

**Addendum to Board Policy 2004-007a  
Delegation of Board Authority**

Code Section	Code Responsibility	12/7/04 Authority	8/16/11	Comments
<b>Chapter 9.3 "Campaign Finance Disclosure Act</b>				
§ 24.2-945.2. Persons required to file independent expenditure disclosure reports; filing deadline.	B. Independent expenditure reports shall be due (i) within 24 hours of the time when the funds were expended or (ii) within 24 hours of the time when materials, as described in subsection A of this section, are published or broadcast to the public, whichever (i) or (ii) first occurs. The reports shall be filed with the State <b>Board</b> if the funds were expended to support or oppose a candidate for statewide office or the General Assembly or with the local electoral board of the county or city in which the candidate resides if the funds were expended to support or oppose a candidate for local office. The report filed by a political action committee or political party committee shall include the information required for a statement of organization as listed in subdivisions A1 through A8 of § 24.2-949.2 or clauses 1 through 6 of § 24.2-950.2, as appropriate, unless the committee has a current statement of organization on file with the State <b>Board</b> .	None for 24.2-910	Delegate to Secretary	

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§ 24.2-946. Summary of election laws; forms; instructions.	A. The State <b>Board</b> shall summarize the provisions of the election laws relating to the Campaign Finance Disclosure Act of 2006 and provide for distribution of this summary and prescribed forms to each candidate, person, or committee on request or upon their first filing with the State <b>Board</b> pursuant to this chapter, whichever occurs first.	24.2-903 summaries Delegated	Board	The summaries contain procedures and policies that should be reviewed carefully by the Board before dissemination to the candidates and committees.
	B. The <b>Board</b> shall designate the forms required for complying with this chapter which shall be the only such forms used in complying with the provisions of this chapter.	24.2-903 forms Board	Board	
	C. The <b>Board</b> shall provide, with the summary required by this section, instructions for persons filing reports pursuant to this chapter to assist them in completing the reports. The instructions shall include directions for the reporting of filing fees for any party nomination method.	24.2-903 filing instructions Delegated	Board	
	D. The <b>Board</b> shall provide instructions for candidates who seek election for successive terms in the same office for the filing of reports within each appropriate election cycle for the office and for the <u>aggregation of contributions within each election cycle.</u>	24.2-903 silent on this point	Board	
	E. The Board shall provide, with the summary required by this section, to each candidate, person, or committee on request or upon their first filing with the <b>State Board</b> pursuant to this chapter, whichever occurs first, a copy of a written explanation prepared by the Attorney General of the provisions of the Act that prohibit the personal use of campaign funds. The explanation shall cover the provisions that prohibit the personal use of campaign funds and shall delineate the differences between prohibited personal uses of campaign funds and permitted uses of the funds.	New Section	Board	

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§ 24.2-946.1. Standards and requirements for electronic preparation and transmittal of campaign finance disclosure reports; database.	A. The State <b>Board</b> shall review or cause to be developed and shall approve standards for the preparation, production, and transmittal by computer or electronic means of campaign finance reports required by this chapter. The State <b>Board</b> may prescribe the method of execution and certification of and the procedures for receiving electronically filed campaign finance reports required by this chapter in the office of the State <b>Board</b> or any local electoral <b>board</b> . The State <b>Board</b> may provide campaign finance report-creation software to filers without charge or at a reasonable cost.	24.2-914.1 Board	Board	
	B. The State <b>Board</b> shall accept any campaign finance report filed by candidates for the General Assembly and statewide office by computer or electronic means in accordance with the standards approved by the <b>Board</b> and using software meeting standards approved by it. This information shall be made available to the public promptly by the <b>Board</b> through the Internet.	24.2-914.1 filing database and software delegated.	Delegated	
	C. By July 1, 2007, the State <b>Board</b> of Elections shall develop and implement a centralized system to accept reports from any candidate for local or constitutional office. Such reports shall be filed in accordance with, and using software that meets, standards approved by the State <b>Board</b> . The State <b>Board</b> shall promptly notify the electoral <b>board</b> of the locality in which a candidate resides and make the information contained in the report available to the electoral <b>board</b> .	24.2-914.1 filing database and software delegated. Standards are Board responsibility.	Board	Filing database and software delegated. Standards are Board responsibility.
	D. The State <b>Board</b> shall enter or cause to be entered into a campaign finance database, available to the public through the Internet, the information from required campaign finance reports filed by computer, electronic, or other means by candidates for the General Assembly and statewide office.	24.2-914.1 (C). Database delegated.	Delegated	
	E. Other campaign finance reports required by this chapter to be filed by a committee with the State <b>Board</b> or a local electoral <b>board</b> , or both, may be filed electronically on terms agreed to by the committee and the <b>Board</b> .	24.2-914.1(E). Agreed terms delegated.	Board	Part of the standards/forms which are approved by the Board.

