appointed by the city administrator.

## FILING PROCEDURES FOR PARTISAN ELECTIONS

### **Multiple Nominations Prohibited** [A.C.A. §7-7-204 as amended by Act 305 of 2023]

A person who files as a candidate for nomination by a political party is ineligible to be the nominee of another political party or be an independent candidate for the same office during the primary election or the following general or special election.

A certified independent candidate is ineligible to be the nominee of a political party for the same office at the same general or special election.

### **Filing for Multiple Offices Prohibited**

A person may file for only one municipal office during the municipal filing period.  
[A.C.A. §14-42-206(e)]

A person may not run for more than one state, county, municipal, district or township office if the elections are to be held on the same date. [A.C.A. §7-5-111]

A person may not be elected to or be appointed to another civil office while holding the office of County Judge, Justice of the Peace, Sheriff, Circuit Clerk, County Clerk, Assessor, Coroner, Treasurer, County Surveyor, or Collector of Taxes. [Ark. Const. Art. 7 §53] All elected positions are considered civil offices. For more information regarding whether a non-elected position is a civil office to which county officials cannot be appointed under Article 7 §53 see A.C.A. §14-14-115.

A person may be a candidate for President or Vice President and the U.S. House or U.S. Senate in the same primary or general election. [A.C.A. §7-8-303(b)]

### **Existing Political Party Candidates** [A.C.A. §§7-1-101, 7-6-102, 7-7-204, 7-7-301, 7-7-203 as amended by Act 462 of 2023]

#### **Federal (including Presidential), State, and District Offices:**

- Must file a signed affidavit of eligibility with the secretary of the state committee of the political party stating that the candidate is eligible to serve in the office he or she seeks.
- Must pay the party filing fee, if any, and file the party pledge, if any, with the secretary of the state committee of the political party during regular office hours during the party filing period. The filing fee is set by the state executive committee.
- Must obtain a party certificate from the secretary or chair of the state committee of the political party.
- Must file the party certificate and political practices pledge with the Secretary of State during regular office hours during the party filing period.

**County, Municipalities with Partisan Elections, and Township Offices:**

- Must file a signed affidavit of eligibility with the secretary of the county committee of the political party stating that the candidate is eligible to serve in the office he or she seeks.
- Must pay the party filing fee, if any, and file the party pledge, if any, with the secretary of the county committee of the political party during regular office hours during the party filing period. The filing fee is set by the county committee and authorized by the state executive committee.
- Must obtain a party certificate from the secretary or chair of the county committee of the political party.
- Must file the party certificate and political practices pledge with the county clerk during regular office hours during the party filing period.

The filing period for a political party candidate to be on the ballot in the **March 5, 2024** Preferential Primary Election begins at **noon** on **November 6, 2023** and ends at **noon** on **November 14, 2023**.

**No political practices pledge** may be accepted for filing by the Secretary of State or county clerk unless the **candidate first files a party certificate**.

**ANY CANDIDATE WHO FAILS TO FILE THE PARTY PLEDGE AND AFFIDAVIT OF ELIGIBILITY AND PAY THE PARTY FILING FEE AS PROVIDED BY LAW SHALL NOT RECEIVE A PARTY CERTIFICATE AND SHALL NOT HAVE HIS OR HER NAME PLACED ON THE BALLOT.**

*[A.C.A. §7-7-301(c)]*

**Group Presidential Candidates**

- Presidential candidates of a political group that is not a recognized political party qualify for the general election ballot by filing a petition with the Secretary of State no later than the first Monday of August before the general election. The petition shall be signed by not less than five thousand (5,000) qualified electors of the state.

*[A.C.A. §7-8-302(5)(B)]*

**Independent Candidates**

**Presidential and Vice Presidential Offices:** *[A.C.A. §7-8-302(6),]*

- Must file a petition with the Secretary of State no later than noon the first Monday in August of the year of the election. The petition must be signed by not less than five thousand (5,000) qualified electors of the state.

**General Filing Procedures (except Independent Candidates in Partisan Municipal Elections):** *[A.C.A. §§7-6-102, 7-7-103]*

- During the party filing period, must file a political practices pledge, an affidavit of eligibility, a signature collection affidavit and a notice of candidacy identifying the elective office sought, position number, if any, and stating the name and title proposed for the ballot
- Must file a petition by 12:00 noon on **May 1, 2024**.

- A petition may be circulated no earlier than 90 days before the deadline for filing petitions unless the number of days is reduced by proclamation, ordinance, resolution, order, or other authorized document for a special election under Ark. Code Ann. §7-11-101 et seq., in which case the number of signatures required on the petition is reduced proportionately. The form of the petition and the signature collection affidavit are prescribed by the Secretary of State and can be obtained from the Secretary of State's office or the county clerk's office.

**U.S. Senate or State Offices:** *[A.C.A. §7-7-103]*

- The petition and other required documents must be filed with the Secretary of State and be signed by not less than 3% of the qualified electors of the state, based upon the total number of votes cast statewide for Governor in 2022, but in no event shall more than 10,000 signatures be required.

**U.S. House or District Offices (State Senator, State Representative):**

*[A.C.A. §7-7-103]*

- The petition and other required documents must be filed with the Secretary of State and be signed by not less than 3% of the qualified electors in the district in which the candidate seeks office, based upon the total number of votes cast for Governor in that district in 2022, but in no event shall more than 2,000 signatures be required.

**County and Township Offices:** *[A.C.A. §7-7-103]*

- The petition and other required documents must be filed with the county clerk and be signed by not less than 3% of the qualified electors in the county or township, as the case may be, in which the candidate seeks office, based upon the total number of votes cast for Governor in that county or township, as the case may be, in 2022, but in no event shall more than 2,000 signatures be required.

**Municipal Offices:**

**Mayor – Council Form of Government:** *[A.C.A. §§7-6-102, 14-42-205, 14-43-301, et. seq., 14-44-101, et. seq., 14-45-101, et. seq., 14-42-206 as amended by Act 328 of 2023]*

- Must file a petition, political practices pledge, and an affidavit of eligibility with the county clerk during the one week period ending at noon 90 days before the general election.
- The petition signatures must be collected no more than 90 days before the filing of the petition.

**NOTE:** For municipalities situated in multiple counties, the candidate shall file with the county clerk of the county with the highest population of the

municipality, and the county clerk shall certify the candidate to the other counties.

- In cities of the first class, the petition must be signed by not fewer than 30 electors of the ward or city in which the election is to be held.
- In cities of the second class or incorporated towns the petition must be signed by not fewer than 10 electors of the ward or city in which the election is to be held.

An independent candidate for state, federal (except president), district, township and county office seeking election at the **November 5, 2024 General Election** may circulate a petition no earlier than **February 1, 2024**.

The candidate must file a political practices pledge, affidavit of eligibility, and notice of candidacy during regular office hours **between noon on November 6, 2023, and noon on November 14, 2023**

The candidate must file a petition and a signature collection affidavit by 12:00 noon on **May 1, 2024**.

**The petition must be in the form prescribed by the Secretary of State.**

A municipal candidate in a mayor-council form of government seeking election at the **November 5, 2024** General Election must file a petition, a political practices pledge, and an affidavit of eligibility during the one-week period ending at **noon on August 7, 2024**.

The petition must state the same position and position number, if any, as stated on the candidate's political practices pledge, affidavit of eligibility, and notice of candidacy.

The position sought cannot be changed once identified on the notice of candidacy and political practices pledge. The petition, political practices pledge and notice must be withdrawn and a new petition, political practices pledge and notice designating a different position filed before the filing deadline.

The petition must request that the name of the person be placed on the ballot for election to the office identified on the petition, and each elector signing the petition must be a registered voter.

**New Political Party Formation and Candidate Filing** [A.C.A. §§7-1-101, 7-3-108, 7-7-205 as amended by Act 462 of 2023]

- A group desiring to form a new political party must file a petition with the Secretary of State containing signatures of a minimum of ten thousand (10,000) registered voters in the state.
- The petition must declare the intent of organizing a political party, the name of which shall be stated in the declaration.

***NOTE: No political party or group shall assume a name or designation that is so similar, in the opinion of the Secretary of State, to that of an existing political party as to confuse or mislead the voters at an election.***

- A new political party that wishes to select nominees for the next general election must file a sufficient petition no later than three (3) weeks before the preferential primary election.
- The Secretary of State shall determine the sufficiency of the signatures submitted within 30 days of filing.
- The date of each signature must appear on the petition in order for the signature to count.
- A signature dated prior to the first day of January immediately following the general election shall not be counted.
- If the petition is determined to be insufficient, the Secretary of State notifies the sponsors in writing, through their designated agent, setting forth the reason for so finding.
- Upon certification of sufficiency of the petition the new political party shall be declared by the Secretary of State.
- A new political party formed by the petition process nominates candidates by convention for the first general election after certification.
- A candidate to be nominated by convention must file a political practices pledge with the Secretary of State or County Clerk no later than 12:00 noon on the date of the preferential primary election.
- Conventions must be held by **noon on March 5, 2024**. The convention, including its methods and location(s) held, is governed by the rules of the new party.
- Certificates of Nomination must be filed with the Secretary of State or County Clerk by **noon on March 5, 2024**.

**NOTE:** If the new party maintains party status by obtaining 3% of the total vote cast for the Office of Governor or nominees for presidential electors at the first general election after certification, the new political party nominates candidates in the party primary as set forth in Ark. Code Ann. §7-7-101 et seq. [A.C.A. §7-7-205(4)]

For a newly formed political party to participate in the **November 5, 2024** General Election, its petition must be filed by **February 13, 2024**.

A newly organized political party shall not be recognized, qualified to participate, or permitted to have the names of its candidates printed on the ballot until an affidavit, by the officers of the party in this state under oath, is filed with the Secretary of State stating that it does not directly or indirectly carry on, advocate, teach, justify, aid, or abet an act of terrorism as defined by Ark. Code Ann. §5-54-205, a program of sabotage, force, and violence, sedition, treason against or the overthrow of the government of the United States or this state by force, violence or by an unlawful means.

## FILING PROCEDURES FOR NONPARTISAN ELECTIONS

### Filing for Multiple Offices Prohibited

A person may file for only one municipal office during the municipal filing period. Also, a person may not run for more than one state, county, municipal, district or township office if the elections are to be held on the same date. [A.C.A. §7-5-111, 14-42-206(e)]

### Nonpartisan Judicial Offices & Prosecuting Attorneys [A.C.A. §§7-6-102, 7-10-103, Act 462 of 2023]

#### **Candidates Paying Filing Fees:**

- Must file a political practices pledge and pay the filing fee during the period beginning at 3:00 p.m. on the first day of the party filing period and ending at 3:00 p.m. on the last day of the party filing period.
- Justice of the Supreme Court, Judge of the Court of Appeals, circuit judge, district judge, and prosecuting attorney file with the Secretary of State.

The filing period for nonpartisan judicial and prosecutorial candidates seeking election at the **March 5, 2024 Nonpartisan General Election** and running by means of paying a filing fee begins at **3:00 p.m. on November 6, 2023** and ends at **3:00 p.m. on November 14, 2023**.

### FILING FEE SCHEDULE FOR NONPARTISAN OFFICE

Nonpartisan Office	Annual Salary Fiscal Year 2022-2023	Year 2023 Fee* (Percentage of Salary)			
		3%	4%	5%	6%
Chief Justice of the Supreme Court	\$219,902.60				<b>\$13,200</b>
Associate Justice of the Supreme Court	\$203,625.03				<b>\$12,220</b>
Judge of the Court of Appeals	\$197,596.42			<b>\$9,880</b>	
Circuit Judge	\$192,918.54		<b>\$7,720</b>		
State District Judge	\$168,803.82	<b>\$5,070</b>			
Prosecuting Attorney Division A	\$183,272.60	<b>\$5,500</b>			
Prosecuting Attorney Division B	\$155,781.66	<b>\$4,680</b>			

\*Defined by the State Board of Election Commissioners Rules for Nonpartisan Office Filing Fees §105 and the Independent Citizens Commission Resolution of 11/1/2022

**Candidates Filing by Petition:**

- The petition may not be circulated earlier than 60 days before the petition filing deadline.
- A political practices pledge and the petition must be filed no earlier than noon 53 days before the first day of the party filing period under §7-7-203 and ending at noon 46 days before the first day of the party filing period.
- Petitions for Justice of the Supreme Court, Judge of the Court of Appeals, circuit judge, district judge, and prosecuting attorney shall be filed with the Secretary of State.
- A petition for Justice of the Supreme Court shall be signed by at least 3% of the qualified electors residing within the state, but in no event shall more than 10,000 signatures be required.
- A petition for Judge of the Court of Appeals shall be signed by 3% of the qualified electors residing within the court of appeals district for which the candidate seeks office, but in no event shall more than 2,000 signatures be required.
- A petition for circuit judge shall be signed by 3% of the qualified electors residing within the circuit for which the candidate seeks office, but in no event shall more than 2,000 signatures be required.
- A petition for prosecuting attorney shall be signed by 3% of the qualified electors residing within the district for which the candidate seeks office, but in no event shall more than 2,000 signatures be required.
- A petition for district judge shall be signed by at least 1% of the qualified electors residing within the district for which the candidate seeks office, but in no event shall more than 2,000 signatures be required.

A nonpartisan judicial or prosecutorial candidate seeking **election** at the **March 5, 2024** Nonpartisan General Election and running by means of filing a petition may circulate a petition **no earlier than July 23, 2023**.

A nonpartisan judicial candidate seeking **election** at the **March 5, 2024** Nonpartisan General Election and running by means of filing a petition must file between **noon on September 14, 2023** and **noon on September 21, 2023**.

The total number of votes cast for Governor in 2022 in the state, in any court of appeals district, in any circuit court district, or in any district court district, as the case may be, shall determine the applicable number of qualified electors for petition signature purposes.

**School Board** [A.C.A. §§6-14-111 as amended by Act 276 of 2023, 7-6-102]

**Candidates Filing by Petition:**

- Must file a political practices pledge, an affidavit of eligibility, and a petition with the county clerk of the county in which the school district's administration building is located at the appropriate filing period described below: **Spring School Elections in Even-Numbered Years:** Candidates for School Board file during the party filing period.
  - In a year when the President of the United States is on the ballot, the party filing period begins at noon on the first Monday in November of the year prior to the election and closes at noon eight days later.
  - In a year when the Governor is on the ballot, the party filing period begins at noon on February 22<sup>nd</sup>\* and ends at noon on March 2<sup>nd</sup>.
- **Spring School Elections in Odd-Numbered Years:** Candidates for school board file during the one week filing period beginning at noon on February 22<sup>nd</sup>\* and ending at noon on March 2<sup>nd</sup>.
- **Fall School Elections:** Candidates for school board file during the one-week period ending at noon 90 days before a school election.
- A petition may be circulated no earlier than 90 calendar days before the filing deadline for candidates set for above. The petition must contain the names of at least 20 registered voters who are residents of the school district and, if applicable, the electoral zone for the position.

\* *In a leap year the filing period begins on February 23rd.*

A petition for a school board candidate seeking election at the Annual School Election held **on March 5, 2024** may be circulated no earlier than **August 16, 2023** and must be filed with the county clerk between **12:00 noon on November 6, 2023** and **12:00 noon on November 14, 2023**.

A petition for a school board candidate seeking election at the Annual School Election held **on November 5, 2024** may be circulated no earlier than **May 9, 2024** and must be filed with the county clerk during a one week period ending at **12:00 noon on August 7, 2024**.

The petition must state the name and title of the candidate as proposed by the candidate to appear on the ballot and identify the position sought, position number, and other identifying information, if applicable.

The position sought cannot be changed once identified on the petition. The petition must be withdrawn and a new petition designating a different position filed before the filing deadline.

**School districts have the option whether to hold their annual school election in the spring or in the fall. A district will continue to hold its election in the same half of the year as it did in the prior year unless the district files notice that it is changing its election date with the county clerk at least 100 days prior to the first day of the candidate filing period.**

**Municipal Offices:**

**Mayor – Council Form of Government:** [A.C.A. §§7-6-102, 14-42-205, 14-42-206 as amended by Act 328 of 2023, 14-43-312, 14-44-103, 14-45-102]

- Must file a petition, political practices pledge, and an affidavit of eligibility with the county clerk during a one week period ending 90 days before the general election by noon.

**NOTE:** For municipalities situated in multiple counties, the candidate shall file with the county clerk of the county with the highest population of the municipality, and the county clerk shall certify the candidate to the other counties.

- In cities of the first class, the petition must be signed by not fewer than 30 electors of the ward or city in which the election is to be held.
- In cities of the second class or incorporated towns the petition must be signed by not fewer than 10 electors of the ward or city in which the election is to be held.
- The petition signatures must be collected no more than 90 days before the filing of the petition.

A municipal candidate in a mayor-council form of government seeking election at the **November 5, 2024 General Election** must file with the county clerk a petition, a political practices pledge, and an affidavit of eligibility between **July 31, 2024** and **noon on August 7, 2024**.

The petition must identify the office sought and, if for council member, a position number.

The position sought cannot be changed once identified on the petition. In order to run for a different position, the original petition must be withdrawn and a new petition designating a different position filed before the filing deadline.

**City Manager Form of Government:** [A.C.A. §14-47-110 as amended by Act 328 of 2023]

- Must file a nominating petition with the city clerk or recorder during a one week period ending at 12:00 noon ninety (90) days before the election.
- The petition must be signed by not less than 50 qualified electors of the municipality.
- The petition signatures must be collected no more than 90 days before the filing of the petition.

A municipal candidate in a city manager form of government seeking election at the **November 5, 2024 General Election** must file a petition, a political practices pledge, and an affidavit of eligibility **between July 31, 2024** and **noon on August 7, 2024**.

The petition must identify the office sought and, if for council member, a position number. The position sought cannot be changed once identified on the petition. The petition must be accompanied by an affidavit vouching for the eligibility of the signers of the petition.

In order to run for a different position, the original petition must be withdrawn and a new petition designating a different position filed before the filing deadline.

**City Administrator Form of Government** [A.C.A. §14-48-109 as amended by Act 328 of 2023]

- Must file a statement of candidacy and a petition with the city clerk during a one week period ending at 12:00 noon ninety (90) days before the election.
- The petition must be signed by not less than 50 qualified electors of the municipality who have resided in the municipality at least six months before signing the petition.
- The petition signatures must be collected no more than 90 days before the filing of the petition.

The election for city administrator form of government candidates is November 5, 2024.

A candidate in a city administrator form of government seeking election at the **November 5, 2024 General Election** must file a statement of candidacy and a petition between **July 31, 2024** and **noon on August 7 , 2024**

The petition must identify the office sought and, if for director, a position number. The petition must be accompanied by an affidavit vouching for the eligibility of the signers of the petition.

## **FILING PROCEDURES FOR SPECIAL ELECTIONS TO FILL VACANCIES**

*[A.C.A. §§7-11-101, 7-11-102, 7-11-302]*

All special elections and other elections to fill a vacancy in an office shall be called by proclamation, ordinance, resolution, order, or other authorized document of the appropriate constituted authority.

The calling document shall set forth the date of the special primary election and special primary runoff election, if any, the date of the election, and the date for certifying the election. The calling document shall provide deadlines, if applicable, for filing as a party candidate, for party conventions to select nominees, for parties to issue certificates of nomination or certified lists of nominees, as the case may be, for candidates to file certifications of nomination, for filing as an independent candidate, for circulating petitions for independent candidacy and for drawing for ballot position.

### **Candidate Withdrawal**

#### **Notice of Withdrawal:**

The notice from a candidate of his or her desire to withdraw must be in writing, signed by the candidate, and acknowledged before an officer authorized to take acknowledgements. *[A.C.A. §§7-5-203(a)(2), (b)(2); 7-7-304(a)(2), (b)(2)]*

#### **Withdrawal Before the Certification Deadline/Not Placed on Ballot:**

If a candidate dies or notifies the Secretary of State or county clerk, depending on the election, of his or her desire to withdraw as a candidate for the office or position, the candidate shall not be certified and shall not be placed on the ballot. *[A.C.A. §§ 7-5-203(a)(2), (b)(2); 7-7-304(a)(2), (b)(2)]*

#### **Withdrawal After the Certification Deadline/Votes Counted:**

Votes received by a candidate whose name appeared on the ballot and who withdrew or died after the certification of the ballot are counted.

*[A.C.A. §§7-5-315(b)(1); 7-7-304(c)(1)]*

#### **Vacancy in Nomination:**

If a candidate for a party's nomination withdraws or dies after certification but receives enough votes at the primary election to win the nomination, a vacancy in nomination shall exist. *[A.C.A. §7-7-304(c)(2)]*

If a candidate for a party's nomination withdraws or dies after certification but receives enough votes to advance to the primary runoff election, the person's name must be placed on the primary runoff election ballot. *[A.C.A. §7-7-304(c)(3)]*

If the candidate who withdraws or dies receives enough votes to win the primary runoff election, a vacancy in nomination shall exist. *[A.C.A. §7-7-304(c)(4)]*

**Vacancy in Election:**

If a candidate withdraws or dies after certification but receives enough votes at the general election to win the election, a vacancy in election shall be declared. [A.C.A. §7-5-315(b)(2)(A)]

If a candidate withdraws or dies after certification but receives enough votes to qualify for a runoff election, the person's name must be placed on the runoff election ballot. [A.C.A. §7-5-315(b)(2)(B)(i)]

If a candidate withdraws or dies after certification but receives enough votes to win the runoff election, a vacancy in election shall exist. [A.C.A. §7-5-315(b)(2)(B)(ii)]

**Annual School Election:**

If one (1) of the two (2) candidates who received the highest number of votes for a school district position withdraws before certification of the result of the school election, the remaining candidate who received the most votes shall be declared elected, and there shall be no runoff election. [A.C.A. §6-14-121(c)]

**Municipal Runoff Election:**

If either of the two (2) candidates, who received the highest number of votes cast for an office in the general election but who did not receive either a majority of the votes cast or both forty percent (40%) or more of the votes cast and at least twenty percent (20%) more of the total votes cast than the second-place candidate, withdraws before certification of the results of the election, the remaining candidate who received the most votes at the general election shall be declared elected to the office and there shall be no general runoff election. [A.C.A. §7-5-106(d)]

## OFFICES UP FOR ELECTION & DISTRICT COMPOSITION

### Federal Offices

**U.S. President and Vice President are up for Election in 2024:**

The United States President and Vice President are limited to two (2) four year terms of office.

**U.S. House Districts up for Election in 2024:**

Arkansas has four (4) Representatives in the United States House of Representatives.

- All four (4) positions will be on the ballot in 2024 to be elected by district to a two-year term of office.

U.S. House Districts	Counties
District 1	Arkansas, Baxter, Boone, Chicot, Clay, Craighead, Crittenden, Cross, Desha, Fulton, Greene, Independence, Izard, Jackson, Lawrence, Lee, Lincoln, Lonoke, Marion, Mississippi, Monroe, Phillips, Poinsett, Prairie Randolph, St. Francis, Searcy, Sharp, Stone, Woodruff; the following voting precincts of Pulaski County as they existed on January 1, 2021: 047, 054 and 055
District 2	Cleburne, Conway, Faulkner, Perry, Saline, Van Buren, White; and all of the voting precincts of Pulaski County as they existed on January 1, 2021, that are not assigned to Congressional District 4.
District 3	Benton, Carroll, Crawford, Madison, Washington; and the voting districts and voting precincts of Sebastian County as they existed on January 1, 2021, that are not assigned to Congressional District 4
District 4	Ashley, Bradley, Calhoun, Clark, Cleveland, Columbia, Dallas, Drew, Franklin, Garland, Grant, Hempstead, Hot Spring, Howard, Jefferson, Johnson, Lafayette, Little River, Logan, Miller, Montgomery, Nevada, Newton, Ouachita, Pike, Polk, Pope, Scott, Sevier, Union, Yell; the following voting precincts of Pulaski County as they existed on January 1, 2021: 103, 104, 105, 124, 125, 126, 127, 131, 132, 133 and 135the voting precincts of Sebastian County as they existed on January 1, 2021: 9-2K, 9-2L, 9-3A, 9-3B, 9-3C, 9-3D, 9-3E, 9-3F, 9-3G, 9-3H, 9-3I, 9-3J, 9-3K,9-3M, 9-3N, 9-3O, 9-3P, and 9-4F

*NOTE: At the time of publication, the congressional districts created by Act 1116 of 2021 are the subject of pending litigation.*

### State Constitutional Offices

Due to the passing of the sitting Treasurer, the Office of Treasurer will be on the 2024 ballot. The winner of this contest will serve the two remaining years of the current term.

## **State Legislative Offices**

### **State Senate Districts up for Election in 2024:**

Eighteen (18) State Senate positions will be on the 2024 ballot.

