

# 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. Receiving money or an item of any value in support of the campaign; or
- b. Spending money in support of the campaign; or
- c. Filing a Notice of Candidacy or Statement of Organization

**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. 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:

[www.ncsbe.gov/Elections/Candidate-Filing](http://www.ncsbe.gov/Elections/Candidate-Filing)

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**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:

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)

All persons running for office MUST organize a campaign committee, which consists of filing the appropriate paperwork with either the County Board of Elections or the State Board of Elections.

**Required forms to organize a committee include:**

1. Statement of Organization (CRO-2100A)
2. Certification of Financial Account Number Information (CRO-3500)  
\*No committee funds may be commingled with any other funds. A separate bank account is required for committee funds. Only exception applies to candidates certifying not to raise nor spend any money other than personal funds.
3. Certification of Treasurer (CRO-3100)
4. Certification of Threshold Form (CRO-3600) – if eligible position  
\*If contributions/expenses will exceed \$1,000, Organizational Disclosure Report required
5. Candidate Designation of Committee Funds (CRO-3900)

Required forms available on the State Board of Elections website:

<https://www.ncsbe.gov/Campaign-Finance/reporting-forms>

Important details regarding committees, forms, software, and training can be found at

<https://www.ncsbe.gov/Campaign-Finance>

**Appointment of Treasurer**

All candidates for any elected office in North Carolina must have an appointed treasurer who resides in North Carolina. N.C.G.S. § 163A1412 states that a candidate shall appoint a treasurer and, under verification, report the name and address of the treasurer to the appropriate elections board. A candidate may serve as his or her own treasurer, or may appoint someone else to serve. Note, however, that certain persons are ineligible to serve as treasurers:

- A candidate’s spouse may not serve as treasurer for the candidate committee. N.C.G.S. §163A-1412(a)
- Persons who are not residents of North Carolina may not serve as treasurers. N.C.G.S. §163A-1412(a)
- No member of a county board of elections or of the State Board of Elections and Ethics Enforcement is eligible to serve as a treasurer for a candidate committee. N.C.G.S § 163A-2; § 163A-766;
- No person who serves as a precinct official may simultaneously serve as a treasurer for any candidate or political party. N.C.G.S § 163A-815
- A registered lobbyist is ineligible to serve as a treasurer for a candidate for election to the General Assembly or as treasurer for a candidate for election to any constitutional offices of the state. N.C.G.S. § 120C-308(d) and § 163A-1427.2
- Members of the parole commission are prohibited from serving as treasurers. N.C.G.S. § 148-52.1.

The individual appointed as treasurer must maintain all financial records of the committee. These records should describe every transaction of the committee, and should include documentation supporting all contributions and expenditures. The treasurer is responsible for the timely and accurate filing of all required reports. Committees whose treasurers fail to file reports in a timely manner may incur a financial penalty.

**Even candidates who have the assistance of a treasurer are strongly recommended to take the treasurer training, to ensure knowledge of prohibited contributions, contribution limits, reporting requirements, and other important rules and regulations.**