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§ 24.2-946.2. Custody of reports; inspection and copying.	B.2. The State Board shall file and preserve as part of its records the reports required to be filed with it by this chapter for at least one year after the final report is filed, or through the next general election for the office to which they pertain, whichever is later; or in the case of a candidate who has not filed a final report and seeks election to the same office in a successive election, through the next general election for the office to which they pertain. Thereafter, the State Board shall forward the reports it preserves to The Library of Virginia for preservation under the Virginia Public Records Act (§ 42.1-76 et seq.).	24.2-926. Delegated.	Delegated	
	C.2. The State Board shall file and preserve as part of its records the reports required to be filed with it by this chapter for at least four years after the reporting deadline or one year after the final report is filed. Thereafter, the State Board shall forward the reports it preserves to The Library of Virginia for preservation under the Virginia Public Records Act (§ 42.1-76 et seq.).	24.2-926. Delegated.	Delegated	

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§ 24.2-946.3. Reporting of certain violations; penalties.	A. It shall be the duty of the State <b>Board</b> to report any violation of the provisions of this chapter to the appropriate attorney for the Commonwealth. The State <b>Board</b> shall report to the attorney for the Commonwealth of the City of Richmond in the case of reporting requirements for campaign committees for statewide office and to the attorney for the Commonwealth of the county or city of the residence of a candidate for the General Assembly. For political committees, the State <b>Board</b> shall report the violation to the attorney for the Commonwealth of the City of Richmond. If all the officers of a political committee are residents of one county or city as shown on the statement of organization required by this chapter, the State <b>Board</b> shall report violations for that political committee to the attorney for the Commonwealth of that county or city.	24.2-928. Delegated	Delegated	
	C. In order to fulfill the duty to report violations pursuant to subsections A and B, the <b>Board</b> shall establish and implement a system for receiving, cataloging, and reviewing reports filed pursuant to the provisions of this chapter and for verifying that reports are complete and submitted on time. As part of the system referred to in this subsection, the general registrar for each county and city, or the secretary of the electoral <b>board</b> in any county or city in which the electoral <b>board</b> chooses to perform the duties stated in this subsection, shall be required, in accordance with instructions provided by the <b>Board</b> , to receive, catalog, and review the reports filed with the local electoral <b>board</b> and to verify that the reports are complete and <u>submitted on time</u> .	24.2-926. Delegated.	Delegated	
	D. The State <b>Board</b> , and the general registrar or secretary of the electoral <b>board</b> in accordance with the instructions of the State <b>Board</b> , (i) shall assess and collect the civil penalties provided in Article 8 and (ii) if unable to collect the penalty, shall report the violation to the appropriate attorney for the Commonwealth for enforcement.	24.2-926. Delegated.	Board	Instructions on how to assess penalties should be approved by the Board.