<b>State Senate Districts</b>	<b>Counties</b>
District 1	Ashley, Bradley, Cleveland, Chicot, part of Drew, part of Grant, part of Jefferson, part of Lincoln
District 3	Clark, Columbia, Lafayette, Nevada, part of Hempstead, part of Hot Spring, part of Pike
District 4	Howard, Little River, Miller, Sevier, part of Hempstead
District 5	Montgomery, Yell, Perry, Polk, Scott, part of Conway, part of Logan, part of Pike, part of Pope, part of Sebastian
District 6	Part of Garland, part of Saline
District 8	Desha, part of Arkansas, part of Drew, part of Jefferson, part of Lincoln, part of Lonoke, part of Pulaski
District 12	Part of Pulaski
District 17	Part of Pulaski, part of Faulkner
District 18	White, part of Cleburne, part of Faulkner
District 19	Mississippi, part of Craighead, part of Poinsett
District 20	Part of Craighead
District 22	Independence, Sharp, part of Cleburne, part of Fulton, part of Izard, part of Lawrence
District 23	Baxter, Marion, part of Boone, part of Fulton, part of Izard
District 25	Conway, part of Pope, part of Yell
District 26	Part of Franklin, part of Logan, part of Johnson, part of Sebastian
District 29	Crawford, part of Washington
District 33	Part of Washington
District 34	Part of Benton

### **State House Districts up for Election in 2024:**

All one hundred (100) State House positions will be on the ballot in 2024 to be elected by district for a two-year term of office.

**Nonpartisan Judicial Offices** [Arkansas Constitution, Amendment 9, §1; Amendment 80]

**Supreme Court Positions up for Election in 2024:**

The Supreme Court is composed of seven justices, one who serves as Chief Justice. The Justices of the Supreme Court are selected from the State at large to an eight-year term of office.

Three (3) positions are up for election in 2024.

- Supreme Court Chief Justice Position 1
- Supreme Court Justice Position 2
- Supreme Court Justice Position 5 (elected to fill the remainder of the term)

**Court of Appeals Positions up for Election in 2024:**

The Court of Appeals is composed of 12 judges elected by district to an eight-year term of office.

Two (2) positions are up for election in 2024.

- District 6 Position 1
- District 7

Districts	Counties
District 6	Perry, Pulaski, and Saline
District 7	Arkansas, Chicot, Desha, Jefferson, Lee, Phillips, and St. Francis

*NOTE: At the time of publication, the make-up of the Appellate Court districts is the subject of pending litigation.*

**Circuit Court Positions up for Election in 2024:**

There are 121 judges elected by judicial district to a six year term of office.

Seven (7) positions are up for election in 2024.

- Circuit Judge, District 2, Division 04
- Circuit Judge, District 4, Division 06
- Circuit Judge, District 6, Division 07

OFFICES UP FOR ELECTION & DISTRICT COMPOSITION

- Circuit Judge, District 6, Division 16
- Circuit Judge, District 6, Division 17
- Circuit Judge, District 13, Division 04
- Circuit Judge, District 18-East, Division 04

Districts	Counties
Second Judicial District	Clay, Craighead, Crittenden, Greene, Mississippi, and Poinsett
Fourth Judicial District	Madison and Washington
Sixth Judicial District	Perry and Pulaski
Thirteenth Judicial District	Calhoun, Cleveland, Columbia, Dallas, Ouachita, and Union
Eighteenth Judicial District	Garland

**State District Court Positions up for Election in 2024:**

State District Court positions are elected by district for a four-year term of office. All positions are up for election in 2024.

POSITION	DISTRICT
District 1, Division 1	Benton
District 1, Division 2	Benton
District 1, Division 3	Benton
District 1, Division 4	Benton
District 2, Division 1	Washington
District 2, Division 2	Washington
District 2, Division 3	Washington
District 2, Division 4	Washington
District 3	Carroll & Madison
District 4	Boone, Newton & Searcy
District 5	Crawford
District 6, Fort Smith, Division 1	Sebastian
District 6, Fort Smith, Division 2	Sebastian
District 6, Fort Smith, Division 3	Sebastian

OFFICES UP FOR ELECTION & DISTRICT COMPOSITION

<b>POSITION</b>	<b>DISTRICT</b>
District 6, Greenwood	Sebastian
District 7	Franklin & Johnson
District 8	Pope
District 9, Division 1	Faulkner & Van Buren
District 9, Division 2	Faulkner & Van Buren
District 10	Baxter & Marion
District 11, Division 1	Lawrence, Randolph & Sharp
District 11, Division 2	Lawrence, Randolph & Sharp
District 12	Conway, Logan & Yell
District 13	Cleburne
District 14	Independence
District 15	Jackson & Woodruff
District 16, Division 1	Arkansas & Monroe
District 16, Division 2	Arkansas & Monroe
District 17	Greene & Clay
District 18, Chickasawba	Mississippi
District 18, Osceola	Mississippi
District 19, Division 1	Craighead
District 19, Division 2	Craighead
District 20	Poinsett
District 21	Crittenden
District 22	Lee & Phillips
District 23, Division 1	White & Prairie
District 23, Division 2	White & Prairie
District 24	Montgomery, Polk & Scott
District 25, Division 1	St. Francis
District 25, Division 2	Cross
District 26	Ashley
District 27	Chicot & Desha
District 28	Bradley & Drew
District 29, Division 1	Jefferson & Lincoln
District 29, Division 2	Jefferson & Lincoln

OFFICES UP FOR ELECTION & DISTRICT COMPOSITION

POSITION	DISTRICT
District 29, Division 3	Jefferson & Lincoln
District 30, Division 1	Lonoke
District 30, Division 2	Lonoke
District 31, Jacksonville/Maumelle	Pulaski
District 31, Little Rock, Division 1	Pulaski
District 31, Little Rock, Division 2	Pulaski
District 31, Little Rock, Division 3 - Wrightsville/Cammack Village	Pulaski
District 31, North Little Rock, Division 1	Pulaski
District 31, North Little Rock, Division 2	Pulaski
District 31, Pulaski County	Pulaski
District 31, Sherwood	Pulaski
District 32, Division 1	Saline
District 32, Division 2	Saline
District 33	Grant & Hot Spring
District 34	Calhoun, Cleveland & Dallas
District 35	Union
District 36, Division 1	Howard, Little River, Pike & Sevier
District 36, Division 2	Howard, Little River, Pike & Sevier
District 37	Miller & Lafayette
District 38	Hempstead & Nevada
District 39	Columbia & Ouachita
District 40	Clark
District 41, Department 1	Garland
District 42, Department 2	Garland

## FREQUENTLY ASKED QUESTIONS

### Electioneering at Polls

#### ***May a candidate or a candidate's supporters' campaign at a polling place while voting is taking place?***

Campaigning is only allowed more than 100 feet from the primary exterior entrance to the polling site used by voters. Candidates and their supporters may not post signs, hand out campaign materials, solicit signatures on petitions, solicit charitable contributions, wear campaign apparel or accessories, or do any electioneering of any kind inside the 100' boundary at a polling place on election day or during early voting. Candidates and supporters may not speak to voters standing in line that extend beyond the 100' boundary. [A.C.A. §§7-1-103(a)(9); 7-1-104(a)(7)]

In addition, no person is permitted to remain in the area outside the poll but inside the 100 foot electioneering exclusion zone except while in the process of entering or exiting the building. See, A.C.A. §7-41-103(a)(23).

*Act 728 of 2021 which implemented this provision is subject to pending litigation as of the time of publication.*

### Campaign Signs & Ads

#### ***Where on public property may campaign signs be posted?***

Check with city and county government about ordinances or regulations about posting campaign signs on street or road right of ways. The highway department does not allow campaign signs to be posted on state highway right of ways. Campaign signs cannot be placed on all public property so check with state, local or federal governmental officials about posting signs on other types of public property.

#### ***What are the requirements for campaign advertisements and other materials?***

The state election code requires that all literature mailed to electors and “articles, statements, or communications appearing in any newspaper printed or circulated in this state intended or calculated to influence the vote of any elector in any election and for the publication of which a consideration is paid or to be paid shall clearly contain the words ‘Paid Political Advertisement’, ‘Paid Political Ad’, or ‘Paid for by’ the candidate, committee, or person who paid for the message,” and also that all “articles, statements, or communications appearing in any radio, television, or any other electronic medium intended or calculated to influence the vote of any elector in any election and for the publication of which a consideration is paid or to be paid shall clearly contain the words: (a) ‘Paid political advertisement’ or ‘paid political ad’; or (b) ‘Paid for by’, ‘sponsored by’, or ‘furnished by’ the true sponsor of the advertisement.”

Campaign signs, campaign literature, and other printed campaign materials shall clearly contain the words “Paid for by” followed by the name of the political candidate, political action committee, independent expenditure committee, or person who paid for the sign, mailing, literature, or other printed material. If the material is a two-sided sign, the “Paid for by” must appear on both sides [A.C.A. §7-1-103(7), §7-6-228(c)(1) amended by Act 307 of 2023]

## **Poll Watchers**

### ***May a candidate have a representative at polling places to observe voting and challenge ineligible voters?***

A candidate may have a poll watcher at each polling place on election day and during early voting. Poll watchers may also attend absentee ballot processing and the counting and tabulation of ballots. Poll watchers are persons who observe the election process and can challenge the eligibility of voters at the polls on behalf of candidates, political parties and groups with an interest in measures on the ballot. Poll watchers must have completed an on-line training course approved and administered by the State Board of Election Commissioners. A poll watcher authorization form, found in this book, must be filed with the county clerk. Poll watchers must present the poll watcher authorization form when entering the polling place. A candidate may designate the poll watcher to attend one or more polls during the election. However, a candidate may have only one poll watcher in a poll at any given time. In order to avoid delays, candidates should process poll watcher forms with the county clerk before election day. [A.C.A. §7-5-312 as amended by Act 444 of 2023]

### ***Can a candidate be a poll watcher?***

A candidate may not be a poll watcher at a polling place on election day. During early voting, a candidate can be present to observe the voting process but not to challenge voters. When the polls close a candidate may serve as a poll watcher for the purpose of observing the processing of absentee ballots and the counting and tabulation of all ballots. A candidate may challenge the absentee ballots of ineligible voters during processing. A candidate may also observe the counting and tabulation of ballots. Candidates who observe early voting or serve as a poll watcher at absentee ballot voter processing must present ID to an election official. [A.C.A. §§7-5-312(a)(1); 7-5-413(d); 7-5-417; Board of Election Commissioners Rules on Poll Watchers, Vote Challenges and Provisional Voting, §903]

### **Poll Watcher Training**

**Beginning in January of 2024, poll watchers must complete the State Board of Election Commissioner's poll watchers training program. This training is offered on the SBEC's website and requires that the poll watcher successfully complete a test after reviewing the training materials.**

**The candidate, party, or group appointing the poll is responsible for the ensuring the poll watcher has the technology necessary to access the training materials. This training and the rules governing poll watchers can be accessed at:**

**[www.arkansas.gov/sbec](http://www.arkansas.gov/sbec)**

**Presence at Polls**

***How should a candidate who has non-election business at the courthouse (or a polling place that is also a business or government facility) while voting is occurring conduct himself/herself?***

Any person, including candidates, with non-election business in a polling place must not linger in the voting room any longer than necessary to conduct her/his business and should not do anything that might be construed as electioneering. Candidates should not speak with voters standing in line. It is a crime to electioneer in any manner with persons standing in line to vote inside or outside the courthouse. [A.C.A. §§7-1-103(a)(9)(B); 7-1-104(a)(7); 7-5-310]

***Can a candidate or a representative of a candidate go into a polling place to pick up voter data?***

Generally, no, unless the “representative” is a credentialed poll watcher. The county election commission has statutory discretion to allow other persons in the polling place. Such arrangements should be worked out before the election. Anyone allowed in the poll may not do anything to disrupt the conduct of the election. [A.C.A. §7-5-310]

**Assisting Voters**

**Who may assist voters in marking and casting their ballot?**

A candidate may only assist voters who are related to them within the second degree of blood relation. The second degree of blood relation extends to grandparents, first cousins, nieces, nephews, and grandchildren.

Any voter who is unable to mark or cast a ballot without help may be assisted by either two poll workers or any one person of the voter’s choice. The voter (not the assistant) must first notify the poll worker that he/she needs assistance. The assistant must mark the ballot according to the voter’s wishes and without comment or interpretation. It is a crime to assist more than six voters in any election. [A.C.A. §§7-5-310; 7-1-103(a)(20)(C)]

*NOTE: At the time of publication, the prohibition on a person, other than an election official, assisting more than 6 voters is the subject of pending litigation.*

**Candidate’s Name on Ballot**

***How is the order that the names of candidates appear on the ballot determined?***

The county board of election commissioners determines ballot positions for all offices by lot after filing is complete. The date of the ballot draw will be published in a local newspaper. Candidates are encouraged to attend this public meeting and should contact the county election commission for information about the ballot draw. [Generally, see A.C.A. §7-7-305(b)]

### ***Can I review my name on a ballot?***

The county board of election commissioners must submit an email to candidates who provide an email address that includes either a proof copy of the ballot or a report that shows candidates' names as they appear on the ballot. This submission will be sent at least 42 days before the election. [Act 308 of 2023]

### ***What if there is a mistake in the way my name is printed on the ballot?***

Candidates may attend the public testing of voting machines, and mistakes caught at that time can usually be fixed. By attending the public testing, candidates can also assure the accuracy of the machines. The dates and times of the public testing are published in a local newspaper. Contact the election commission for more information. If the mistake is found, the election commission must meet to either resolve the mistake or state why the mistake cannot be fixed. Mistakes must be corrected by the commission unless, by unanimous vote, the error can be mitigated. Candidates' names left off a ballot must be corrected. [A.C.A. §7-5-209, as amended by Act 308 of 2023]

## **Election Official Conflicts**

### ***When is an election official prohibited from serving due to a conflict of interest?***

Prior to every election, a list of every election official must be posted in a public place in the County Clerk's office. Election officials who conduct early voting must be posted no less than 8 days prior to the beginning of early voting. Election officials appointed to conduct election day voting must be posted no less than 8 days prior to the election. The date these lists are posted and how to file an objection must be reflected in the published notice of election.

An election official whose spouse, child, parent, brother/sister, grandparent, niece/nephew, aunt/uncle, or first cousin of a candidate is disqualified from serving in that election if a timely objection is filed. An objection must be filed no later than 10 days after the posting of the relevant official's name.

Also, an election official who is a county party chairman, the spouse of a county party chairman, or the spouse of a county election commissioner is disqualified from serving in that election if a timely objection is filed. An objection must be filed no later than 7 days after the posting of the relevant official's name. [A.C.A. §7-4-109(d), 7-5-202(a)]

## **Recounts**

### ***How does a candidate ask for a recount?***

To request a recount, a candidate must present a petition to the county board of election commissioners. The county board of election commissioners must conduct a recount for any candidate who is dissatisfied with the results of an election and who makes a timely request for a recount. [A.C.A. §7-5-319]

Generally, a candidate has two days to ask for a recount after the preliminary and unofficial results of the election are declared by the county election commission. This declaration usually is made on election night, so the deadline is usually the next Thursday after the election.

However, if the number of outstanding military and overseas civilian ballots, combined with the number of uncounted provisional ballots, is enough to potentially change the outcome of the election, a candidate may ask for a recount any time before the final certification of the result of the election or by 12:00 noon on the 7<sup>th</sup> day after the election whichever is sooner. Note, that the military and overseas civilian absentee ballots that may be counted if received after election day must arrive at the county clerk's office by the tenth day after the election. A candidate considering asking for a recount under these circumstances should be in frequent contact with the election commission regarding its plans for certification. *[Act 321 of 2023]*

***Who pays for a recount?***

The candidate bears the cost of the recount if the result of the election is not changed. Candidates are required to pay the estimated actual costs of the recount to the county before the recount is conducted. If the candidate wins as a result of the recount, the costs are refunded to the candidate.

The estimated actual cost cannot exceed, \$0.25 per vote cast in precincts where a recount is requested with an overall maximum cost of \$2,500 per county. *[A.C.A. §7-5-319]*

***Is it possible for a recount to be held if no candidate requests it?***

The county election commission may conduct a recount without a candidate request. If this occurs, the county will pay for the cost of the recount.

**Candidate Eligibility**

***What is the process for challenging a candidate based on eligibility?***

During the party filing period, a party candidate is required to file an affidavit of eligibility with the party stating that he or she is eligible to serve in the office sought. *[A.C.A. §§7-1-101(2); 7-7-301]*

A.C.A. §7-5-805 addresses contests to the eligibility and qualifications of members of the State Senate and State House of Representatives, which are ultimately decided by the legislative body itself. Otherwise, any challenge of a candidate's eligibility to run for office would be decided by a court of law.

## **SAMPLE FORMS & INSTRUCTIONS**

**Poll Watcher Authorization Form**

**Political Practice Pledge**

**Affidavit of Eligibility**

**Notice of Candidacy for Independent**

**Statement of Candidacy Candidates for Director or Mayor for**

**City Administrator Form of Government**

**Independent Candidate Petition Affidavit**

**Independent Candidate Petition**

- President and Vice President
- Federal/State/District Office
- County/Township/Justice of the Peace

**Nonpartisan Candidate Petition**

- Prosecuting Attorney
- Justice of the Supreme Court
- Court of Appeals
- Circuit Court Judge
- District Court

**Mayor-Council Form of Government Petition of Nomination**

- Municipal Candidates Except Council Member
- Council Member Candidates Elected by Ward
- Council Member Candidates Elected at Large

**City Administrator Form of Government Petition of Nomination**

- Director
- Mayor

**City Manager Form of Government Petition of Nomination**

- Director
- Mayor

**School Board Candidate Petition**

- By Zone
- At Large

### **IMPORTANT NOTICE**

The form of petition for independent candidates and the signature collection affidavit for independent candidates (except President/Vice President) are forms prescribed by the Secretary of State. All other petition forms and forms of other filing documents in this handbook are examples provided as a convenience to potential candidates. Specific forms of these petitions and other filing documents are not set out in the Arkansas Code, nor is the Secretary of State, State Board of Election Commissioners or Ethics Commission authorized to promulgate such forms. These petitions are examples of forms of petition that may be accepted by the county clerk or the Secretary of State. The Secretary of State, State Board of Election Commissioners, Ethics Commission and the county clerks do not warrant that these forms of petition would be found sufficient by a court of law if subjected to a legal challenge.

*\*\*However, candidates may choose to contact the Secretary of State for suggestions on size and format of petition pages.*

**POLL WATCHER AUTHORIZATION FORM**

[A.C.A. §7-5-312]

**Representative of a Candidate**

I, \_\_\_\_\_, state that I am a candidate for the office of \_\_\_\_\_ in the \_\_\_\_\_ election. I further state that I have designated \_\_\_\_\_ as my authorized representative at the election at polling sites \_\_\_\_\_ and absentee ballot processing sites \_\_\_\_\_ in \_\_\_\_\_ County, Arkansas, to observe and ascertain the identity of persons presenting themselves to vote in person or by absentee for the purpose of challenging any voter in accordance with Arkansas Code §§7-5-312, 7-5-416, and 7-5-417. I further state that I have designated and authorized my representative named above to be present at the ballot counting locations at \_\_\_\_\_ in \_\_\_\_\_ County, Arkansas, for the purpose of witnessing the counting of ballots by election officials and determining whether ballots are fairly and accurately counted in accordance with Arkansas Code §§7-5-312, 7-5-316, 7-5-413, 7-5-416, 7-5-527, and 7-5-615. I further state that \_\_\_\_\_ as my designated and authorized representative meets all the requirements under Arkansas Code 7-5-312.

**Representative of a Group**

I, \_\_\_\_\_, state that I represent the \_\_\_\_\_ group which is seeking passage/defeat (*circle one*) of the ballot measure entitled \_\_\_\_\_ on the ballot in the \_\_\_\_\_ election at polling sites \_\_\_\_\_ and absentee ballot processing sites \_\_\_\_\_ in \_\_\_\_\_ County, Arkansas, to observe and ascertain the identity of persons presenting themselves to vote in person or by absentee for the purpose of challenging any voter in accordance with Arkansas Code §§7-5-312, 7-5-416 and 7-5-417. I further state that I meet all the requirements under Arkansas Code 7-5-312.

**Representative of a Party**

I, \_\_\_\_\_, state that I am the chairman or secretary of the state/county (*circle one*) committee for the \_\_\_\_\_ party with candidates on the ballot in the \_\_\_\_\_ election. I further state that I have designated \_\_\_\_\_ as an authorized party representative at the election at polling sites \_\_\_\_\_ and absentee ballot processing sites \_\_\_\_\_ in \_\_\_\_\_ County, Arkansas, to observe and ascertain the identity of persons presenting themselves to vote in person or by absentee for the purpose of challenging any voter in accordance with Arkansas Code §§7-5-312, 7-5-416, and 7-5-417. I further state that I have designated and authorized my representative named above to be present at the ballot counting locations at \_\_\_\_\_ in \_\_\_\_\_ County, Arkansas, for the purpose of witnessing the counting of ballots by election officials and determining whether ballots are fairly and accurately counted in accordance with Arkansas Code §§7-5-312, 7-5-316, 7-5-413, 7-5-416, 7-5-527, and 7-5-615. I further state that \_\_\_\_\_ as a designated and authorized representative meets all the requirements under Arkansas Code 7-5-312.

**Signature of Candidate, Group Representative, or Chair/Sec. of the St./Cnty Committee**

Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

I do hereby state that I am familiar with the rights and responsibilities of a poll watcher as outlined on the back of the poll watcher authorization form, the requirements under ACA. §7-5-312 and will in good faith comply with the provisions of same.

**Signature of Poll Watcher** Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

I do hereby acknowledge filing this poll watcher authorization form with the county clerk's office.

**Signature of County Clerk**

## **POLL WATCHER RIGHTS AND RESPONSIBILITIES**

A poll watcher may be:

- 1) A candidate in person, but only during the counting and tabulation of ballots and the processing of absentee ballots;
- 2) An authorized representative of a candidate;
- 3) An authorized representative of a group seeking the passage or defeat of a measure on the ballot; or
- 4) An authorized representative of a party with a candidate on the ballot or seeking passage or defeat of a measure on the ballot.

Official recognition of poll watchers:

- 1) Only one (1) authorized poll watcher per candidate, group, or party at any one (1) given time may be officially recognized as a poll watcher at each location or area within a polling site, early voting site, vote center, or alternative site where voters identify themselves to election officials;
- 2) Only one (1) authorized poll watcher per candidate, group, or party at any one (1) given time may be officially recognized as a poll watcher at each location or area within the absentee ballot processing site where absentee ballots are processed; and
- 3) Only one (1) authorized poll watcher per candidate or party at any one (1) given time may be officially recognized as a poll watcher at the counting of the ballots.

Poll watcher credentials:

- 1) Except for candidates in person, poll watchers must present a valid affidavit in the form of a "Poll Watcher Authorization Form" to an election official immediately upon entering the polling or counting location.
- 2) Candidates in person attending a counting site or absentee ballot processing site are not required to present a "Poll Watcher Authorization Form" but must present some form of identification to an election official immediately upon entering the site for the purpose of confirming the poll watcher as a candidate on the ballot.

Poll watchers may:

- 1) Observe the election officials or designees;
- 2) Stand close enough to the place where voters check in to vote so as to hear the voter's name;
- 3) Compile lists of persons voting;
- 4) Challenge ballots upon notification to an election official before the voter signs the precinct voter registration list and upon completing a "Challenged Ballot Form";
- 5) Call to the attention of the election sheriff any occurrence believed to be an irregularity or violation of election law. The poll watcher may not discuss the occurrence unless the election sheriff invites the discussion; and
- 6) Be present at the opening, processing, duplication, and canvassing of absentee ballots for the purpose of challenging absentee votes in the manner provided by law for personal voting challenges.

Poll watchers representing a candidate or political party may:

- 1) Remain at the polling site after the poll closes if ballots are counted at the poll;
- 2) Be present at the counting of votes by hand or by an electronic vote tabulating device at a central location;
- 3) Be present at the counting of absentee ballots for the purpose of witnessing the counting of ballots by election officials and determining whether ballots are fairly and accurately counted; and
- 4) Upon request made to an election official, inspect any or all ballots at the time the ballots are being counted.

Poll watchers may not:

- 1) Be within six feet (6') of any voting machine or booth used by voters to cast their ballot;
- 2) Speak to any voter or in any way attempt to influence a voter inside the polling site or within one hundred feet (100') of the primary exterior entrance used by voters to the building containing the polling site; or
- 3) Disrupt the orderly conduct of the election.

