



FACT SHEET ON COMMITTEE PRINCIPAL OFFICERS

The City's Election Campaign Control Ordinance (ECCO) requires City committees to comply with campaign laws regulating principal officers. This fact sheet addresses the identification and disclosure requirements that apply to principal officers for City general purpose committees and committees primarily formed to support/oppose City candidates and measures. It should not, however, be considered a substitute for the actual language contained in ECCO or state law.

- ❖ A principal officer is any individual responsible for approving the political activities of the committee, including but not limited to, any of the following:
 - ✓ authorizing/approving the content of campaign communications; or
 - ✓ authorizing/approving committee expenditures (including contributions); or
 - ✓ determining the committee's campaign strategy.
- ❖ Principal officers are responsible for ensuring that their committees comply with all aspects of state and local campaign laws. This includes maintaining detailed accounts, records, bills, and receipts relating to contributions and expenditures; timely filing complete and accurate campaign statements; making complete and accurate disclosures on campaign advertisements; and ensuring that independent expenditures are truly independent.
- ❖ Only an individual may qualify as a principal officer. See the ethics commission's fact sheet on sponsors of campaign committees for separate rules concerning the identification and disclosure of entities that provide substantial funding for the committee, collect contributions for the committee by using payroll deductions or dues, provide administrative support, or determine the committee's policies for soliciting contributions or making expenditures.
- ❖ Committees must disclose the identity of their principal officers on their statement of organization (Form 410).
- ❖ If more than one individual shares the responsibility for approving the committee's activities, each individual is considered a principal officer and must be identified on the Form 410. If there are more than three principal officers, the committee must identify no less than three.
- ❖ Any changes to the identities of a committee's principal officers must be disclosed on an amended Form 410 filed within 10 days (or within 24 hours if the change takes place during the 16 days prior to any election in which the committee is required to file a pre-election report).
- ❖ It is a violation of law to identify a straw principal officer on a Form 410 to avoid disclosing the name of one or more individuals who are, in fact, approving the political activities of the committee.
- ❖ For additional information, please contact the ethics commission at (619) 533-3476.