

2010 WYOMING CAMPAIGN GUIDE



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Wyoming Secretary of State

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**This publication is available in alternate formats upon request.
Contact the Elections Office at (307) 777-5860**

Forms and other information can be accessed on the Secretary of State website at
<http://soswy.state.wy.us>

Introduction

It is essential to study and know the law before embarking on a campaign. Therefore, this guide has been prepared as an aid to candidates, candidate committees, political action committees (PACs), political parties and organizations. It contains highlights of the campaigning and reporting requirements in The Wyoming Campaign Practices Act (W.S. 22-25-101 through 22-25-115).

It is very important that every candidate, the candidate's campaign committee chairman and treasurer and the political action committee chairman and treasurer read this entire campaign guide; giving close attention to the "Campaign Practices" section and knowing the legal requirements which are contained in that section.

The Wyoming Campaign Practices Act (W.S. 22-25-101 through 22-25-115) applies to candidates for Governor, Secretary of State, State Auditor, State Treasurer, State Superintendent of Public Instruction, State Legislature, County Offices, School and Community College Board Trustees and Municipal Offices as well as Supreme Court Justices, District and Circuit Court Judges and Magistrates standing for retention in office.

Candidates for county and municipal offices are required to file their campaign finance disclosure reports with the county clerk W.S. 22-25-107(a)(i). The reporting forms are available on the Secretary of State's website at <http://soswy.state.wy.us>

Candidates for Governor, Secretary of State, State Auditor, State Treasurer, State Superintendent of Public Instruction, State Legislature, Supreme Court Justice, District and Circuit Court Judges standing for retention, State PACs, Organizations and Political Parties are all now required to file all reports online with the Secretary of State's Office by accessing the Wyoming Campaign Finance Information System (WYCFIS) at <https://www.wycampaignfinance.gov>

Candidates for U.S. Senate and U.S. House of Representative and committees supporting candidates for federal offices are required to file with the Federal Election Commission (FEC), 999 Street, N.W., Washington, D.C., 20463. The toll-free telephone number is (800) 424-9530 and the website address is <http://www.fec.gov/>

Important Campaign Facts

- ★ There are no limits on campaign spending.
- ★ Individual contributions are limited.
- ★ Corporate contributions to candidates are prohibited.
- ★ There are no limits on PAC contributions to candidates.
- ★ No person may contribute more than \$1,000 per election to any one candidate. Also, no person may contribute more than \$25,000 in total political contributions during the two-year election period W.S. 22-25-102(c).
- ★ There is no limit on how much the candidate or the “immediate family” may contribute to the candidate’s campaign. The term “immediate family” means a spouse, parent, sibling, child or other person living in the individual’s household.
- ★ Corporations, partnerships, trade unions, professional associations or civic, fraternal or religious groups or other profit or nonprofit entity except a political party are prohibited from making contributions to candidates, political parties, and PACs supporting and opposing candidates and political parties. However, these entities may make contributions for the adoption or defeat of a ballot proposition or to support or oppose an initiative or referendum petition drive W.S. 22-25-102.
- ★ The Wyoming Election Code prohibits electioneering near a polling place on Election Day. This consists of any form of campaigning, including displaying campaign signs or distributing campaign literature. Canvassing or polling of voters, except exit polling by the news media, is also prohibited. All of these activities are prohibited within one hundred (100) yards of the building in which the polling place is located W.S. 22-26-113.
- ★ Written campaign advertising shall not be placed on or attached to any real or personal property of the state or its political subdivisions except for colleges or schools. Political ads may be placed on fairgrounds and municipal street right-of-way subject to W.S. 22-25-115. Please see the section of the Campaign Guide titled “Campaign Advertising” for more information about newspaper, radio and/or television advertisements.
- ★ The posting of campaign signs by businesses is allowed according to W.S. 22-1-102 (xxxviii).
- ★ The rates for political ads shall not be higher than the rates charged for local advertising of the same quality and quantity.
- ★ No person shall use an automated telephone system or device for the selection and dialing of telephone numbers and playing of recorded messages if the message is for the purpose of promotion or any other use related to a political campaign W.S. 6-6-104.

Penalties for Violations

Anyone violating any of the provisions of The Wyoming Campaign Practices Act may be guilty of a misdemeanor or felony resulting in a fine, incarceration, or both.

Any corporation, person or organization violating the contribution limits or prohibited acts is subject to a civil penalty up to \$10,000. This civil action may be brought by any candidate adversely affected by the transgression, any political party or a prosecuting authority.

Campaign Finance Reporting

A candidate does not have to have a committee; but if a candidate has a committee, remember that both the committee and the candidate must report. Whether the candidate is successful or not, reports are required. This includes candidates who neither receive nor spend any money during the campaign.

- ★ Right from the beginning, it is important to keep accurate records of receipts (contributions) and expenditures.
- ★ A candidate may accept contributions and make expenditures prior to filing for office.
- ★ It is important to file Statement of Receipts and Expenditures reports on time because there are strict penalties for failure to comply. The fully itemized Statement of Receipts Only report shall be filed at least seven (7) days before an election, with information required current to any day from the eighth day up to the fourteenth day before an election (August 10, 2010 and October 26, 2010). Statement of Receipts and Expenditures reports are due not later than ten (10) days after the primary, general or special elections (August 27, 2010 and November 12, 2010).