## **POLITICAL PRACTICES PLEDGE** [A.C.A. §§7-6-102, 7-7-305, Act 308 of 2023]

Candidates for political party nomination for state, district, county, municipal, and township office, as well as independent and school board candidates are required to file a political practices pledge stating that he or she is familiar with the requirements of Ark. Code Ann. §§7-1-103, 7-1-104, 7-3-108, and 7-6-101 through 7-6-104, and will in good faith, comply with their terms.

All political practices pledge forms shall be required to contain the pledge, "I hereby certify that I have never been convicted of a felony in Arkansas or in any other jurisdiction outside of Arkansas."

### **Sealing or Expungement of Criminal Records:**

The sealing or expungement of a felony conviction or a misdemeanor conviction defined under Arkansas law as a public trust crime under any sealing or expungement law in any jurisdiction does **NOT** make a person eligible to file as a candidate for an elected office. Ark. Code Ann. §21-8-305.

### **The political practices pledge shall indicate the following information:**

- The name, district number, and position number of the office for which the candidate seeks nomination or election.
- The printed form proposed by the candidate for his or her name (including surname) to appear on the ballot, together with the candidate's full mailing address.
- The candidate's signature and the date that he or she signed the political practices pledge.
- Certification that the candidate has never been convicted of a felony.

### **EMAIL REVIEW OF BALLOT CONTENT:**

A candidate for office may place his or her email address on the Political Practice Pledge which will allow the candidate to receive a report showing the candidate's name as it will appear on the ballot, the ballot contest to which the candidate is assigned, and the precinct parts within a county to which the candidate's contest is assigned. Candidates are asked to review this information for accuracy and notify the county election commission of any errors as soon as possible.

The names and titles as proposed to be used by each candidate on the political practices pledge (or if not filed by the filing deadline, the names and title that appear on the party certificate) shall be reviewed by the Secretary of State for state and district offices and by the county board of election commissioners for county, township, school, and municipal offices.

A candidate shall not be permitted to change the certified form in which his or her name will be printed on the ballot after the deadline for filing the political practices pledge.

**ANY CANDIDATE WHO FAILS TO SIGN AND FILE THE POLITICAL PRACTICES PLEDGE SHALL NOT APPEAR ON THE BALLOT.**

**Arkansas Secretary of State**

State Capitol, Room 026  
500 Woodlane Street  
Little Rock, Arkansas 72201-1094

**Political Practices Pledge**

For Office Use Only	
Filing # _____	P.O. Code _____

I, \_\_\_\_\_ a candidate for the Office of \_\_\_\_\_  
(Name of office)

District Number \_\_\_\_\_, Division Number \_\_\_\_\_, Sub District Number \_\_\_\_\_, Position Number \_\_\_\_\_  
(if any) (if any) (if any) (if any)

hereby state that I am familiar with the requirements of Arkansas Code Annotated §§ 7-1-103, 7-1-104, 7-3-108, 7-6-101, 7-6-102, 7-6-103, and 7-6-104 and that I will in good faith comply with the provisions of the same.

**SELECT ONE OPTION:**

\_\_\_\_ Candidate for Party Nomination \_\_\_\_\_  
(Name of Party)

\_\_\_\_ Nonpartisan Candidate      \_\_\_\_ Independent Candidate      \_\_\_\_ School Board Candidate

**CANDIDATES MUST COMPLETE ALL OF THE FOLLOWING SECTION:**

I hereby certify that I have never been convicted of a felony in the State of Arkansas, or in any other jurisdiction outside of Arkansas.\*\*

---

**Print your name as it is to appear on the ballot**  
*(See Below, Ark Code Ann § 7-7-305(c))*

---

<b>Residential Address</b>	<b>City, State &amp; Zip Code</b>
_____	_____
<b>Candidate Signature</b>	<b>Date Signed</b>
_____	_____
<b>Email Address</b>	
_____	

\*\*The sealing of any public trust crime or any similar offense under § 16-90-1401, et seq. or any sealing or expungement act in any jurisdiction shall not restore a privilege, eligibility, or qualification to file as a candidate for, run as a candidate for, or hold any elected office in the State of Arkansas. See Ark. Code Ann. § 21-8-301 et seq.

**§ 7-7-305 Printing of ballots - Form**

(c)(1)(A) A person who files for an elective office in this state may use not more than three (3) given names, one (1) of which may be a nickname or any other word used to identify the person to the voters, and may add as a prefix to his or her name the title or an abbreviation of an elective public office the person currently holds.

(B) A person may use as the prefix the title of a nonpartisan judicial office in an election for a nonpartisan judicial office only if:

- (i) The person is currently serving in a nonpartisan judicial office to which the person has been elected in the last election for the office; or
- (ii) The person:
  - (a) Is a candidate for the office of circuit judge or district judge;
  - (b) Is currently serving in the office of circuit judge or district judge as an appointee; and
  - (c) Has been serving in that position for at least twelve (12) months.

(C) A nickname shall not include a professional or honorary title.

(2) The person filing for office shall include his or her surname in addition to any given names permitted under subdivision (c)(1)(A) of this section.

(3) The names and titles as proposed to be used by each candidate on the political practice pledge or, if the political practice pledge is not filed by the filing deadline, then the names and titles that appear on the party certificate shall be reviewed no later than one (1) business day after the filing deadline by the Secretary of State for state and district offices and by the county board of election commissioners for county, township, school, and municipal offices.

(4)(A) The name of every candidate shall be printed on the ballot in the form as certified by either the Secretary of State or the county board of Election Commissioners.

- (B) However, the county board of election commissioners may substitute an abbreviated title if the ballot lacks space for the title requested by a candidate.
- (C) The county board of election commissioners shall immediately notify a candidate whose requested title is abbreviated by the county board of election commissioners.

(5) A candidate shall not be permitted to change the form in which his or her name will be printed on the ballot after the deadline for filing the political practices pledge.

Rev. 5-2023

# AFFIDAVIT OF ELIGIBILITY

## **Instructions**

*On the first line, **print** your name*

On the *second line*, state the name of the office sought. List the county, city, school district or other jurisdiction of the position sought, except for state offices.

### **Examples:**

- Council Member, City of Bigtown;
- Littletown School District Board of Directors;
- Red Wolf County Justice of the Peace;
- State Representative;
- Constable of Mudpuddle Township

*On the third line, if applicable, state the district, ward or zone of the position sought.*

### **Examples:**

- A Council Member candidate for Bigtown Ward 1 would state “Ward 1” on this line;
- A Littletown School board candidate for zone 1 (some, but not all, school districts elect their board members by zone) would state “Zone 1” on this line;
- A JP candidate for district 1 would state “District 1” on this line.

*On the fourth line state the position number, if applicable, or any other identifying information.*

### **Examples:**

- A candidate for Bigtown Council Member Ward 2, Position 1 would state “1”;
- A candidate for Littletown School District Board of Directors position 2 would state “2”;
- A candidate for Littletown School district at-large position 1 (if there is a combination of zone and multiple at-large seats) would state “1”;
- A candidate for State Representative District 52 would state “52”;
- If the position number is not known or cannot be determined the position can be identified by, for instance, naming the incumbent or providing other information.

*Before a notary public, sign your name in the space provided.*

*Write the address of your residence in the space provided.*

*Have the affidavit verified by the notary public, or other officer authorized to administer oaths, in front of whom the candidate signed her name.*

**Candidates for school board, independent candidates for municipal offices and independent candidates for state, United States House and Senate seats, county and township offices *must* file an affidavit of eligibility with each county clerk. Not required for nonpartisan judicial candidates. Notice must also be provided to each County Board of Election Commissioners.**

# AFFIDAVIT OF ELIGIBILITY

My name is (print): \_\_\_\_\_

I am aware of the requirements for holding office. I further attest that I am eligible to hold the following office, if elected to this office. I am also aware of the limitations on filling for multiple offices in the same election.

Position: \_\_\_\_\_

District/ Division/ Ward/ Zone (if applicable): \_\_\_\_\_

Position Number or other description (if applicable): \_\_\_\_\_

By my signature below, I swear or affirm that the above statements are true and complete.

\_\_\_\_\_  
**Signature of Candidate**

\_\_\_\_\_  
**Residential Address of Candidate (Street)**

\_\_\_\_\_  
**City, State, Zip Code**

## VERIFICATION

*State of Arkansas* )  
*County of* \_\_\_\_\_ )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public, duly authorized and acting, **personally appeared** \_\_\_\_\_ (name of Candidate), known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained. In witness whereof I hereunto set my hand and official seal on the date set forth above.

\_\_\_\_\_  
**Notary Public (or other authorized officer)**

[Notary Seal]

**My commission expires:** \_\_\_\_\_

# NOTICE OF CANDIDACY

## FOR INDEPENDENT CANDIDATES

Pursuant to A.C.A. § 7-7-103

I, \_\_\_\_\_, do hereby give notice of my  
intention to file as an independent candidate without party affiliation for the office of:

Position: \_\_\_\_\_

District/ Division/ Ward/ Zone (if applicable): \_\_\_\_\_

Position Number or other description (if applicable): \_\_\_\_\_

in the election to be held on \_\_\_\_\_.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date Filed

\_\_\_\_\_  
Printed Name of Candidate

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

An independent candidate shall state the same position including the position number, if any, on his or her petitions. Ark. Code Ann. § 7-7-103.

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# STATEMENT OF CANDIDACY

CANDIDATES FOR DIRECTOR OR MAYOR  
CITY ADMINISTRATOR FORM OF GOVERNMENT

Pursuant to A.C.A. §14-48-109(a)(3)

STATE OF ARKANSAS

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, being first duly sworn state that I  
reside at \_\_\_\_\_ Street, City of \_\_\_\_\_,  
County and State aforesaid; that I am a qualified elector of said city and the ward in which I reside;  
that I am a candidate for nomination to the office of \_\_\_\_\_, to be  
voted on at the general election to be held on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, and I hereby  
request that my name be placed upon the official general election ballot by nomination for such  
primary election for such office..

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Printed Name of Candidate

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# Independent Candidate Petition Affidavit

Ark. Code Ann. § 7-7-103(b)

Name of Candidate: \_\_\_\_\_

Position: \_\_\_\_\_

District/ Division/ Ward/ Zone (if applicable): \_\_\_\_\_

Position Number or other description (if applicable): \_\_\_\_\_

Candidate hereby swears (or affirms) to the following regarding Candidate's petitions:

**The signatures were not collected for a period over ninety (90) days prior to the date of this submission; and**

**The signatures were collected, and the petition was executed and submitted in compliance with the law, on the form prescribed by the Secretary of State; and**

**The beginning and ending dates for collection of the signatures on my petitions are those indicated below on this Affidavit:**

Petition signatures were collected between \_\_\_\_\_ and \_\_\_\_\_.  
(mm/dd/yyyy) (mm/dd/yyyy)

\_\_\_\_\_  
Independent Candidate Signature

## VERIFICATION

*State of Arkansas* )  
*County of* \_\_\_\_\_ )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public, duly authorized and acting, **personally appeared** \_\_\_\_\_ (name of Candidate), known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

In witness whereof I hereunto set my hand and official seal on the date set forth above.

\_\_\_\_\_  
**Notary Public (or other authorized officer)**

**My commission expires:** \_\_\_\_\_

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# (Sample Petition) Independent Candidate President and Vice President

<b>FOR OFFICE USE ONLY</b>
Valid of _____
By _____ Date _____

**TO: The Honorable John Thurston, Secretary of State  
State Capitol, Room 026  
Little Rock, Arkansas 72201-1094**

**We, the undersigned qualified electors, propose that \_\_\_\_\_ and**

(Name of Presidential Candidate)

\_\_\_\_\_ **be placed on the ballot as Independent Candidates for the Office**

(Name of Vice Presidential Candidate)

**of President and Vice President, respectively, in the General Election to be held on \_\_\_\_\_. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas, and my printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.**

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\*\*\*IT IS SUGGESTED THAT CANDIDATES USE LEGAL SIZE PAPER AND ENLARGE THE DATE OF BIRTH FIELD IF POSSIBLE.\*\*\*

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# Petition Independent Candidate Federal/State/District Office

<b>FOR OFFICE USE ONLY</b>
_____ Valid of _____
By _____ Date _____

TO: The Honorable John Thurston, Secretary of State  
State Capitol, Room 026  
Little Rock, Arkansas 72201-1094

We, the undersigned qualified electors propose that \_\_\_\_\_  
(Name)

be placed on the ballot as an Independent Candidate for the Office of \_\_\_\_\_, District (if applicable) \_\_\_\_\_, Position \_\_\_\_\_ in the General Election to be held on \_\_\_\_\_. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and the designated district to be represented, and my printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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*Pursuant to Act 340 of 2015, this petition page format, on legal size paper, is prescribed by the Secretary of State. Arkansas Code Annotated §7-7-103 (as amended).*

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**Petition  
Independent Candidate  
County/Township/Justice of the Peace**

<b>FOR OFFICE USE ONLY</b>
_____ Valid of _____
By _____ Date _____

TO: The Honorable County Clerk of \_\_\_\_\_ County

We, the undersigned qualified electors, propose that \_\_\_\_\_  
(Name/Title as proposed to appear on the ballot)

be placed on the ballot as an Independent Candidate for the Office of \_\_\_\_\_, District (if applicable) \_\_\_\_\_, Position \_\_\_\_\_ in the General Election to be held on \_\_\_\_\_. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and the designated county, township, or district to be represented, and my printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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**(Sample Petition)  
Prosecuting Attorney Candidate**

<b>FOR OFFICE USE ONLY</b>
_____ Valid of _____
By _____ Date _____

**TO: The Honorable John Thurston, Secretary of State  
State Capitol, Room 026  
Little Rock, Arkansas 72201-1094**

We, the undersigned qualified electors, propose that \_\_\_\_\_  
(Name)

be placed on the ballot as a Candidate for the Office of Prosecuting Attorney, District \_\_\_\_\_ in the Nonpartisan General Election to be held on \_\_\_\_\_ . Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas, and my printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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**\*\*\*THE SECRETARY OF STATE ASKS ALL CANDIDATES TO USE LEGAL SIZE PAPER AND TO ENLARGE THE DoB FIELD IF POSSIBLE\*\***

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**(Sample Petition)  
Judicial Candidate  
Justice of the Supreme Court**

<b>FOR OFFICE USE ONLY</b>
Valid of _____
By _____ Date _____

**TO: The Honorable John Thurston, Secretary of State  
State Capitol, Room 026  
Little Rock, Arkansas 72201-1094**

We, the undersigned qualified electors, propose that \_\_\_\_\_  
(Name)

be placed on the ballot as a Candidate for the Office of Supreme Court Justice, Position \_\_\_\_\_ in the Nonpartisan General Election to be held on \_\_\_\_\_. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas, and my printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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**(Sample Petition)  
Judicial Candidate  
Court of Appeals**

<b>FOR OFFICE USE ONLY</b>	
_____ Valid of _____	
By _____	Date _____

**TO: The Honorable John Thurston, Secretary of State  
State Capitol, Room 026  
Little Rock, Arkansas 72201-1094**

We, the undersigned qualified electors, propose that \_\_\_\_\_  
(Name)

be placed on the ballot as a Candidate for the Office of Court of Appeals Judge, District \_\_\_\_\_, Position \_\_\_\_\_ in the Nonpartisan General Election to be held on \_\_\_\_\_. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and the designated district to be represented, and my printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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**(Sample Petition)  
Judicial Candidate  
Circuit Court Judge**

<b>FOR OFFICE USE ONLY</b>
_____ Valid of _____
By _____ Date _____

**TO: The Honorable John Thurston, Secretary of State  
State Capitol, Room 026  
Little Rock, Arkansas 72201-1094**

We, the undersigned qualified electors propose that \_\_\_\_\_  
(Name)

be placed on the ballot as a Candidate for the Office of Circuit Court Judge, Judicial District \_\_\_\_\_, Division \_\_\_\_\_, Subdistrict \_\_\_\_\_  
(if applicable) in the Nonpartisan General Election to be held on \_\_\_\_\_. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and the designated district and/or subdistrict to be represented, and my printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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**(Sample Petition)  
Judicial Candidate  
District Court**

<b>FOR OFFICE USE ONLY</b>	
_____ Valid of _____	
By _____	Date _____

**TO: The Honorable John Thurston, Secretary of State  
State Capitol, Room 026  
Little Rock, Arkansas 72201-1094**

We, the undersigned qualified electors propose that \_\_\_\_\_  
(Name)

be placed on the ballot as a Candidate for the Office of District Court Judge, District \_\_\_\_\_, Department \_\_\_\_\_ (if applicable), Position \_\_\_\_\_, (if applicable) in the Nonpartisan General Election to be held on \_\_\_\_\_. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and the designated district to be represented, and my printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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<b>FOR OFFICE USE ONLY</b>
_____ Valid of _____
By _____ Date _____

**(Sample Petition of Nomination)**  
**Mayor – Council Form of Government**  
**Municipal Candidates for Incorporated Towns (all positions),**  
**Cities of the 1<sup>st</sup> Class (except council member) and Cities of the 2<sup>nd</sup> Class (except council member)**

TO: The Honorable County Clerk of \_\_\_\_\_ County

We, the undersigned qualified electors of the city (town) of \_\_\_\_\_, Arkansas, being in number not less than ten (10) for incorporated towns and cities of the 2<sup>nd</sup> class, and not less than thirty (30) for cities of the 1<sup>st</sup> class, do hereby petition that the name of \_\_\_\_\_ be placed on the ballot for the office of \_\_\_\_\_, Position \_\_\_\_\_ (If running as a candidate for council member in an incorporated town), at the next election of municipal officials in 20\_\_\_\_\_. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and the designated city to be represented. My printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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**(Sample Petition of Nomination)  
 Mayor – Council Form of Government  
 Council Member Candidates Elected by Ward in  
 Cities of the 1<sup>st</sup> Class and Cities of the 2<sup>nd</sup> Class**

<b>FOR OFFICE USE ONLY</b>
_____ Valid of _____
By _____ Date _____

TO: The Honorable County Clerk of \_\_\_\_\_ County

We, the undersigned qualified electors of Ward \_\_\_\_\_ of the city of \_\_\_\_\_, Arkansas, being in number not less than ten (10) for cities of the 2<sup>nd</sup> class, and not less than thirty (30) for cities of the 1<sup>st</sup> class, do hereby petition that the name of \_\_\_\_\_ be placed on the ballot for the office of Council Member, Ward \_\_\_\_\_, Position \_\_\_\_\_, at the next election of municipal officials in 20\_\_\_\_\_. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and the designated ward to be represented and my printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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**(Sample Petition of Nomination)  
 Mayor – Council Form of Government  
 Council Member Candidates Elected At Large in  
 Cities of the 1<sup>st</sup> Class and Cities of the 2<sup>nd</sup> Class**

<b>FOR OFFICE USE ONLY</b>
_____ Valid of _____
By _____ Date _____

**TO:** The Honorable County Clerk of \_\_\_\_\_ County

We, the undersigned qualified electors of the city of \_\_\_\_\_, Arkansas, being in number not less than ten (10) for cities of the 2<sup>nd</sup> class, and not less than thirty (30) for cities of the 1<sup>st</sup> class, do hereby petition that the name of \_\_\_\_\_ be placed on the ballot for the office of Council Member, Ward \_\_\_\_\_, Position \_\_\_\_\_, at the next election of municipal officials in 20\_\_\_\_. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and the designated city to be represented. My printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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**(Sample Petition of Nomination)  
City Administrator Form of Government  
Candidates for Director**

<b>FOR OFFICE USE ONLY</b>
_____ Valid of _____
By _____ Date _____

TO: The Honorable City Clerk of \_\_\_\_\_

The undersigned, duly qualified electors of the City of \_\_\_\_\_, Arkansas, each signer herein petitions that the name \_\_\_\_\_ be placed on the ballot as a candidate for election to Position No. \_\_\_ on the Board of Directors of said City of \_\_\_\_\_ at the next general election for the office of director or mayor to be held in such City on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_. We further state that we know said person to be a qualified elector of said City and a person of good moral character and qualified in our judgment for the duties of such office. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and the designated city to be represented. My printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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**(Sample Petition of Nomination)  
City Administrator Form of Government  
Candidates for Mayor**

<b>FOR OFFICE USE ONLY</b> _____ Valid of _____ By _____ Date _____
---

TO: The Honorable City Clerk of \_\_\_\_\_

The undersigned, duly qualified electors of the City of \_\_\_\_\_, Arkansas, each signer herein petition that the name \_\_\_\_\_ be placed on the ballot as a candidate for election to the Position of Mayor of said City of \_\_\_\_\_ at the next general election for the office of director or mayor to be held in such City on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_. We further state that we know said person to be a qualified elector of said City and a person of good moral character and qualified in our judgment for the duties of such office. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and the designated city to be represented. My printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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**(Sample Petition of Nomination)  
City Manager Form of Government  
Candidates for Director**

<b>FOR OFFICE USE ONLY</b>	
_____ Valid of _____	
By _____	Date _____

TO: The Honorable City Clerk of \_\_\_\_\_  
 The undersigned, duly qualified electors of the City of \_\_\_\_\_, Arkansas, each signer herein petition that the name \_\_\_\_\_ be placed on the ballot as a candidate for election to Position No. \_\_\_ on the Board of Directors of said City of \_\_\_\_\_ at the next general election for the office of director or mayor to be held in such City on the \_\_\_ day of \_\_\_\_\_, 20\_\_ We further state that we know said person to be a qualified elector of said City and a person of good moral character and qualified in our judgment for the duties of such office. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and the designated city to be represented. My printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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**(Sample Petition of Nomination)  
City Manager Form of Government  
Candidates for Mayor**

<b>FOR OFFICE USE ONLY</b>	
_____ Valid of _____	
By _____	Date _____

TO: The Honorable City Clerk of \_\_\_\_\_  
 The undersigned, duly qualified electors of the City of \_\_\_\_\_, Arkansas, each signer herein petition that the name \_\_\_\_\_ be placed on the ballot as a candidate for election to the Position of Mayor of said City of \_\_\_\_\_ at the next general election for the office of director or mayor to be held in such City on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ We further state that we know said person to be a qualified elector of said City and a person of good moral character and qualified in our judgment for the duties of such office. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and the designated city to be represented. My printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.

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**(Sample Petition)  
School Board Candidate by Zone**

<b>FOR OFFICE USE ONLY</b>	
_____ Valid of _____	
By _____	Date _____

**TO: The Honorable County Clerk of \_\_\_\_\_ County**

**We, the undersigned qualified electors, propose that \_\_\_\_\_**  
(Name/Title as proposed to appear on the ballot)

**whose address is \_\_\_\_\_, Arkansas, be placed on the ballot as a Candidate for the Board of Directors of School District \_\_\_\_\_, Position \_\_\_\_\_, Zone \_\_\_\_\_ in the School Board Election to be held on \_\_\_\_\_. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and a resident of the school district and electoral zone to be represented, and my printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.**

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**(Sample Petition)  
School Board Candidate At Large**

<b>FOR OFFICE USE ONLY</b>
_____ Valid of _____
By _____ Date _____

**TO: The Honorable County Clerk of \_\_\_\_\_ County**

**We, the undersigned qualified electors, propose that \_\_\_\_\_**  
(Name/Title as proposed to appear on the ballot)

**whose address is \_\_\_\_\_ be placed on the ballot as a Candidate for the Board of Directors of School District \_\_\_\_\_, Position \_\_\_\_\_ in the School Board Election to be held on \_\_\_\_\_. Each of us for himself or herself says: I have personally signed this petition; I am a registered voter of the State of Arkansas and a resident of the school district to be represented, and my printed name, date of birth, residence, city or town of residence, and date of signing are correctly written after my signature.**

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# ARKANSAS ETHICS COMMISSION

Scott Irby  
Chairman  
Wendy Johnson  
Vice Chairman  
John Pitts  
Miguel Lopez  
Jason Tolbert  
Commissioners

501 Woodlane Street, Suite 301N  
Post Office Box 1917  
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## 2024 REPORTING CALENDAR FOR CANDIDATES FOR STATE OR DISTRICT OFFICE

**A candidate is not required to file any quarterly, monthly or preelection reports until the candidate has either received contributions or made expenditures in excess of five hundred dollars (\$500). Final reports are required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).**

July 17, 2023	Quarterly report for 2 <sup>nd</sup> quarter of 2023 due. Covers period April 1, 2023 – June 30, 2023.*
October 16, 2023	Quarterly report for 3 <sup>rd</sup> quarter of 2023 due. Covers period July 1, 2023– September 30, 2023.*
November 20, 2023	Statement of Financial Interest for calendar year 2022 due from non-incumbent candidates. (NOTE: Pursuant to Ark. Code Ann. § 21-8-701, a non-incumbent candidate is required to file a Statement of Financial Interest for 2022 no later than the first Monday following the close of the period to file as a candidate. This date varies depending upon the particular method used by the candidate to get his or her name placed on the ballot.)
November 20, 2023	October monthly report due. Covers period October 1-31.*
December 20, 2023	November monthly report due. Covers period November 1-30.*
January 22, 2024	December monthly report due. Covers period December 1-31.*
January 31, 2024	Statement of Financial Interest for calendar year 2023 due from all incumbent officeholders and non-incumbent candidates.
February 20, 2024	January monthly report due. Covers period January 1-31.*
February 27, 2024	If opposed in primary, preelection report due for primary election. Covers period Feb. 1-24.*
<b>March 5, 2024</b>	<b>Primary Election</b>
March 20, 2024	If unopposed in primary or did not participate in primary, February monthly report due. Covers period February 1-29.*
<b>April 2, 2024</b>	<b>† Primary Election Runoff</b>

\* If this is candidate's first report, it covers all campaign activity which has occurred through the closing date of the reporting period.

