

**Summary Guide-Draft**  
**Fair Election Fund**  
**Baltimore County, Maryland**

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## **INTRODUCTION AND OVERVIEW**

In 2011, The General Assembly established the Commission to Study Campaign Finance Law. On December 31, 2012, the General Assembly issued its final report. It recommended that the counties be authorized to establish their own public financing programs for county offices. In 2013, the General Assembly passed, and the Governor signed, HB 1499, the Campaign Finance Reform Act of 2013, giving county governments the authority to implement a public financing program.

Pursuant to Maryland Election Law §13-505, any county in the State may elect to establish a system of public campaign financing for elective offices in the executive and legislative branches of the County's government. Any program established under this provision is to be administered by the Chief Financial Officer of the County and subject to regulation and oversight by the Maryland State Board of Elections.

Each county shall determine the criteria that candidates must satisfy to become eligible for participation in the Program. Participation in a Public Campaign Financing Program is not mandatory for candidates. The decision for a candidate to participate is voluntary and one can only participate if running for a covered county elective office. The County's Program may include regulations on campaign financing, contributions, expenditures, reporting and campaign material that are stricter than those of State law.

## **BALTIMORE COUNTY ESTABLISHES A CITIZENS' ELECTION FUND PROGRAM**

On March 18, 2019 County Council passed Bill 3-19, a charter amendment which, established the Citizen's Election Fund System and established a Citizens' Election Fund Commission. The charter amendment was then placed on the November 2, 2020 ballot as Question A, which was approved by voters. The Fair Election Fund Work Group was then established to make recommendations on how to create and implement the Fair Election Fund.

On December 28, 2021, County Council passed Bill 102-21, which established the Baltimore County Fair Election Fund and the Fair Election Fund Commission. The Commission is responsible for estimating the amount of funding needed during the upcoming election cycle and making annual recommendations to the County Executive on the level of appropriations needed in each forthcoming budget. The Commission consists of nine members serving four-year terms. Each member is a resident and registered voter of Baltimore County and each member is confirmed by the County Council.

## **SOURCES OF FUNDING**

The Baltimore County Fair Election Fund is comprised of the following funding sources: (1) money appropriated to the fund; (2) any unspent money remaining in a certified candidate's Citizen funded campaign account after the candidate is no longer a candidate; (3) any public contribution returned to the fund; (4) any fines collected; (5) any earnings on money in the fund.

**\*\*\*IMPORTANT NOTICE\*\*\***

**ALL CAMPAIGN ACCOUNTS, TRANSACTIONS AND PAPERWORK ARE SUBJECT TO AUDIT**

## **IMPORTANT TERMS AND DEFINITIONS**

“Applicant Candidate” means a candidate who is seeking to be a certified candidate in a primary or general election.

“Campaign Finance Entity” has the meaning stated in title 1, subtitle 1 of the election law article of the annotated code of 5 Maryland.

“Certified Candidate” means a candidate who is certified as eligible for public campaign financing from the fund.

“Citizen Funded Campaign Account” means a campaign finance account into which eligible contributions may be received and from which money may be spent in accordance with this title.

“Commission” means the citizens election fund commission referenced in section 1013 of the Baltimore County charter, to be named “the Baltimore County Fair Election Fund Commission.”

“Contested Election” means any election, including a special election, in which there are more candidates for office than the number who can be elected to that office.

“Contribution” has the meaning stated in title 1, subtitle 1 of the election law article of the annotated code of Maryland.

“County Board” means the Baltimore County Board of Elections.

“County resident” means a natural person who resides in Baltimore County.

“Director” means the Director of Budget and Finance or their designee.

“Election Cycle” has the meaning stated in title 1, subtitle 1 of the election law article of the annotated code of Maryland.

“Eligible Contribution” means an aggregate donation in a four-year election cycle from an individual, including an individual who does not reside in the county, that does not exceed the contribution limit as established in this title.

“Fund” means the citizens’ election fund referenced in section 1013 of the Baltimore County charter, to be named “the Baltimore County Fair Election Fund”.

“Participating Candidate” means a certified candidate who has received a public contribution from the fund during the current election cycle.

“Principal Political Parties” has the meaning stated in title 16 1, subtitle 1 of the election law article of the annotated code of Maryland.

“Public Contribution” means money disbursed from the fund to a certified candidate.

“Qualifying contribution” means an eligible monetary contribution in support of an applicant candidate that is: (1) made by a county resident; (2) made after the beginning of the qualifying period, but no later than the next general election; and (3) acknowledged by a receipt.

“Qualifying period “means: (1) the time beginning on January 1 following the last election for the office the candidate seeks and ending 45 days before the date of the primary election; or (2) for a special election, the time that the county council sets by resolution.

“Slate” has the meaning stated in title 1, subtitle 1 of the election law article of the annotated code of Maryland.

“State board” means the Maryland State Board of Elections.

**FUND – ELECTION CYCLE CHART (EXHIBIT A)**

365 Days Before Primary Election	Last Tuesday in February Before Primary Election	45 Days Before the Primary Election	Primary Election	General Election	5 Days After the General Election	15 Days After the General Election
6/30/2025	2/24/2026	5/16/2026	6/30/2026	11/3/2026	11/8/2026	11/18/2026
<b>Distribution Period</b>						
<b>Qualifying Period</b>						
<b>Receipt submission period for Primary Election</b>						
<b>Receipt submission period for General Election</b>						
<b>File Notice of Intent with Board</b>						
<b>File Certificate of Candidacy</b>						

**Distribution Period:** This is the period during which the County distributes public contributions from the Fund to a certified candidate. The period begins 365 calendar days before the primary election and ends 15 calendar days after the date of the general election.

**Qualifying Period:** This is the period during which candidates may submit receipts to the Board of Elections to become a Certified Candidate. The period begins on January 1 following the last election and ends 45 calendar days before the primary election. As described in Section XVII, certification is only required once and applies to both the primary and general elections. As described in Section XXI, a candidate that participates in the Program during the primary election and wins, but chooses to withdraw from the Program for the general election, must follow specific withdrawal procedures.

**Receipt Submission Period(s):** This is the period during which a qualified candidate may submit receipts to the Board of Elections to receive public contributions from the Fund. Submissions are due no later than 11:59 PM on primary election or general election day.

**Candidate Filing Notice of Intent:** Candidates must file a Notice of Intent with the Board of Elections no later than 9 p.m. on the last Tuesday in February in the year in which the primary election will be held.

**Candidate Filing Certificate of Candidacy:** Candidates submit a certificate of candidacy with the Board of Elections no later than 9 p.m. on the last Tuesday in February in the year in which the primary election will be held. This is for the candidate to appear on the ballot.

See attached **EXHIBIT A** for an outline of the Current Election Cycle.

### **SECTION I: PUBLIC CAMPAIGN FINANCING - HOW TO BEGIN**

To become certified in the Fair Election Fund, an applicant candidate must be a Baltimore County resident running for County Executive or the County Council.

Prior to raising a contribution governed by the Baltimore County Fair Election Fund, an applicant candidate must complete the following steps to begin the certification process and participate in the Baltimore County Fair Election Fund:

- Register the Public Finance Committee via the electronic filing system (MDCRIS) not later than 9 p.m. on the last Tuesday in February in the year in which the primary election will be held. Detailed instructions are included in Section II “How to Register a Public Financing Committee in MDCRIS.”
- File the Notice of Intent to Qualify with the State Board of Elections. The Notice of Intent to Qualify is automatically generated at the time of establishing a public financing committee. Detailed instructions are included in the next section.
- Open a publicly funded campaign account with a bank. The purpose of this account is to receive deposits of all contributions, matching public distributions, and to make expenditures. **Any other campaign finance entity associated with the candidate must be closed or be made inactive (no deposits made into the account and no funds withdrawn from the account) during the period the candidate seeks public funds.** Detailed instructions are included in Section V, “Documents Needed to Open a Publicly Funded Campaign Bank Account.”