- ★ For candidates filing at the county or municipal offices, the Statement of Receipts and Expenditures report may be filed by FAX provided the original is postmarked on the day the facsimile is sent.
- ★ Fully itemize all receipts (contributions) over \$25.00 and itemize all expenditures on the reports.
- ★ If there are additional receipts and expenditures after the election report has been filed, you may file an amendment to the report.
- ★ If inaccuracies are discovered, correct them within a reasonable time not to exceed ninety (90) days from the time they become known W.S. 22-25-106 (e). If any campaign report has already been filed, make the correction by filing an amendment to the report.
- ★ Amendments to filed reports may be filed at any time, but must be made within 90 days from the time the error or additional receipts and expenditures become known. Net changes amounting to less than \$50.00 do not need to be reported.

- ★ Contributions of \$25.00 or more must be itemized by date received, name, city and state of the contributor, and amount contributed. All receipts under \$25.00 shall be reported, but need not be itemized. However, if you receive \$10.00 from a contributor who then later gives you \$20.00, you must give an itemized report of the total \$30.00 contribution.
- ★ Contributions include in-kind contributions which are goods and services in place of cash, provided for a candidate. All in-kind contributions must be itemized by name, city and state of the contributor, date, item or service contributed, and market value of the item or service contributed.
- ★ Sale of tickets for fund-raisers: If the ticket price is \$25.00 or more, the name and address of each ticket purchaser and purchase price of ticket(s) must be itemized under “receipts.” If the ticket price is under \$25.00, the fund-raiser does not have to be itemized and needs only to be reported under “unitemized contributions.”
- ★ Anonymous contributions are those contributions whose origin cannot be determined, i.e. “pass the hat” type of contributions. Anonymous contribution does not mean that an individual may contribute to a candidate with the understanding the contributor’s name will not be reported. The campaign reporting forms have a specific section to record anonymous contributions where the candidate states he/she does not know the origin of the contribution.
- ★ Each expenditure must be itemized by date expended, name, city and state of the person or business to whom the expenditure is made, and the purpose and amount of expenditure. Examples are: Advertising and printing expenses; expenses for services of a professional campaign consultant or public relations firm; expenses for staff salaries, travel, renting office space; postage and sign materials.
- ★ Campaign expenditures that are not required to be reported include: Filing fee for office, a candidate’s own personal campaign expense for travel, meals and checking account service charges.
- ★ A candidate is not required to report advertising expenses by a party central committee for the candidate if the entire slate of candidates, below national level, is advertised. This applies even though all candidates are not included in each advertisement, as long as the expenses for each candidate are substantially the same.
- ★ Loans are to be itemized by name, city and state of the creditor, amount, date, payment to date, and outstanding balance of loan.
- ★ Candidates for federal office are not required to file Statement of Receipts and Expenditures reports if the candidate is required to comply with federal election law reporting requirements W.S. 22-25-106(g).
- ★ The Wyoming Election Code does not specify how excess campaign funds may be used.

Candidate's Campaign Committee

Candidate's campaign committee means every group of two (2) or more persons who join together for the purpose of raising, collecting or expending money to be used in the aid of the election of a specific candidate for public office W.S. 22-1-102(a)(vii).

- ★ A Statement of Formation must be filed within ten (10) days after formation. This filing is required by law for a committee formed before an election to aid a candidate or after an election to defray campaign debts.

The statement is to list: Name, mailing address and e-mail address for statewide candidates, the committee, name and residence address of the committee chairman and treasurer, date the committee was formed, and the name of the candidate supported (including office sought and party affiliation). The chairman and treasurer must be separate individuals. Occasionally, the candidate wishes to be the chairman or treasurer of his or her campaign committee. The Wyoming Election Code does not prohibit these designations.

- ★ Filing the campaign finance report: See previous section, "Campaign Finance Reporting," for details about receipts and expenditures.

- ★ The Statement of Receipts Only report must be signed by both the chairman and the treasurer and filed within seven (7) days prior to the primary, general, or special election days.

- ★ The Statement of Receipts and Expenditures report must be signed by both the chairman and treasurer and filed at least ten (10) days after the primary, general or special election days.

- ★ Terminating the committee: Once all committee debts are retired, the committee may terminate by filing a Candidate's Campaign Committee Termination Report or candidates filing with the County Clerk may also terminate by checking the appropriate box on the final Statement of Receipts and Expenditures report. Statewide candidate committees must terminate online at <https://www.wycampaignfinance.gov>

- ★ Odd-numbered year filings: All candidate campaign committees which have not filed a Candidate Campaign Committee Termination Report must file a Statement of Receipts and Expenditures report by December 31st of the odd-numbered years.

Political Action Committee (PAC)

PAC means any group of two (2) or more persons who are organized and associated for the purpose of raising, collecting or spending money to be used in a campaign W.S. 22-1-102(a)(xx).

- ★ A Statement of Formation must be filed within ten (10) days after formation. This filing is required by law for a committee formed before an election or after an election to defray campaign debts.
- ★ The statement is to list: Name and mailing address of the committee, name and residence address of the committee chairman and treasurer, contact e-mail, date the committee was formed and, if known at the time of filing, the names of the candidates the committee is supporting or opposing. The chairman and treasurer must be separate individuals.
- ★ If the committee forms to aid in the support or defeat of a ballot proposition (such as a proposed constitutional amendment or bond issue) or to support or oppose a petition drive, this is to be described on the Statement of Formation.
- ★ Contribution limitations: Contributions may not be received from a corporation, partnership, trade union, professional association, or civic, fraternal or religious group to be used for candidates or political parties. However, contributions from the above organizations may be used for the support or defeat of ballot propositions or initiative and referendum petition drives.
- ★ Filing the campaign report: See section, “Campaign Finance Reporting,” for details about receipts and expenditures and filing deadlines as the same applies to PACs.
- ★ Terminating the committee: Once all committee debts are retired, the committee may terminate by filing a Political Action Committee Termination Report. PACs registered with the County Clerk’s Office may terminate by checking box on the final Statement of Receipts and Expenditures report. Statewide PACs must terminate online at <https://www.wycampaignfinance.gov>
- ★ Odd-numbered year filings: All PACs which have not filed a Political Action Committee Termination Report must file a Statement of Receipts and Expenditures report by December 31st of the odd-numbered years.