IF YOU ARE INVOLVED IN A PRIMARY ELECTION RUNOFF, TWO ADDITIONAL REPORTS ARE DUE.	
March 26, 2024	Preelection report due for primary election runoff. Covers period March 6-23.
May 31, 2024	Final report due for primary election runoff. Covers period March 24-April 2 or, if candidate lost election, March 24 through the date the report is filed.

April 22, 2024	If candidate did not participate in primary, March monthly report due. Covers period March 1-31.*
April 30, 2024	Final report due for primary election. If candidate was unopposed in primary election, report covers March 1-5.* If candidate was opposed in primary election, report covers February 25-March 5 or, if candidate lost election, February 25 through the date the report is filed.*
May 20, 2024	April monthly report due. If candidate did not participate in primary, April monthly report covers period April 1-30.* If candidate participated in primary, but was not involved in a primary election runoff, April monthly covers period March 6-April 30. ** If candidate was involved in a primary election runoff, April monthly report covers April 3-30. **
June 20, 2024	May monthly report due. Covers period May 1-31.*
July 22, 2024	June monthly report due. Covers period June 1-30.*
August 20, 2024	July monthly report due. Covers period July 1-31.*
September 20, 2024	August monthly report due. Covers period August 1-31.*
October 21, 2024	September monthly report due. Covers period September 1-30.*
October 29, 2024	If opposed in general election, preelection report is due. Covers period October 1-26.*
<b>November 5, 2024</b>	<b>General Election</b>
November 20, 2024	If unopposed in general election, October monthly report due. Covers period October 1-31.*
<b>December 3, 2024</b>	<b>†† Special Runoff Election pursuant to Ark. Code Ann. § 7-5-704 (i.e., general election runoff)</b>

IF YOU ARE INVOLVED IN A SPECIAL RUNOFF ELECTION, TWO ADDITIONAL REPORTS ARE DUE.	
November 26, 2024	Preelection report due for special runoff election. Covers period November 6-23.
January 31, 2025	Final report due for special runoff election. Covers period November 24 through the date the report is filed.

December 31, 2024	Final report due for general election. If candidate was unopposed in the general election, final report for general election covers November 1 through the date the report is filed.** If candidate was opposed in the general election and was not involved in a special runoff election, final report for general election covers October 27 through the date the report is filed.** If candidate was involved in a special runoff election, final report for general election covers October 27- November 5.**
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\* If this is candidate's first report, it covers all campaign activity which has occurred through the closing date of the reporting period.

\*\* If this is candidate's first report since final report for primary election, it covers all campaign activity which has occurred March 6 through the closing date of the reporting period.

**Please note:**

- 1. Reports must be filed with the Secretary of State.**
- 2. Pursuant to Ark. Code Ann. § 7-6-203(i), the campaign contribution limit in effect for the 2024 election cycle will be three thousand three hundred dollars (\$3,300) per election. This amount became effective February 2, 2023.**
- 3. In calculating the amount of contributions received or expenditures made for purposes of determining whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500), the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred-dollar (\$500) threshold has been met, a candidate who has used his or her personal funds to pay the filing fee is required to report same. Such a candidate would report the funds used to pay the filing fee as either a loan or a contribution to the campaign from the candidate and also as a campaign expenditure.**
- 4. All candidates are required to file a final report for an election regardless of whether or not they were opposed in the election.**
- 5. Pursuant to Ark. Code Ann. § 7-6-232, if a candidate for state or district office has failed to file a required report, the Commission shall notify the candidate in writing that the report is delinquent and request that the report be filed within thirty (30) days of the report's original due date. The third and subsequent time during an election cycle that a candidate is sent written notice of a delinquent report and fails to file the report within thirty (30) days of the report's original due date, the Commission shall bring a complaint against the candidate and, if a violation is found, impose a fine of one thousand dollars (\$1,000) unless good cause be shown for the violation. In addition to imposing a fine, the Commission shall also be authorized to take one (1) or more of the following actions: (A) Issue a public letter of caution, warning, or reprimand; (B) Order the candidate to file one or more reports; or (C) Report the matter and make recommendations to proper law enforcement authorities.**

# ARKANSAS ETHICS COMMISSION

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## 2024 REPORTING CALENDAR CANDIDATES FOR THE NONPARTISAN OFFICES OF JUSTICE OF THE SUPREME COURT, JUDGE OF THE COURT OF APPEALS, CIRCUIT JUDGE, DISTRICT JUDGE, AND PROSECUTING ATTORNEY

**A candidate is not required to file any quarterly, monthly or preelection reports until the candidate has either received contributions or made expenditures in excess of five hundred dollars (\$500). Final reports are required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).**

July 17, 2023	Quarterly report for 2 <sup>nd</sup> quarter of 2023 due. Covers period April 1, 2023-June 30, 2023.* (NOTE: Pursuant to Rule 4.4(B)(2) of the Arkansas Code of Judicial Conduct, the earliest date the campaign committee of a candidate for Supreme Court, Court of Appeals, Circuit Court, or District Court may solicit or accept contributions is September 7, 2023.)
September 25, 2023	Statement of Financial Interest for calendar year 2022 due from non-incumbent candidates whose names have been placed on the ballot pursuant to the petition provisions of Ark. Code Ann. § 7-10-103(c).
October 16, 2023	Quarterly report for 3 <sup>rd</sup> quarter of 2023 due from all candidates. Covers period July 1 – September 30, 2023.*
November 20, 2023	Statement of Financial Interest for calendar year 2022 due from non-incumbent candidates whose names have been placed on the ballot pursuant to the filing fee provisions of Ark. Code Ann. § 7-10-103(b).
November 20, 2023	October monthly report due. Covers period October 1-31.*
December 20, 2023	November monthly report due. Covers period November 1-30.*
January 22, 2024	December monthly report due. Covers period December 1-31.*
January 31, 2024	Statement of Financial Interest for calendar year 2023 due from all incumbent officeholders and non-incumbent candidates.
February 20, 2024	January monthly report due from all candidates. Covers period January 1-31.*
February 27, 2024	If opposed in general election, preelection report due for general election. Covers period Feb. 1-24.*

\* If this is candidate's first report, it covers all campaign activity which has occurred through the closing date of the reporting period.

**March 5, 2024                    General Election**

March 20, 2024                If unopposed in general election, February monthly report due. Covers period February 1-29.\*

April 30, 2024                Final report due from all candidates for general election.

If the candidate was opposed and filed a preelection report for the general election and the candidate is not involved in a general election runoff, final report for general election covers period February 25 through the date the report is filed.\*

If the candidate was opposed and filed a preelection report for the general election and the candidate is involved in a general election runoff, final report for the general election covers period February 25-March 5.\*

If the candidate was opposed and did not file a preelection report for the general election and the candidate is not involved in a general election runoff, final report for general election covers all campaign activity which has not been disclosed on reports previously required to be filed through the date the report is filed.\*

If the candidate was opposed and did not file a preelection report for the general election and the candidate is involved in a general election runoff, final report for general election covers all campaign activity through March 5.\*

If the candidate was unopposed and filed a February monthly report, final report for general election covers period March 1 through the date the report is filed.\*

If the candidate was unopposed and did not file a February monthly report (i.e., this is candidate's first report), final report for general election covers all campaign activity through the date the report is filed.\*

\* If this is candidate's first report, it covers all campaign activity which has occurred through the closing date of the reporting period.

**FOR CANDIDATES INVOLVED IN A GENERAL ELECTION RUNOFF, THE FOLLOWING REPORTS ARE ALSO DUE**

May 20, 2024	April monthly report due. Covers period March 6-April 30.
June 20, 2024	May monthly report due. Covers period May 1-31.
July 22, 2024	June monthly report due. Covers period June 1-30.
August 20, 2024	July monthly report due. Covers period July 1-31.
September 20, 2024	August monthly report due. Covers period August 1-31.
October 21, 2024	September monthly report due. Covers period September 1-30.
October 29, 2024	Preelection report due for general election runoff. Covers period October 1-26.
<b>November 5, 2024</b>	<b>General Election Runoff</b>
December 31, 2024	Final report due for general election runoff. Report covers period October 27 through the date the report is filed.

**Please note:**

1. **Reports must be filed with the Secretary of State.**
2. **Pursuant to Ark. Code Ann. § 7-6-203(i), the campaign contribution limit in effect for the 2024 election cycle will be three thousand three hundred dollars (\$3,300) per election. This amount became effective February 2, 2023.**
3. **In calculating the amount of contributions received or expenditures made for purposes of determining whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500), the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred-dollar (\$500) threshold has been met, a candidate who has used his or her personal funds to pay the filing fee is required to report same. Such a candidate would report the funds used to pay the filing fee as either a loan or a contribution to the campaign from the candidate and also as a campaign expenditure.**
4. **All candidates are required to file a final report for an election regardless of whether or not they were opposed in the election.**
5. **Pursuant to Ark. Code Ann. § 7-6-232, if a candidate for state or district office has failed to file a required report, the Commission shall notify the candidate in writing that the report is delinquent and request that the report be filed within thirty (30) days of the report's original due date. The third and subsequent time during an election cycle that a candidate is sent written notice of a delinquent report and fails to file the report within thirty (30) days of the report's original due date, the Commission shall bring a complaint against the candidate and, if a violation is found, impose a fine of one thousand dollars (\$1,000) unless good cause be shown for the violation. In addition to imposing a fine, the Commission shall also be authorized to take one (1) or more of the following actions: (A) Issue a public letter of caution, warning, or reprimand; (B) Order the candidate to file one or more reports; or (C) Report the matter and make recommendations to proper law enforcement authorities.**

\* If this is candidate's first report, it covers all campaign activity which has occurred through the closing date of the reporting period.

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## 2024 REPORTING CALENDAR COUNTY CANDIDATES

November 20, 2023	Statement of Financial Interest for calendar year 2022 due from non-incumbent candidates.  (NOTE: Pursuant to Ark. Code Ann. § 21-8-701, a non-incumbent candidate is required to file a Statement of Financial Interest for 2022 no later than the first Monday following the close of the period to file as a candidate. This date varies depending upon the particular method used by the candidate to get his or her name placed on the ballot.)
January 16, 2024	Annual report due.* For each year in which a candidate is not listed on a ballot for election, the candidate must file an annual report if the candidate has remaining campaign funds from a previous election and/or has received contribution or made expenditures in excess of five hundred dollars (\$500) for an upcoming election. This report covers all campaign activity January 1, 2023 through December 31, 2023.
January 31, 2024	Statement of Financial Interest for calendar year 2023 due from all incumbent officeholders and non-incumbent candidates.
February 27, 2024	If opposed in primary election, preelection report** due for primary election. If candidate filed annual report, this report covers January 1-February 24. If candidate did not file an annual report, this report covers all campaign activity through February 24.
March 5, 2024	<b>Primary Election</b>
April 2, 2024	<b>† Primary Election Runoff</b>

\* Effective July 27, 2021, the campaign finance laws were amended by Act 737 of 2021 to require a candidate with remaining campaign funds to file an annual C&E report for each year in which a candidate is not listed on a ballot for election. The annual report is required to be filed no later than 15 days after the end of the year. A candidate is not required to file an annual report if he or she did not have remaining campaign funds from a previous election and has not received contributions or made expenditures in excess of five hundred dollars (\$500).

\*\* A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made for purposes of this exception, the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred-dollar (\$500) threshold has been met, however, a candidate who has used his or her personal funds to pay the filing fee is required to report same.

\*\*\* A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

<b>IF YOU ARE INVOLVED IN A PRIMARY ELECTION RUNOFF, TWO ADDITIONAL REPORTS ARE DUE.</b>	
March 26, 2024	Preelection report due for primary election runoff. Covers period March 6-23.
May 30, 2024	Final report due for primary election runoff. Covers period March 24-April 2 or, if candidate lost election, March 24 through the date the report is filed.

April 30, 2024      Final report\*\*\* due for primary election.

If preelection report filed, final report for primary election covers all campaign activity from February 25-March 5 or, if candidate lost election, February 25 through the date the report is filed.

If no preelection report filed, final report for primary election covers all campaign activity through March 5 or, if candidate lost election, all campaign activity through the date the report is filed.

October 29, 2024      If opposed in general election, preelection report\*\* due for general election.

If candidate has not previously filed any reports during the 2024 election cycle, this report covers all campaign activity through October 26.

If candidate filed a final report for the primary election and was not involved in a primary election runoff, preelection report for general election covers all campaign activity from March 6 through October 26.

If candidate was involved in a primary election runoff, preelection report for general election covers all campaign activity from April 3 through October 26.

**November 5, 2024      General Election**

**December 3, 2024      †† Special Runoff Election pursuant to Ark. Code Ann. § 7-5-106 (i.e., general election runoff)**

<b>†† IF YOU ARE INVOLVED IN A SPECIAL RUNOFF ELECTION, TWO ADDITIONAL REPORTS ARE DUE.</b>	
November 26, 2024	Preelection report due for special runoff election. Covers period November 6-23.
January 30, 2025	Final report due for special runoff election. Covers period November 24 through the date the report is filed.

\* Effective July 27, 2021, the campaign finance laws were amended by Act 737 of 2021 to require a candidate with remaining campaign funds to file an annual C&E report for each year in which a candidate is not listed on a ballot for election. The annual report is required to be filed no later than 15 days after the end of the year. A candidate is not required to file an annual report if he or she did not have remaining campaign funds from a previous election and has not received contributions or made expenditures in excess of five hundred dollars (\$500).

\*\* A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made for purposes of this exception, the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred-dollar (\$500) threshold has been met, however, a candidate who has used his or her personal funds to pay the filing fee is required to report same.

\*\*\* A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

December 30, 2024      Final report\*\*\* due for general election.

If candidate has not previously filed any reports during the 2024 election cycle, the final report for the general election covers all campaign activity through the date the report is filed.

If candidate was unopposed and filed an annual report for 2023, the final report covers all campaign activity from January 1 through the date the report is filed.

If candidate filed a preelection report for the general election and was not involved in a special runoff election, the final report for the general election covers all campaign activity from October 27 through the date the report is filed.

If candidate filed a preelection report for the general election and was involved in a special runoff election, the final report for the general election covers all campaign activity from October 27 through November 5.

If candidate was not involved in a primary election runoff and did not file a preelection report for the general election, the final report for the general election covers March 6 through the date the report is filed.

If candidate was involved in a primary election runoff and did not file a preelection report for the general election, the final report for the general election covers April 3 through the date the report is filed.

\* Effective July 27, 2021, the campaign finance laws were amended by Act 737 of 2021 to require a candidate with remaining campaign funds to file an annual C&E report for each year in which a candidate is not listed on a ballot for election. The annual report is required to be filed no later than 15 days after the end of the year. A candidate is not required to file an annual report if he or she did not have remaining campaign funds from a previous election and has not received contributions or made expenditures in excess of five hundred dollars (\$500).

\*\* A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made for purposes of this exception, the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred-dollar (\$500) threshold has been met, however, a candidate who has used his or her personal funds to pay the filing fee is required to report same.

\*\*\* A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

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## 2024 REPORTING CALENDAR MUNICIPAL CANDIDATES PARTICIPATING IN MARCH 5, 2024 PRIMARY ELECTION

November 20, 2023	Statement of Financial Interest for calendar year 2022 due from non-incumbent candidates.
January 16, 2024	Annual report due.* For each year in which a candidate is not listed on a ballot for election, the candidate must file an annual report if the candidate has remaining campaign funds from a previous election and/or has received contribution or made expenditures in excess of five hundred dollars (\$500) for an upcoming election. This report covers all campaign activity January 1, 2023 through December 31, 2023.
January 31, 2024	Statement of Financial Interest for calendar year 2023 due from all incumbent officeholders and non-incumbent candidates.
February 27, 2024	If opposed in primary election, preelection report** due for primary election. If candidate filed annual report, this report covers January 1-February 24. If candidate was not required to file an annual report, this report covers all campaign activity through February 24.
<b>March 5, 2024</b>	<b>Primary Election</b>
<b>April 2, 2024</b>	<b>† Primary Election Runoff</b>

† IF YOU ARE INVOLVED IN A **PRIMARY ELECTION RUNOFF**, TWO ADDITIONAL REPORTS ARE DUE.

March 26, 2024	Preelection report** due for primary election runoff. This report covers all campaign activity from March 6-23.
May 30, 2024	Final report*** due for primary election runoff. This report covers all campaign activity from March 24-April 2 or, if candidate lost election, March 24 through the date the report is filed.

\* Effective July 27, 2021, the campaign finance laws were amended by Act 737 of 2021 to require a candidate with remaining campaign funds to file an annual C&E report for each year in which a candidate is not listed on a ballot for election. The annual report is required to be filed no later than 15 days after the end of the year. A candidate is not required to file an annual report if he or she did not have remaining campaign funds from a previous election and has not received contributions or made expenditures in excess of five hundred dollars (\$500).

\*\* A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made for purposes of this exception, the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred-dollar (\$500) threshold has been met, however, a candidate who has used his or her personal funds to pay the filing fee is required to report same.

\*\*\* A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

**2024 Reporting Calendar – Municipal Candidates (Participating in March 1, 2024 Primary Election)**

Page 2

April 30, 2024 Final report\*\*\* due for primary election.  
If preelection report filed, final report for primary election covers all campaign activity from February 25-March 5 or, if candidate lost election, February 25 through the date the report is filed.  
If no preelection report filed, final report for primary election covers all campaign activity through March 5 or, if candidate lost election, all campaign activity through the date the report is filed.

August 12, 2024 Statement of Financial Interest for calendar year 2023 due from independent non-incumbent candidates under Ark. Code Ann. § 14-42-206(b).

October 29, 2024 If opposed in general election, preelection report\*\* due for general election.  
If candidate has not previously filed any reports during the 2024 election cycle, this report covers all campaign activity through October 26.  
If candidate filed a final report for the primary election and was not involved in a primary election runoff, preelection report for general election covers all campaign activity from March 6 through October 26.  
If candidate was involved in a primary election runoff, preelection report for general election covers all campaign activity from April 3 through October 26.

**November 5, 2024 General Election**

**December 3, 2024 †† Special Runoff Election pursuant to Ark. Code Ann. § 7-5-106 (i.e., general election runoff)**

†† IF YOU ARE INVOLVED IN A SPECIAL RUNOFF ELECTION, TWO ADDITIONAL REPORTS ARE DUE.	
November 26, 2024	Preelection report** due for special runoff election. This report covers all campaign activity from November 6-23.
January 30, 2025	Final report*** due for special runoff election. This report covers all campaign activity from November 24 through the date the report is filed.

December 30, 2024 Final report\*\*\* due for general election.  
If candidate has not previously filed any reports during the 2024 election cycle, the final report for the general election covers all campaign activity through the date the report is filed.

\* Effective July 27, 2021, the campaign finance laws were amended by Act 737 of 2021 to require a candidate with remaining campaign funds to file an annual C&E report for each year in which a candidate is not listed on a ballot for election. The annual report is required to be filed no later than 15 days after the end of the year. A candidate is not required to file an annual report if he or she did not have remaining campaign funds from a previous election and has not received contributions or made expenditures in excess of five hundred dollars (\$500).

\*\* A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made for purposes of this exception, the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred-dollar (\$500) threshold has been met, however, a candidate who has used his or her personal funds to pay the filing fee is required to report same.

\*\*\* A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

If candidate filed a preelection report for the general election and was not involved in a special runoff election, the final report for the general election covers all campaign activity from October 27 through the date the report is filed.

If candidate filed a preelection report for the general election and was involved in a special runoff election, the final report for the general election covers all campaign activity from October 27 through November 5.

If candidate was not involved in a primary election runoff and did not file a preelection report for the general election, the final report for the general election covers March 6 through the date the report is filed.

If candidate was involved in a primary election runoff and did not file a preelection report for the general election, the final report for the general election covers April 3 through the date the report is filed.

\* Effective July 27, 2021, the campaign finance laws were amended by Act 737 of 2021 to require a candidate with remaining campaign funds to file an annual C&E report for each year in which a candidate is not listed on a ballot for election. The annual report is required to be filed no later than 15 days after the end of the year. A candidate is not required to file an annual report if he or she did not have remaining campaign funds from a previous election and has not received contributions or made expenditures in excess of five hundred dollars (\$500).

\*\* A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made for purposes of this exception, the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred-dollar (\$500) threshold has been met, however, a candidate who has used his or her personal funds to pay the filing fee is required to report same.

\*\*\* A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

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## 2024 REPORTING CALENDAR CANDIDATES FOR NONPARTISAN MUNICIPAL OFFICE IN A CITY OR TOWN WITH MAYOR/COUNCIL FORM OF GOVERNMENT

November 20, 2023	Statement of Financial Interest for calendar year 2022 due from all non-incumbent candidates.
January 16, 2024	Annual report due.* For each year in which a candidate is not listed on a ballot for election, the candidate must file an annual report if the candidate has remaining campaign funds from a previous election and/or has received contribution or made expenditures in excess of five hundred dollars (\$500) for an upcoming election. This report covers all campaign activity January 1, 2023 through December 31, 2023.
January 31, 2024	Statement of Financial Interest for calendar year 2023 due from all incumbent officeholders and non-incumbent candidates.
October 29, 2024	If opposed in general election, preelection report** due for general election. If candidate filed annual report, this report covers January 1-October 26. If candidate was not required to file an annual report, this report covers all campaign activity through October 26.
November 5, 2024	<b>General Election</b>
December 3, 2024	†† <b>Special Runoff Election pursuant to Ark. Code Ann. § 7-5-106 (i.e., general election runoff)</b>

†† IF YOU ARE INVOLVED IN A SPECIAL RUNOFF ELECTION, TWO ADDITIONAL REPORTS ARE DUE.

November 26, 2024	Preelection report** due for special runoff election. This report covers all campaign activity from November 6-23.
January 30, 2025	Final report*** due for special runoff election. This report covers all campaign activity from November 24 through the date the report is filed.

\* Effective July 27, 2021, the campaign finance laws were amended by Act 737 of 2021 to require a candidate with remaining campaign funds to file an annual C&E report for each year in which a candidate is not listed on a ballot for election. The annual report is required to be filed no later than 15 days after the end of the year. A candidate is not required to file an annual report if he or she did not have remaining campaign funds from a previous election and has not received contributions or made expenditures in excess of five hundred dollars (\$500).

\*\* A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made for purposes of this exception, the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred-dollar (\$500) threshold has been met, however, a candidate who has used his or her personal funds to pay the filing fee is required to report same.

\*\*\* A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

December 30, 2024

Final report\*\*\* due for general election.

If candidate has not previously filed any reports during the 2024 election cycle, the final report for the general election covers all campaign activity through the date the report is filed.

If candidate filed a preelection report for the general election and was not involved in a special runoff election, the final report for the general election covers all campaign activity from October 27 through the date the report is filed.

If candidate filed a preelection report for the general election and was involved in a special runoff election, the final report for the general election covers all campaign activity from October 27 through November 5.

\* Effective July 27, 2021, the campaign finance laws were amended by Act 737 of 2021 to require a candidate with remaining campaign funds to file an annual C&E report for each year in which a candidate is not listed on a ballot for election. The annual report is required to be filed no later than 15 days after the end of the year. A candidate is not required to file an annual report if he or she did not have remaining campaign funds from a previous election and has not received contributions or made expenditures in excess of five hundred dollars (\$500).

\*\* A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made for purposes of this exception, the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred-dollar (\$500) threshold has been met, however, a candidate who has used his or her personal funds to pay the filing fee is required to report same.