## SECTION II: HOW TO REGISTER A PUBLIC FINANCING COMMITTEE IN THE MARYLAND CAMPAIGN REPORTING INFORMATION SYSTEM (MDCRIS)

Register a publicly funded campaign committee in MDCRIS by following the below instructions:



▪ **Step 1:** Select Register Committee at [www.campaignfinance.maryland.gov](http://www.campaignfinance.maryland.gov). (See above)

▪ **Step 2:** Select Public Financing Committee. (See below)



▪ **Step 3:** The next screen advises that one of the following will be needed to complete the registration online:

1. Driver's license number;
2. The last 4 numbers of Social Security Number; or
3. Voter Registration ID number. Select "Continue."

▪ **Step 4:** The following information will be entered on the next screen which is the information for the **Notice of Intent**. Once entered, check the box at the bottom of the screen to verify the information and then select "Continue."

**Maryland Campaign Reporting Information System**

Public Financing Committee Registration Initial Page

Select which election you will be participating in  
Election Type\* -- Select Election -->

Select election year you will be running in  
Election Year\* -- Select Election Year -->

Select level of government the office you are seeking  
Office Type\* -- Select Office Type -->

Select elective office that you are seeking  
Office Sought\* --Select Office Sought-->

Select the jurisdiction of the office sought  
Jurisdiction\* --Select Jurisdiction-->

Select the political party that you are affiliated with  
Party Affiliation -- Select Party -->

Please verify the Election and Office information before continuing

[Continue](#) [Clear](#)

- Election Type;
  - Election Year;
  - Office Type;
  - Office Sought;
  - Jurisdiction; and
  - Party Affiliation.
- **Step 5:** The next screen is establishment of the Public Financing committee. Enter the following information and select “Continue.”
    1. Committee Name;
    2. Candidate Information: Name, Address, Date of Birth, email address, Phone & Fax;
    3. Chairperson Information: Name, Address, Date of Birth, email address, Phone & Fax;
    4. Treasurer Information: Name, Address, Date of Birth, email address, Phone & Fax;
    5. Additional Contact Information (Optional);
    6. Publicly Funded Campaign Account Information;

MDCRIS will generate the following documents for the committee to print after the submission:

- Notice of Intent
- Statement of Organization

**Note:** In response to the MDCRIS Notice of Intent filing, Baltimore County Government will mail a letter to the Treasurer’s address to advise of next steps to ensure timely disbursements once requirements have been met to be a certified candidate.

**Also Note: During initial registration, please list bank account number as 999999999 as temporary placeholder if not opened. Once the account is opened with a bank, this account number must be updated. Detailed instructions on Editing Campaign Information are located in Section IV.**

### **SECTION III: STATE BOARD OF ELECTIONS APPROVAL OF COMMITTEE**

After submission and review by the State Board, an email will be sent to the Candidate, Chairman, and Treasurer with a temporary password to access MDCRIS. The email will occur within 24 hours. If this email is not received within 24 hours, please verify that the email was not received in a spam folder. If not received, contact the State Board at 410-269-2880.

After receiving the email with the temporary password, each committee member will need to log into MDCRIS, with the assigned temporary password and create a unique personal password. The username to be used during login is the email address listed in the Committee Registration.

### **SECTION IV: HOW TO EDIT PUBLIC FINANCING COMMITTEE REGISTRATION INFORMATION**

If at any time, the registration information should need to be edited, the committee may log into MDCRIS and follow these instructions:

- **Step 1:** From the menu on the left side of the screen, select **EDIT**.



- **Step 2:** This selection will allow you to edit reported information.
- **Step 3:** Once the information is edited, select the box on the bottom of the page that states “I certify these changes...” and select **SUBMIT**.
- **Step 4:** The system will save the edited information and state at the top of the page if the edited information was saved successfully.
- **Step 5:** Then select **OK**

### **SECTION V: DOCUMENTS NEEDED TO OPEN A PUBLICLY FUNDED CAMPAIGN BANK ACCOUNT**

To open a publicly funded campaign account, the following may be requested by the financial institution:

- Employer Identification Number

File Form SS-4 with the Internal Revenue Service (Application for Employer Identification Number)

<https://www.irs.gov/uac/form-ss-4-application-for-employer-identification-number-ein>.

A personal social security number cannot be used.

- Resolution of Authority - Banks should accept the processed Statement of Organization to a newly formed public financing committee by the State Board. This document will be generated after completing registration in MDCRIS.
- Personal Identification.

As a reminder, once the committee's publicly funded campaign account is opened with the financial institution, this account number **MUST** be entered in MDCRIS to ensure timely deposits of publicly matched funds for the certified candidate.

## SECTION VI: CONTRIBUTION REQUIREMENTS

Once the public financing committee is established through MDCRIS and the publicly funded campaign account is opened with the financial institute of choice, the candidate can:

- Begin collecting qualifying contributions to meet the required contribution amount to become a certified candidate. **No contributions made prior to filing your Notice of Intent will be considered a qualifying contribution.**
- All contributions, whether qualifying or eligible, must be deposited into the applicant candidate's publicly funded campaign account. Each qualifying contribution must have a proof of receipt that will be submitted to the State Board at the time of requesting a public contribution. Each receipt must have the contributor's name, residential address, and be signed by the contributor directly or by the digital signature method approved by the State Board. The signature card name must match the name of contributor to be considered a qualifying contribution. See Section L for an example contribution card.
- Minimum requirements to qualify for Public Financing for each elective office are as follows:

Elective Office	Number of Qualifying Contributions	Aggregate Total
County Executive	550	\$50,000
County Council	150	\$15,000

- Further details on spending regulations are in Section XXXI.

## SECTION VII: QUALIFYING CONTRIBUTIONS

A qualifying contribution must satisfy the following criteria:

- An aggregate donation of at least \$5.00 but no more than \$250.00;
- Contributed in support of an applicant candidate during the four-year election cycle;
- The maximum amount of a contribution from a single resident to an applicant candidate is \$250.00 during each election cycle.
- The contributor must be a County resident;
- Contributions must be made during the qualifying period;
- Contributions must be acknowledged by a receipt that identifies the contributor's name, residential address, and be signed by the contributor directly or by a digital signature.

Note: In-Kind donations do not count as qualifying contributions.

**SECTION VIII: ELIGIBLE CONTRIBUTIONS**

An eligible contribution must satisfy the following criteria and will not be matched by public funding:

- An aggregate donation of no more than \$250.00 from an individual in support of a candidate during the election cycle;
- Each eligible contribution must have a proof of receipt that will be submitted to the State Board;
- The contributor does not have to be a County resident.
- An applicant candidate may accept up to a combined total of \$12,000 in contributions or loans consisting of not more than \$6,000 from each of the following family members:
  - (i) the applicant candidate;
  - (ii) a child who is at least 18 years old;
  - (iii) a spouse,
  - (iv) a parent; or
  - (v) a sibling;

**NOTE: All such loans/contributions must be reported in MDCRIS. See SECTION XXIII: HOW TO ENTER A CONTRIBUTION.**

- Not all eligible contributions are qualifying.

**SECTION IX: IMPERMISSIBLE CONTRIBUTIONS**

An applicant candidate must not accept the following contributions:

- A private contribution from any group or organization, including a political action committee, a corporation, labor organization or a State or local central committee of a political party.
- A private contribution or contributions from an individual in an aggregate greater than \$250.00 during a four (4) year election cycle.
- A loan from anyone other than the applicant candidate, their child who is at least 18 years old, their spouse, their parent, or their sibling.
- Anonymous contributions.

**SECTION X: MATCHING FORMULA**

COVERED OFFICE	Matching Ratio for Public Dollars	Qualified Contribution Threshold	Maximum Public Contribution
<b>County Executive</b>	6 to 1	First \$50	\$750,000 Per Election
	4 to 1	\$51-\$100	
	2 to 1	\$101-\$150	
	0	\$151-\$250	
<b>County Council</b>	4 to 1	First \$50	\$80,000 Per Election
	3 to 1	\$51-\$100	
	2 to 1	\$101-\$150	
	0	\$151-\$250	

**SECTION XI: IN-KIND CONTRIBUTIONS**

An in-kind contribution of property, goods, or services is not eligible to receive public election matching dollars. An in-kind donation contribution cannot have a value that exceeds \$250.00. Like other contributions, in-kind contributions are recorded (see SECTION XXIII: HOW TO ENTER A CONTRIBUTION).