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	E. The State <b>Board</b> , or the general registrar or secretary of the electoral <b>board</b> in accordance with the instructions of the State <b>Board</b> , shall notify, no later than 21 days after the report due date, any person submitting an incomplete report of the need for additional information. The State <b>Board</b> , or the general registrar or secretary of the electoral <b>board</b> in accordance with the instructions of the State <b>Board</b> , may request additional information to correct obvious mathematical errors and to fulfill the requirements for information on the reports.	24.2-926. Delegated.	Delegated	
	F. Upon notice of a violation of this chapter, the State <b>Board</b> or the general registrar or local electoral <b>board</b> , as appropriate, shall within 90 days of the report deadline notify the appropriate attorney for the Commonwealth, who shall initiate civil proceedings to enforce the civil penalties assessed by the State <b>Board</b> or the local electoral <b>board</b> as provided herein. Any civil penalties collected pursuant to action by the State <b>Board</b> shall be payable to the State Treasurer for deposit to the general fund, and any civil penalties collected pursuant to action by a general registrar or local electoral <b>board</b> shall be payable to the treasurer of the locality for deposit to its general fund.	24.2-929. Board	Board	
	G. In the case of any political committee that is required to file a statement of organization pursuant to this chapter, the State <b>Board</b> shall be authorized to waive a penalty that has been assessed if the filer demonstrates that there exists good cause to waive the penalty.	24.2-928. BOARD. This section expressly excluded campaign committees.	Board	<b>***Delegate Authority to the Secretary to rescind penalties in cases where the agency has clearly erred in assessing the penalty.</b>
	H. The State <b>Board</b> shall notify the public through its official Internet website of any violation based on the failure to file a required report by a candidate for statewide office or the General Assembly and the identity of the violator.	24.2-929. Delegated.	Delegated	
	I. The State <b>Board</b> shall determine the schedule of civil penalties required to be followed by its staff and local electoral <b>boards</b> in assessing penalties under this chapter. No election official or staff may waive or reduce such penalties, except as provided in § 24.2-946.4.	24.2-929. Board	Board	

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§ 24.2-946.4. Right to grant extensions in special circumstances.	A. The State <b>Board</b> shall provide instructions to filers for delivery of campaign finance reports within the time periods prescribed by law.	24.2-914. Delegated.	Board	Board will approve Summaries which will include instructions.
	B. Notwithstanding any other provision of law, any candidate or treasurer required to file a report pursuant to this chapter shall be entitled to a 72-hour extension of the filing deadline if his spouse, parent, grandparent, child, grandchild, or sibling died within the 72 hours before the deadline. The State <b>Board</b> or the local electoral <b>board</b> shall be authorized to grant an extension of the filing deadline for a period not to exceed five days for good cause shown by the filer and found by the <b>Board</b> or <b>board</b> sufficient to justify the granting of the extension.	24.2-927. Delegated.	Delegated	
	C. The Secretary of the State <b>Board</b> shall have additional authority to extend a deadline established in this chapter for filing reports in emergency situations that interfere with the timely filing of reports. The extension shall be limited in scope to the areas and times affected by the emergency. The provisions of this subsection shall be applicable only in the case of an emergency declared by the Governor pursuant to Chapter 3.2 (§ 44-146.13 et seq.) of Title 44 or declared by the President of the United States and confirmed by the Governor by executive order as an emergency for the purposes of this subsection.	24.2-927. Secretary.	Secretary	
	D. The Secretary of the State <b>Board</b> shall have additional authority to extend a deadline established in this chapter for filing reports for a reasonable period for a candidate who serves as his own campaign treasurer and who is a member of a uniformed service of the United States called to active duty during a reporting period.	24.2-927. Secretary.	Secretary	
	E. The State <b>Board</b> shall have authority to extend any deadline applicable to reports required to be filed by computer or electronic means in the event of a failure of the computer or electronic filing system that prevents timely filing. The extension shall not exceed a period of up to five days after restoration of the filing system to operating order.	Not stated in 24.2-927 and 24.2-929.	Delegated	
	F. The State <b>Board</b> shall have authority also to grant extensions as provided in §§ 24.2-503 and 24.2-948.3.	Not stated as such in prior law. 24.2-503. Delegated.	Delegated	