\*\*\* A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

# ARKANSAS ETHICS COMMISSION

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## 2024 REPORTING CALENDAR CANDIDATES FOR MUNICIPAL OFFICE IN A CITY OR TOWN WITH CITY ADMINISTRATOR FORM OF GOVERNMENT

January 16, 2024	Annual report due.* For each year in which a candidate is not listed on a ballot for election, the candidate must file an annual report if the candidate has remaining campaign funds from a previous election and/or has received contribution or made expenditures in excess of five hundred dollars (\$500) for an upcoming election. This report covers all campaign activity January 1, 2023 through December 31, 2023.
January 31, 2024	Statement of Financial Interest for calendar year 2023 due from all incumbent officeholders.
August 12, 2024	Statement of Financial Interest for calendar year 2023 due from all non-incumbent independent candidates for municipal office under Ark. Code Ann. § 14-48-109(a)(4).
October 29, 2024	If opposed in general election, preelection report* due for general election.  If candidate has not previously filed any reports during the 2024 election cycle, this report covers all campaign activity through October 26.  If candidate did not file an annual report for 2023 and has not previously filed any reports during the 2024 election cycle, this report covers all campaign activity through October 26.
<b>November 5, 2024</b>	<b>General Election</b>

\* Effective July 27, 2021, the campaign finance laws were amended by Act 737 of 2021 to require a candidate with remaining campaign funds to file an annual C&E report for each year in which a candidate is not listed on a ballot for election. The annual report is required to be filed no later than 15 days after the end of the year. A candidate is not required to file an annual report if he or she did not have remaining campaign funds from a previous election and has not received contributions or made expenditures in excess of five hundred dollars (\$500).

\*\* A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made for purposes of this exception, the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred-dollar (\$500) threshold has been met, however, a candidate who has used his or her personal funds to pay the filing fee is required to report same.

\*\*\* A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

05/23

December 30, 2024 Final report\*\* due for general election.

If candidate filed an annual report for 2023 but has not previously filed any reports during the 2024 election cycle, the final report for the general election covers all campaign activity from January 1 through the date the report is filed.

If candidate did not file an annual report for 2023 and has not previously filed any reports during the 2024 election cycle this report covers all campaign activity through the date the report is filed.

If candidate filed a preelection report for the general election, the final report for the general election covers all campaign activity from October 27 through the date the report is filed.

If candidate did not file a preelection report for the general election, the final report covers all campaign activity from August 14 through the date the report is filed.

\* Effective July 27, 2021, the campaign finance laws were amended by Act 737 of 2021 to require a candidate with remaining campaign funds to file an annual C&E report for each year in which a candidate is not listed on a ballot for election. The annual report is required to be filed no later than 15 days after the end of the year. A candidate is not required to file an annual report if he or she did not have remaining campaign funds from a previous election and has not received contributions or made expenditures in excess of five hundred dollars (\$500).

\*\* A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made for purposes of this exception, the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred-dollar (\$500) threshold has been met, however, a candidate who has used his or her personal funds to pay the filing fee is required to report same.

\*\*\* A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

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## 2024 REPORTING CALENDAR CANDIDATES FOR MUNICIPAL OFFICE IN A CITY OR TOWN WITH CITY MANAGER FORM OF GOVERNMENT

January 16, 2024	Annual report due.* For each year in which a candidate is not listed on a ballot for election, the candidate must file an annual report if the candidate has remaining campaign funds from a previous election and/or has received contribution or made expenditures in excess of five hundred dollars (\$500) for an upcoming election. This report covers all campaign activity January 1, 2023 through December 31, 2023.				
January 31, 2024	Statement of Financial Interest for calendar year 2023 due from all incumbent officeholders.				
August 12, 2024	Statement of Financial Interest for calendar year 2023 due from non-incumbent candidates for municipal office under Ark. Code Ann. § 14-47-110(a).				
October 29, 2024	If opposed in general election, preelection report** due for general election. If candidate filed annual report, this report covers January 1-October 26. If candidate did not file an annual report, this report covers all campaign activity through October 26.				
<b>November 5, 2024</b>	<b>General Election</b>				
<b>December 3, 2024</b>	<b>†† Special Runoff Election pursuant to Ark. Code Ann. § 7-5-106 (i.e., general election runoff)</b>				
<p>†† IF YOU ARE INVOLVED IN A <b>SPECIAL RUNOFF ELECTION</b>, TWO ADDITIONAL REPORTS ARE DUE.</p> <table><tr><td>November 26, 2024</td><td>Preelection report** due for special runoff election. This report covers all campaign activity from November 6-23.</td></tr><tr><td>January 30, 2025</td><td>Final report*** due for special runoff election. This report covers all campaign activity from November 24 through the date the report is filed.</td></tr></table>		November 26, 2024	Preelection report** due for special runoff election. This report covers all campaign activity from November 6-23.	January 30, 2025	Final report*** due for special runoff election. This report covers all campaign activity from November 24 through the date the report is filed.
November 26, 2024	Preelection report** due for special runoff election. This report covers all campaign activity from November 6-23.				
January 30, 2025	Final report*** due for special runoff election. This report covers all campaign activity from November 24 through the date the report is filed.				
December 30, 2024	Final report*** due for general election.				

\* Effective July 27, 2021, the campaign finance laws were amended by Act 737 of 2021 to require a candidate with remaining campaign funds to file an annual C&E report for each year in which a candidate is not listed on a ballot for election. The annual report is required to be filed no later than 15 days after the end of the year. A candidate is not required to file an annual report if he or she did not have remaining campaign funds from a previous election and has not received contributions or made expenditures in excess of five hundred dollars (\$500).

\*\* A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made for purposes of this exception, the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred-dollar (\$500) threshold has been met, however, a candidate who has used his or her personal funds to pay the filing fee is required to report same.

\*\*\* A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

If candidate was unopposed and has not previously filed any reports during the 2024 election cycle, the final report for the general election covers all campaign activity through the date the report is filed.

If candidate was unopposed and filed an annual report for 2023, the final report covers all campaign activity from January 1 through the date the report is filed.

If candidate filed a preelection report for the general election and was not involved in a special runoff election, the final report for the general election covers all campaign activity from October 27 through the date the report is filed.

If candidate filed a preelection report for the general election and was involved in a special runoff election, the final report for the general election covers all campaign activity from October 27 through November 5.

\* Effective July 27, 2021, the campaign finance laws were amended by Act 737 of 2021 to require a candidate with remaining campaign funds to file an annual C&E report for each year in which a candidate is not listed on a ballot for election. The annual report is required to be filed no later than 15 days after the end of the year. A candidate is not required to file an annual report if he or she did not have remaining campaign funds from a previous election and has not received contributions or made expenditures in excess of five hundred dollars (\$500).

\*\* A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made for purposes of this exception, the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred-dollar (\$500) threshold has been met, however, a candidate who has used his or her personal funds to pay the filing fee is required to report same.

\*\*\* A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

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## 2024 REPORTING CALENDAR ANNUAL SCHOOL ELECTION – MARCH ELECTION

- November 20, 2023 Statement of Financial Interest for calendar year 2022 due from non-incumbent candidates.  
(NOTE: Pursuant to Ark. Code Ann. § 21-8-701, a non-incumbent candidate is required to file a Statement of Financial Interest for 2022 no later than the first Monday following the close of the period to file as a candidate. This date varies depending upon the particular method used by the candidate to get his or her name placed on the ballot.)
- January 16, 2024 Annual report due.\* For each year in which a candidate is not listed on a ballot for election, the candidate must file an annual report if the candidate has remaining campaign funds from a previous election and/or has received contribution or made expenditures in excess of five hundred dollars (\$500) for an upcoming election. This report covers all campaign activity January 1, 2023 through December 31, 2023.
- January 31, 2024 Statement of Financial Interest for calendar year 2023 due from all incumbent officeholders and non-incumbent candidates.
- February 27, 2024 If opposed in annual school election, preelection report\*\* due for annual school election. This report covers all campaign activity from January 1 - February 24, or, if candidate did not file annual report, all campaign activity through February 24.
- March 5, 2024 Annual School Election**
- April 2, 2024 †Runoff Election**

† IF YOU ARE INVOLVED IN A **RUNOFF ELECTION**, TWO ADDITIONAL REPORTS ARE DUE

March 26, 2024 Preelection report\*\* due for runoff election. This report covers all campaign activity from Covers period March 6-23.

May 30, 2024 Final report\*\*\* due for runoff election. Covers March 24 through the date the report is filed.

\* Effective July 27, 2021, the campaign finance laws were amended by Act 737 of 2021 to require a candidate with remaining campaign funds to file an annual C&E report for each year in which a candidate is not listed on a ballot for election. The annual report is required to be filed no later than 15 days after the end of the year. A candidate is not required to file an annual report if he or she did not have remaining campaign funds from a previous election and has not received contributions or made expenditures in excess of five hundred dollars (\$500).

\*\* A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made for purposes of this exception, the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred-dollar (\$500) threshold has been met, however, a candidate who has used his or her personal funds to pay the filing fee is required to report same.

\*\*\* A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

April 30, 2023

Final report\*\*\* due for annual school election.

If candidate was unopposed in the annual school election and candidate did not file an annual report, the final report for the annual school election covers all campaign activity through the date the report is filed.

If candidate was unopposed in the annual school election and candidate filed annual report, the final report for the annual school election covers all campaign activity from January 1 through the date the report is filed.

If candidate was opposed in the annual school election, filed a preelection report for the annual school election, and was not involved in a runoff election, the final report for the annual school election covers all campaign activity from February 25 through the date the report is filed.

If candidate was opposed in the annual school election, did not file an annual report, did not file a preelection report for the annual school election, and was not involved in a runoff election, the final report for the annual school election covers all campaign activity through the date the report is filed.

If candidate was opposed in the annual school election, filed a preelection report for the annual school election, and was involved in a runoff election, the final report for the annual school election covers all campaign activity from February 25 through March 5.

\* Effective July 27, 2021, the campaign finance laws were amended by Act 737 of 2021 to require a candidate with remaining campaign funds to file an annual C&E report for each year in which a candidate is not listed on a ballot for election. The annual report is required to be filed no later than 15 days after the end of the year. A candidate is not required to file an annual report if he or she did not have remaining campaign funds from a previous election and has not received contributions or made expenditures in excess of five hundred dollars (\$500).

\*\* A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made for purposes of this exception, the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred-dollar (\$500) threshold has been met, however, a candidate who has used his or her personal funds to pay the filing fee is required to report same.

\*\*\* A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

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## 2024 REPORTING CALENDAR ANNUAL SCHOOL ELECTION – *NOVEMBER ELECTION*

January 16, 2024	Annual report due.* For each year in which a candidate is not listed on a ballot for election, the candidate must file an annual report if the candidate has remaining campaign funds from a previous election and/or has received contribution or made expenditures in excess of five hundred dollars (\$500) for an upcoming election. This report covers all campaign activity January 1, 2023 through December 31, 2023.
January 31, 2024	Statement of Financial Interest for calendar year 2023 due from all incumbent officeholders.
August 12, 2024	Statement of Financial Interest for calendar year 2023 due from all non-incumbent candidates.
October 29, 2024	If opposed in annual school election, preelection report** due for annual school election. This report covers all campaign activity from January 1- October 26, or, if candidate did not file annual report, all campaign activity through October 26.
<b>November 5, 2024</b>	<b>Annual School Election</b>
<b>December 3, 2024</b>	<b>†Runoff Election</b>

† IF YOU ARE INVOLVED IN A <b>RUNOFF ELECTION</b> , TWO ADDITIONAL REPORTS ARE DUE
November 26, 2024 Preelection** report due for special runoff election. Covers period November 6-23.
January 30, 2025 Final report*** due for special runoff election. Covers period November 24 through the date the report is filed.

December 30, 2024 Final report\*\*\* due for annual school election.

\* Effective July 27, 2021, the campaign finance laws were amended by Act 737 of 2021 to require a candidate with remaining campaign funds to file an annual C&E report for each year in which a candidate is not listed on a ballot for election. The annual report is required to be filed no later than 15 days after the end of the year. A candidate is not required to file an annual report if he or she did not have remaining campaign funds from a previous election and has not received contributions or made expenditures in excess of five hundred dollars (\$500).

\*\* A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made for purposes of this exception, the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred-dollar (\$500) threshold has been met, however, a candidate who has used his or her personal funds to pay the filing fee is required to report same.

\*\*\* A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

If candidate was unopposed in the annual school election and candidate did not file an annual report, the final report for the annual school election covers all campaign activity through the date the report is filed.

If candidate was unopposed in the annual school election and candidate filed annual report, the final report for the annual school election covers all campaign activity from January 1 through the date the report is filed.

If candidate was opposed in the annual school election, filed a preelection report for the annual school election, and was not involved in a runoff election, the final report for the annual school election covers all campaign activity from October 27 through the date the report is filed.

If candidate was opposed in the annual school election, filed a preelection report for the annual school election, and was involved in a runoff election, the final report for the annual school election covers all campaign activity from October 27 through November 5.

If candidate was opposed in the annual school election, did not file an annual report, did not file a preelection report for the annual school election, and was not involved in a runoff election, the final report for the annual school election covers all campaign activity through the date the report is filed.

If candidate was opposed in the annual school election, did not file an annual report, did not file a preelection report for the annual school election, and was involved in a runoff election, the final report for the annual school election covers all campaign activity through November 5.

\* Effective July 27, 2021, the campaign finance laws were amended by Act 737 of 2021 to require a candidate with remaining campaign funds to file an annual C&E report for each year in which a candidate is not listed on a ballot for election. The annual report is required to be filed no later than 15 days after the end of the year. A candidate is not required to file an annual report if he or she did not have remaining campaign funds from a previous election and has not received contributions or made expenditures in excess of five hundred dollars (\$500).

\*\* A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made for purposes of this exception, the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred-dollar (\$500) threshold has been met, however, a candidate who has used his or her personal funds to pay the filing fee is required to report same.

\*\*\* A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

## CAMPAIGN FINANCE & DISCLOSURE REQUIREMENTS

[A.C.A. §§7-6-207, 7-6-208, 7-6-209, 21-8-701, 21-8-703; Rules on Campaign Finance & Disclosure §§236 through 244, 248]

The campaign finance and public disclosure laws of Arkansas require candidates for public office to file disclosure documents relating to their campaigns, as well as their personal financial interests. Public office includes any and all State, District, County, Municipal, Township, and School Board offices.

Candidates for State, District, County, Municipal, Township, and School Board offices must file certain **Campaign Contribution and Expenditure Reports** when contributions received or expenditures made in any election exceed five hundred dollars (\$500). A candidate is required to file a final report for each election in which the candidate's name has appeared on the ballot, or when only one (1) candidate qualifies for a particular office or position and no position or name of an unopposed candidate shall appear on a ballot, regardless of whether he or she has received contributions or made expenditures in excess of five hundred dollars (\$500).

Candidates for State, District, County, Municipal, Township, and School Board offices must file a **Statement of Financial Interest** for the previous calendar year on the first Monday following the close of the period to file as a candidate for the elective office. Incumbent officeholders who filed a Statement of Financial Interest for the previous calendar year by January 31 of the year in which an election is held are not required to file an additional Statement of Financial Interest upon becoming a candidate for reelection or election to another office during the year.

If the party filing period under § 7-7-203 ends before January 1 of the year of the general election, a candidate for elective office shall file a statement of financial interest for the previous calendar year no later than January 31 of the year of the general election in addition to the statement of financial interest required under § 21-8-701.

Blank candidate disclosure forms and instructions are available from the Secretary of State and sample forms can be found on the Arkansas Ethics Commission website at [www.arkansasethics.com](http://www.arkansasethics.com). The Campaign Contribution and Expenditure Reports and Statements of Financial Interest are filed as follows:

OFFICE SOUGHT	CAMPAIGN CONTRIBUTION AND EXPENDITURE REPORTS	STATEMENT OF FINANCIAL INTEREST
STATE	with the Secretary of State	with the Secretary of State
DISTRICT	with the Secretary of State	with the Secretary of State
COUNTY	with the County Clerk	with the County Clerk
DISTRICT JUDGE	with the Secretary of State	with the Secretary of State

CAMPAIGN FINANCE & DISCLOSURE REQUIREMENTS

MUNICIPAL	with the County Clerk	with the City Clerk or Recorder
TOWNSHIP	with the County Clerk	with the County Clerk
SCHOOL BOARD	with the County Clerk	with the County Clerk

## CAMPAIGN CONTRIBUTION & EXPENDITURE REPORT

A Campaign Contribution and Expenditure Report is filed to evidence compliance with campaign finance disclosure laws and provide a public record of all contributions and expenditures of a candidate's campaign.

Blank reporting forms and instructions are available from the Secretary of State and on the Arkansas Ethics Commission website at [www.arkansasethics.com](http://www.arkansasethics.com).

*Please note, however, that candidates for state or district office (including district judge) may file Campaign Contribution and Expenditure Reports in electronic form through the official website of the Secretary of State.*

**State and District Candidates** [A.C.A. §7-6-207, 7-6-210, 7-6-213; Rules on Campaign Finance & Disclosure §§201, 218, 219, 233, 234, 235, 236, 237, 238, 246]

A candidate is not required to file any quarterly, monthly, or preelection reports until the candidate has either received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made, the payment of a filing fee from the candidate's personal funds shall not be counted towards the five hundred dollar (\$500) reporting trigger. Once a report becomes due, however, the payment of the filing fee from the candidate's personal funds must be reported as either a loan or contribution to the campaign and also as a campaign expenditure.

Final reports are required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

### Quarterly Report:

- Filed with the Secretary of State.
- For each quarter during a calendar year in which a candidate is not listed on any ballot for election, a quarterly report of all contributions received, with loans stated separately, and expenditures made during that quarter shall be filed.
- Due no later than fifteen (15) days after the end of each quarter.
- If a candidate files for office during the party filing period, for the quarter including the party filing period, the candidate shall:
  - (1) File monthly reports for the months of the quarter that includes the party filing period; and
  - (2) Not file a quarterly report for the quarter that includes the party filing period.

**Monthly Report:**

- Filed with the Secretary of State.
- Beginning with the month of January of a calendar year in which a candidate may be listed on any ballot for election, a monthly report of all contributions received, with loans stated separately, and expenditures made from the first day through the last day of that month shall be filed.
- If a candidate files for office during the party filing period, for the quarter including the party filing period, the candidate shall file monthly reports for the months of the quarter that includes the party filing period, and not file a quarterly report that includes the party filing period.
- Due no later than twenty (20) days after the end of each month.
- If a candidate files for office during the party filing period, for the quarter including the party filing period, the candidate shall:
  - (1) File monthly reports for the months of the quarter that includes the party filing period; and
  - (2) Not file a quarterly report for the quarter that includes the party filing period.

**NOTE:** No monthly report shall be due for any month in which certain days of that month are included in a preelection report or a final report. In the case of a primary or runoff election, those days of the month occurring after the date of the election shall be carried forward and included in the next monthly report.

**Preelection Report:**

- Filed with the Secretary of State.
- Before any primary, runoff, general, or special election in which the candidate's name appears on the ballot, a preelection report of all contributions received, with loans stated separately, and expenditures made between the period covered by the previous report and the period ten (10) days before the election shall be filed.
- In the case of a runoff election, the report should cover the period beginning after the date of the election from which the runoff election arose and ending ten (10) days before the runoff election.
- Due no later than seven (7) days before each applicable election.

**NOTE:** Preelection reports are required only for candidates with opponents in those elections.

**Final Report:**

- Filed with the Secretary of State.
- No later than the last day of the month after the end of the month in which the candidate's name appeared on the ballot in any primary, runoff, or general election, or when only one (1) candidate qualifies for a particular office or position and no position or name of an unopposed candidate shall appear on a ballot, a final report of all contributions received, with loans stated separately, and expenditures made that have not been disclosed on reports previously filed shall be filed.

- Due no later than the last day of the month after the end of the month of each applicable election.
- Due no later than thirty (30) days after the end of the month in which the candidate has withdrawn. The candidate shall notify the Secretary of State in writing of the withdrawal.
- Closes out the handling of the financing for the particular election.

**NOTE:** A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

**Report Content:**

- For each financial institution a state or district candidate and committee working on such a candidate's behalf use for the purposes of receiving contributions or making expenditures within this state, the following information shall be submitted to the Secretary of State with the initial report filed under this section:
  - The full name of the financial institution; and for the financial institution, the: (i) Street address; (ii) City; (iii) State; and (iv) United States postal zip code of the financial institution.
  - The information disclosed about the financial institution: (i) Shall be made available to the commission upon the condition that (ii) Is not a public record; and (iii) Is exempt from disclosure under the Freedom of Information Act of 1967, § 25-19-101 et seq.
- Any personal loan made to a candidate by a financial institution and applied toward the candidate's campaign, with the name of the financial institution, the amount of the loan, and the name of the guarantor, if any.
- The total amount of contributions received, with loans stated separately, and the total amount of expenditures made during the filing periods, and the cumulative amount of those totals for the entire election cycle.
- The name and address of each contributor, including the candidate, who made a contribution or contributions which, in the aggregate, exceed two hundred (\$200).
- The contributor's principal place of business, employer, occupation, the amount contributed, the date the contribution was accepted by the candidate, and the aggregate contributed for each election.
- The name and address of each contributor, including the candidate, who contributed a nonmoney item, together with a description of the item, the date of receipt and the value, not including volunteer services by individuals. *For a more detailed discussion of in-kind contributions, see the Rules on Campaign Finance & Disclosure §§200, 205, and 206 at [www.arkansasethics.com](http://www.arkansasethics.com).*
- An itemization of all single expenditures made that exceed one hundred dollars (\$100), including the amount of the expenditure, the name and address of any person, including the candidate, to whom the expenditure was made, and the date the expenditure was made.
 

**NOTE:** For the date of expenditures such as for utility and telephone bills, see the Rules on Campaign Finance & Disclosure §216.
- A list of all paid campaign workers and the amount the workers were paid.
- A list of all expenditures by category, including but not limited to television, radio, print and other advertising, direct mail, office supplies, rent, travel, expenses, entertainment, and telephone.
- The total amount of all nonitemized expenditures made during the filing period.
- The current balance of campaign funds.
 

**NOTE:** If a candidate keeps his or her campaign funds in interest-bearing accounts such as a bank checking account, a money market fund, or a certificate of deposit, the interest earned is not treated as a contribution for reporting purposes, but is considered in calculating the balance of campaign

funds at the close of the reporting period and is disclosed in the summary information on the campaign contribution and expenditure reports.

**When the candidate's campaign has ended, the final report shall also include:**

- How remaining campaigns funds, if any, were disposed.
- The amount of remaining campaign funds disposed of by the candidate.
- The amount of funds retained by the candidate as remaining campaign funds.

**NOTE:** The candidate is not required to dispose of remaining campaign funds, but may carry them forward to the general primary, general, or general runoff election for that same office.

For information on the periods covered by the reports and for deadlines for filing the reports, see the Reporting Calendars beginning on page 89.

For information on reporting on retirement of campaign debt and remaining campaign funds, see pages beginning on page 127.

All contribution and expenditure reports required to be filed shall be verified by affidavit of the candidate or a person acting in the candidate's behalf stating that, to the best of the candidate's knowledge and belief, the information disclosed is a complete, true, and accurate financial statement of the candidate's campaign contributions and expenditures.

**County, Municipal, Township, and School Board Candidates** [A.C.A. §§7-6-208, 7-6-209, 7-6-210, 7-6-213; *Rules on Campaign Finance & Disclosure* §§201, 234, 235, 239, 240, 241, 242, 243, 244, 246]

A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made, the payment of the filing fee from the candidate's personal funds shall not be counted towards the five hundred dollar (\$500) reporting trigger. Once a report becomes due, however, the payment of the filing fee from the candidate's personal funds must be reported as either a loan or a contribution to the campaign and also as a campaign expenditure.

Final reports are required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

**Annual Report:**

- A candidate must file an annual C&E report for each year in which a candidate is not listed on a ballot for election.
- For each year in which a candidate is not listed on a ballot for election, the candidate shall file an annual report of all contributions received and expenditures made during that year.
- The annual report shall be filed no later than fifteen (15) days after the end of the year.  
Filed with the county clerk in the county where the election is held.

**Preelection Report:**

- Filed with the county clerk in the county where the election is held.
- Before any primary, runoff, general, school, or special election in which the candidate's name appears on the ballot, a preelection report of all contributions received, with loans stated separately, and expenditures made between the period covered by the previous report, if any, and the period ten (10) days before the election shall be filed.
- In case of a runoff election, it covers the period beginning after the date of the election from which the runoff election arose and ending ten (10) days before the runoff election.
- Due no later than seven (7) days before each applicable election.
- Considered timely filed if received in the county clerk's office no later than the date the report is due.