Organizations

The Wyoming Election Code uses the word “organization” but does not define it. The Attorney General has stated that “organization” should be given its ordinary meaning. Any kind of association, business or otherwise, which exists for a purpose other than supporting or opposing a petition drive or ballot proposition which receives or spends money for either of those two purposes, is required to file a disclosure report. (For example, ABC Tobacco Company spends money on an ad campaign against an initiative drive to ban smoking in all public places. The company is an “organization” and must file a Statement of Receipts and Expenditures report.)

★ Any organization which supports or opposes a petition drive or any organization which supports or opposes a ballot proposition, shall file a fully itemized Statement of Receipts at least seven (7) days before the election. With information required current to any day from the eighth day up to the fourteenth day before an election (October 26, 2010).

- ★ Any organization which supports or opposes a petition drive or any organization which supports or opposes a ballot proposition, shall file a Statement of Receipts and Expenditures report within ten days after the election (November 12, 2010) and ten (10) days after the petition is submitted to the Secretary of State. The report must be filed online by accessing <https://www.wycampaignfinance.gov>
- ★ Organizations supporting or opposing local ballot issues must file the Statement of Receipts and Expenditures with the County Clerk. The form for this filing can be accessed on the Secretary of State website at <http://soswy.state.wy.us>
- ★ Statements shall be signed by both the chairman and treasurer of the organization. See previous section, “Campaign Finance Reporting,” for details about receipts and expenditures and filing deadlines.

Political Party Contributions

No political party funds shall be expended directly or indirectly in the aid of the nomination of any one person against another person of the same political party running in the primary election. In the general election, a party may specifically contribute to their party’s candidate for office.

★ Filing the campaign report: Each state and county party central committee must file a fully itemized Statement of Receipts and Expenditures report online using the Wyoming Campaign Finance Information

System (WYCFIS) within ten days after the general or special election. The report must include all receipts and expenditures relating to campaign expenses, including all normal operating expenses from the time the report was filed for the previous general election to the filing deadline for the current general election. This means any financial party activity done in odd-numbered years must be recorded.

- ★ See previous section, “Candidate Finance Reporting,” for details about receipts and expenditures. Exception: Staff and postage expenses need not be reported. Receipts and expenditures must be attributed to specific candidates if the receipts and expenditures can be specifically identified to that candidate to the exclusion of other candidates on the ticket. If a candidate is identified, the party committee must provide a copy of the report to the candidate.
- ★ The report must be signed by the chairman or an officer of the party designated by the chair.
- ★ A copy of the statement shall be furnished to each candidate identified in the statement within ten (10) days after the general or special election.
- ★ Clubs, such as the Young Democrats or a county Republican Women’s Club should check with their respective party authority to determine their power to contribute directly to a candidate.
- ★ Party chairs or designees may create an account to file the required reports by accessing the Secretary of State’s online filing system at <https://www.wycampaignfinance.gov>

Information and Publications

The following 2010 election information is available by clicking on the title below. The Wyoming Election Code and Campaign Finance Reporting Forms are available at no cost by accessing the Secretary of State’s website at <http://soswy.state.wy.us/Elections/Elections.aspx>

- ★ The [Campaign Finance Reporting Forms](#) for county and municipal candidates and committees is available online and at the County Clerk’s Office.
- ★ The [Wyoming Election Code](#) can be purchased for a prepaid fee of \$3.00 from the Secretary of State and is also available online free of charge.
- ★ The [Voter Registration Data Information](#) may be purchased from the Secretary of State or the County Clerk. Order forms are available online on the Secretary of State’s website and at the County Clerk’s Office.
- ★ The [Election Calendar](#) indicates all election time frames.
- ★ The [Wyoming Campaign Finance Information System](#) (WYCFIS) is an online system used for statewide candidates, candidate committees, PACs, organizations and political parties to report campaign finance disclosure reports as well as a public access system for viewing these reports.

Campaign Practices

22-25-101. Definitions; statement of formation.

(a) Repealed By Laws 1998, ch. 100, § 5.

(b) A political action committee and a candidate's campaign committee, except those formed under federal law, shall file a statement of formation within ten (10) days after formation. This filing is required when any political action committee or candidate's campaign committee is formed, whether before an election to aid in the campaign or formed after an election to defray campaign debts incurred. The chairman and treasurer of a committee shall be separate individuals. The statement of formation shall list the name and mailing address of the committee, name and address of the committee chairman and treasurer, date committee formed and the purpose of committee. The statement of formation shall be filed in those offices as provided by W.S. 22-25-107.

22-25-102. Contribution of funds or election assistance restricted; limitation on contributions; right to communicate; civil penalty.

(a) Except as otherwise provided in this section, no organization of any kind including a corporation, partnership, trade union, professional association or civic, fraternal or religious group or other profit or nonprofit entity except a political party, political action committee or candidate's campaign committee organized under W.S. 22-25-101, directly or indirectly through any officer, member, director or employee, shall contribute funds, other items of value or election assistance to aid, promote or prevent the nomination or

election of any candidate or group of candidates or to aid or promote the interests, success or defeat of any political party. No person shall solicit or receive a payment or contribution from an organization prohibited from making contributions under this subsection.