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§ 24.2-946.5. Dormant committees.	A. The State <b>Board</b> or the electoral <b>board</b> of any county or city may close the file of any candidate campaign committee or political committee required to file with it provided the committee has not filed a final report and the <b>Board</b> or <b>board</b> cannot locate either the candidate or his campaign treasurer, or in the case of any political committee, the <b>Board</b> or <b>board</b> cannot locate the treasurer or custodian of the books of the committee. A candidate campaign committee file shall not be closed if the candidate has filed a report with the <b>Board</b> or <b>board</b> for any campaign for any office within the prior five years. A political committee file shall not be closed if the committee has filed a report within the prior five years.	24.2-923.1. Board	Board	
	B. Once the committee's file has been closed, no more reports will be due and no additional penalties for failure to file will accrue. However, if the whereabouts of the candidate or his campaign treasurer, or in the case of any political committee, the treasurer or custodian of the books of the committee, later becomes known to the <b>Board</b> or <b>board</b> , it may reopen the file and send notice to the candidate, or in the case of any political committee, the treasurer or custodian of the books of the committee, requesting that he file the appropriate reports and pay any penalties that were levied before the file was closed by it.	24.2-923.1. Board	Board	



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§ 24.2-947.1. Statement of organization.	B. Candidates for statewide office shall file the statement with the State <b>Board</b> . Candidates for the General Assembly shall file the statement with the State <b>Board</b> and a copy of the statement with the local electoral <b>board</b> of the candidate's residence. Candidates for local or constitutional office shall file the statement with the local electoral <b>board</b> and, if the statement indicates that the candidate committee will be filing electronically, a copy with the State <b>Board</b> .	24.2-904. Form is BOARD; receipt of filings Delegated.	Form must be approved by Board; receipt of filings is Delegated.	
	C. The statement of organization shall include the following information:			
	7. Such other information as shall be required by the State <b>Board</b> except that the account number for a designated depository account shall not be required.	24.2-904. Form is BOARD	Form must be approved by Board.	
	D. In the case of any candidate who seeks election for successive terms in the same office, the statement of organization filed by the candidate shall continue in effect for such successive elections, but the candidate shall file notice of any changes in the information provided on the form within 10 days of the change with the State <b>Board</b> , local electoral <b>board</b> , or both, as appropriate.	24.2-914. Instructions Delegated.	Board approves Summaries which will include instructions.	
§ 24.2-947.3. Campaign committee treasurer requirements and responsibilities.	B. In the event of the death, resignation, removal, or change of the treasurer, the candidate shall designate a successor and file the name and address of the successor within 10 days of the change with the State <b>Board</b> , local electoral <b>board</b> , or both, as provided in subsection B of § 24.2-947.1.	24.2-904. Delegated.	Delegated	
§ 24.2-947.3:1. Certain contributions received from federal political action and out-of-state political committees; campaign committee responsibilities.	Prior to accepting contributions of \$10,000 or more in the aggregate in any calendar year from any one federal political action committee or out-of-state political committee, the candidate campaign committee shall (i) request the federal political action committee's or out-of-state political committee's State <b>Board</b> of Elections registration number from the committee and (ii) verify that number with the State <b>Board</b> .	Enacted 2006.	Delegate	

