

**CITY OF BERKELEY  
CAMPAIGN STATEMENT FILING SCHEDULE  
NOVEMBER 3, 2020 GENERAL MUNICIPAL ELECTION**

All candidates running for office in November 2020 and committees supporting or opposing local candidates or measures in the November 2020 election are required to file pre-election campaign statements and late contribution reports in addition to semi-annual statements. Open committees not supporting/opposing candidates or measures in the November 2020 election must only file semi-annual statements. (Government Code § 84200 et al. and B.M.C. 2.12)

**HOW TO FILE:** All committees that have raised or spent \$1,000 or more must file electronically. Committees under the \$1,000 threshold may file in hard copy. Contact the City Clerk Department for specific direction on how to file.

<u>TYPE OF STATEMENT</u>	<u>PERIOD COVERED<sup>1/</sup></u>	<u>FILING DEADLINE</u>	<u>WHO MUST FILE</u>
Quarterly Statement for Ballot Measure Committees	1/1/20 – 3/31/20	4/30/20	Any committee that makes expenditures in excess of \$250 in support of or opposition to a measure (including during signature gathering) must file quarterly statements in addition to semi-annual and pre-election statements.
First Semi-Annual Statement	1/1/20 – 6/30/20	7/31/20	All officeholders, candidates and committees. Officeholders that do not have an open committee must file Form 470 by July 31.
First Pre-Election Statement For November Election	7/1/20 – 9/19/20	9/24/20	Officeholders, candidates and committees supporting or opposing candidates or measures on the 11/3/20 ballot. <sup>3/</sup> Candidates without a committee, file Form 470 only.
Second Pre-Election Statement For November Election	9/20/20 – 10/17/20	10/22/20	Officeholders, candidates and committees supporting or opposing candidates or measures on the 11/3/20 ballot. <sup>3/</sup>
Late Contribution Reports (Form 497)	8/5/20 – 11/3/20	24 HOURS AFTER receipt of any contribution of \$1,000 or more	Officeholders, candidates or committees with single source contributions of \$1000 or more during the reporting period.
	10/18/20 – 11/3/20	48 HOURS AFTER receipt of any contribution of \$100-\$999 <sup>4/</sup>	Officeholders, candidates or committees with single source contributions between \$100 and \$999 during the reporting period.
Second Semi-Annual/Post-Election Statement For November Election	10/18/20 – 12/31/20	2/1/21 <sup>2/</sup>	All committees, <u>whether or not they had any campaign activity</u> ; all officeholders and candidates who have raised or spent \$250 or more for the calendar year. <sup>3/</sup>

Committees making **Independent Expenditures** of \$1,000 or more to support or oppose candidates or other ballot measures file Form 496 within 24 hours between 8/5/20 – 11/3/20. Form 462 must also be filed within 10 days. In addition, three copies of the communication funded by the expenditure must be filed with City Clerk.

- <sup>1/</sup> The period covered by any statement begins on the day after the closing date of the last statement filed. The period covered begins on Jan. 1<sup>st</sup> if no previous statement filed.
- <sup>2/</sup> Deadlines are extended to the next business day if they fall on a Saturday, Sunday, or an official City holiday for all reports except any Late Independent Expenditure Reports and Late Contribution Reports due on the final Saturday or Sunday prior to Election Day.
- <sup>3/</sup> Candidates who have already filed a Form 470 for the first semi-annual period who do not receive or spend more than \$250 in a calendar year are not required to file another Form 470.
- <sup>4/</sup> The requirement does not exempt filers from the \$250 per candidate contribution limitation.

There is no provision in the law for extending a filing deadline. Late statements are subject to a \$10 per day late fine.