(b) Except as otherwise provided in this section, only a natural person, political party, or a political action committee or a candidate's campaign committee organized under W.S. 22-25-101 shall contribute funds or election assistance in order to aid, promote or prevent the nomination or election of any candidate or group of candidates, or in order to aid or promote the interests, success or defeat of any political party. No person shall solicit or receive a political payment or contribution from any source other than a natural person, political party, political action committee or candidate's campaign committee organized under W.S. 22-25-101.

(c) Except as otherwise provided in this section, no individual other than the candidate, or the candidate's immediate family shall contribute directly or indirectly:

(i) To any candidate for political office, or to any candidate's campaign committee:

(A) More than one thousand dollars (\$1,000.00) per election; and

(B) No contribution for the general election may be given prior to the date for the primary election.

(ii) Total political contributions for any two (2) year period consisting of a general election year and the preceding calendar year, of more than twenty-five thousand dollars (\$25,000.00).

(d) Any organization, in the aid of the election or defeat of candidates for public office or for the adoption or defeat of any ballot proposition may communicate directly with its own members on behalf of a particular candidate or political party.

(e) Any corporation, person or organization violating the provisions of subsection (a), (b), (c) or (j) of this section is subject to a civil penalty up to ten thousand dollars (\$10,000.00) and costs including a reasonable attorney's fee. The amount of penalty imposed shall be in such amount as will deter future actions of a similar nature. An action to impose the civil penalty may be prosecuted by and in the name of any candidate adversely affected by the transgression, any political party, any county attorney, any district attorney or the attorney general. Proceeds of the penalty collected shall be paid to the state treasurer and credited as provided in W.S. 8-1-109.

(f) Direct contributions from any organization affiliated with a political party do not violate subsection (a) of this section. These contributions shall be a matter of internal party governance. Contributions to political parties are not subject to the limits of subsection (c) of this section provided the contributions are available to use as the appropriate party authorities choose and are not exclusively dedicated to any particular candidate. Contributions donated to a political party which are designated by the donor to be used only for a particular candidate and no other purpose are subject to the limitations of subsection (c) and of this section.

(g) The prohibitions in this section do not apply to contributions of funds or other items of value to political parties for the purpose of supporting multi-state or national political party conferences or conventions. Any contribution made pursuant to this subsection shall also comply with all applicable federal election commission regulations governing contributions to political parties. Any political party which receives funds to sponsor such conferences or conventions shall file an itemized statement of receipts and expenditures with the secretary of state within ten (10) days after the conference or convention.

(h) No organization of any kind, as specified in subsection (a) of this section, shall solicit or obtain contributions for any of the purposes specified in subsection (a) of this section from an individual on an automatic basis, including but not limited to a payroll deduction plan or reverse checkoff method, unless the individual who is contributing affirmatively consents in writing to the contribution at least once in every calendar year. Nothing in this subsection shall be construed to authorize contributions otherwise prohibited under this election code.

(j) For purposes of subsection (c) of this section the primary, general and special elections shall be deemed separate elections. No candidate for political office shall accept, directly or indirectly, contributions which violate subsection (c) of this section. Contributions to a candidate's campaign committee shall be considered to be contributions to the candidate. Subsection (c) of this section does not limit political contributions by political parties, nor expenditures by a candidate from his own funds nor from his candidate's campaign committee funds.

22-25-103. Identifiable expenses; exceptions.

(a) Identifiable expenses include:

(i) All forms of advertising expenses, including, but not limited to, radio, television, billboards and posters;

(ii) Printing expenses;

(iii) Expenses for retaining the services of a professional campaign consultant, or public relations or management firm;

(iv) Postage.

(b) Staff and postage expenses of a political party central committee, checking account service charges of a political action committee and a candidate's personal campaign expenses for travel and meals and checking account service charges are not identifiable expenses.

(c) Advertising expenses by a party central committee are not identifiable expenses for the candidate if the entire slate of candidates, below the national level, is advertised by the committee even though all candidates are not included in each advertisement so long as the expenses for each candidate on the slate are substantially the same in any election.

22-25-104. Restriction on party funds in primary elections.

No political party funds shall be expended directly or indirectly in the aid of the nomination of any one person as against another person of the same political party running in the primary election.

22-25-105. Campaign reporting forms; instructions and warning.

(a) The secretary of state shall prescribe the forms for reporting receipts and expenditures for primary, general and special election campaigns, together with written instructions for completing the form and a warning that violators are subject to criminal charges and that a vacancy will exist if the forms are not completed and filed pursuant to law. Until January 1, 2010, the forms along with instructions and warning shall be distributed to the county clerk and shall be given by the county clerk to each person filing an application for nomination in his office and to each political action committee and candidate's campaign committee required to file with the county clerk. Until January 1, 2010, the county clerk shall also distribute the reporting forms to the chairmen of the county party central committees.

(b) The secretary of state shall promulgate rules to allow the forms required pursuant to subsection (a) of this section and any other forms and reports required to be filed with him pursuant to this chapter to be filed electronically after December 31, 2009.

22-25-106. Filing of campaign reports.

(a) Except as otherwise provided in subsection (g) of this section and in addition to other statements required by this subsection:

(i) Every candidate shall file a fully itemized statement of receipts at least seven (7) days before any primary, general or

special election with information required by this subsection current to any day from the eighth day up to the fourteenth day before the election;

(ii) Every candidate, whether successful or not, shall file a fully itemized statement of receipts and expenditures within ten (10) days after any general or special election;

(iii) Every candidate in any primary election shall file a fully itemized statement of receipts and expenditures within ten (10) days after the primary election;

(iv) Statements under this subsection shall set forth the full and complete record of receipts including cash, goods or services and except for statements of receipts required under paragraph (i) of this subsection, of actual and promised expenditures, including all identifiable expenses as set forth in W.S. 22-25-103. For purposes of this section, a receipt is reportable when it is known and in the possession of, or the service has been furnished to, the person or organization required to submit a statement of receipts or a statement of receipts and expenditures. The date of each receipt of twenty-five dollars (\$25.00) or more, any expenditure or obligation, the name of the person from whom received or to whom paid and the purpose of each expenditure or obligation shall be listed. All receipts under twenty-five dollars (\$25.00) shall be reported but need not be itemized. Should the accumulation of receipts from an individual exceed the twenty-five dollar (\$25.00) threshold, all receipts from that individual shall be itemized. Receipts, expenditures and obligations itemized in a statement filed by a political action committee, a candidate's campaign committee or by a political party central committee need not be itemized in a

candidate's statement except by total with a reference to the statement;

(v) Statements under this subsection shall be filed with those officers as provided in W.S. 22-25-107.

(b) Reports of itemized statements of receipt and statements of receipts and expenditures, and statements of termination shall be made with the appropriate filing officers specified under W.S. 22-25-107 and in accordance with the following:

(i) Except as otherwise provided in this section, any political action committee, candidate's campaign committee, or any political action committee formed under federal law or the law of another state that contributes to a Wyoming political action committee or to a candidate's campaign committee, and any other organization supporting or opposing any ballot proposition which expends any funds in any primary, general or special election shall file an itemized statement of receipts at least seven (7) days before the election current to any day from the eighth day up to the fourteenth day before the election and shall also file a statement of receipts and expenditures within ten (10) days after a primary, general or special election;

(ii) A committee formed after an election to defray campaign expenses incurred during a previous election and any political action or candidate's campaign committee which has previously filed a statement of receipts and expenditures and has not filed a statement of termination shall file an itemized statement of receipts and expenditures on December 31 of each odd-numbered year;

(iii) All candidates and committees shall continue to make the reports required under this subsection until the committee

terminates and the candidate or committee files a statement of termination with the appropriate filing officer. A statement of termination may be filed upon retirement of all debts;

(iv) In addition to the reports required under paragraphs (i) through (iii) of this subsection, a political action committee formed for the support of or opposition to any initiative or referendum petition drive or any organization supporting or opposing a petition drive shall file an itemized statement of receipts and expenditures within ten (10) days after the petition is submitted to the secretary of state pursuant to W.S. 22-24-115.

(c) All statements required by subsection (b) of this section shall be signed by both the chairman and treasurer. The statements shall set forth the full and complete record of receipts including cash, goods or services and except for statements of receipts required under paragraph (i) of this subsection, of actual and promised expenditures. The date of each receipt of twenty-five dollars (\$25.00) or more, any expenditure or obligation, the name of the person from whom received or to whom paid and the purpose of each expenditure or obligation shall be listed. Nothing in this subsection shall be construed to require the disclosure of the names of individuals paid to circulate an initiative or referendum petition. All receipts under twenty-five dollars (\$25.00) shall be reported but need not be itemized. Should the accumulation of receipts from an individual exceed the twenty-five dollar (\$25.00) threshold, all receipts from that individual shall be itemized. If the receipts, expenditures or obligations were for more than one (1) candidate, the amounts attributable to each shall be itemized separately.

(d) The chairman of each political party

central committee for the state or county, or an officer of the party designated by him, shall file an itemized statement of receipts of twenty-five dollars (\$25.00) or more, and any expenditures and obligations. The statement shall be filed within ten (10) days after a general or special election. The statement shall report all receipts, expenditures and obligations relating to campaign expenses, including normal operating expenses. All receipts under twenty-five dollars (\$25.00) shall be reported but need not be itemized. Should the accumulation of receipts from an individual exceed the twenty-five dollar (\$25.00) threshold, all receipts from that individual shall be itemized. It shall attribute all campaign receipts, expenses and obligations to a specific candidate only if the campaign receipts, expenses and obligations can be specifically identified to that specific candidate to the exclusion of other candidates on the ticket. A copy of the statement shall be furnished to each candidate identified in the statement within ten (10) days after the general or special election.

(e) Amendments to the statements required by this section may be filed at any time. If inaccuracies are found in the statements filed or additional receipts or expenditures occur or become known after the statements are filed, amendments to the original statements or additional statements shall be filed within a reasonable time not to exceed ninety (90) days from the time the inaccuracies or additional receipts or expenditures became known. Any net change less than fifty dollars (\$50.00) need not be reported.

(f) In addition to the statement of receipts and expenditures required by subsection (b) of this section, any political action committee formed for the support of any initiative or referendum petition drive or

any organization supporting an initiative or referendum petition drive shall file with the secretary of state, at least thirty (30) days but no more than forty-five (45) days before the election at which the initiative or referendum proposition will be voted on, a statement signed by both the chairman and treasurer showing:

(i) The total amount expended to circulate the petition;

(ii) The number of persons paid to circulate the petition; and

(iii) Repealed By Laws 2000, Ch. 67, § 2.

(iv) The period of time during which signatures on the petition were obtained.

(g) Candidates for federal office, campaign committees for candidates for federal office and federal political action committees shall not be required to file receipt and expenditure reports under this section if the candidate or the committee is required to comply with federal election law reporting requirements.

22-25-107. Where statements to be filed.

(a) All statements required under this chapter shall be filed as follows:

(i) Any candidate for a municipal, county, judicial, school or college board office and any political action committee or candidate's campaign committee supporting such a candidate and any political action committee supporting or opposing a municipal initiative or referendum or ballot proposition within the county, shall file with the county clerk;

(ii) Any candidate for a state legislative or district judgeship office and any political action committee or candidate's campaign committee supporting or opposing such a candidate, shall file with the secretary of state;

(iii) Any candidate for statewide office shall file with the secretary of state;

(iv) A county party central committee shall file with the secretary of state;

(v) A state party central committee shall file with the secretary of state;

(vi) Precinct committeemen and precinct committeewomen elected at the primary election shall not be required to file a statement of receipts and expenditures;

(vii) Any political action committee or organization supporting or opposing any statewide initiative or referendum petition drive, any statewide ballot proposition or any candidate for statewide office shall file statements required by this section with the secretary of state.

(b) Until December 31, 2009, statements required to be filed at least seven (7) days before any primary, general or special election may be filed by facsimile transmission without the original signatures. Until December 31, 2009, statements required to be filed after any primary, general or special election may be filed by facsimile transmission provided that an original with the required signatures is sent. After December 31, 2009, all statements filed with the secretary of state shall be filed electronically.

(c) Any statement required under this chapter to be filed with:

(i) The secretary of state, shall be filed electronically as provided under W.S. 9-2-2501 if the secretary of state has adopted rules which allow for the electronic filing;

(ii) A county clerk, may be filed electronically if the board of county commissioners has adopted rules consistent with the requirements of W.S. 9-2-2501 which allow for electronic filing.

(d) Whenever "county clerk" is used in this chapter, it means the county clerk of the county in which the person resides.

(e) After December 31, 2009, the secretary of state shall maintain a searchable database of reports filed pursuant to this chapter available to the public on or through the Internet, the World Wide Web or a similar proprietary or common carrier electronic system. The secretary of state shall be responsible for the provision of training and instruction for filers on how to access and use the campaign finance electronic filing system. The training shall be for the purpose of educating filers about use of the system, and is not intended to assist filers with filing their reports.

22-25-108. Failure of candidate or committee to file statement.

(a) Candidates shall be given notice prior to an election that failure to file, within the time required, a full and complete itemized statement of receipts and a statement of receipts and expenditures shall subject the candidate to civil penalties as provided in subsection (e) of this section.

(b) A candidate who fails to file the statement of receipts required by the seventh day before the election shall have his name printed on a list drafted by the appropriate filing office specified under

W.S. 22-25-107. The list shall immediately be posted in the filing office and made available to the public.

(c) In addition to any other penalty provided by law, a candidate who fails to file the statement required by W.S. 22-25-106 within thirty (30) days of the report due date is ineligible to run as a candidate for any state or local office for which a statement is required by W.S. 22-25-106 until:

(i) Five (5) years have elapsed from the date the statement was first due; or

(ii) The person has filed the required statement.

(d) Each political action committee shall be given notice prior to an election that failure to file the statement may result in the filing of criminal charges against the committee's officers responsible for the filing. Any officer of a political action committee who is responsible for filing a report and who knowingly and willfully fails to file a report as required or who knowingly and willfully subscribes to, makes or causes to be made a false report is guilty of a felony punishable by imprisonment not to exceed two (2) years.

(e) Any candidate failing to file the reports required by W.S. 22-25-106 within the times required by that section is subject to a civil penalty and costs, including reasonable attorney's fees not to exceed five hundred dollars (\$500.00), as hereinafter provided. An action to impose a civil penalty may be prosecuted by and in the name of any candidate adversely affected by the violation, any political party, any district attorney or the attorney general. No filing fee shall be charged for the filing of an action under this subsection nor shall a fee be

charged for service of process. Civil penalties shall be paid to the clerk of court for deposit to the public school fund of the county in which the fine was assessed. The civil penalty imposed under this subsection shall be not more than one thousand dollars (\$1,000.00).

22-25-109. Reporting candidates in violation.

The secretary of state and the county clerks shall report the names of all candidates in violation of the Election Code of the state of Wyoming to the attorney general or to the district attorney, respectively, for appropriate action.

22-25-110. Campaign advertising in communications media.

(a) It is unlawful for a candidate, political action committee, organization, candidate's campaign committee, or any political party central committee to pay for campaign literature or campaign advertising in any communication medium without printing or announcing the candidate, organization or committee sponsoring the campaign advertising or campaign literature. The communications media in using the campaign advertising shall print or announce the name of the candidate, organization or committee paying for the advertising.

(b) For purposes of this section, "campaign literature" does not include small campaign items such as tickets, bumper stickers, pens, pencils, buttons, rulers, nail files, balloons and yard signs displaying the name of the candidate or office sought.

22-25-111. Repealed by Laws 1980, ch. 31, § 1.

22-25-112. Campaign advertising rates.

Rates charged for political campaign advertising shall not be higher than rates charged for local advertising of the same quality and quantity.

22-25-113. Repealed By Laws 1998, ch. 100, § 5.

22-25-114. Repealed by Laws 1991, ch. 243, § 5.

22-25-115. Written campaign advertising; prohibiting placement on public property; exception.

Except as provided herein, written campaign advertising shall not be placed on or attached to any real or personal property of the state or its political subdivisions. This prohibition shall not apply to fairgrounds of the Wyoming state fair or of any county fair organized under the laws of this state. The University of Wyoming, any community college and school district may permit such advertising subject to regulation by their governing board as to time, place and manner. Any rules and regulations adopted shall provide for equal access to opposing political views. Subject to the approval of the landowner and any rules and regulations adopted by a municipality, campaign materials may be placed on municipal street rights-of-way. The department of transportation shall allow campaign materials to be placed on a state right-of-way within a municipality to the same extent which the municipality allows campaign materials to be placed on municipal street rights-of-way. Nothing in this section shall apply to any interstate highway.