**NOTE:** Preelection reports are required only for candidates with opponents in those elections.

**Final Report:**

- Filed with the county clerk in the county in which the election is held.
- After any primary, runoff, general, school, or special election in which the candidate's name has appeared on the ballot, a final report of all contributions received, with loans stated separately, and expenditures made that have not been disclosed on reports previously required to be filed shall be filed.
- Due no later than thirty (30) days after the end of the month of each applicable election.
- Due no later than thirty (30) days after the end of the month in which the candidate has withdrawn. The candidate shall notify the county clerk in writing of the withdrawal.
- Closes out the handling of the financing for a particular election.
- Considered timely filed if received in the county clerk's office no later than the date the report is due.

**NOTE:** A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

**Supplemental Report:**

- Filed with the county clerk in the county in which the election is held.
- After preparation of the final report, a supplemental report of all contributions received, with loans stated separately, and expenditures made since the final report shall be filed.
- Due within thirty (30) days after the receipt of a contribution or the making of an expenditure.
- Considered timely filed if received in the county clerk's office no later than the date the report is due.

**Report Content:**

- Any personal loan made to a candidate by a financial institution and applied toward the candidate's campaign, with the name of the financial institution, the amount of the loan, and the name of the guarantor, if any.
- The total amount of contributions received, with loans stated separately, and the expenditures made during the filing periods, and the cumulative amount of these totals for the entire election cycle.
- The name and address of each contributor, including the candidate, who made a contribution or contributions, which in the aggregate exceed two hundred dollars (\$200).
- The contributor's place of business, employer, occupation, the date the contribution was accepted by the candidate, the amount contributed, and the aggregate contributed for each election.
- The name and address of each person, including the candidate, who contributed a nonmoney item, together with a description of the item, the date of receipt, and the value, not including volunteer services by individuals. *For a more detailed discussion of in-kind contributions, see the Rules on Campaign Finance & Disclosure §§200, 205, and 206 at [www.arkansasethics.com](http://www.arkansasethics.com).*
- An itemization of all single expenditures made that exceed one hundred dollars (\$100), including the amount of the expenditure, the name and address of any person, including the candidate, to whom the expenditure was made, and the date the expenditure was made.

**NOTE:** For the date of expenditures such as for utility and telephone bills, see the Rules on Campaign Finance & Disclosure §216.

- A list of all paid campaign workers and the amount the workers were paid.
- A list of all expenditures by category, including, but not limited to television, radio, print and other advertising, direct mail, office supplies, rent, travel, expenses, entertainment, and telephone.
- The total amount of all nonitemized expenditures during the filing period.
- The current balance of campaign funds.

**NOTE:** If a candidate keeps his or her campaign funds in interest-bearing accounts such as a bank checking account, a money market fund, or a

certificate of deposit, the interest earned is not treated as a contribution for reporting purposes, but is considered in calculating the balance of campaign funds at the close of the reporting period and is disclosed in the summary information on the Campaign Contribution and Expenditure Reports.

**When the candidate's campaign has ended, the final report shall also include:**

- The option used to dispose of any remaining campaign funds.
- The amount of remaining campaign funds disposed of by the candidate.
- The amount of funds retained by the candidate as remaining campaign funds.

**NOTE:** The candidate is not required to dispose of remaining campaign funds, but may carry them forward to the general primary, general, or general runoff election for that same office.

For information on the periods covered by the reports and for deadlines for filing the reports, see the Reporting Calendars beginning on page 89.

For information on reporting on retirement of campaign debt and remaining campaign funds, see pages beginning on 127.

All Contribution and Expenditure Reports required to be filed shall be verified by affidavit of the candidate or a person acting in the candidate's behalf stating that to the best of the candidate's knowledge and belief, the information disclosed is a complete, true, and accurate financial statement of the candidate's campaign contributions and expenditures.

**CONTRIBUTIONS & EXPENDITURES** [A.C.A. §§7-6-201, 7-6-203, 7-6-204, 7-6-205, 7-6-206, 7-6-210; Rules on Campaign Finance & Disclosure §§200, 202, 203, 204, 205, 206, 207, 208, 209, 210, 214, 217, 225, 227, 232, 233, 234]

**“Contribution”** means, whether direct or indirect, advances, deposits, or transfers of funds, contracts, or obligations, whether or not legally enforceable, payments, gifts, subscriptions, assessments, payment for services, dues, advancements, forbearance, loans, or pledges or promises of money or anything of value, whether or not legally enforceable, to a candidate, committee, or holder of elective office, made for the purpose of influencing the nomination or election of any candidate.

**“Contribution” includes:**

- The purchase of tickets for events such as dinners, luncheons, rallies, and similar fundraising events.
- The granting of discounts or rebates by television and radio stations and newspapers not extended on an equal basis to all candidates for the same office.
- Payments for the services of any person serving as an agent of a candidate or committee by a person other than the candidate or committee or persons whose expenditures the candidates or committee must report.
- Any transfer of anything of value received by a committee from another committee.
- “In-kind contributions” of goods, services, or any other thing of value, or its use, other than money including an agreement made or other obligation incurred, whether legally enforceable or not, to make such a contribution in the future. “In-kind contribution” **shall not include** direct campaign contributions.

**“Contribution” shall not include:**

- Noncompensated, nonreimbursed, volunteer personal services or travel.

**“Expenditure”** means a purchase, payment, distribution, gift, loan, or advance of money or anything of value, and a contract, promise, or agreement to make an expenditure, made for the purpose of influencing the nomination or election of any candidate.

**“Contribution and expenditure” shall not include:**

- Activity sponsored and funded by a political party that meets the definition of a political party under §7-1-101 or a political party that meets the requirements of §7-7-205 to promote their candidates or nominees through events such as dinners, luncheons, rallies, or similar gatherings.
- Nonpartisan activity designed to encourage individuals to register to vote, or to vote.
- Any communication by any membership organization to its members or stockholders, if the membership organization or corporation is not organized primarily for the purpose of influencing the nomination for election, or election, of any candidate.

### **Loans, Allowable & Prohibited Uses of Campaign Funds, & Other Facts**

- The transfer of a candidate's own personal funds to his or her own campaign shall be reported as either a loan from the candidate to his or her campaign or as a contribution from the candidate to his or her own campaign.
- If the transfer of a candidate's own personal funds to his or her campaign is reported as a loan from the candidate to his or her campaign, the campaign funds may be used to repay the candidate for the funds loaned by the candidate to his or her campaign.
- If the transfer of a candidate's own personal funds to his or her campaign is reported as a contribution from the candidate to his or her campaign, the campaign funds may not be used to repay the candidate for the funds contributed by the candidate to his or her campaign.
- Any personal loan made to a candidate by a financial institution that is applied toward a candidate's campaign shall be reported as a loan from the candidate to his or her campaign.
- **NOTE:** A candidate, whether opposed or unopposed, may accept a campaign contribution or contributions up to the maximum amount per election from (i) an individual, (ii) a political party that meets the definition under Ark. Code Ann. §7-1-101 or that meets the requirements of Ark. Code Ann. §7-7-205, (iii) a county political party committee, (iv) a legislative caucus committee, or (v) an approved political action committee. It is unlawful for a candidate for public office or for any person acting on the candidate's behalf to accept a campaign contribution from a prospective contributor other than those listed above.

**NOTE:** The limitation shall not apply to loans made by a candidate from his or her own personal funds to the campaign, contributions made by a candidate from his or her personal funds to the campaign, or to personal loans made by financial institutions to the candidate that are applied to his or her campaign, or to independent expenditures, as defined in Ark. Code Ann. §7-6-201.

- The campaign contribution limit in effect for the 2024 election cycle three thousand and three hundred dollars (\$3,300) per contributor per election.
- It shall be unlawful for any candidate for any public office or for any person acting in the candidate's behalf to accept campaign contributions or cumulative contributions in excess of the maximum amount per contributor per election.
- It shall be unlawful for any candidate for any public office or any person acting in the candidate's behalf to accept any contribution from a prohibited political action committee for any election.
- No candidate, nor any person on behalf of a candidate, may accept contributions or funds after the candidate has withdrawn his or her nomination or after the candidate has been eliminated as a candidate.

**NOTE:** This shall not prohibit acceptance by a candidate for nomination or election of contributions after the date of the election for the sole purpose of raising funds to retire campaign debt.

- Payment of travel expenses associated with automobile usage during a campaign is allowable, but only in accordance with the Rules on Campaign Finance & Disclosure §211.
- A campaign or candidate may use campaign funds to lease an airplane for campaign purposes, but only in accordance with the Rules on Campaign Finance & Disclosure §212.
- A campaign or candidate may use campaign funds to pay certain fines associated with the campaign, but only in accordance with the Rules on Campaign Finance & Disclosure §213.
- A candidate may use campaign funds to reimburse himself or herself for attendance to in-state or out-of-state conferences or seminars on general political issues, but only in accordance with the Rules on Campaign Finance & Disclosure §215.
- A candidate may purchase advertisements in publications of charitable, civic, and educational organizations, but only in accordance with the Rules on Campaign Finance & Disclosure §220.
- A candidate may purchase tickets from charities, civic organizations and political parties for banquets or other similar special social events, but only in accordance with the Rules on Campaign Finance & Disclosure §221.
- A candidate may use campaign funds for lease, rental or use charges of any ordinary and necessary office equipment, but only in accordance with the Rules on Campaign Finance & Disclosure §222.
- A candidate may expend campaign funds on any purpose designed to further his or her campaign in accordance with the Rules on Campaign Finance & Disclosure §223, except for personal income or as otherwise prohibited by law.
- A candidate may use campaign funds to employ campaign workers, but shall not take any campaign funds as personal income or as income for his or her spouse or dependent children.
- The use of campaign funds to pay a candidate's childcare expenses shall not be considered taking of campaign funds as personal income if the campaign funds are used to pay for childcare for the time the candidate is engaging in campaign activity and the childcare expenses would not exist in the absence of the campaign.

**NOTE:** An opposed candidate may employ his or her spouse or dependent children as campaign workers. A candidate with an opponent who, during the campaign and before the election takes a leave of absence without pay from his or her primary place of employment, shall be authorized to take campaign funds during the campaign and before the election as personal income up to the amount of employment income lost as a result of such leave of absence. The candidate may elect to treat these campaign funds used for the leave of absence as a loan from the campaign fund to the candidate to be paid back to the campaign fund by the candidate.

- A candidate who uses campaign funds to fulfill any commitment, obligation, or expense that would exist regardless of the candidate's campaign and an office holder who uses campaign funds retained as remaining campaign funds to fulfill any commitment, obligation, or expense that would exist regardless of the duties and

responsibilities of his or her office shall be deemed to have taken campaign funds as personal income.

**NOTE:** The use of campaign funds to purchase a cake or other perishable item of food at a fundraising event held by a volunteer agency, as defined in §16-6-103, or to purchase, prior to the filing deadline for the final report, advertising thanking voters for their support shall not be considered a taking of campaign funds as personal income.

- Campaign funds may not be used to pay personal expenses, including household food items for day-to-day consumption in the personal residence; supplies to maintain the personal residence; clothing for political or personal functions, except nominal value items such as T-shirts or caps with a campaign logo, slogan or candidate's name; mortgage, rent, and utility payments for the candidate's or his or her family's personal residence, except long distance telephone charges for campaign purposes originating from the candidate's residence; membership dues, fees or other gratuitous payment to nonpolitical organizations other than charities unless made in connection with a fund-raising or political event held on the organization's premises; donations and contributions to churches unless a member or regular contributor prior to running for office; contributions to others' campaigns.

**NOTE:** Whether an expense or use of campaign funds is considered a "personal use" or "personal expense" and therefore prohibited by law is a factual determination to be made by the Arkansas Ethics Commission and an advisory opinion may be sought from the Commission.

- No campaign contribution exceeding one hundred dollars (\$100) shall be received in cash.
- No campaign expenditure exceeding fifty dollars (\$50) shall be made in cash.

**NOTE:** Payment of filing fees may be in cash even though the amount exceeds fifty dollars (\$50). The candidate shall obtain a receipt for the payment and shall report it as either a loan or contribution to the campaign and also as a campaign expenditure.

- All contributions in excess of one hundred dollars (\$100) or expenditures in excess of fifty dollars (\$50) made in behalf of a campaign activity, other than in-kind contributions and expenditures and payment of filing fees, shall be made by a written instrument containing the name of the donor and the name of the payee, by credit card or debit card where the transaction results in a paper record signed by the cardholder, provided that the paper record contains a valid name, complete address, place of business, employer, and occupation for the cardholder at the time of making the contribution, or by transaction that results in an electronic record created or transmitted by the cardholder where a contribution or expenditure is made through the Internet, provided that the electronic record contains a valid name, complete address, place of business, employer and occupation for the cardholder at the time of making the contribution.
- Contributions to a candidate, an approved political action committee, a county political party committee, an independent expenditure committee, an exploratory committee, or a political party must be made directly to the intended recipient. Contributions to a candidate's campaign committee instead of directly to the candidate are permissible.

- No contribution shall be made to or knowingly accepted by a candidate, a candidate's campaign committee, an approved political action committee, a county political party committee, an independent expenditure committee, an exploratory committee, or a political party unless made in the name by which the contributor is identified for legal purposes.
- No contributor shall make an anonymous contribution in support of or opposition to a candidate or campaign committee totaling fifty dollars (\$50) or more in a calendar year.  
**NOTE:** Anonymous contributions of fifty dollars (\$50) or more shall be promptly turned over to the Secretary of State for deposit in the State Treasury as general revenues.
- No contribution shall be made by individuals who are not citizens of the United States of America or by any other entity which is not organized, existing or created under the laws of the United States or of any state or other place subject to the jurisdiction of the United States and which does not have its principal place of business in the United States.
- Records of all contributions and expenditures shall be kept by a candidate, a political party, or person acting in the candidate's behalf in a manner sufficient to evidence compliance with campaign finance disclosure laws and maintained for a period of no less than four (4) years.

The contribution limits herein are "per election," not "per election cycle." A candidate may receive a contribution up to the maximum amount from any permissible contributor for each preferential primary election, runoff election, special election or general election in which he or she is a candidate, whether opposed or unopposed. If a political party elects to use a caucus rather than a primary election to select its candidate, the caucus shall be treated as an election for campaign finance purposes and the maximum contribution limits shall be in effect.

For a more detailed discussion of allowable and prohibited uses of campaign funds, see the Rules on Campaign Finance & Disclosure at [www.arkansasethics.com](http://www.arkansasethics.com).

**RETIREMENT OF DEBT** [A.C.A. §§7-6-203, 7-6-207, 7-6-219]

No later than the last day of the month for state or district candidates or thirty (30) days after the end of the month for all other candidates in which a candidate's name has appeared on the ballot, or when only one (1) candidate qualifies for a particular office or position and no position or name of an unopposed candidate shall appear on a ballot, in any primary election, runoff election, or general election, a candidate must file a Final Campaign Contribution and Expenditure Report disclosing the current status of the campaign account and declaring either a surplus or a debt.

Blank reporting forms for reporting debt retirement are available from the Secretary of State and sample forms can be found on the Arkansas Ethics Commission website at [www.arkansasethics.com](http://www.arkansasethics.com).

*Please note, however, that candidates for state or district office (including district judge) may file campaign contribution and expenditure reports in electronic form through the official website of the Secretary of State.*

To determine whether there is a net debt outstanding from a particular election, the candidate must prove "net debts outstanding" as of the date of the election.

For assistance in determining legitimate campaign debts and in calculating the net debts outstanding, see the Rules on Campaign Finance & Disclosure §229 at [www.arkansasethics.com](http://www.arkansasethics.com).

**Retiring Campaign Debt** [Rules on Campaign Finance & Disclosure §§229, 230]

- Any person who was a candidate and has campaign debt from an election that has ended may solicit funds and hold fund raisers to retire the campaign debt.  
**NOTE:** A nonpartisan judicial candidate's committee is permitted to raise funds to retire debt no later than forty-five (45) days after the last contested election in which the candidate participates during the election year. [Cannon 4.4(B)(2) of the Code of Judicial Conduct]
- Contributions received for purposes of debt retirement shall be treated as campaign contributions to the candidate's previous election, and all campaign contribution limits shall continue to apply.
- Contributors shall be given notice that the campaign contributions are for the purpose of retiring a campaign debt.
- Any invitation to or notice of a fundraiser to retire a campaign debt of a previous campaign shall state that the funds will be used to retire a campaign debt.
- Campaign contribution and expenditure reports concerning campaign debt are filed on a quarterly basis and are due no later than fifteen (15) days after the end of the calendar quarter. A quarterly report is only due if a person who was a candidate has received cumulative contributions or made cumulative expenditures in excess of five hundred dollars (\$500) since the last report concerning the debt. No report is required

for any calendar quarter in which the cumulative contribution or expenditure limit has not been exceeded since the person's last report.

**Remaining Campaign Funds** [*Rules on Campaign Finance & Disclosure §§224, 226*]

“Remaining campaign funds” are any balance of campaign funds over expenses incurred as of the day of the election and any funds required to repay loans made by the candidate from his or her personal funds to the campaign or to repay loans made by financial institutions to the candidate and applied to the campaign. Remaining campaign funds do not include campaign signs, campaign literature, or other printed materials that were (i) purchased by the campaign, (ii) reported on the appropriate contribution and expenditure report for the campaign, and (iii) retained for use in a future campaign by the same candidate. A.C.A. §7-6-201

After a campaign has ended, the candidate is responsible for assigning a fair market value to all assets of the campaign, and the campaign assets must be disposed of by sale of property for money or by transfer of property in accordance with A.C.A. §7-6-203(h).

For assistance in determining the amount of surplus campaign funds, see the Rules on Campaign Finance & Disclosure §226 at [www.arkansasethics.com](http://www.arkansasethics.com).

If disposing of campaign funds, a candidate may turn over remaining campaign funds to either:

- The Treasurer of State for the benefit of the General Revenue Fund Account of the State Apportionment Fund;
- A political party as defined in Ark. Code Ann. §7-1-101 or a political party caucus of the Arkansas General Assembly, the Senate, or the House of Representatives;
- A nonprofit organization that is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code; cities of the first class, cities of the second class, or incorporated towns; or
- The contributors to the candidate's campaign.

Remaining campaign funds may be maintained after an election and used to run for election or re-election.

**Nonpartisan Judicial Candidates:** [*Canon 4.4(C) of Arkansas Code of Judicial Conduct*]:

- Nonpartisan judicial candidates must dispose of any surplus campaign funds by either returning them to contributors or turning them over to the Treasurer of State.

If a candidate keeps remaining campaign funds after an election, the candidate shall continue filing the reports required by these rules.

**Reporting:**

- Candidates for school district, township, municipal, or county office shall file with the county clerk of the county in which the election was held.
- Candidates for state or district office shall file with the Secretary of State.
- All or any portion of remaining campaign funds may be disposed of in the same manner as for campaign funds, except as personal income for the candidate or his or her spouse or dependent children.
- If remaining campaign funds are retained, the candidate shall place them in one (1) or more campaign accounts separate from any personal or business account.
- Any remaining campaign funds transferred to this account shall be used only for legitimate expenses in connection with the candidate's public office or in future campaigns by the candidate seeking a non-federal office.
- Remaining funds may be retained by a person for not more than ten (10) years after the last election in which he or she was a candidate, or, if applicable, not more than ten (10) years after the last day that the person held office.
- Each candidate for school district, township, or municipal office, or a person acting on the candidate's behalf shall, for each year in which a candidate is not listed on a ballot for election, file an annual report of all contributions received and expenditures made during that year.
- The annual report shall be filed no later than fifteen (15) days after the end of the quarter.

All reports shall be verified by affidavit by the candidate stating that he or she has examined the report, and that to the best of his or her knowledge and belief, the information disclosed is a complete, true, and accurate financial statement of the candidate's expenditures.

For a more detailed discussion of retirement of debt, remaining campaign funds, and reporting requirements, see the Rules on Campaign Finance & Disclosure §§204, 207, 208, 211, 215, 220, 221, 222, 224, 226, 227, 228, 229, 230, 238, 241, and 244 at [www.arkansasethics.com](http://www.arkansasethics.com).

**STATEMENT OF FINANCIAL INTEREST** [A.C.A. §§21-8-701, 21-8-702, 21-8-703; Rules on Campaign Finance & Disclosure §§248, 249]

Candidates filing a Statement of Financial Interest are required to disclose personal income information about themselves and their spouses. A candidate must disclose employment and business interests, including investments, holdings, directorships, or offices held. The disclosure form also requires candidates to list their creditors, past due amounts which the candidate is legally obligated to pay to governmental bodies, guarantors or co-makers guaranteeing debt, gifts, teacher monetary awards, non-governmental sources of payment for travel expenses, and certain regulated business(es).

“Creditors” does not include financial institutions or persons who regularly lend money in the ordinary course of business or members of the candidate’s family.

Blank reporting forms and instructions are available from the Secretary of State and on the Arkansas Ethics Commission website at [www.arkansasethics.com](http://www.arkansasethics.com).

**Who Must File**

Any candidate for elective office, other than candidates for levee and drainage districts, must file a Statement of Financial Interest, including candidates for:

- State offices
- District offices
- County offices
- Township offices
- Municipal offices
- School Board

**When to File**

Candidates for elective office are required to file a Statement of Financial Interest for the previous calendar year on the first Monday following the close of the period to file as a candidate for the elective office unless already filed by January 31. In addition, if the party filing period ends before January 1 of the year of the general election, a Statement of Financial Interest for the previous calendar year is required to be filed by a candidate no later than January 31 of the year of the general election.

Any incumbent officeholder who filed a Statement of Financial Interest by January 31 of the year in which an election is held shall not be required to file an additional statement upon becoming a candidate for reelection or election to another office at any election held during the year.

**Where to File****Statements of Financial Interest are filed as follows:**

- State and district candidates file with the Secretary of State.
- District judge candidates file with the Secretary of State.
- County, township, and school board candidates file with the county clerk.
- Municipal candidates file with the city clerk or recorder.
- City attorney candidates file with the city clerk of the municipality within which they serve.

**How to File****A Statement of Financial Interest shall be considered timely filed if:**

- Hand-delivered to the appropriate public official on or before the date due;
- Mailed to the appropriate public official, postage prepaid, and postmarked on or before the due date;
- Received via facsimile by the appropriate public official on or before the due date, provided the original is received by the public official within ten (10) days of the transmission; or
- Received by the appropriate public official in a readable electronic format acceptable to the appropriate public official and approved by the Arkansas Ethics Commission.

**What to File****A Statement of Financial Interest shall include the following information:**

- The name of the candidate and all names under which doing business.
- The name of the candidate's spouse and all names under which doing business.
- The reason(s) for filing the Statement of Financial Interest.
- The name and address of each employer and of each other source of gross income exceeding one thousand dollars (\$1,000) annually received for the use or benefit of the candidate or his or her spouse with a brief description of the services for which compensated.

**NOTE:** This does not require the disclosure of individual items of income that constitute a portion of the gross income of the business or profession from which the candidate or his or her spouse derives income.

- Identification of each source of gross income as described above of more than twelve thousand five hundred dollars (\$12,500).

**NOTE:** This does not require the disclosure of individual items of income that constitute a portion of the gross income of the business or profession from which the candidate or his or her spouse derives income.

- The name and address of every business in which the candidate and his or her spouse, or any other person for the use or benefit of the candidate or his or her spouse, have an investment or holdings in excess of one thousand dollars (\$1,000) at fair market value as of the last day of the reporting period.

- Identification of each source described above with a fair market value in excess of twelve thousand five hundred dollars (\$12,500) as of the last day of the reporting period.
- Every office or directorship held by the candidate or his or her spouse in any business, corporation, firm, or enterprise subject to jurisdiction of a regulatory agency of this state, or of any of its political subdivisions.
- The name and address of each creditor to whom five thousand dollars (\$5,000) or more was personally owed or obligated by the candidate and still outstanding.  
**NOTE:** Loans made by either a financial institution or a person who regularly and customarily extends credit in the ordinary course of business and debts owed to members of the candidate's family are not required to be disclosed.
- The name and address of each governmental body to which the candidate is legally obligated to pay a past-due amount and a description of the nature and amount of the obligation.
- The name and address of each guarantor or co-maker who has guaranteed a debt of the candidate which is still outstanding.  
**NOTE:** This does not apply to a member of the candidate's family. This includes debt guarantors arising or extended and refinanced after January 1, 1989.
- The source, the date, a reasonable estimate of the fair market value, and a description of each gift exceeding one hundred dollars (\$100) received by the candidate or his or her spouse.
- The source, the date, a reasonable estimate of the fair market value, and description of each gift exceeding two hundred and fifty dollars (\$250) received by the candidate's dependent children.
- Each monetary or other award of more than one hundred dollars (\$100) received by the candidate in his or her capacity as an employee of a public school district, the Arkansas School for the Blind, the Arkansas School for the Deaf, the Arkansas School for Mathematics, Sciences, and the Arts, a university, college, technical college, technical institute, comprehensive life-long learning center, or community college in recognition of the candidate's contribution to education.
- Each nongovernmental source of payment exceeding one hundred fifty dollars (\$150) of the candidate's expenses for food, lodging, or travel that bears a relationship to the office when appearing in official capacity with the name and business address of the person or organization paying the expense, and the date, nature, and amount of the expenditure.
- Signature of the candidate, under penalty of false swearing, with respect to the truth and accuracy of the statements made on the form.