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§ 24.2-947.4. (Effective January 1, 2009) Information to be included on campaign finance reports for campaign committees.	A. The reports required by this article shall be filed on a form prescribed by the State <b>Board</b> and shall include all financial activity of the campaign committee. All completed forms shall be submitted in typed, printed, or legibly hand printed format or electronically as provided in § 24.2-946.1. Persons submitting the forms shall do so subject to felony penalties for making false statements pursuant to § 24.2-1016.	24.2-912. BOARD.	Board	
	F. The State <b>Board</b> shall provide for a "no activity" report that may be filed for any reporting period in which the filer has no activity to report.	24.2-923. BOARD.	Board	
	G. It is the joint responsibility of the candidate and his treasurer that the report of a candidate be filed, that the report be in full and accurate detail, and that the report be received by the State <b>Board</b> , local electoral <b>board</b> , or both, by the deadline for filing the report.	24.2-904 receipt of filings delegated.	Delegated	
§ 24.2-947.5. With whom candidates file reports.	A. Candidates for statewide office shall file the reports required by this article by computer or electronic means in accordance with the standards approved by the State <b>Board</b> .	24.2-914.1. Receipt of filings delegated.	Board approves standards.	
	B. Candidates for the General Assembly may file reports required by this article with the State <b>Board</b> by computer or electronic means in accordance with the standards approved by the State <b>Board</b> . Nonelectronic reports for the General Assembly shall be filed with the State <b>Board</b> and with the electoral <b>board</b> of the locality where the candidate resides.	24.2-914.1 Standards are BOARD.	Board approves standards.	
	C. Except as provided in § 24.2-948.1, candidates for any other office who file reports in nonelectronic format shall file with the electoral <b>board</b> of the locality in which the candidate resides. Beginning July 1, 2007, candidates for local or constitutional office may file reports required by this article with the State <b>Board</b> by computer or other electronic means in accordance with standards approved by the State <b>Board</b> . Candidates who file by electronic means with the State <b>Board</b> do not have to file reports with the electoral <b>board</b> of the locality in which the candidate resides.	24.2-914.1. Receipt of filings delegated.	Board approves standards; Receipt of filings is Delegated.	
	D. Any report that may be filed with the State <b>Board</b> by mail shall be (i) received by the State <b>Board</b> by the deadline for filing the report or (ii) transmitted to the State <b>Board</b> by telephonic transmission to a facsimile device by the deadline for filing the report with an original copy of the report mailed to the State <b>Board</b> and postmarked by the deadline for filing the report.	No duty imposed.	No duty imposed.	

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Code Section	Code Responsibility	12/7/04 Authority	8/16/11	Comments
§ 24.2-947.9. Special report required of certain large pre-election contributions.	B. Except as provided in subsection C, any single contribution of \$5,000 or more for a statewide office, \$1,000 or more for the General Assembly, or \$500 or more for any other office, knowingly received or reported by the candidate or his treasurer on behalf of his candidacy (i) on and after the twelfth day preceding a primary and before the primary date, (ii) on and after the twelfth day preceding a general election and before the general election date, or (iii) on and after the eleventh day preceding any other election in which the individual is a candidate and before the election day, shall be reported in writing as provided in §§ 24.2-947.4 and 24.2-947.5 or electronically pursuant to § 24.2-946.1, and the report shall be received by the State <b>Board</b> or local electoral <b>board</b> , as appropriate, by 5:00 p.m. on the following day or for a contribution received on a Saturday by 5:00 p.m. on the following Monday. However, any such contribution received within the 24 hours prior to the election day shall be reported and a report thereof received on the day prior to the election.	Receipt of Filings Delegated.	Receipt of filings Delegated.	
§ 24.2-948.1. Exemption from reporting requirements for certain candidates for local office.	A. This section shall apply to candidates for local office. A candidate for local office may seek an exemption from the requirements for filing campaign finance disclosure reports set out in this chapter except for the filing requirements of §§ 24.2-945.2, 24.2-947.1, 24.2-947.9 and 24.2-948.4 pertaining to certain independent expenditures, the statement of organization, large contributions, and the filing of a final report. The request for an exemption shall be filed with the electoral <b>board</b> of the county or city where the candidate resides on a form prescribed by the State <b>Board</b> and in accordance with instructions by the State <b>Board</b> for the time for filing and the process for approval by the electoral <b>board</b> .	Board	Board	
	D. A candidate who has a current exemption under the provisions of this section, or who is otherwise exempt from reporting contributions and expenditures under this chapter, may purchase voter lists from the State <b>Board</b> under the provisions of §§ 24.2-405 and 24.2-406 with a check drawn on the candidate's personal account.	No duty imposed.	No duty imposed.	