Campaign Advertising

To remain in compliance with W.S. 22-25-110, campaign advertising in communications media, a candidate or committee purchasing radio, television or newspaper advertisements must abide by specific requirements. The following are examples which may assist in determining the proper language for the “paid for” line:

1. Jane Doe is running for the legislature. She doesn’t form a committee. Jane decides to buy an ad in the newspaper. The “paid for” line should read “Paid for by Jane Doe.”
 2. Jane Doe decides to form a committee. The committee then buys media for Jane. The “paid for” line should read “Paid for by the Committee to Elect Jane Doe.”
 3. Jane has four (4) friends who want to buy a newspaper advertisement for her. They each pitch in some money. The “paid for” line should read “Paid for by Bill Jones, Connie Smith, Tom Williams and Julie Noe,” OR their signatures could be a part of the ad and read “Paid for by the Individuals Signing Above.” These are called “independent expenditures” which neither Jane nor her committee needs to report.
 4. Jane’s good friend Bill Jones wants to buy a newspaper advertisement supporting Jane. He pays for the ad personally. No disclosure is required.
 5. A group of people have formed a Political Action Committee (PAC) and have filed with the Secretary of State or the County Clerk. They call this committee “The Committee to Elect Reasonable People.” This committee supports Jane and buys a newspaper ad. The “paid for” line should read “Paid for by the Committee to Elect Reasonable People.”
 6. Jane Doe is a member of the “Cowboy Party.” The “Cowboy Party” buys an advertisement for Jane. (This is allowed only if Jane is the only “Cowboy Party” candidate running in the primary election or she is the “Cowboy Party” candidate for the general election.) The “paid for” line should read “Paid for by Wyoming Cowboy Party” or “Paid for by the Wilson County Cowboy Party,” depending upon whether it is the state or county party.
 7. Jane Doe is running for office. A group of Jane’s friends want to support her. However, they do not form a PAC or a candidate’s campaign committee. They buy an ad which has a “paid for” line which reads “Paid for by Friends of Jane Doe” but they do not list their names in the advertisement. **THIS IS ILLEGAL.**
- ★ For radio advertisements, the “paid for” lines should be announced.
 - ★ For television advertisements, the “paid for” lines should be announced and/or appear on the screen.

Filing Deadlines & Offices

	Statement of Formation	Statement of Receipts Only		Statement of Receipts and Expenditures	
		Primary Election	General Election	Primary Election	General Election
Candidate	N/A	August 10, 2010	October 26, 2010	August 27, 2010	November 12, 2010
Candidate's Campaign Committee	10 Days After Formation	August 10, 2010	October 26, 2010	August 27, 2010	November 12, 2010
School or Community College District Trustee Candidate	N/A	N/A	October 26, 2010	N/A	November 12, 2010
School or Community College District Trustee Candidate's Campaign Committee	10 Days After Formation	N/A	October 26, 2010	N/A	November 12, 2010
Political Action Committee (PAC) ^{1,2}	10 Days After Formation	August 10, 2010	October 26, 2010	August 27, 2010	November 12, 2010
Political Party Central Committee	N/A	N/A	N/A	N/A	November 12, 2010
Organization ^{1,2}	N/A	N/A	N/A	N/A	November 12, 2010 (If ballot proposition appeared on General Election Ballot)

1. An organization or PAC supporting or opposing an initiative or referendum petition drive shall file a report online within ten (10) days after the petition is filed with the Secretary of State. An organization or PAC supporting or opposing a ballot proposition shall file a Statement of Receipts Only report at least seven (7) days before the election, and a Statement of Receipts and Expenditures report ten (10) days after the election at which the ballot proposition was voted upon W.S. 22-25-106(b)(i) and (iv). All of these reports must be filed online at <https://www.wycampaignfinance.gov>
2. Any PAC formed for the support of any initiative or referendum petition drive or any organization supporting an initiative or referendum petition drive shall file online in the Secretary of State's Wyoming Campaign Finance Information System (WYCFIS). The reports shall be filed at least thirty (30) days but no more than forty-five (45) days before the election at which the initiative or referendum proposition will be voted on, a statement signed by both chairman and treasurer showing: (W.S. 22-25-106(f))
 - A. The total amount expended to circulate the petition;
 - B. The number of persons paid to circulate the petition;
 - C. The period of time during which signatures on the petition were obtained.

The filing period for this report is September 17, 2010, through October 4, 2010.

Filing Office

Secretary of State:

Candidates or committees supporting or opposing candidates for state legislature, statewide office, judicial offices or a committee formed to support or defeat a statewide ballot proposition or an initiative or referendum petition drive. County and state central political party reports. All required reports must be made online by accessing the Wyoming Campaign Finance Information System (WYCFIS) at <https://www.wycampaignfinance.gov>

County Clerk:

County and municipal candidates or committees supporting or opposing a candidate for county, district attorney, municipal, school and community college district trustee office, or a committee formed to support or defeat a local ballot proposition.

Contribution Limits & Prohibitions Under Wyoming Law

There are no limits on how much a candidate can spend, but only limits on how much an individual can contribute.