Any public servant who is employed by any business that is under direct regulation or subject to direct control by the governmental body which he or she serves shall set out this employment and the fact that the business is regulated by or subject to control of the governmental body on the Statement of Financial Interest.

If a public servant or any business in which he or she or his or her spouse is an officer, director, stockholder owning more than ten percent (10%) of the stock of the company, and the owner, trustee, or partner shall sell any goods or services having a total annual value in excess of one thousand dollars (\$1,000) to the governmental body in which the public servant serves or is employed, then the public servant shall set out in detail the goods or services sold, the governmental body to which they were sold, and the compensation paid for each category of goods or services sold.

**PENALTIES** [A.C.A. §§7-6-202, 7-6-217, 7-6-218; Rules on Campaign Finance & Disclosure §§213, 247, 250]

The Arkansas Ethics Commission has jurisdiction over Arkansas' campaign finance disclosure laws. If the Arkansas Ethics Commission finds a person in violation of any provision of these laws, the Commission may impose one or more of the following sanctions:

**Late Filing and Failure to File**

**Preelection Contribution and Expenditure Reports:**

- Issue a public letter of caution, warning, or reprimand.
- Impose a fine of not less than fifty dollars (\$50) nor more than three thousand, five hundred dollars (\$3,500) for the late filing of reports. Although fines are assessed on the facts of each case, the following schedule serves as a guideline in determining the amount of the fine:

<b>Date Report Filed</b>	<b>First Time Delinquency</b>	<b>Repeated Delinquency by Same Candidate</b>
1 to 3 days late	\$ 50.00 per report	\$100.00 per report
4 to 10 days late	\$100.00 per report	\$150.00 per report
11 to 30 days late	\$150.00 per report	\$250.00 per report

**All Other Contribution and Expenditure Reports:**

- Issue a public letter of caution, warning, or reprimand.
- Impose a fine of not less than fifty dollars (\$50) nor more than three thousand, five hundred dollars (\$3,500) for the late filing of reports. Although fines are assessed on the facts of each case, the following schedule serves as a guideline in determining the amount of the fine:

<b>Date Report Filed</b>	<b>First Time Delinquency</b>	<b>Repeated Delinquency by Same Candidate</b>
1 to 10 days late	\$ 25.00 per report	\$ 50.00 per report
11 to 20 days late	\$ 50.00 per report	\$100.00 per report
21 to 30 days late	\$100.00 per report	\$200.00 per report

“Repeated delinquency” refers to each different time during the entire election cycle that a candidate fails to file any contribution and expenditure report while running for office and until such time as the final report has been filed.

In addition to the fines and sanctions, a candidate who fails to file his or her Contribution and Expenditure Reports will be ordered to file such reports within ten (10) days.

**Statement of Financial Interest:**

- Issue a public letter of caution, warning, or reprimand.
- Impose a fine of not less than fifty dollars (\$50) nor more than three thousand, five hundred dollars (\$3,500) for the late filing of Statements. Although fines are assessed on the facts of each case, the following schedule serves as a guideline in determining the amount of the fine:

Date Statement Filed	Amount of Fine
1 to 15 days late	\$ 50.00
16 to 30 days late	\$100.00

**In addition to the fines and sanctions, a candidate who fails to file his or her Statement of Financial Interest will be ordered to file such reports within ten (10) days.**

**Delinquent Reports**

- Pursuant to Act 753 of 2023, the Arkansas Ethics Commission shall review the timeliness of reports filed with the Secretary of State by all candidates for state or district office.
- If a candidate for state or district office has failed to file a required report, the commission shall notify the candidate in writing that the report is delinquent and request that the report be filed within thirty (30) days of the report's original due date.
- The notice shall be sent by regular mail to the candidate.
- The third and subsequent time during an election cycle that a candidate is sent written notice of a delinquent report and fails to file the report within thirty (30) days of the report's original due date, the commission shall bring a complaint against the candidate and, if a violation is found, impose a fine of one thousand dollars (\$1,000) unless good cause be shown for the violation.
- In addition to imposing a fine, the commission shall also be authorized to take one (1) or more of the following actions: (A) Issue a public letter of caution, warning, or reprimand; (B) Order the candidate to file one or more reports; or (C) Report the matter and make recommendations to proper law enforcement authorities.

**False, Materially Misleading, or Incomplete Reporting****Contribution and Expenditure Reports:**

Any candidate who reports false or materially misleading information or omits information from a Contribution and Expenditure Report may be assessed a fine of not less than fifty dollars (\$50) or more than three thousand, five hundred dollars (\$3,500) for each violation and may be issued a public letter of caution, warning, or reprimand by the Arkansas Ethics Commission.

**Statement of Financial Interest:**

Any candidate who reports false or materially misleading information or omits information from a Statement of Financial Interest may be assessed a fine of not less than fifty dollars (\$50) or more than three thousand, five hundred dollars (\$3,500) for each violation and may be issued a public letter of caution, warning, or reprimand by the Arkansas Ethics Commission.

**Payment of Fines**

Except as provided in the paragraph below, a campaign or candidate may use campaign funds to pay fines associated with the campaign, such as fines issued by the Ethics Commission for the late filing of a report. The payment of a fine for violations relating to a candidate's campaign duties is considered a political expenditure connected with the campaign, not a personal expense.

However, if a candidate or office holder is assessed a fine by the AEC for the use of campaign funds as personal income, a candidate or office holder shall not use campaign funds or remaining campaign funds to pay the fine. Use of campaign funds to pay a fine for the use of campaign funds as personal income shall be deemed to be taking campaign funds as personal income.

Fines in excess of one hundred dollars (\$100) paid with campaign funds must be reported as an itemized campaign expenditure on the proper Contribution and Expenditure Report.

The Arkansas Ethics Commission may also refer to the proper law enforcement authorities for criminal prosecution any person who has knowingly failed to comply with any provision of Arkansas' campaign finance disclosure laws, and the offense shall be prosecuted as a Class A misdemeanor.

## **EXPLORATORY COMMITTEES** [A.C.A. §§7-6-201, 7-6-213, 7-6-216; Rules on Campaign Finance & Disclosure §§251, 252]

An “exploratory committee” is a person that receives contributions which are held to be transferred later to the campaign of a single candidate in an election. An “exploratory committee” is one designated by a candidate to promote the candidate’s campaign and to serve as recipient of all contributions and distributor of all expenditures for a candidate before the candidate’s formal announcement of running for office. An “exploratory committee” **shall not include** a political party that meets the definition of a political party under §7-1-101, or a political party that meets the requirements of §7-7-205, or the candidate’s own campaign committee.

Blank registration and reporting forms are available from the Secretary of State and on the Arkansas Ethics Commission website at [www.arkansasethics.com](http://www.arkansasethics.com).

*Please note, however, that the reports filed by an exploratory committee must be filed in electronic form through the official website of the Secretary of State.*

For information on forming an exploratory committee, funds raised by an exploratory committee, maximum contribution limits applicable to an exploratory committee, expenditures from an exploratory committee, multiple simultaneous exploratory committees, and disposing of funds received by an exploratory committee, see the Rules on Campaign Finance & Disclosure §252 at [www.arkansasethics.com](http://www.arkansasethics.com).

### **Registration**

- Filed with the appropriate filing office.
- Filed within fifteen (15) days after receiving contributions during a calendar year which exceed, in the aggregate, five hundred dollars (\$500).
- Shall be verified by an affidavit of an officer of the committee.

The registration form of an exploratory committee shall disclose the following information:

- The name, address, and phone numbers of the committee and each of its officers.
- The name, address, and telephone number of the person who, upon becoming a candidate, is intended to receive the campaign contributions from the committee.

### **Contribution and Expenditure Report**

- Filed with the appropriate filing office.
- Filed beginning with the month in which the committee files its registration.
- Filed monthly within thirty (30) days of the end of each month.
- A final report shall be filed within thirty (30) days after the end of the month in which the committee either transfers the contributions received to a candidate’s campaign or no longer intends to accept contributions on behalf of the candidate.

**NOTE:** An exploratory committee shall not accept contributions after the filing of a final report.

**The Contribution and Expenditure Report from an exploratory committee shall indicate the following information:**

- The total amount of contributions received during the filing period and/or the previous month.
- The names and addresses of each contributor who contributes in excess of two hundred dollars (\$200).
- Each contributor's principal place of business, employer, occupation, and the amount contributed.
- The total amount of expenditures made.
- An itemization for each single expenditure which exceeds one hundred dollars (\$100), including the amount of the expenditure, the name and address of the person to whom the expenditure was made, and the date the expenditure was made.

All reports shall be verified by affidavit by a committee representative stating that to the best of the representative's knowledge and belief, the information disclosed is a complete, true, and accurate financial statement of the committee's contributions and expenditures.

## POLITICAL COMMITTEES

**County Political Party Committee** [A.C.A. §§7-6-201, 7-6-203, 7-6-215, 7-6-226; Rules on Political Committees §§500, 502, 506, 507, 508, 509, 510, 511]

A “county political party committee” is a person that is organized at the county level for the purpose of supporting its affiliate party and making contributions; is recognized by an organized political party, as defined in Ark. Code Ann. §7-1-101, as being affiliated with that political party; receives contributions from one (1) or more persons in order to make contributions to candidates, campaign committees, ballot question committees, legislative question committees, political parties, political action committees, or other county political party committees; does not accept any contribution or cumulative contributions in excess of five thousand dollars (\$5,000) from any person in any calendar year; and registers pursuant to Ark. Code Ann. §7-6-226 before making contributions.

It shall be unlawful for any county political party committee to accept any contribution from a prohibited political action committee.

For purposes of making contributions to candidates, each county political party committee may contribute up to the maximum contribution amount to a candidate’s campaign for each election, whether the candidate is opposed or unopposed. It is also permissible for a county political party committee to pay reasonable administrative expenses out of the contributions it has received.

Blank registration and reporting forms are available from the Secretary of State and on the Arkansas Ethics Commission site at [www.arkansasethics.com](http://www.arkansasethics.com).

*Please note, however, that PACs are required to file reports in electronic form through the official website of the Secretary of State.*

If the committee meets the five thousand dollar (\$5,000) threshold, a treasurer who is a qualified elector of the State of Arkansas must be appointed by the committee. No contribution may be accepted from a committee and no expenditure may be made by a committee that has met the registration threshold, but has not registered and appointed a treasurer.

The committee is also required to designate a financial institution within the State of Arkansas as its official depository for the purposes of depositing all money contributions that it receives in this state and making all expenditures in this state.

If a county political party committee does not meet the five thousand dollar (\$5,000) threshold, then no registration or reporting is required, and the treasurer and depository requirements are not applicable.

**Registration:**

- Filed with the Secretary of State.
- Filed within fifteen (15) days after accepting contributions during a calendar year which, in the aggregate, exceed five thousand dollars (\$5,000).
- Must be annually renewed by January 15, unless the committee has ceased to exist.
- Must be verified by an affidavit of an officer of the committee.

**The registration form of a county political party committee shall disclose the following information:**

- The name and any acronym, address, and phone number of the committee and the name, address, phone number, and place of employment of each of its officers.
- The political party with which the county political party committee is affiliated.
- The full name and full address of the financial institution in this state that the committee designates as its official depository for the purposes of depositing all money contributions that it receives in this state and making all expenditures in this state.
- A written acceptance of appointment by the treasurer.

**Quarterly Report:**

- Filed with the Secretary of State.
- Filed quarterly within fifteen (15) calendar days after the end of each calendar quarter.
- Must be verified by an affidavit of an officer of the committee stating that to the best of his or her knowledge and belief the information disclosed is a complete, true, and accurate financial statement of the committee's contributions received and made.
- Considered timely filed if hand delivered or mailed to the Secretary of State, properly addressed, postage prepaid, and postmarked on the date that the report is due.
- Records evidencing the name, address, and place of employment of each person that contributed to the committee are required to be maintained by the committee for a period of four (4) years.

**The quarterly report from a county political party committee shall indicate the following information:**

- The total amount of contributions received and the total amount of contributions made during the filing period and the cumulative amount of these totals.
- The current balance of committee funds.
- The name and address of each person that made a contribution or contributions to the committee that exceeded two hundred dollars (\$200) in the aggregate, the contributor's place of business, employer, or occupation, the date of the contribution, the amount contributed, and the total contributed for the year.

- The name and address of each candidate, campaign committee, ballot question committee, legislative question committee, political party, political action committee, independent expenditure committee, or other county political party committee, if any, to whom or which the committee made a contribution or contributions that exceeded two hundred dollars (\$200) in the aggregate during the filing period, with the amount contributed and the election for which the contribution was made.
- The name and address of each candidate, campaign committee, ballot question committee, legislative question committee, political party, political action committee, independent expenditure committee, or other county political party committee, if any, to whom or which the committee contributed a nonmoney item, together with a description of the item, the date the item was contributed, and the value of the item.
- The total amount of expenditure made for administrative expenses and for each single expenditure that exceeds one hundred dollars (\$100), an itemization including the amount of the expenditure, the name and address of the person to which the expenditure was made, and the date the expenditure was made.
- Any change in information required to be disclosed on the registration form.

**Reports Received via Facsimile:**

The Secretary of State shall accept faxed copies of any report if the original is received within ten (10) days of the date of transmission. Reports, in a readable electronic format acceptable to the Secretary of State and approved by the Arkansas Ethics Commission, may be received by the Secretary of State.

**Penalties for Registration and Reporting Violations:**

If the Arkansas Ethics Commission finds that a person or a county political party committee has committed a violation of Ark. Code Ann. §7-6-226 concerning registration and reporting requirements, it may impose a fine of not less than fifty dollars (\$50) and not more than three thousand, five hundred dollars (\$3,500) and/or issue a public letter of caution, warning, or reprimand.

**Notice of Termination:**

- Filed with the Secretary of State.
- Must file a report of all previously unreported financial activity up to the date of termination.

**The notice of termination from a county political party committee shall indicate the following information:**

- The name and full address of the committee.
- The date the committee ceased to exist.
- An itemization of all previously unreported financial activity or an indication that all financial activity during the registration period has already been reported.

All reports shall be verified by an affidavit of an officer of the committee stating that to the best of his or her knowledge and belief the information disclosed is a complete, true, and accurate financial statement of the committee's contributions received and made.

**Political Action Committee** [A.C.A. §§7-6-201, 7-6-203, 7-6-215; Rules on Political Committees §§500, 501, 502, 503, 505, 507, 509, 510, 511]

An "approved political action committee" is any person that receives contributions from one (1) or more persons in order to make contributions to candidates, campaign committees, ballot question committees, legislative question committees, political parties, county political party committees, or other political action committees; does not accept any contribution or cumulative contributions in excess of ten thousand dollars (\$10,000) from any person in any calendar year; and registers pursuant to Ark. Code Ann. §7-6-215 before making contributions.

An approved political action committee shall not include an organized political party as defined in Ark. Code Ann. §7-1-101, a county political party committee, the candidate's own campaign committee, an exploratory committee, or a ballot or legislative question committee.

It shall be unlawful for any approved political action committee to accept any contributions from a prohibited political action committee.

It shall be unlawful for a prohibited political action committee to make a contribution to a ballot question committee, legislative question committee, political party, political party committee, an approved political action committee or a prohibited political action committee.

For purposes of making contributions to candidates, each political action committee may contribute up to the maximum contribution amount to a candidate's campaign for each election, whether the candidate is opposed or unopposed. It is also permissible for a political action committee to pay reasonable administrative expenses out of the contributions it has received.

Blank registration and reporting forms are available from the Secretary of State and on the Arkansas Ethics Commission website at [www.arkansasethics.com](http://www.arkansasethics.com).

*Please note, however, that PACs are required to file reports in electronic form through the official website of the Secretary of State.*

If an out-of-state political action committee, including a federal committee, contributes more than five hundred dollar (\$500) in a calendar year to candidates, campaign committees, ballot question committees, legislative question committees, political parties, county political party committees, or other political action committees within this state, the out-of-state political action committee must designate a resident agent and comply with all registration and reporting requirements of subchapter 2 of chapter 6, Title 7 of the Arkansas Code and subject to the jurisdiction of the State of Arkansas for purposes of compliance.

No contribution may be accepted from a committee and no expenditure may be made by a committee that has not registered and does not have a resident agent. For exceptions to these requirements, see the Rules on Political Committees §§501(a)(4)(B) and 505 at [www.arkansasethics.com](http://www.arkansasethics.com).

If a political action committee, including any out-of-state political action committee, does not meet the five hundred dollar (\$500) contribution threshold, then no registration or reporting is required.

**Registration:**

- Filed with the Secretary of State.
- Filed (i) before making any contributions or (ii) within fifteen (15) days after accepting contributions during a calendar year that exceed five hundred dollars (\$500) in the aggregate, whichever is earlier.
- Must designate an individual who resides in this state to serve as a resident agent.
- Registration for a political action committee shall be active unless the political action committee has requested a termination of its registration.
- If a political action committee does not file any quarterly reports for a period of two (2) years, the Secretary of State shall terminate the political action committee's registration due to inactivity.

**The registration form of a political action committee shall disclose the following information:**

- The name and any acronym, address, and phone number of the committee and the name, address, phone number, and place of employment of each of its officers.
- The professional, business, trade, labor, or other interests represented by the committee, including any individual business, organization, association, corporation, labor organization, or other group or firm whose interests will be represented by the committee.
- The full name and full address of each financial institution the committee uses to receive contributions or make expenditures within this state.
- The name, street address, and telephone number of the individual designated as the resident agent and, if the registration form is filed in paper form, a written acceptance of designation as a resident agent.
- A certification by an officer of the committee, under penalty of false swearing, that the information provided on the registration is true and correct.

- A clause submitting the committee to the jurisdiction of this state for all purposes related to provisions of subchapter 2 of chapter 6, Title 7 of the Arkansas Code.

**Amended Registration:**

- Filed within ten (10) days of any change or subject to a late filing fee of ten dollars (\$10) for each day the change is not filed.

**Quarterly Report:**

- Filed with the Secretary of State.  
*Please note, however, that PACs are required to file reports in electronic form through the official website of the Secretary of State.*
- Filed quarterly within fifteen (15) calendar days after the end of each calendar quarter.
- Must be verified by an affidavit of an officer of the committee stating that to the best of his or her knowledge and belief the information so disclosed is a complete, true, and accurate financial statement of the committee's contributions received and made.
- Required to be maintained by the committee for a period of four (4) years.
- Report for the fourth quarter must indicate whether or not the political action committee intends to renew its registration for the next calendar year and, if so, it must submit its registration for the next calendar year at the same time it files the report for the fourth quarter.

**The quarterly report from a political action committee shall indicate the following information:**

- The total amount of contributions received and the total amount of contributions made during the filing period and the cumulative amount of those totals.
- The current balance of committee funds.
- The name and address of each person that made a contribution or contributions to the committee that exceeded two hundred dollars (\$200) in the aggregate during the calendar year, the contributor's place of business, employer, occupation, the date of the contribution, the amount of the contribution, and the total contributed for the year.
- The name and address of each candidate, campaign committee, ballot question committee, legislative question committee, political party, county political party committee, or other political action committee, if any, to whom or which the committee made a contribution or contributions that exceeded two hundred dollars (\$200) in the aggregate during the filing period, with the amount contributed and the election for which the contribution was made.
- The name and address of each candidate, campaign committee, ballot question committee, legislative question committee, political party, county political party committee, or other political action committee, if any, to whom or which the committee contributed a nonmoney item, together with a description of the item, the date the item was contributed, and the value of the item.

- The total amount of expenditures made for administrative expenses and for each single expenditure that exceeds one hundred dollars (\$100), an itemization of the amount of the expenditure, the name and address of the person to which the expenditure was made, and the date the expenditure was made.

**Penalties for Registration and Reporting Violations:**

If the Arkansas Ethics Commission finds that a person or a political action committee has committed a violation of Ark. Code Ann. §7-6-215 concerning registration and reporting requirements, it may impose a fine of not less than fifty dollars (\$50) and not more than three thousand, five hundred dollars (\$3,500) and/or issue a public letter of caution, warning, or reprimand.

**Notice of Termination:**

- Filed with the Secretary of State.
- Must file a report of all previously unreported financial activity up to the date of termination.

**The notice of termination from a political action committee shall indicate the following information:**

- The name and full address of the committee.
- The date the committee ceased to exist.
- An itemization of all previously unreported financial activity or an indication that all financial activity during the registration period has already been reported.

All reports shall be verified by an affidavit of an officer of the committee stating that to the best of his or her knowledge and belief the information so disclosed is a complete, true, and accurate financial statement of the political action committee's contributions received and made.

**Legislative Caucus Committee** [A.C.A. §§7-6-201, 7-6-215; Rules on Political Committees §§500, 501, 502, 503, 504, 507, 509]

A “legislative caucus committee” is a person that is composed exclusively of members of the General Assembly, that elects or appoints officers and recognizes identified legislators as members of the organization, and that exists for research and other support of policy development and interest that the membership hold in common. A legislative caucus committee includes, but is not limited to, a political party caucus of the General Assembly, the Senate, or the House of Representatives.

Blank registration and reporting forms are available from the Secretary of State and sample political action committee forms can be found at [www.arkansasethics.com](http://www.arkansasethics.com).

Before a legislative caucus committee makes contributions to candidates, campaign committees, ballot question committees, legislative question committees, political parties, county political party committees, or political action committees, the legislative caucus committee is required to comply with the same registration and reporting provisions required of political action committees, including the designation of a resident agent who is an individual who resides in this state and the establishment of an account in a financial institution.

**Registration:**

- Filed with the Secretary of State.  
*Please note, however, that PACs are required to file reports in electronic form through the official website of the Secretary of State.*
- Filed (i) before making any contributions or (ii) within fifteen (15) days after accepting contributions during a calendar year that exceed five hundred dollars (\$500) in the aggregate, whichever is earlier.
- Must designate an individual who resides in this state to serve as a resident agent.
- Must be annually renewed by January 15, unless the committee has ceased to exist.

**Amended Registration:**

- Filed within ten (10) days of any change or subject to a late filing fee of ten dollars (\$10) for each day the change is not filed.

**Quarterly Report:**

- Filed with the Secretary of State.
- Filed quarterly within fifteen (15) calendar days after the end of each calendar quarter.
- Must be verified by an affidavit of an officer of the committee stating that to the best of his or her knowledge and belief the information so disclosed is a complete, true, and accurate financial statement of the committee's contributions received and made.
- Required to be maintained by the committee for a period of four (4) years.

**Penalties for Registration and Reporting Violations:**

If the Arkansas Ethics Commission finds that a person or a political action committee has committed a violation of Ark. Code Ann. §7-6-215 concerning registration and reporting requirements, it may impose a fine of not less than fifty dollars (\$50) and not more than three thousand, five hundred dollars (\$3,500) and/or issue a public letter of caution, warning, or reprimand.

Legislative caucus committees use political action committee forms. For details on the information required to be disclosed on a quarterly report from a legislative caucus committee, see pages 144 -145.

**INDEPENDENT EXPENDITURE COMMITTEES** [A.C.A. §§7-6-201, 7-6-207, 7-6-213, 7-6-220, 7-6-227; Rules on Independent Expenditures §§700, 701, 702, 703, 704, 705, 706]

An “independent expenditure committee” is any person that receives contributions from one (1) or more persons in order to make an independent expenditure and is registered pursuant to Ark. Code Ann. §7-6-227 before making expenditures.

An “independent expenditure” is any expenditure which is not a contribution and expressly advocates the election or defeat of a clearly identified candidate for office; is made without arrangement, cooperation, or consultation between any candidate or any authorized committee or agent of the candidate and the person making the expenditure or any authorized agent of that person; and is not made in concert with or at the request or suggestion of any candidate or any authorized committee or agent of the candidate.

Blank registration and reporting forms are available from the Secretary of State and on the Arkansas Ethics Commission website at [www.arkansasethics.com](http://www.arkansasethics.com).

A person who or an independent expenditure committee which makes independent expenditures in an aggregate amount or value in excess of two hundred dollars (\$200) in a calendar year shall file reports with the Secretary of State:

*Please note, however, that the reports filed by an independent expenditure committee must be filed in electronic form through the official website of the Secretary of State.*

If an out-of-state independent expenditure committee makes an independent expenditure or expenditures within the state that in the aggregate exceed five hundred dollars (\$500) during a calendar year, the committee must comply with all registration and reporting requirements under Arkansas law and is subject to the jurisdiction of the State of Arkansas for all purposes of compliance with the provisions of subchapter 2 of chapter 6, Title 7 of the Arkansas Code.

It is permissible for an independent expenditure committee to pay reasonable administrative expenses out of the contributions it has received.

While it is permissible for an organized political party to make a contribution to an independent expenditure committee, an organized political party is NOT able to make an independent expenditure due to the inherently close relationship between the party and its nominees. *AEC Advisory Opinion No. 2005-EC-006*

A contribution shall not be accepted from an independent expenditure committee nor can an expenditure be made by an independent expenditure committee that has not registered and does not have a resident agent.

If a person or an independent expenditure committee does not make independent expenditures that in the aggregate exceed five hundred dollars (\$500) in a calendar year, then no registration or reporting is required.

## **Registration**

- Filed with the Secretary of State.
- Filed within fifteen (15) days after accepting contributions during a calendar year that exceed five hundred dollars (\$500) in the aggregate.
- Must be annually renewed by January 15 unless the committee has ceased to exist.
- Shall be verified by an affidavit of an officer of the committee.
- Shall designate a resident agent who shall be an individual who resides in the State of Arkansas.
- Each committee is required to maintain contribution and expenditure reports for a period of four (4) years.

### **The registration form of an independent expenditure committee shall disclose the following information:**

- The name and acronym, if applicable, address and phone number of the committee.
- The name, address, phone number, and place of employment of each officer.
- The full name and full address of each financial institution the committee uses for purposes of receiving contributions or making expenditures within the state.
- A written acceptance of designation as a resident agent.
- A certification by a committee officer, under penalty of false swearing, that the information provided on the registration is true and correct.
- A clause submitting the committee to the jurisdiction of the State of Arkansas for all purposes of compliance with the provisions of subchapter 2 of chapter 6, Title 7 of the Arkansas Code.

## **Amended Registration**

- Filed within ten (10) days of any change or subject to a late filing fee of ten dollars (\$10) for each day the change is not filed.

## **Report for Committees, Individuals, and Other Entities**

- Filed with the Secretary of State.  
*Please note, however, that the reports filed by an exploratory committee must be filed in electronic form through the official website of the Secretary of State.*
- No later than fifteen (15) days following the month in which the five hundred dollar (\$500) threshold required under this section is met, the first financial report shall be filed.
- Each subsequent report shall be filed no later than fifteen (15) days after the end of each month until the election is held. For any month in which certain days of that month are included in a preelection financial report, no monthly report for that month shall be due, but those days of that month shall be carried forward and included in the final 12 financial report. Filed no later than seven (7) days before preferential primary elections, runoff elections, general elections, and special elections covering the period ending ten (10) days before the elections.

- Final reports filed no later than thirty (30) days after the end of the month in which the last election is held at which the candidate seeks nomination or election.
- Reports to be maintained by the committee for a period of four (4) years.

**The independent expenditure report from a committee, individual, and any other entity required to file shall indicate the following information:**

- In the case of an individual making an expenditure, the name, address, phone number, principal place of business, employer, and occupation of the individual.
- In the case of a committee, the name, address, employer, and occupation of its officers.
- In the case of a person who is not an individual, the principal name of the entity, the address, and the name, address, employer, and occupation of its officers.
- The total amount of contributions received, with loans stated separately, and the total amount of expenditures made during the filing periods, and the cumulative amount of those totals.
- The name and address of each person who made a contribution or contributions that in the aggregate exceeded two hundred, the contributor's place of business, employer, occupation, and the date of the contribution, and the amount contributed.
- The contributor's principal place of business, employer, occupation, the amount contributed, the date the contribution was accepted by the committee, and the aggregate contributed for each election.
- The name and address of each person who contributed a nonmoney item, together with a description of the item, the date of receipt, and the value, not including volunteer service by individuals.
- An itemization of all single expenditures made that exceed one hundred dollars (\$100), including the amount of the expenditure, the name and address of any person to whom the expenditure was made, and the date the expenditure was made.
- A list of all paid workers and the amount the workers were paid.
- A list of all expenditures by category, including, but not limited to, television, radio, print and other advertising, direct mail, office supplies, rent, travel, expenses, entertainment, and telephone.
- The total amount of all nonitemized expenditures made during the filing period.
- The current balance of committee funds.

The information required by bullets four through twelve may be provided in the form of a schedule or schedules attached to the report.

### **Penalties for Registration and Reporting Violations**

If the Arkansas Ethics Commission finds that a person or an independent expenditure committee has committed a violation of Ark. Code Ann. §7-6-220 and/or Ark. Code Ann. §7-6-227 concerning registration and reporting requirements, it may impose a fine of not less than fifty dollars (\$50) and not more than three thousand, five hundred dollars (\$3,500) and/or issue a public letter of caution, warning, or reprimand.

All reports shall be verified by an affidavit of an officer of the committee or entity stating that he or she has examined the report, and that to the best of his or her knowledge and belief, the information disclosed is a complete, true, and accurate financial statement of the committee's contributions received and expenditures made

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## ARKANSAS STATUTES

<b>Ark. Code Ann. §7-1-103.</b>	<b>Miscellaneous misdemeanor offenses – Penalties.</b>
<b>Ark. Code Ann. §7-1-104.</b>	<b>Miscellaneous felonies – Penalties.</b>
<b>Ark. Code Ann. §7-3-108.</b>	<b>Subversive parties – New parties – Affidavit required – Penalty.</b>
<b>Ark. Code Ann. §7-6-101.</b>	<b>Campaign services contract – Right of action.</b>
<b>Ark. Code Ann. §7-6-102.</b>	<b>Political practices pledge – Penalty for Falsification.</b>
<b>Ark. Code Ann. §7-6-103.</b>	<b>Campaign participation by judges – Penalty.</b>
<b>Ark. Code Ann. §7-6-104.</b>	<b>Defamatory political broadcasts.</b>
<b>Ark. Code Ann. §7-6-228.</b>	<b>Campaign signs and materials.</b>

## ARKANSAS STATUTES

### **Ark. Code Ann. §7-1-103**

#### **7-1-103. Miscellaneous misdemeanor offenses - Penalties.**

(a) The violation of any of the following shall be deemed misdemeanors punishable as provided in this section:

(1) It shall be unlawful for any person to appoint or offer to appoint anyone to any office or position of trust or for any person to influence, attempt to influence, or offer to influence the appointment, nomination, or election of any person to office in consideration of the support or assistance of the person for any candidate in any election in this state;

(2)(A)(i) It shall be unlawful for any public servant, as defined in §21-8-402, to devote any time or labor during usual office hours toward the campaign of any other candidate for office or for the nomination to any office.

(ii) Devoting any time or labor during usual office hours toward the campaign of any other candidate for office or for the nomination to any office includes without limitation the gathering of signatures for a nominating petition.

(B) It shall be unlawful for any public servant, as defined in §21-8-402, to circulate an initiative or referendum petition or to solicit signatures on an initiative or referendum petition in any public office of the state, county, or municipal governments of Arkansas or during the usual office hours or while on duty for any state agency or any county or municipal government in Arkansas.

(C) It shall be unlawful for any public servant, as defined in §21-8-402, to coerce, by threats or otherwise, any public employee into devoting time or labor toward the campaign of any candidate for office or for the nomination to any office;

(3)(A) It shall be unlawful for any public servant, as defined in §21-8-402, to use any office or room furnished at public expense to distribute any letters, circulars, or other campaign materials unless such office or room is regularly used by members of the public for such purposes without regard to political affiliation. It shall further be unlawful for any public servant to use for campaign purposes any item of personal property provided with public funds.

(B) As used in subdivision (a)(3)(A) of this section, "campaign materials" and "campaign purposes" refer to:

(i) The campaign of a candidate for public office; and

(ii) Efforts to support or oppose a ballot measure except as provided in §7-1- 111;

(4) It shall be unlawful for any person to assess any public employee, as defined in §21-8-402, for any political purpose whatever or to coerce, by threats or otherwise, any public employee into making a subscription or contribution for any political purpose;

(5) It shall be unlawful for any person employed in any capacity in any department of the State of Arkansas to have membership in any political party or organization that advocates the overthrow of our constitutional form of government;

(6) It shall be unlawful for any campaign banners, campaign signs, or other campaign literature to be placed on any cars, trucks, tractors, or other vehicles belonging to the State of Arkansas or any municipality, county, or school district in the state;

(7)(A)(i) All articles, statements, or communications appearing in any newspaper printed or circulated in this state intended or calculated to influence the vote of any elector in any election and for the publication of which a consideration is paid or to be paid shall clearly contain the words "Paid Political Advertisement," "Paid Political Ad," or "Paid for by" the candidate, committee, or person who paid for the message.

(ii) Both the persons placing and the persons publishing the articles, statements, or communications shall be responsible for including the required disclaimer.

(B)(i) All articles, statements, or communications appearing in any radio, television, or any other electronic medium intended or calculated to influence the vote of any elector in any election and for the publication of which a consideration is paid or to be paid shall clearly contain the words:

(a) "Paid political advertisement" or "paid political ad"; or

(b) "Paid for by", "sponsored by", or "furnished by" the true sponsor of the advertisement.

(iii) Both the persons placing and the persons publishing the articles, statements, or communications shall be responsible for including the required disclaimer;

(8)(A) No An election official acting in his or her official capacity shall not do any electioneering on any:

(i) On election day or any day on which early voting is allowed;

(ii) In a building in which voting is taking place; or

(iii) Within one hundred feet (100') of the primary exterior entrance used by voters to the a building in which voting is taking place.

(B) On early voting days and election day a person shall not do any electioneering during voting hours:

- (i) In a building or within in which voting is taking place;
- (ii) Within one hundred feet (100') of the primary exterior entrance used by voters to a building in which voting is taking place; or
- (iii) With persons standing in line to vote.

(C)(i) As used in this subdivision (a)(8), "electioneering" means the display of or audible dissemination of information that advocates for or against any candidate, issue, or measure on a ballot.

(ii) "Electioneering" includes without limitation the following:

- (a) Handing out, distributing, or offering to hand out or distribute campaign literature or literature regarding a candidate, issue, or measure on the ballot;
- (b) Soliciting signatures on a petition;
- (c) Soliciting contributions for a charitable or other purpose;
- (d) Displaying a candidate's name, likeness, or logo;
- (e) Displaying a ballot measure's number, title, subject, or logo;
- (f) Displaying or dissemination of buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information; and
- (g) Disseminating audible electioneering information.

(iii) "Electioneering" does not include:

- (a) The presentation of a candidate's identification by the candidate under Arkansas Constitution, Amendment 51, 11 §13; or
- (b) The display of a ballot measure in the polling place as required under § 7-5-202.

(9) No election official shall perform any of the duties of the position before taking and subscribing to the oath provided for in §7-4-110;

(10) No person applying for a ballot shall swear falsely to any oath administered by the election officials with reference to his or her qualifications to vote;

(11) No person shall willfully cause or attempt to cause his or her own name to be registered in any other election precinct than that in which he or she is or will be before the next ensuing election qualified as an elector;

(12) During any election, no person shall remove, tear down, or destroy any booths or supplies or other conveniences placed in any booth or polling site for the purpose of enabling the voter to prepare his or her ballot;

(13) No person shall take or carry any ballot obtained from any election official outside of the polling room or have in his possession outside of the polling room before the closing of the polls any ballot provided by any county election commissioner;

(14) No person shall furnish a ballot to any elector who cannot read informing him or her that it contains a name or names different from those that are written or printed thereon or shall change or mark the ballot of any elector who cannot read so as to prevent the elector from voting for any candidate, act, section, or constitutional amendment as the elector intended;

(15) No election official or other person shall unfold a ballot or without the express consent of the voter ascertain or attempt to ascertain any vote on a ballot before it is placed in the ballot box;

(16) No person shall print or cause to be printed any ballot for any election held under this act with the names of the candidates appearing thereon in any other or different order or manner than provided by this act;

(17) No election official shall permit the vote of any person to be cast in any election precinct in this state in any election legally held in this state when the person does not appear in person at the election precinct and actually cast the vote. This subdivision (a)(18) shall not apply to persons entitled to cast absentee ballots;

(18)(A) No person shall vote or offer to vote more than one (1) time in any election held in this state, either in person or by absentee ballot, or shall vote in more than one (1) election precinct in any election held in this state.

(B) No person shall cast a ballot or vote in the preferential primary of one (1) political party and then cast a ballot or vote in the general primary of another political party in this state;

(19) No person shall:

(A) Vote, knowing himself or herself not to be entitled to vote;

(B) Vote more than once at any election or knowingly cast more than one (1) ballot or attempt to do so;

(C) Provide assistance to a voter in marking and casting the voter's ballot except as provided in §7-5-310;

(D) Alter or attempt to alter any ballot after it has been cast;

(E) Add or attempt to add any ballot to those legally polled at any election either by fraudulently introducing it into the ballot box before or after the ballots have been counted or at any other time or in any other manner with the intent or effect of affecting the count or recount of the ballots;

(F) Withdraw or attempt to withdraw any ballot lawfully polled with the intent or effect of affecting the count or recount of the ballots; or

(G) In any manner interfere with the officials lawfully conducting the election or the canvass or with the voters lawfully exercising their right to vote at the election;

(20) No person shall make any bet or wager upon the result of any election in this state;

(21) No election official, poll watcher, or any other person in or out of this state in any primary, general, or special election in this state shall divulge to any person the results of any votes cast for any candidate or on any issue in the election until after the closing of the polls on the day of the election. The provisions of this subdivision (a)(22) shall not apply to any township or precinct in this state in which all of the registered voters therein have voted prior to the closing of the polls in those instances in which there are fifteen (15) or fewer registered voters in the precinct or township; and

(22) Any person, election official, county clerk, or deputy clerk who violates any provisions of the absentee voting laws, §7-5-401 et seq., shall be punished as provided in this section; and

(23) No person applying to be placed on a ballot for any public office shall knowingly provide false information with reference to his or her qualifications; and

(24) A person shall not enter or remain in an area within one hundred feet (100') of the primary exterior entrance to a building where voting is taking place except for a person entering or leaving a building where voting is taking place for lawful purposes.

(b)(1) Except as otherwise provided, the violation of any provision of this section shall be a Class A misdemeanor.

(2)(A) Any person convicted under the provisions of this section shall thereafter be ineligible to hold any office or employment in any of the departments in this state.

(B)(i) If any person is convicted under the provisions of this section while employed by any of the departments of this state, he or she shall be removed from employment immediately.

(ii) If any person is convicted under the provisions of this section while holding public office, the conviction shall be deemed a misfeasance and malfeasance in office and shall subject the person to impeachment.

(3) A person convicted of a misdemeanor offense as listed in this section shall be barred from serving as an election official in subsequent elections.

(c) Any violation of this act not covered by this section and §7-1-104 shall be considered a Class A misdemeanor and shall be punishable as such.

**Ark. Code Ann. §7-1-104**

**7-1-104. Miscellaneous felonies - Penalties.**

(a) The following offenses shall be deemed felonies punishable as provided in this section:

(1) No person shall falsely make or fraudulently destroy any certificate of nominations or any part thereof, file any certificate of nominations knowing the certificate or any part thereof to be false, suppress any nomination or any part thereof which has been filed, or forge or falsely write the name or initials of any election official on any ballot;

(2) No public official or other person shall in any manner willfully or corruptly permit any person not entitled to register for the purpose of voting to register, nor shall a public official or other person forge or attempt to forge a registration;

(3) No person shall vote in any election in the state unless the person is a qualified elector of this state and has registered to vote in the manner provided by law;

(4) It shall be unlawful for any person to offer, accept, receive, or pay any person any money, goods, wares, or merchandise or solicit any money, goods, wares, or merchandise for the purpose of influencing his or her vote during the progress of any election in this state;

(5) It shall be unlawful for any person to make any threat or attempt to intimidate any elector or the family, business, or profession of the elector;

(6) It shall be unlawful for any person to interfere with or to prevent any qualified elector from voting at any election or to attempt to interfere with or to prevent any qualified elector from voting at any election, provided that this subdivision (a)(6) shall not prohibit good faith challenges of ballots or voters according to law by candidates, authorized representatives of candidates, political parties, or ballot issues;

(7) It shall be unlawful for any person to attend any polling site on election day and hand out or give away any campaign cards, placards, or other articles for the purpose of influencing the electors to vote for any candidate, except in the manner now provided by law;

(8)(A) It shall be unlawful for a person with the intent to defraud a voter or an election official to possess an absentee ballot issued to another.

(B) The possession by a person of more than four (4) absentee ballots creates a rebuttable presumption of intent to defraud.

(C) The presumption under subdivision (a)(8)(B) of this section does not apply to:

(i) An employee of the United States Postal Service performing the normal course of the employee's authorized duties;

(ii) A common or contract carrier performing the normal course of the carrier's authorized duties;

(iii) The administrative head of a long-term care or residential care facility licensed by the state authorized by a voter under Arkansas law; or

(iv) An election official acting in his or her official capacity;

(9) No person shall tamper with a voting machine or fraudulently affect or attempt to affect its results;

(10) No person may cast a ballot in more than one (1) party primary election on the same day in this state or for candidates for more than one (1) political party;

(11) No person shall vote in any election more than one (1) vote;

(12) No person shall vote or attempt to vote other than his or her legal ballot;

(13) No election official shall knowingly permit any person to vote other than his or her legal ballot in any election;

(14) No election official or other person shall fraudulently permit any person to vote illegally, refuse the vote of any qualified elector, or cast up or make a false return of any election;

(15) No election official or other person shall willfully make a false count of any election ballots or falsely or fraudulently certify the returns of any election;

(16) No person shall fraudulently change, alter, or obliterate the poll books or books of any election or break any seals upon any ballot box, voting machine, or stub box, except as authorized by law;

(17) No person shall contrive, alter, forge, counterfeit, detain, mutilate, steal, secrete, or destroy any election returns or election materials for the purpose of hindering or preventing or falsely reporting a tabulation or check of the returns; and

(18) Any person who violates the provisions of §7-5-702 or who shall disclose how any voter may have voted unless compelled to do so in a judicial proceeding shall be deemed guilty of a Class D felony and punished as provided in this section.

(19) No person shall forge the signature of a voter on an absentee ballot application, absentee ballot voter statement, or voter registration application.

(b)(1) Any person convicted of a felony as defined in this section shall be guilty of a Class D felony.

(2)(A) Any person convicted of a felony as defined in this section shall be barred from holding public office or employment in any of the departments of the state from the date of his conviction.

(B)(i) If the person is employed by any of the departments of this state at the time of his conviction, he shall be removed from employment immediately.

(ii) If any person is convicted under the provisions of this section while holding public office, the conviction shall be deemed a misfeasance and malfeasance in office and shall subject the person to impeachment.

(C) A person convicted of a felony as listed in this section shall be barred from serving as an election official in subsequent elections.

### **Ark. Code Ann. §7-3-108**

#### **7-3-108. Subversive parties - New parties - Affidavit required - Penalty.**

(a) A political party shall be not be recognized, qualified to participate, or permitted to have the names of its candidates printed on the ballot in any election in this state that:

(1) Either directly or indirectly advocates, teaches, justifies, aids, or abets the overthrow by force or violence, or by any unlawful means, of the government of the United States or this state, or an act of terrorism as described by §5-54-205; or

(2) Directly or indirectly carries on, advocates, teaches, justifies, aids, or abets a program of sabotage, force and violence, sedition, or treason against the government of the United States or this state.

(b)(1) A newly organized political party shall not be recognized, qualified to participate, or permitted to have the names of its candidates printed on the ballot in any election in this state until it has filed an affidavit, by the officers of the party in this state under oath, that:

(A) It does not either directly or indirectly advocate, teach, justify, aid, or abet the overthrow by force or violence or by any unlawful means of the government of the United States or this state, or an act of terrorism as described by §5-54-205; or

(B) It does not directly or indirectly carry on, advocate, teach, justify, aid, or abet a program of sabotage, force and violence, sedition, or treason against the government of the United States or this state.

(2) The affidavit shall be filed with the Secretary of State.

(c) Any person who violates any provision of this section shall be guilty of a Class A misdemeanor.

**Ark. Code Ann. §7-6-101**

**7-6-101. Campaign services contract - Right of action.**

No action shall be brought to charge any person upon any contract, promise, or agreement for any service rendered to or for him or her as a candidate in any election in this state or in aid of his or her campaign for the nomination to any office in this state unless the agreement, promise, or contract, upon which said action shall be brought, or some memorandum or note thereof, shall be made in writing and signed by the party to be charged therewith, or signed by some other person by him or her thereunto properly authorized in writing.

**Ark. Code Ann. §7-6-102**

**7-6-102. Political practices pledge — Penalty for falsification**

(a)(1) Candidates for political party nominations for state or district offices shall file with the Secretary of State and candidates for county, municipal, or township offices shall file with the county clerk of the county during the filing period set out in §7-7-203 for the preferential primary election a pledge in writing stating that they are familiar with the requirements of §§7-1-103, 7-1-104, 7-3-108, and 7-6-101, 7-6-103, 7-6-104 and this section and will comply in good faith with their terms.

(2) An independent candidate or school district candidate shall file the political practices pledge at the time of filing the petition for nomination.

(3) Independent candidates for municipal office shall file the political practices pledge with the county clerk at the time of filing the petition for nomination.

(4) Write-in candidates shall file the political practices pledge at the time of filing the notice to be a write-in candidate.

(5) A nonpartisan candidate paying filing fees in accordance with §7-10-103(b) shall file the political practices pledge at the time of filing for office.

(6) A nonpartisan candidate filing by petition according to §7-10-103(c) shall file the political practices pledge at the time of filing the petition.

(b) All political practices pledge forms for state or district offices and county, municipal, or township offices shall be required to contain the following additional pledge:

“I hereby certify that I have never been convicted of a felony in Arkansas or in any other jurisdiction outside of Arkansas.”

(c) Any person who has been convicted of a felony and signs the pledge stating that he or she has not been convicted of a felony shall be guilty of a Class D felony.

(d) For purposes of this section, a person shall be qualified to be a candidate for a state, district, county, municipal, and township office and may certify that he or she has never been convicted of a felony if his or her record was expunged in accordance with §§16-93-301 - 16-93-303, or a similar expunction statute in another state if the candidate presents a certificate of expunction from the court that convicted the candidate.

(e)(1) The name of a candidate who fails to sign and file the pledge shall not appear on the ballot.

(2)(A) Within two (2) days of the date the pledge is required to be filed, the Secretary of State or the county clerk shall notify by certified mail that requires a return receipt signed by the candidate those candidates who have failed to file a signed political practice pledge and include a copy of the written pledge required by this section.

(B) Failure of the state or district candidate to file with the Secretary of State or of the county, municipal, or township candidate to file with the county clerk within five (5) days of receipt or refusal of this notice shall prevent the candidate's name from appearing on the ballot.

**Ark. Code Ann. §7-6-103****7-6-103. Campaign participation by judges - Penalty.**

(a) It shall be unlawful for any judge of the district or circuit courts and any Justice of the Supreme Court or judge of the Court of Appeals to participate in the campaign of any candidate for office at any election, other than his or her own.

(b) The word "participation", as used in this section, shall mean the managing of another's campaign or any solicitation on his or her behalf.

(c) Participation shall be deemed to be misfeasance and malfeasance in office and shall subject the judge to impeachment therefore.

**Ark. Code Ann. §7-6-104****7-6-104. Defamatory political broadcasts.**

Neither the owner, licensee, nor operator of a visual or sound radio broadcasting station or network of stations nor his agents or employees shall be liable for any damages for any defamatory statement published or uttered in, or as a part of, a visual or sound broadcast by a candidate for political office in those instances in which, under the acts of Congress or the rules and regulations of the Federal Communications Commission, the broadcasting station or network is prohibited from censoring the script of the broadcast.

**Ark. Code Ann. §7-6-228****7-6-228 (c)(1)(2). Campaign signs and materials.**

(c)(1)(A) Campaign signs, campaign literature, and other printed campaign materials shall clearly contain the words "Paid for by" followed by the name of the candidate, committee, or person who paid for the campaign sign, campaign literature, or other printed campaign materials.

(B) The candidate printing the campaign sign, campaign literature, or other printed campaign materials shall be responsible for including the language required by subdivision (c)(1)(A) of this section.

(C) When the printed campaign material is a two-sided sign, the "Paid for by" language required by this subsection shall appear on both sides of the sign.

(2) Subdivision (c)(1)(A) of this section applies only to campaign signs, campaign literature, and other printed campaign materials created by or sponsored by a political candidate, a political action committee, or an independent expenditure committee.