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Code Section	Code Responsibility	12/7/04 Authority	8/16/11	Comments
§ 24.2-948.3. Compliance with reporting requirements of campaign finance disclosure act as requirement of candidacy for certain offices.	A. It shall be a requirement of candidacy in any election for statewide office or the General Assembly that the candidate shall have filed the disclosure reports required by this chapter for any election in which he participated as a candidate for any such office and which was held within the five years preceding the date of the election in which he seeks to be a candidate. For the purposes of this section, the candidate shall be presumed to have complied with the candidate disclosure reporting requirements unless (i) the State <b>Board</b> or local electoral <b>board</b> , whichever is appropriate, has notified the candidate, at least 60 days prior to the applicable deadline for him to file his written statement of qualification set out in § 24.2-503, that he has failed to file a required report or reports and (ii) the candidate fails to file the specified report or reports by the applicable deadline for filing his written statement of qualification.	Not contemplated	Delegated	
	B. The authority of the State <b>Board</b> to grant an extension of the deadline established in § 24.2-503 shall include the authority to grant such extension with respect to the requirements of this section.	Not contemplated	Delegated	
§ 24.2-949.2. Statement of organization for a political action committee	A. Except as provided in subsection B or C, each political action committee that anticipates receiving contributions or making expenditures in excess of \$200 in a calendar year shall file with the State <b>Board</b> a statement of organization within 10 days after its organization, or if later, within 10 days after the date on which it has information that causes the committee to anticipate it will receive contributions or make expenditures in excess of \$200 or on which it otherwise becomes subject to the provisions of this chapter. Any change in information previously submitted in a statement of organization shall be reported to the State <b>Board</b> within 10 days following the change.	New Section	Delegated	
	The State <b>Board</b> shall be required to provide a link from its Internet website to the federal political action committee's electronically displayed Federal Election Commission campaign finance disclosure reports.		Delegated	

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§ 24.2-949.5. (Effective January 1, 2009) Information to be included on campaign finance reports for political action committees.	A. The reports required by this article shall be filed on a form prescribed by the State <b>Board</b> and shall include all financial activity of the political action committee. All completed forms shall be submitted in typed, printed, or legibly hand printed format or electronically as provided in § 24.2-946.1. Persons submitting the forms shall do so subject to felony penalties for making false statements pursuant to § 24.2-1016.		Board	
	G. The State <b>Board</b> shall provide for a "no activity" report that may be filed for any reporting period in which the filer has no activity to report.		Board	
§ 24.2-949.6. Filing schedule for political action committees.	A. Political action committees shall file the prescribed campaign finance reports with the State <b>Board</b> in accordance with the applicable provisions of this section. The first filed report shall be complete for the entire period from the time the committee was organized or contributions were received.		Delegate	
	D. A political action committee that files its statement of organization on or after October 1 and before the November election day in any odd-numbered year shall file with its statement of organization a campaign finance report as provided in § 24.2-949.5 for that year, complete through the date that it files its statement of organization. After that date and until the November election day, the political action committee shall report any single contribution of \$500 or more to the State <b>Board</b> in writing or electronically pursuant to § 24.2-946.1, and the report shall be received by the State <b>Board</b> by 5:00 p.m. on the following day, or for a contribution received on a Saturday, by 5:00 p.m. on the following Monday. However, any such contribution received within the 24 hours prior to the election day shall be reported and a report thereof received on the day prior to the election. Any activity reported pursuant to this subsection shall also be reported on the report required to be filed for activity through December 31.		Delegate	
§ 24.2-949.7. Large dollar contribution reporting requirement for political action committees.	1. The report shall be filed on a "large dollar contribution report" form prescribed by the State <b>Board</b> and shall be filed in writing or electronically in the same manner as the political action committee files its quarterly disclosure reports.		Board	

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§ 24.2-949.8. With whom political action committees file reports; electronic filing requirement.	A. Political action committees required to file reports by this article shall file all statements and campaign finance reports with the State <b>Board</b> .		Delegate	
	B. A political action committee that is required by this chapter to file reports with the State <b>Board</b> , and that accepts contributions or makes expenditures in excess of \$10,000 in any calendar year, or that accepted contributions or made expenditures in excess of \$10,000 in the previous calendar year, shall file its reports with the State <b>Board</b> by computer or electronic means in accordance with the standards approved by the State <b>Board</b> until such time as the political action committee files a final report. Any political action committee that has been filing electronically, but does not anticipate accepting contributions or making expenditures in excess of \$10,000 in the upcoming calendar year, may sign a waiver, on a form prescribed by the State <b>Board</b> , to exempt the committee from the electronic filing requirement for the calendar year. Such waiver form shall be submitted and received no later than the date the first report is due covering activity for that calendar year.		Forms and Standards must be approved by the Board	
	C. For political action committees that are not subject to the provisions of subsection B, any report required to be filed with the State <b>Board</b> shall be deemed to be filed by the deadline for the report if it is mailed and postmarked not later than the deadline for filing the report.		No duty imposed.	
§ 24.2-949.9. Final report requirement; disbursement of surplus funds.	A. Any political action committee that, after having filed a statement of organization, disbands or determines it will no longer receive contributions or make expenditures during the calendar year in an aggregate amount exceeding \$200 shall so notify the State <b>Board</b> . A final report shall be filed by the committee that sets forth (i) all receipts and disbursements not previously reported, (ii) an accounting of the retirement of all debts, and (iii) the disposition of the committee's surplus funds. This final report shall include a termination statement, signed by the treasurer or other principal officer listed on the statement of organization, that all reporting for the committee is complete and final.		No duty imposed.	