Contribution From	To Candidate or Candidate's Campaign Committee	To Political Party Committee	To Political Action Committee
Individual	A specific limit of \$1,000 per candidate per election. A general limitation of no more than \$25,000 in total contributions within the same two-year period. ¹	No Limit ²	A specific limit of \$1,000 per candidate per election. A general limitation of no more than \$25,000 in total contributions within the same two-year period. ³
Political Party Committee	No Limit	No Limit	No Limit
Political Action Committee (PAC)	No Limit	No Limit	No Limit
Corporation, Union, Partnership, Professional Association or Civic, Fraternal or Religious Group	<p>Prohibited from making contributions to candidates and political parties. However, these organizations may make contributions to support or oppose a ballot proposition or an initiative or referendum petition drive.</p> <p>A non-profit (501)(c) organization should consult an attorney, an accountant or the Internal Revenue Service before making contributions to an initiative or referendum drive to avoid jeopardizing its tax status.</p>		
<ol style="list-style-type: none"> 1. For example, if a person contributed \$1,000 to a political candidate, that would leave \$24,000 available for contributions under these categories within the two-year period. The two-year period consists of a general election year and the preceding calendar year. 2. No Limit "...provided the contributions are available to use as the appropriate party authorities choose and are not exclusively dedicated to any particular candidate. Contributions donated to a political party which are designated by the donor to be used only for a particular candidate and no other purpose are subject to the limitations..." W.S. 22-25-102(f). 3. No individual ...shall contribute <u>directly or indirectly</u>...more than \$1000 per election nor more than \$25,000 per election period W.S. 22-25-102(c). 			

State of Wyoming County Clerks

Albany County Clerk Jackie R. Gonzales Email: jgonzales@co.albany.wy.us http://www.co.albany.wy.us/default.aspx	Phone 307.721.2541 Fax 307.721.2544	Big Horn County Clerk Dori Noyes Email: clerk@bighorncountywy.gov http://www.bighorncountywy.gov/dep-clerk.htm	Phone 307.568.2357 Fax 307.568.9375
Campbell County Clerk Susan Saunders Email: sfs02@ccgov.net http://www.ccgov.net/elected_officials/county_clerk.html	Phone 307.682.7285 Fax 307.687.6455	Carbon County Clerk Gwynn Bartlett Email: gwynnbartlett@carbonwy.com http://www.carbonwy.com/countyclerk.html	Phone 307.328.2668 Fax 307.328.2669
Converse County Clerk Lucile K. Taylor Email: lucile.taylor@conversecounty.org http://conversecounty.org/	Phone 307.358.2244 Fax 307.358.5998	Crook County Clerk Connie D. Tschetter Email: conniet@crookcounty.wy.gov	Phone 307.283.1323 Fax 307.283.3038
Fremont County Clerk Julie Freese Email: julie.freese@fremontcountygovernment.org http://www.fremontcountywy.org/county_clerk.htm	Phone 307.332.2405 Fax 307.332.1132	Goshen County Clerk Connie L. Addy Email: caddy@goshencounty.org http://goshencounty.org/Clerk/	Phone 307.532.4051 Fax 307.532.7375
Hot Springs County Clerk Hans Odde Email: hanso@hscounty.com http://www.hscounty.com/	Phone 307.864.3515 Fax 307.864.3333	Johnson County Clerk Linda Barnhart Email: clerk@johnsoncowy.us http://www.johnsoncountyywoming.org/clerk.html	Phone 307.684.7272 Fax 307.684.2708
Laramie County Clerk Debbye Lathrop Email: dlathrop@wyoming.com http://www.laramiecountyclerk.com/	Phone 307.633.4268 Fax 307.633.4240	Lincoln County Clerk Jeanne Wagner Email: jwagner@lwy.org http://www.lwy.org/	Phone 800.442.9001 Fax 307.877.3101
Natrona County Clerk Renea Vitto Email: rvitto@natronacounty-wy.gov http://www.natrona.net/	Phone 307.235.9217 Fax 307.235.9367	Niobrara County Clerk Becky Freeman Email: niocc@qwestoffice.net	Phone 307.334.2211 Fax 307.334.3013
Park County Clerk Kelly Jensen Email: kjensen@parkcounty.us http://www.parkcountyelections.net/	Phone 307.527.8600 Fax 307.527.8626	Platte County Clerk Jean Dixon Email: pcclerk@plattecountywyoming.com http://www.plattecountywyoming.com/	Phone 307.322.2315 Fax 307.322.2245
Sheridan County Clerk Eda Thompson Email: elections@sheridancounty.com http://www.sheridancounty.com	Phone 307.674.2500 Fax 307.674.2909	Sublette County Clerk Mary Lankford Email: maryl@sublettewyo.com	Phone 307.367.4372 Fax 307.367.6396
Sweetwater County Clerk Dale Davis Email: davidd@sweet.wy.us http://www.co.sweet.wy.us/clerk/index.html	Phone 307.872.3732 Fax 307.872.3994	Teton County Clerk Sherry L. Daigle Email: sdaigle@tetonwyo.org http://www.tetonwyo.org	Phone 307.733.4430 Fax 307.739.8681
Uinta County Clerk Lana Wilcox Email: lamilcox@uintacounty.com http://www.uintacounty.com/	Phone 307.783.0306 Fax 307.783.0376	Washakie County Clerk Mary Grace Strauch Email: strauc5@rtconnect.net http://washakiecounty.net/	Phone 307.347.3131 Fax 307.347.9366
Weston County Clerk Paulette Thompson Email: wcclerk@rtconnect.net	Phone 307.746.4744 Fax 307.746.9505		

Candidate Check List

Report Type

Date Filed

- Pre-Primary “Statement of Receipts Only” report
(7 days before primary election) August 10, 2010 _____
- Post Primary “Statement of Receipts and Expenditures” report
(Within 10 days after election) August 27, 2010 _____
- Pre-General “Statement of Receipts Only” report
(7 days before general election) October 26, 2010 _____
- Post General “Statement of Receipts and Expenditures” report
(Within 10 days after election) November 12, 2010 _____
- On-Going Committee “Statement of Receipts and Expenditures” report
December, 2011 _____
- “State Elected Officials Financial Disclosure”
January 31, 2011 _____
- Executive Branch Code of Ethics – 5 Elected Officials Only
February 15, 2011 _____