

# BASIC STEPS FOR NEW CANDIDATES

1

**Verify:** that you are registered to vote in your county and that your information is current. You can look up your registration information at:

<https://vt.ncsbe.gov/RegLkup/>

**Determine:** which elected position you would want to run for and when the current term expires. Refer to:

[www.harnett.org/elections/elected-officals.asp](http://www.harnett.org/elections/elected-officals.asp)

2

An Organizational Report MUST be filed with the appropriate Board of Elections office within 10 days of whichever of these actions occurs first:

- a. A public declaration of candidacy; or
- b. Receiving or spending any money in support of that candidacy (including personal funds); or
- c. Filing a notice of candidacy or submitting a Statement of Organization (Form CRO-2100A)

**Organizational Reports** establish your committee, assign a Treasurer and report financial information. Certain committees may be required to provide regular financial reports. Forms can be found at [www.ncsbe.gov/Campaign-Finance/reporting-forms](http://www.ncsbe.gov/Campaign-Finance/reporting-forms)

**Committee Treasurers are required to complete Mandatory Compliance Training through the State Board of Elections & Ethics Enforcement.**

**New Candidates should also consider free online training at**

[www.ncsbe.gov/Campaign-Finance/training](http://www.ncsbe.gov/Campaign-Finance/training).

3

**Notice of Candidacy** can be filed with the appropriate Board of Elections office during a designated time frame prior to the election. Filing fees must also be paid at this time. For dates and additional details, please go to:

<http://www.ncsbe.gov/candidate-filing>

4

**Following the election**, the committee can remain open and active.

- ⇒ for committees over the \$1,000.00 threshold - financial reports will be due regularly.
- ⇒ For eligible committees that filed and remain under the \$1,000.00 threshold - a new Certification of Threshold (CRO-3600) form will need to be completed before the start of each election cycle.

**If you do not need to keep the committee open and active**, you may complete either a :

1. Certification of Inactive Status (must coincide with a scheduled filing report). Can stay inactive for any length of time; or
2. Certification to Close Committee (can be submitted anytime but must accompany a final financial report with a zero final balance)