

CINCINNATI ELECTIONS COMMISSION

SUMMARY OF THE CITY OF CINCINNATI CHARTER REGARDING PROCEDURES FOR CANDIDATES IN THE 2021 MAYORAL AND COUNCIL ELECTION

NOTICE: THIS DOCUMENT IS INTENDED FOR INFORMATIONAL PURPOSES ONLY. THE INDIVIDUAL CAMPAIGN COMMITTEE IS ULTIMATELY RESPONSIBLE FOR COMPLYING WITH ALL STATE AND LOCAL ELECTION LAWS.

I. Nomination Deadlines

In accordance with Article IX, Section 4 of the Charter of the City of Cincinnati, the deadline for filing a nominating petition for a member of council or for mayor shall be assembled and filed with the election authorities as one instrument at least 75 days prior to any election at which candidates are to be determined or elected.

For a mayoral candidate, the nominating petition shall be due **February 18, 2021**, 75 days prior to the non-partisan primary to be held on **May 4, 2021**.

For Council candidates, the nominating petitions are due **August 19, 2021**, 75 days before the general election to be held on **November 2, 2021**.

II. Reporting Requirements

Article XIII of the Charter of the City of Cincinnati imposes financial reporting requirements on campaign committees for mayoral and council candidates in Council elections.

Council Candidates

- The due dates for the reports to be filed by Council candidates with the Cincinnati Elections Commission are the same due dates as the reports candidates must file with the Hamilton County Board of Elections. However, please note that the two reports required below (the July 31st and the December 10th filings) cover a different period of time than the reports filed with the Hamilton County Board of Elections
- A report must be filed no later than 4:00 p.m. on **July 31, 2021**. The report must identify contributions and expenditures made from the close of business on December 8, 2017, or from the close of business on the last day reflected in a conversion report if the candidate was required to file such a report, to the close of business on June 30, 2021.
- A report must be filed no later than 4:00 p.m. on **December 10, 2021**. The report must identify contributions and expenditures that occur after the close of business on June 30, 2021, and before the close of business on December 3, 2021.

Please note: These reports are not cumulative and should not include contributions previously reported.

Mayoral Candidates

Per Article XIII of the Cincinnati Charter, the filing dates with the Cincinnati Elections Commission for Mayoral candidates are different than the dates for filing with the Hamilton County Board of Elections. Mayoral candidates must file with the Cincinnati Elections Commission as follows:

If there is a mayoral primary:

- The two successful mayoral primary candidates shall file a report of contributions and expenditures no later than 4:00 p.m. on **May 11, 2021**. The report must identify contributions received and expenditures made from the close of business on December 8, 2017, or from the close of business on the last day reflected in a conversion report if the candidate was required to file such a report, to the close of business on May 4, 2021.
- **All** mayoral candidates shall file a report of contributions and expenditures by no later than 4:00 p.m. on **July 31, 2021**.
 - For the two successful mayoral primary candidates, this report must identify the contributions received and expenditures made after the close of business on May 4, 2021 to the close of business on June 30, 2021.
 - For all other mayoral candidates, this report must identify the contributions received and expenditures made from the close of business on December 8, 2017, or from the close of business on the last day reflected in a conversion report if the candidate was required to file such a report, to the close of business on June 30, 2021.
- The two successful mayoral primary candidates shall file a report of contributions and expenditures. A report must be filed no later than 4:00 p.m. on **December 10, 2021**. The report must identify contributions and expenditures that occur after the close of business on June 30, 2021, and before the close of business on December 3, 2021.

Please note: These reports are not cumulative and should not include contributions previously reported. They cover different time periods and some are due on different dates than the reports required to be filed with the Hamilton County Board of Elections.

If there is **not** a mayoral primary:

- All mayoral candidates must file a report no later than 4:00 p.m. on **July 31, 2021**. The report must identify contributions received and expenditures made from the close of business on the last day reflected in the last previously filed statement, if any, to the close of business on June 30, 2021.
- All mayoral candidates must file a report no later than 4:00 p.m. on **December 10, 2021**. The report must identify contributions and expenditures that occur after the close of business on June 30, 2021, and before the close of business on December 3, 2021.

Please note: These reports are not cumulative and should not include contributions previously reported. They cover different time periods than the reports required to be filed with the Hamilton County Board of Elections.

III. Method of Filing Reports

The filings due to be submitted to the Cincinnati Elections Commission may be delivered in any of the following methods:

1. **Preferred method:** By electronic submission on the Cincinnati Elections Commission website (<https://www.cincinnati-oh.gov/campaignfinance>);
2. By email to electioncommission@cincinnati-oh.gov using a Word, Excel, or PDF document;
3. By facsimile, 513-352-1515; or
4. By mail to Chairperson, Cincinnati Elections Commission, care of City of Cincinnati Law Department, 801 Plum Street, Room 214, Cincinnati, Ohio 45202.

Submissions may be made on the reporting templates provided by the Cincinnati Elections Commission, or on the forms submitted to the Hamilton County Board of Elections. The Cincinnati Elections Commission's reporting templates are available on the Cincinnati Elections Commission website.

The preferred method of filing is to use the official templates and submit them via electronic submission on the Cincinnati Elections Commission website (<https://www.cincinnati-oh.gov/campaignfinance>), or in the event that is unavailable, by email to electioncommission@cincinnati-oh.gov. Campaigns will be requested to provide a Word or Excel document in addition if they file a PDF so that the information can be uploaded to the campaign finance portal. Copies of these reports shall also be delivered to the Hamilton County Board of Elections.

Please note: The listed contribution/expenditure items contained in a candidate's initial report to the Cincinnati Elections Commission in an election cycle should not be included in any of the candidate's subsequent reports or in any subsequent contribution/expenditure reports. In other words, each contribution or expenditure should only be reported a single time by the candidate to the Cincinnati Elections Commission.

These filing requirements are in addition to filing requirements imposed under state law. The filing requirements under state law are contained in Ohio Revised Code § 3517.10 and are further explained in the Ohio Campaign Finance Reporting Handbook issued by the Ohio Secretary of State. Questions and requests for additional information regarding state law requirements should be addressed to the Hamilton County Board of Elections, 513-632-7000, or the Secretary of State, Campaign Finance Section, 614-466-3111.

Questions and requests for additional information regarding the Cincinnati Elections Commission or the contribution and filing requirements in the Cincinnati Charter should be addressed to the Cincinnati Elections Commission by contacting the City of Cincinnati Law Department at 352-3334.

IV. Contribution Limits

Article XIII of the Charter of the City of Cincinnati establishes campaign contribution limits for both mayoral and council candidates. Pursuant to Section 4.f.2 of Article XIII, these limits are adjusted every four years, if required. No adjustment is required for the 2021 election. The contribution limits for candidates for the 2021 election are as follows:

- Total individual contribution: \$1,100;
- Political action committee: \$2,700;
- Political party or legislative campaign fund: \$10,500.

After a mayoral primary campaign concludes with a primary election, the contribution limits start over for mayoral candidates only.