**SECTION XII: LOANS AND CONTRIBUTIONS FROM APPLICANT CANDIDATE AND THEIR SPOUSE**

An applicant candidate and their spouse each may contribute and/or loan up to \$6,000 to the applicant candidate's publicly funded campaign account. However, these contributions/loans do not qualify for matching public funds and do not count towards the certification requirement. Contributions from other family members are subject to all relevant limits and qualification requirements.

***NOTE: LOANS FROM CANDIDATE/CANDIDATE'S SPOUSE MUST BE REPORTED IN MDCRIS UNDER CONTRIBUTIONS. SEE SECTION XXIII: HOW TO ENTER A CONTRIBUTION FOR FURTHER INSTRUCTIONS.***

**SECTION XIII: RECEIPT OF CONTRIBUTIONS**

A separate receipt must be obtained from the contributor with the contributor's name, residential address, and be signed by the contributor directly or by digital signature. The contributor must also certify Baltimore County residency. Without a receipt of contribution, the contribution will not qualify for matching dollars from the Fair Election Fund: ***Sample below.***

### Electronic Contribution Receipt

**Contribution Received by:** XXXX for Council

**Contribution ID #:** X

**Contribution Received on:** XX/XX/XXXX

**Name of Contributor:** X

**Amount of Contribution:** \$150.00

**Contributor Address:** X

#### Attestation:

By typing my name in the e-signature block below, I hereby certify the following:

- I understand that State and County law requires that a contribution by in my name and be from my own funds. This contribution is being made from my personal credit or debit card account, billed to and paid by me for my personal use out of my personal funds, is not being reimbursed in any matter, and is not being made as a loan. This contribution is not being made from the funds of a business entity, political action committee, labor organization or other organization or group.
  
- I understand that because Candidate X is participating in Baltimore County's Fair Election Fund program, I may not contribute more than \$250 to their campaign during the four-year cycle January 1, 2023 through December 31, 2026.

E-Signature:

**Resident of Baltimore County:** Yes

#### SECTION XIV: BANK CHECKS

A cancelled check does not qualify as a signed contribution receipt for matching Fair Election Fund purposes. The contributor must sign and provide a receipt as an additional document acknowledging the contribution to be a qualified contribution for public fund matching.

A qualifying contribution made in bank check form must be printed with a name to match the name on the signed receipt of contribution.

- For example, a bank check has two names printed on the document, with a Baltimore County address, one of the names must be the name of the Baltimore County resident contributor.
- For an additional example, a bank check has two names printed on the document, with a Baltimore County address, the contributor can sign the document using the initials of one of the names printed on the check (i.e. the name printed on the check is John A. Contributor and signed as J. A. Contributor.)

#### SECTION XV: DIGITAL SIGNATURES

A contribution receipt from the contributor with a digital signature means a document provided to the State Board where the donor made an affirmative action acknowledging the contribution to a publicly financed candidate. This is more than checking a box, but an affirmative action. A check mark, as evidence of the signature, will not be accepted by the contributor for matching funds.

- For example, evidence that the donor affirmatively typed in his or her initials or name at the time of making the contributions understanding the law and its requirements for making a contribution. The supporting documentation of a digital signature must include a record with a time stamp of when the action occurred. See Election Law Article §1-101(y) for a definition of an electronic signature.

#### **SECTION XVI: CERTIFICATION OF CANDIDATE**

Once the initial registration and contribution requirements are satisfied to become eligible for Baltimore County Fair Election Fund Financing, all documents to determine certification of a participating candidate must be filed with the State Board. This filing must be completed through the MDCRIS platform. The Board must certify an applicant candidate no later than 10 business days after receiving the following information:

- Receipts for the required number of qualifying contributions and required aggregate total dollar amount;
- A declaration from the candidate agreeing to follow the regulations governing the use of Citizens' Election Fund contributions (completed at the time of registration);
- A campaign finance report that includes:
  - each qualifying contribution received;
  - each expenditure made; and
  - all receipts associated with each contribution and expenditure; and
- A certificate of candidacy for a covered office.

***NOTE: A CANDIDATE MAY SUBMIT ONLY ONE APPLICATION FOR CERTIFICATION FOR ANY ELECTION. IF AN APPLICATION IS DENIED, THE APPLICANT MAY REVISE THE APPLICATION ONCE IF DONE BEFORE THE DEADLINE. OTHERWISE, THE DECISION BY THE BOARD AS TO CERTIFY A CANDIDATE IS FINAL.***

#### **SECTION XVII: CERTIFICATION IS ONLY REQUIRED ONCE**

A candidate needs only to qualify once in order to become a certified candidate during an election cycle. A certified candidate who accepts a matching public contribution during a primary election becomes a participating candidate for the general election. Certification is not required for both the primary and the general election.

#### **SECTION XVIII: CERTIFICATION FOR GENERAL ELECTION AFTER NOT PARTICIPATING DURING THE PRIMARY ELECTION**

The Baltimore County Code doesn't specifically prohibit a candidate from participating in the Fair Election Fund Program in the general election if they did not participate in the Program during the primary election.

An example for this situation would be a candidate for a non-principal political party or a candidate



participating in an uncontested primary election. However, the candidate must qualify to be a participant during the qualifying period. Therefore, unless a candidate has qualified to participate in the Program prior to the primary election taking place, they would be precluded from participating as a Fair Election Fund candidate in the general election.

A certified candidate nominated by petition may receive a public contribution for the general election if:

- The candidate's nomination is certified by the County Board;
- The candidate did not participate in a primary election;
- The candidate meets the requirements of certification; and
- Established a public financing committee and publicly funded account.

#### **SECTION XIX: USE OF PUBLIC CONTRIBUTION**

A participating candidate shall only make expenditures from the Citizen Funded Campaign Account registered with the State Board for expenses incurred for the election.

A participating candidate may not pay in advance for property, goods, or services to be used after certification with non-qualifying contributions received before applying for certification.

The Director shall reduce the public contribution to a participating candidate's Citizen Funded Campaign Account by the total amount of all expenditures made after the end of the previous election cycle from the candidate's non-participating campaign account.

Expenditures made with contributions received prior to the end of the previous election cycle towards debts accrued before the end of the previous election cycle shall not reduce the public contribution to a participating candidate's Citizen Funded Campaign Account.

#### **SECTION XX: CERTIFICATION FOR ELECTIVE OFFICE AFTER PREVIOUSLY QUALIFYING FOR A SEPARATE ELECTIVE OFFICE**

If a participating candidate seeks a County elective office different from the one the candidate was certified for during the same election cycle, the candidate must:

- Withdraw from the election;
- Repay to the Director all distribution(s) made by the Fund;
- Apply for certification with the Board for the new County elective office.

***NOTE: THE BOARD'S PREVIOUSLY APPROVED CONTRIBUTIONS FOR THE COUNTY ELECTIVE OFFICE FROM WHICH THE CANDIDATE HAS WITHDRAWN CAN BE USED TOWARDS THE CERTIFICATION FOR THE NEW COUNTY ELECTIVE OFFICE. Qualifying contributions would then be matched according to the matching formula for the new office.***

#### **SECTION XXI: PARTICIPATION IN THE PRIMARY ELECTION BUT NOT GENERAL ELECTION**

In the event that a certified candidate accepted a public contribution during the primary election and won, the candidate is automatically qualified for the Public Election Program for the general election. If the candidate chooses to withdraw from participation in the Program for the general election, the candidate must follow the specific withdrawal procedures.

#### **SECTION XXII: HOW TO FILE CAMPAIGN FINANCE REPORTS THROUGH MDCRIS**

The MDCRIS can be accessed using any internet browser. The log in for the system is located at

[www.campaignfinance.maryland.gov](http://www.campaignfinance.maryland.gov). The system can be accessed by entering the user's report email as a username and the personal password created.



### SECTION XXIII: HOW TO ENTER A CONTRIBUTION

- From the menu located on the left side of the committee's home page, select **ENTER**

<b>CONTRIBUTION TYPE</b>	<b>PERMITTED/NOT PERMITTED</b>	<b>QUALIFYING/NOT QUALIFYING</b>
Candidate Loan	PERMITTED	NO
Cash	PERMITTED	YES
Check	PERMITTED	YES
Credit Card	PERMITTED	YES
Electronic Fund Transfer	PERMITTED	YES
Coordinated In-Kind	NOT PERMITTED	NO
In-Kind	PERMITTED	NO
Other Income	PERMITTED	NO
Payroll Deduction	PERMITTED	YES
Raffle or Wheel (Cash)	PERMITTED	YES
Raffle or Wheel (Check)	PERMITTED	YES
Raffle or Wheel (Credit Card)	PERMITTED	YES
Refund/Rebate	PERMITTED	NO
Ticket Purchase (Cash)	PERMITTED	YES

**CONTRIBUTIONS/TRANSFERS/IN-KIND CONTRIBUTIONS.**

- Select the appropriate filing period.
- Select the appropriate contribution type: (See Below)
- After the proper contribution type is selected, then select the appropriate contributor type. For each contribution type, there are various contributor types to select:

**Individual- Matching Fund** must be selected in order for the contributor type to have that contribution reviewed to be public fund matching. Any other selection will not be reviewed for matching.

**CONTRIBUTOR'S INFORMATION** - When entering the contributor's information, a search feature is available by typing the contributor's name in the **SEARCH CONTRIBUTOR** field. If the contributor is found in the committee's database, the information can be automatically entered into the contributor information fields by highlighting the name and then pressing **ENTER**. This will automatically display the contributor's information in the appropriate fields.

If the contributor's information is not available through the **SEARCH CONTRIBUTOR'S** field, manually enter the contributor's information as follows:

- Full Name;
- Address;
- County of residence (must be Baltimore County to be matched by Fair Election funding);

The employer and occupation information are not required as the allowable contribution amount in a publicly funded campaign cannot exceed \$250.00.

**NOTE: AFTER ENTERING ALL THE CONTRIBUTOR INFORMATION IN THE APPROPRIATE FIELDS, IF YOU CHANGE THE CONTRIBUTION TYPE, THE CONTRIBUTOR'S INFORMATION WILL BE DELETED.**

▪ **CONTRIBUTION DETAILS**-The contribution details must be entered manually. The following information will

be entered for each contribution:

- Contribution Date;
- Contribution Amount;
- Check Number;
- If necessary, a comment box is located in the Contribution Details Sections.

Select **SAVE** at the bottom of the screen.

**SECTION XXIV: HOW TO ENTER AN EXPENDITURE**

- From the menu located on the left side of the committee's home page, select **ENTER EXPENDITURE AND OUTSTANDING OBLIGATIONS.**
- Select the appropriate filing period.
- Select the appropriate Payee Type (See Below).
- **PAYEE INFORMATION**-When entering the payee's information, a search feature is available by typing the payee's name in the **SEARCH PAYEE** field. If the payee is found in the database, the information can be automatically entered into the payee information fields by highlighting and selecting **ENTER**. This will automatically display the payee's information in the appropriate field.

If the payee's information is not available through the **SEARCH** feature, manually enter the payee's information as follows:

- Business/Organization
- Mailing Address

▪ **EXPENDITURE DETAILS**-The following information is required to be reported for each expenditure:

- Expenditure Date
- Expense Category
- Expense Purpose
- Expense Amount
- Outstanding Obligation
- In-Kind Question
- Payment Method

▪ **VENDOR DETAILS**- Vendor details are required if information is not the same as the payee-used for reimbursement entries:

- Name of the Vendor
- Address.

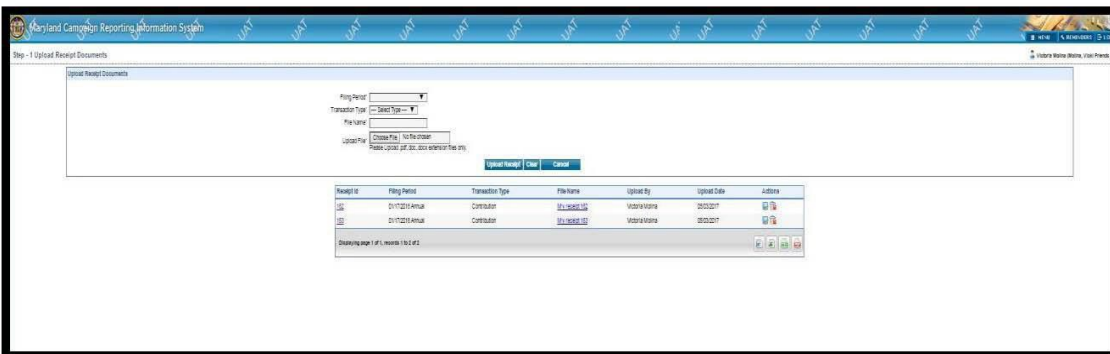
▪ Select **SAVE**.

## SECTION XXV: HOW TO LINK RECEIPTS (A TWO STEP PROCESS)

### STEP ONE - UPLOADING RECEIPTS

- After scanning receipts as a pdf;
- Log into MDCRIS;
- From the menu located on the left side of the committee’s home page; select Receipt Documents.
- The following screen will ask for the following information:
  - Filing period;
  - Transaction type (Contribution or Expenditure);
  - File Name (Name of file in which scanned receipt was saved);
- In the next field, the uploaded document will need to be located on the computer, highlighted and entered. This will place the file in the field to be uploaded to the program.
- Once uploaded, the program will advise that the file was uploaded successfully to MDCRIS.

The uploaded receipts will list as shown below.



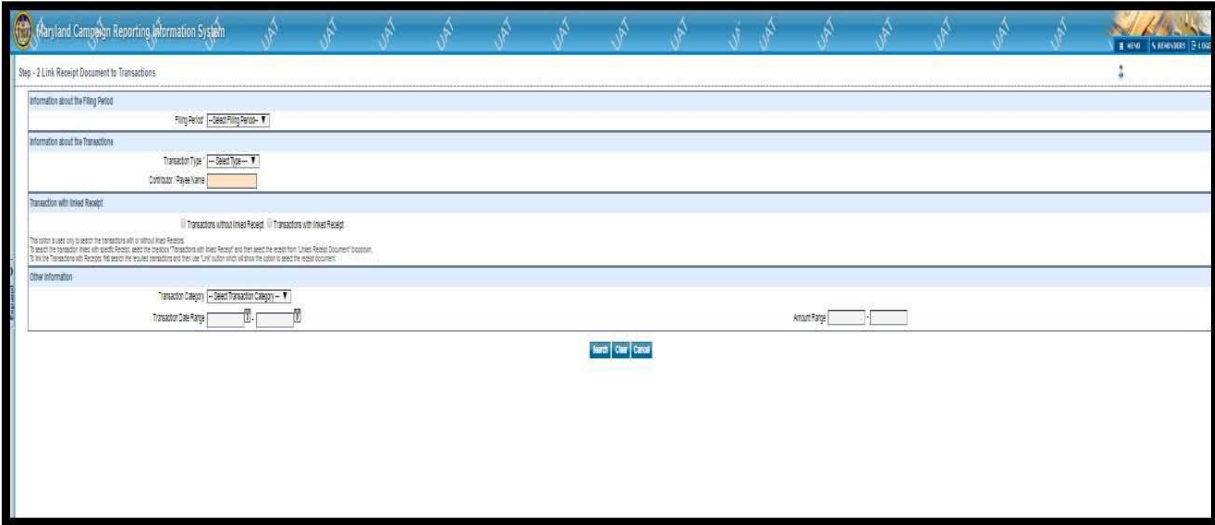
**NOTE: IF A RECEIPT IS LINKED INCORRECTLY AND NEEDS TO BE DELETED, THE ENTRY CAN BE DELETED FROM THIS SCREEN. LOCATE THE INCORRECT RECEIPT AND SELECT THE RED X ON THE RIGHT SIDE OF THE SCREEN. THIS WILL DELETE THE RECEIPT.**

### STEP TWO - LINKING RECEIPT DOCUMENTS

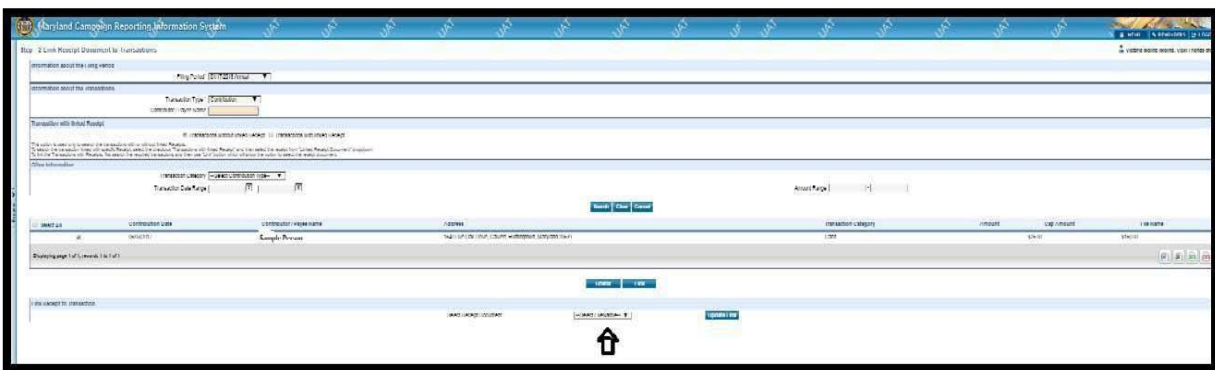
After all receipts are uploaded to MDCRIS, the receipts have to be linked to the corresponding contribution.

The instructions are as follows:

- From the menu located on the left side of the committee’s home page, select Receipt Documents:



- Select Filing Period;
- Select Transaction Type (Contribution/Expenditure);
- Select Contributor/Payee Name (This field has a search feature). Begin typing the contributor’s name, once
- the name is found, highlight and select **ENTER**;
- Select **TRANSACTION WITHOUT LINKED RECEIPT**;
- **OTHER INFORMATION FIELD** is available if the contributions need to be filtered further.
- Select **SEARCH**.
- The program will list all contributions from the contributor on the screen.
- Select the corresponding contribution by checking the box on the left side of the listed contribution and select **LINK**.
- The program will then ask which document to link:



- Select the receipt name in the drop-down box that corresponds with the contribution and **UPDATE LINK**.

- The program will advise if the receipt linked properly.

**SECTION XXVI: HOW TO UNLINK RECEIPTS THROUGH MDCRIS**

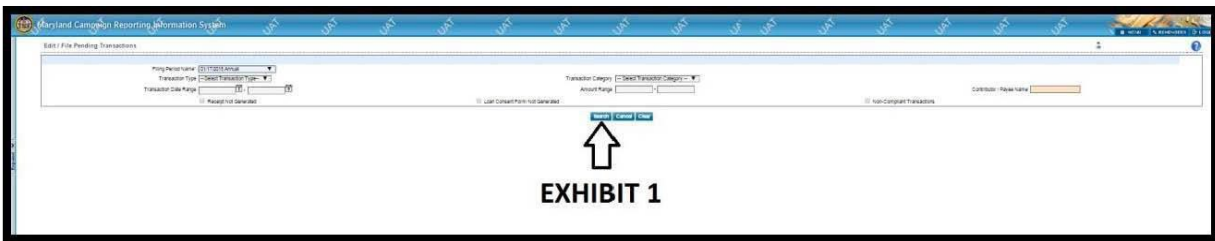
If a receipt was improperly linked to a contribution, a receipt can be unlinked by using the following instructions:

- Select Filing Period;
- Select Transaction Type (Contribution/Expenditure);
- Select Contributor/Payee Name (This field has a search feature). Begin typing the contributor’s name, once the name is found, highlight and select **ENTER**;
- Select **TRANSACTION WITH LINKED RECEIPT**;
- A drop-down box will appear to select the name of the Linked Receipt Document;
- **SEARCH**;
- Select the contribution that should be unlinked and select **UNLINK**;
- The program will advise if the receipt was unlinked successfully.

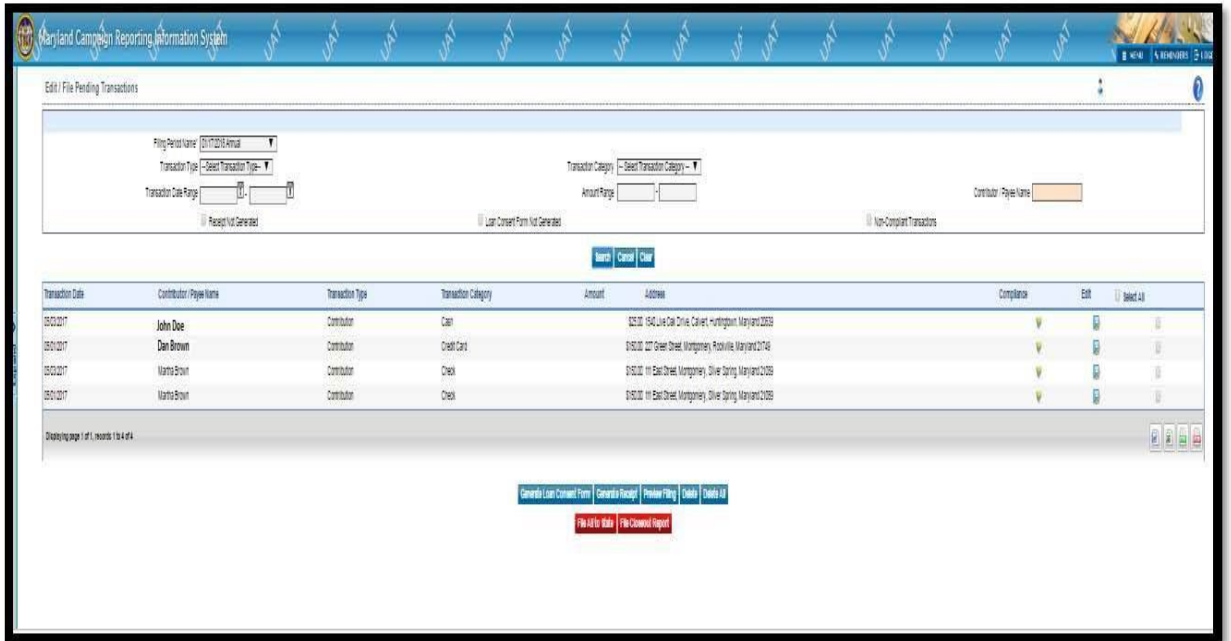
**SECTION XXVII: HOW TO FILE A REPORT THROUGH MDCRIS:**

From the menu located on the left side of the committee’s home page, select **EDIT/FILE PENDING TRANSACTION**.