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Code Section	Code Responsibility	12/7/04 Authority	8/16/11	Comments
§ 24.2-949.9:1. Out-of-state political committees; statements of organization.	§ 24.2-949.9:1. Out-of-state political committees; statements of organization.			
	D. On the same day that an out-of-state political committee submits its statement of organization to the State <b>Board</b> , (i) it shall file a list of each contributor who has contributed to the committee \$2,500 or more in the aggregate between the immediately preceding January 1 and the date on which the statement of organization is filed with the contributor's name, address, occupation, employer, and place of business and the dates and amounts of the contributor's contributions during the period covered by the report; and (ii) it shall file a report of the contributions it has made to candidate campaign committees or political committees registered with the State <b>Board</b> between the immediately preceding January 1 and the date on which the statement of organization is filed.		No duty imposed.	
§ 24.2-949.9:2. (Effective January 1, 2009) Out-of-state political committees; reporting requirements.	B. After the committee has met the requirements of § 24.2-949.9:1 and upon making any contribution to a candidate campaign committee or political committee registered in Virginia, the committee shall report its contributions and contributors in accordance with subsection C to the State <b>Board</b> of Elections by computer or electronic means as prescribed in § 24.2-946.1.		Board approves standards.	
§ 24.2-949.9:3. Out-of-state political committees; additional requirements.	Prior to accepting contributions of \$10,000 or more in the aggregate in any calendar year from any other out-of-state political committee, an out-of-state political committee shall (i) request its State <b>Board</b> of Elections registration number from that other out-of-state political committee and (ii) verify that number with the State <b>Board</b> .		Delegate	
§ 24.2-949.9:4. Certain contributions received from federal political action and out-of-state political committees; political committee responsibilities.	Prior to accepting contributions of \$10,000 or more in the aggregate in any calendar year from any one federal political action committee or out-of-state political committee, a political committee shall (i) request the federal political action committee's or out-of-state political committee's State <b>Board</b> of Elections registration number from the committee and (ii) verify that number with the State <b>Board</b> .		Delegate	

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Code Section	Code Responsibility	12/7/04 Authority	8/16/11	Comments
§ 24.2-950.2. Statement of organization for a political party committee.	Except as provided in § 24.2-950.1, each political party committee that anticipates receiving contributions or making expenditures in excess of \$200 in a calendar year shall file with the State <b>Board</b> a statement of organization within 10 days after its organization, or if later, within 10 days after the date on which it has information that causes the committee to anticipate it will receive contributions or make expenditures in excess of \$200 or on which it otherwise becomes subject to the provisions of this article. Any change in information previously submitted in a statement of organization shall be reported to the State <b>Board</b> within 10 days following the change.		Delegate	
	The statement of organization shall include: 6. Such other information as shall be required by the State <b>Board</b> except that the account number for the designated depository account shall not be required.			Board
§ 24.2-950.4. (Effective January 1, 2009) Information to be included on campaign finance reports for political party committees.	A. The reports required by this article shall be filed on a form prescribed by the State <b>Board</b> and shall include all financial activity of the political party committee. All completed forms shall be submitted in typed, printed, or legibly hand printed format or electronically as provided in § 24.2-946.1. