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MISSION

MEC serves the public interest by assisting and educating the citizens of Missouri, public officials, lobbyists and individuals participating in public elections, while consistently and uniformly enforcing campaign finance, conflict of interest and lobbying laws.

Personal Financial Disclosure (PFD)

Political Subdivisions Reminders

Annual Operating Budget (AOB)

In order to identify those persons required to file a PFD, every political subdivision must indicate whether their AOB is:

- Over \$1 million; or
- \$1 million or under

If your AOB is \$1 million dollars or under, there are no requirements for employees or elected officials to file a PFD.

If your AOB is over \$1 million, you may choose to adopt an ordinance, order or resolution identifying who must file a PFD, or follow the law for required filers (§105.483 RSMo.). A list of required filers is submitted in the fall of each year.

How to file AOB:

- *Submit Electronically*
 1. Go to our website
 2. Log into the [Political Subdivision Filing System](#) (use your political subdivision's log-in information)
 3. Update subdivision contact information (if necessary)
 4. Confirm AOB (you will receive an email confirmation)
- *File by Paper*
 1. Complete fillable form on our website & print; or
 2. Print blank form & complete
 3. Mail or hand-deliver form to MEC

Conflict of Interest Ordinance/Resolution

If your ordinance expires this year and you wish to keep it in effect, you must, by **Sept. 15th**, re-adopt it at an open meeting. Within 10 days of adoption, you must mail a certified copy to our office.

See [§105.485 RSMo.](#), for minimum ordinance requirements. You may also wish to consider the following:

- Penalties for failure to follow ordinance
- Filing requirements for candidates

If you do not re-adopt the ordinance, all elected, appointed, and decision making personnel, as well as candidates, will be required to file a PFD.

See sample [Ordinance](#) on our website. Email PFD questions to PFDFOnline@mec.mo.gov.

Campaign Finance Disclosure

July Quarterly Report:

- Due July 15th
- Time period thru June 30th

New Resources:

Whether you are new to campaign finance or an experienced candidate, treasurer, or committee member, use these new

resources to help understand and follow key requirements of the campaign finance laws.

[Campaign Finance Frequently Asked Questions \(FAQs\)](#): Provides answers to commonly asked questions for campaign finance committees; topics range from committee information and reporting requirements to online searches.

[Guide to Political Action Committees \(PACs\)](#): Specifically geared for political action committees (PACs), provides campaign finance basics and answers common questions.



Spotlight on Searches



The Commission continuously improves & develops new and relevant searches for users. One of our newest searches is:

NEW: Ballot Measures—PAC Expenditures

- shows money spent on ballot measures by PACS and if the money was spent to support or oppose the measure. PACS are formed to support or oppose ballot measures and/or candidates over multiple elections.

From our website, select “Campaign Finance”, under Campaign Finance Searches... Ballot Measure/Campaign Specific...select “Ballot Measures-PAC Expenditures”

Step by Step process:

- Step 1 - Select
 - Election Year
- Step 2 - Limit by
 - Election Date

Can also limit search results by support or oppose options.

Training:

To further educate others, MEC offers in-person seminars, online webinars, web tutorials and a variety of publications, including filing calendars.

We are currently developing new training materials and will update our schedule when new dates are finalized.

Check our training page frequently & email your inquiries or requests to training@mec.mo.gov.

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Election Authorities

General Overview

⇒ Submit Required Filer list to MEC and notify filers

June/July

⇒ Confirm Annual Operating Budget for your political subdivision

January

⇒ File Candidate List for municipal election with MEC (Candidate’s PFD due two weeks after close of filing)

August/September/ October

⇒ Adopt Ordinance/ Resolution by Sept. 15th
⇒ Review Election Packets

March/April/May

⇒ Track your required filers
⇒ File Candidate List for pri-

mary/general elections with MEC (Candidate’s PFD due two weeks after close of filing)

⇒ Track your required filers
⇒ Annual filer’s PFD due May 1st.

Election Packets:

- ✓ Notice to Candidate
- ✓ Guide to Ethics Law- Plain English Summary

Conflict of Interest

**Ch. 105 RSMo.,
General Provisions**

- Prohibits financial gain for self, spouse, dependent child(ren)
- Addresses elected & appointed public officials receiving additional

compensation through:

- Employment
- Services
- Conducting Business



If you find yourself in a position that may result in a conflict of interest issue:

- Recuse yourself from voting on anything that may directly affect or give special monetary benefit to you or a family member
- Consult governing policies & procedures