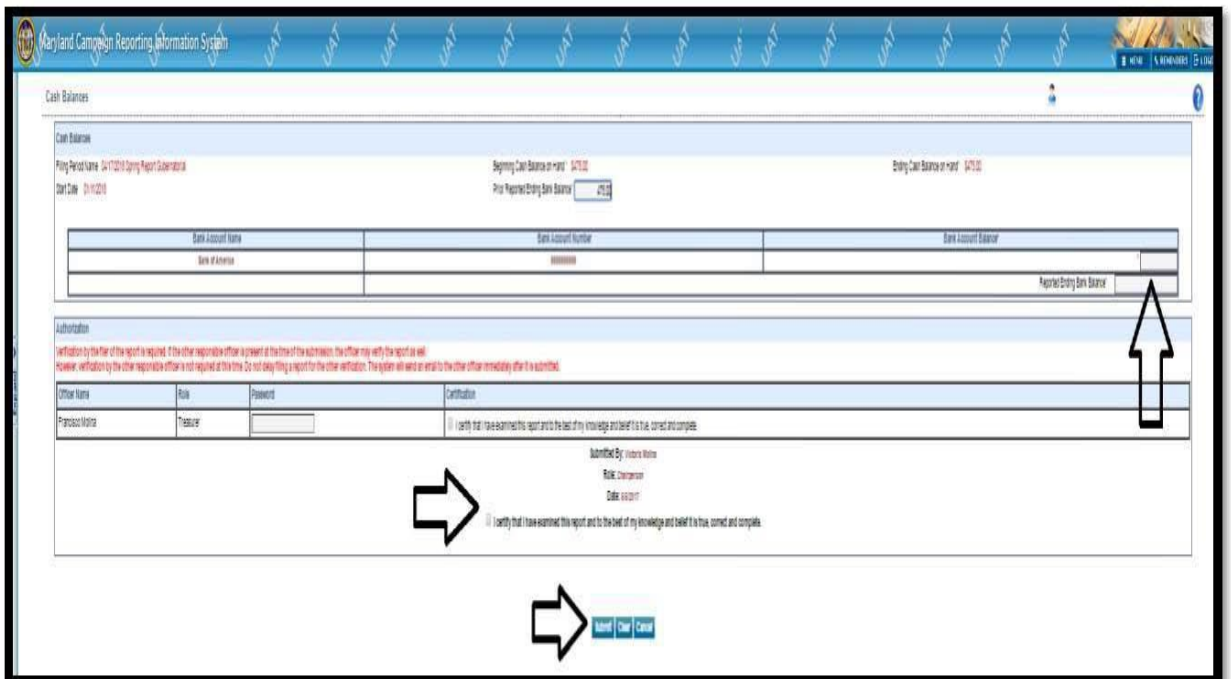
- Select **SEARCH**. (See Exhibit 1 below)
- The next screen will display all transactions for the report being transmitted.



- Once the contributions and receipts are linked, select the **SELECT ALL** box or manually check each entry to be sent and select **FILE ALL TO STATE**.



- The program will inquire if you want to submit for public funds. SELECT **OK** or **CANCEL**. If **OK**, the program will ask to certify your public funding request. SELECT **OK** or **CANCEL**.
- The Cash Balance Screen. This screen asks for your account balance. The amount entered must match the balance in MDCRIS. If the balances do not match, start by adding to the committee's balance any uncashed but reported checks. A good practice is to balance the MDCRIS account like a checking account.



- If the treasurer's password is not available, skip over verification of treasurer. DO NOT check the box that states that the treasurer has verified the entry. In addition, the password box must be empty. If it is empty, there will be no dots inside the box.



- Check bottom of screen that states the information is certified and select **SUBMIT**.
- Screen will then state that the report is transmitting.
- Once the report is finished transmitting the program will ask to view or print.

**NOTE: IF THIS IS YOUR FINAL REPORT, PLEASE SELECT FILE CLOSEOUT REPORT. AS A REMINDER, A CAMPAIGN ACCOUNT MUST HAVE A \$0.00 BALANCE TO PROCEED WITH FINAL REPORT**

### **SECTION XXVIII: REPORTING REQUIREMENTS**

All Reports must be filed using the MDCRIS. This program can be accessed using any internet browser, logging in at [www.campaignfinance.maryland.gov](http://www.campaignfinance.maryland.gov). Reports for your committee can be filed up to 11:59 p.m. on your filing date deadline. Once your report has been submitted through MDCRIS, an email will be sent acknowledging your submission. Please see the Maryland State Board of Elections website for their mandatory reporting schedule.

**NOTE: THE BEGINNING TRANSACTION DATE FOR ALL REPORTS IS THE DAY AFTER THE ENDING TRANSACTION DATE OF THE PRIOR REPORT. THIS INCLUDES FILING ANY OPTIONAL CITIZENS' ELECTION FUND REPORTS. IF THE COMMITTEE IS NEW, THE BEGINNING TRANSACTION DATE IS THE DATE THE COMMITTEE WAS FORMED.**

### **SECTION XXIX: FAIR ELECTION FUND REPORTS**

A public financing committee must file reports according to the State schedule posted at [https://elections.maryland.gov/campaign\\_finance/reporting\\_schedule.html](https://elections.maryland.gov/campaign_finance/reporting_schedule.html). *Note: This website is updated periodically to reflect dates relevant to upcoming elections.* The Board and the Director will then review the reports before the distribution of public funds (see next section).

A public financing committee may also file additional reports requesting public funds. These optional reports can only be filed on the first and third Tuesday of February, March and July for the primary election and of September and November for the general election after the distribution period has begun.

Again, to receive publicly matched funding, the public financing committee must provide to the State Board a campaign finance report that includes:

- each qualifying contribution received;
- each expenditure made by the candidate;
- all receipts associated with each contribution and expenditure.

### **SECTION XXX: DISTRIBUTIONS OF PUBLIC FUNDS**



After a review of the submission by the State Board, the Director of Finance for Baltimore County is then notified to deposit the authorized matching publicly funded campaign contribution into the certified candidate's publicly funded campaign account. The Director must promptly deposit the funds, after consultation with the Commission.

The Board must determine the amount of a public contribution that each participating candidate is to receive, based on the amount reflected in the receipts as presented to the Board and the formula for the respective County elective office.

***NOTE: A CANDIDATE WILL NOT RECEIVE MATCHING PUBLIC FUNDING MONEY FOR: 1) ANY IN-KIND SERVICES, PROPERTY, OR GOODS; OR 2) A CONTRIBUTION MADE BY THE CANDIDATE OR THE CANDIDATE'S SPOUSE.***

**SECTION XXXI: DISTRIBUTION OF FUNDS TIMING**

A public financing committee may seek public funds during the distribution period, which begins 365 calendar days before the primary election and ends fifteen (15) calendar days after the general election in which the candidate is participating. See Section XXXIX for more information regarding requirements for contested elections

**SECTION XXXII: MAXIMUM PUBLIC CONTRIBUTIONS**

The maximum public contribution from the Fund to a certified candidate is calculated together for the primary election and for the general election (the election cycle). For example, the maximum a candidate for County Executive can receive is \$1,500,000 in public contributions for the election cycle. The maximum for a County Council candidate is \$160,000.

A candidate who wins the nomination after receiving County matching funds may continue to receive matching funds from the County up to the maximum amount during a contested general election.

**SECTION XXXIII: EXCEEDING PUBLIC CONTRIBUTIONS LIMIT**

The Director must not approve a distribution of a public contribution from the Fund to a participating candidate that would exceed the aggregate public contribution limit for either a primary or general election for that County elective office.

In the event that a public contribution exceeded the public contribution limit for the County elective office, the Board must notify the participating candidate within five business days from the date of that determination in writing, and the participating candidate must repay the Fund within five business days from the date of the notification letter.

If, the amount is not repaid to the Fund within five business days, the interest charges will accrue.

**SECTION XXXIV: SPENDING CAP FOR PARTICIPANTS**

- A certified candidate for County Executive may not make expenditures for either a primary or general election of more than \$1,400,000 from their citizen funded campaign account.

- A certified candidate for County Council may not make expenditures for either a primary or general election of more than \$150,000 from their citizen funded campaign account.

A reporting of expenditures made to the State Board of Elections will be provided to the Director to enforce the spending cap.

**SECTION XXXV: DISTRIBUTION PERIOD CLOSED**

The Director will notify the Board if the distribution period is closed and certain authorized public contributions have not and will not be remitted to the public campaign funds. The Director will notify the participating candidate(s) within ten business days from the date of notification to the Board.

**SECTION XXXVI: PRIMARY ELECTION RESULTS**

Within 90 days after the County Board certified the results of the primary election, a participating candidate who is not certified to be on the ballot for the general election must return any unspent money in the candidate’s publicly funded campaign account to the Fund.

**SECTION XXXVII: WITHDRAWAL**

In the event that a candidate chooses to opt out of the Fair Election Fund Program, the candidate must file a statement of withdrawal with the Board of Elections. See form provided in Section L: Provided Documents. The candidate should also e-mail [ccf.sbe@maryland.gov](mailto:ccf.sbe@maryland.gov) in anticipation of withdrawal. Section XXI specifies that a candidate that wins a primary election but wishes to opt out in the general election must follow withdrawal procedures. This withdrawal from the Program is distinct from withdrawal from the election overall; Section L also includes a form for withdrawing from the election altogether.

Additionally, the following criteria will apply with regard to any public contribution:

- A candidate may opt out of the Public Election Fund Program at any time before the public election fund contribution is received by the candidate’s publicly funded campaign account.
- If a candidate receives any distributions from the Public Election Fund and later withdraws from the Program, for whatever reason, the candidate must return all Public Election Fund contribution amounts, including interest. Interest is to be computed using the prime lending rate (published by the Federal Reserve Board as of January 1 in the year in which the distribution is repaid) to the Public Election Fund.

**SECTION XXXVIII: PUBLIC FUNDING ACCOUNT INFORMATION**

On or before July 1 of the year preceding the primary election, the Director must determine if the amount in the Fund is sufficient to meet the maximum public contributions reasonably expected to be required during the next election cycle. If the Director determines that the total amount available for distribution in the Fund is insufficient to meet the allocations required by this section, the Director must reduce each public contribution to a certified candidate by the same percentage of the total public contribution.

**SECTION XXXIX: INSUFFICIENT FUNDS IN THE FUND**

If the Director determines that there are insufficient funds in the Fund for the full distribution authorized by the Board, the Director shall reduce each public contribution by the same percentage.

## **SECTION XL: ZERO ACCOUNT BALANCE OF PUBLIC FUNDING ACCOUNT**

If the Director determined that the Fund has a zero balance, the Director must notify the County Executive, County Council Chair, and Board within five business days from the date of that determination. If the Board has determined that the public contribution limits for the respective County elective offices have not been reached, the Board may continue to authorize public contributions and notify the Director, and the Director must hold these authorized public contribution notifications until such time that the Fund has a balance greater than zero. At such time, the Director must process authorized public contributions in the following order:

- Previously authorized public contributions that were not paid due to insufficient funds.
- Any authorized public contributions that were held must be processed by date and in the order of the earliest date first to the latest date and based on the date they were authorized by the Board.

All requests for matching funds will be distributed in the same order in which the requests were received until all requests have been satisfied or funds have been exhausted.

If the Director determined that the Fund has a zero balance on the day after the end of the Distribution period, but holds authorized public contributions that were not processed due to insufficient funds, the Director must notify the Board detailing the amounts not paid by date authorized and by candidate.

## **SECTION XLI: CONTESTED ELECTIONS**

Public Campaign Financing is only available to candidates participating in contested elections. A “contested election” is defined as an election in which there are more candidates for an office than the number who can be elected to that office.

An election does not have to be contested in both the primary and the general election in order to be a “contested election.” The primary and general elections are separate elections and the determination of whether an election is contested is made independently for each election. An election is contested if there are more candidates for the office than the number who can be elected to that office. For example, if there are two Democrats and one Republican running for a single County Council seat in the primary, the Democratic primary election is contested, but the Republican primary is not contested.

The Director must be notified by the Board within five business days from the date that the Board determines that a participating candidate is no longer in a contested election. If a participating candidate is no longer in a contested election, no further distributions to the participating candidate from the Fund can be made.

## **SECTION XLII: ALLOWABLE USES OF MONEY**

The allowable uses of money in a publicly funded campaign account are limited to expenses directly related to election campaign activities and expenses incurred during the specific time period for either the primary or general election. Additionally, all goods and services that are received once a candidate has filed their intent to participate in the Program must be paid for out of the candidate’s publicly funded campaign account. Please see the State Board of Election website for more information about allowable uses of money under Chapter 9: Expenditures and Chapter 13: Public Campaign Financing Laws: [https://elections.maryland.gov/campaign\\_finance/summary\\_guide.html](https://elections.maryland.gov/campaign_finance/summary_guide.html).

A State Board of Elections contact is listed under Additional Resources and Contacts in this Summary Guide.

## **SECTION XLIII: PURCHASING MATERIALS PRIOR TO FILING NOTICE OF INTENT**

Assets that the candidate has paid for and received prior to filing their notice of intent to participate in the Program can be used but only in a limited capacity. Otherwise, pre-purchasing by a non-public financing committee for campaign materials or items is prohibited.

Example 1: On March 1, 2025, Candidate A contracts with a bus manufacturer to build a custom campaign bus and pays \$100,000 in full for the bus to be built and delivered on July 1, 2025. On April 1, 2025, Candidate A files a notice of intent to participate in the Citizens' Election Fund with the State Board. On July 1, 2025, upon receipt of the pre-paid campaign bus, Candidate A would be in violation of the Citizens' Election Fund regulations which prohibit the advanced purchase of goods and services with ineligible contributions received outside of the Program.

Example 2: On March 1, 2025, Candidate B contracts with a web developer to create a campaign website for the cost of \$10,000 and pays in full at the time. On March 21, 2025, the website is completed with an ongoing monthly fee of \$99, which began on March 21, 2025. On April 21, 2025, Candidate B files their notice of intent to participate in the Citizens' Election Fund with the State Board. Upon filing this notice of intent, Candidate B now pays the monthly website fee of \$99 from the candidate's publicly funded campaign account. This is considered to be an allowable expense. The candidate does not have pay for a new campaign website.

#### **SECTION XLIV: PROHIBITED USES OF MONEY**

Prohibited uses of money in a publicly funded campaign account include personal use or expenses relating to holding office, payment of a personal endorsement, and the payment of late filing fees. The candidate must not pay for any campaign expenses after filing a notice of intent with the Board to seek public funding with any campaign finance account other than the candidate's publicly funded campaign account.

Expenses incurred prior to the time that the applicant candidate was certified by the Board are not permissible and therefore are not allowable uses of public funds.

#### **SECTION XLV: TRANSFERS**

- A public financing committee may not make transfers to any candidate, political party, or political action committee.
- A political committee may not make a transfer into a candidate's publicly funded campaign account.

#### **SECTION XLVI: COMPLAINTS AGAINST USE OF PUBLIC FUNDING**

All complaints regarding uses of public campaign funding should be filed with the Commission in accordance to Baltimore County Code §8-2-111.

#### **SECTION XLVII: MEMBERSHIP OF SLATE**

A participating candidate may not be a member of a slate.

#### **SECTION XLVIII: CONTRIBUTION SURPLUS**

All unspent funds remaining in the certified candidate's public financing campaign account must be returned to the Fair Election Fund at the end of the candidate's contested campaign. For candidates who win a contested primary election and continue on to a contested general election, they may retain

the unspent funds and continue to receive eligible contributions up to the general election for the covered office for which they are a certified candidate.

On or before December 31 after the general election, a participating candidate must return to the Fund any unspent money in the candidate's Fair Election Funded Campaign account.

#### **SECTION XLIX: AUTHORITY LINES**

Generally, each item of campaign material must include an authority line, set apart from the other printing or content of the campaign material. The authority line must state name and address (unless the address is on file with the State Board) of the person who is responsible for the production and distribution of the campaign material.

Campaign material includes signs, buttons, letters, tickets, solicitations, radio and television advertisements, websites, social media accounts, bumpers stickers and paraphernalia such as pencils, hats and t-shirts.

The authority line for a public financing committee must contain:

- The name of the Treasurer; and
- The name of the campaign finance entity.

#### **Example of authority line for a committee**

Committee to Elect Mary Smith, John Jones, Treasurer

If the material is too small to permit the inclusion of all required information in a legible manner, the material need only contain the name and title of the treasurer.

The Office of the Attorney General has stated that almost no material is too small to permit inclusion of the complete authority line. Accordingly, every effort should be made to include the entire authority line.

#### *Mailings*

If there is more than one piece or item bearing the candidate's name in a mailing (for example, a brochure, a cover letter, a bumper sticker, a reproduction of a newspaper article), each piece must bear the authority line. An envelope that does not include the name of the candidate, the name of the campaign finance entity, or a campaign slogan is not required to contain an authority line.

#### *Campaign Material on Electronic Media*

Webpages and Social Media accounts:

Candidates and political committees that have a web page or social media account must place an authority line on the home or landing page of the website or social media account. An authority line is not required after each post or tweet. However, since each post or tweet is considered campaign material, the political committee is required to retain a copy of posts and tweets for at least one year.

#### *Electronic Media Advertisement:*

Electronic media advertisement by a political committee is required to have an authority line. If the electronic media advertisement is too small for an authority line then:

- The ad must allow the viewer to click on the ad and take the viewer to a home or landing page that displays the authority line; or
- Register the ad with the State Board.

Examples of electronic advertisement ads deemed too small:

- A paid text advertisement that is 200 characters or less in length
- A micro bar; or
- A button ad.

*Copies of Campaign Material*

Each political committee is responsible for publishing and distributing an item of campaign material and is required to keep a sample copy of the item for at least one year after the general election following the date when the item was published or distributed. For each item of campaign material disseminated through the internet, the sample copy may be either a paper facsimile copy or an electronic copy that can be produced as a paper facsimile upon request. These requirements do not apply to a billboard or a sign distributed by a political committee.

**SECTION L: PROVIDED DOCUMENTS**

**Committee Use Only**

Transaction ID: \_\_\_\_\_

## CONTRIBUTION CARD

(The contributor should complete and review the card in its entirety.)

Enter Committee Name \_\_\_\_\_

Contribution Type     Check     Cash     Money Order     Credit Card

Amount \$ \_\_\_\_\_

Contributor Name \_\_\_\_\_

Home Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

County of Residence: \_\_\_\_\_

Optional: Tel. \_\_\_\_\_ Email \_\_\_\_\_

Account Holder \_\_\_\_\_ Card Type \_\_\_\_\_

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

I understand that State law and County regulations requires that a contribution be in my name and be from my own funds. I hereby affirm that this contribution is being made from my personal funds, is not being reimbursed in any manner, and is not being made as a loan; in addition, in the case of a credit card contribution, I also hereby affirm that this contribution is being made from my personal credit card account, billed to and paid by me for my personal use, and has no corporate or business affiliation.

\_\_\_\_\_  
Contributor's Signature

\_\_\_\_\_  
Date of Contribution



Notice of Withdrawal from the PUBLIC ELECTION FUND – BALTIMORE COUNTY

Under penalty of perjury, the undersigned candidate for elective office in Baltimore County and the responsible officers for the publicly funded campaign account, intend to withdraw from The Fair Election Fund program. We understand that the withdrawal means that the publicly funded campaign account must return with interest all Public Election Fund contributions within 10 business days. Any violation of the Baltimore County Public Campaign Financing Article is a Class A civil violation. Additionally, the candidate and responsible officers may be subject to penalties in §§13-603 and 13-604 of Election Law Article of the Annotated Code of Maryland.

Date: \_\_\_\_\_

Information on Candidate:

\_\_\_\_\_  
Name

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

\_\_\_\_\_  
Residential Address

Publicly Funded Campaign Account Information:

\_\_\_\_\_  
Name and number of the Publicly Funded Campaign Account

\_\_\_\_\_  
Bank Account Number

\_\_\_\_\_  
Name of Bank

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Signature of Treasurer

\_\_\_\_\_  
Signature of Chairman

\_\_\_\_\_  
Residential Address of Treasurer

\_\_\_\_\_  
Residential Address of Chairman

Contact Person: Jared DeMarinis, Director, Candidacy and Campaign Finance

Maryland State Board of Elections  
Division of Candidacy and Campaign Finance  
P.O. Box 6486 · 151 West Street, Suite 200 · Annapolis, MD 21401-0486  
410-269-2880 · 800-222-8683 · MD Relay 800-735-2258  
www.elections.state.md.us



# State of Maryland



## Certificate of Withdrawal or Declination

Candidate Information			
Name of Candidate			
Election Year		<input type="checkbox"/> Primary	<input type="checkbox"/> General
Office Sought			<input type="checkbox"/> Local <input type="checkbox"/> Federal <input type="checkbox"/> State
District			
Residence Address			
Mailing Address			
County of Residence (or Baltimore City)			
Election District or Ward		Precinct	
Party Affiliation			

I hereby certify that I withdraw my candidacy, or decline my political party's nomination for the office sought and therefore will not appear on the ballot.

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
Month Year

**SEAL:**

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Print Name of Notary Public

\_\_\_\_\_  
My Commission Expires

**(Original must be filed with the appropriate election board.)**

**Maryland State Board of Elections**  
 Division of Candidacy and Campaign Finance  
 P.O. Box 6486 ● 151 West Street, Suite 200 ● Annapolis, MD 21401-0486  
 410-269-2880 ● 800-222-8683 ● MD Relay 800-735-2258  
[www.elections.state.md.us](http://www.elections.state.md.us)

## Instructions and Information

### Filing Requirements and Deadline

**Certificate of Withdrawal:** The Certificate of Withdrawal may be either hand delivered or mailed. The appropriate election office must receive the Certificate of Withdrawal no later than 10 days after the candidate filing deadline. Postmarks and fax copies are not acceptable. Withdrawals received by mail after the deadline will not be accepted.

**Presidential Candidates:** If you do not wish to appear on the Maryland Presidential Primary Election ballot as a candidate for President of the United State this affidavit must be signed by the presidential candidate notarized, and the original document must be physically received in the office of the State Board of Elections not later than 10 days after the candidate filing deadline. Timely postmarks and facsimiles are not accepted for this purpose.

**Certificate of Declination:** The Certificate of Declination must be filed with the appropriate election board by the First Tuesday in August preceding the general election.

### Campaign Finance Obligations (Non-Federal)

Filing a Certificate of Withdrawal or Declination does not relieve the responsible officers of the candidate committee from the responsibility for filing Campaign Finance Reports in accordance with Maryland Election Law. Contact the State Board of Elections for further reporting information.

**MAILING REQUIREMENTS FOR FILER:** If U.S. Post Office – use the below mailing address only.  
If Federal Express, etc. – Send to Street Address only.

**Maryland State Board of Elections**  
Division of Candidacy and Campaign Finance  
P.O. Box 6486 ● 151 West Street, Suite 200 ● Annapolis, MD 21401-0486  
410-269-2880 ● 800-222-8683 ● MD Relay 800-735-2258  
[www.elections.state.md.us](http://www.elections.state.md.us)

## **ADDITIONAL RESOURCES AND CONTACTS**

Baltimore County Fair Election Fund Commission

Email: [fairelectionfund@baltimorecountymd.gov](mailto:fairelectionfund@baltimorecountymd.gov)

Website: <https://www.baltimorecountymd.gov/boards-commissions/fair-election-fund>

Baltimore County Fair Election Fund Law (County Code, Article 8, Title 2)

[https://library.municode.com/md/baltimore\\_county/codes/code\\_of\\_or\\_dinances?nodeId=ART8EL\\_TIT2BACOFALFU](https://library.municode.com/md/baltimore_county/codes/code_of_or_dinances?nodeId=ART8EL_TIT2BACOFALFU)

Maryland Campaign Reporting Information System

Help Desk: [www.elections.state.md.us](http://www.elections.state.md.us)

Email: [info.sbe@maryland.gov](mailto:info.sbe@maryland.gov)

Phone: 410-269-2880

Fax: 410-974-2019

Website: [www.campaignfinance.maryland.gov](http://www.campaignfinance.maryland.gov)

Business Hours: 8:00AM - 5:00 PM, M – F

MD State Board of Elections- Division of Candidacy & Campaign Finance,  
Allen Norfleet, Director

Email: [allen.norfleet@maryland.gov](mailto:allen.norfleet@maryland.gov)

Phone: 410-269-2856

Maryland Code: Election Law article

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[https://elections.maryland.gov/campaign\\_finance/index.html](https://elections.maryland.gov/campaign_finance/index.html)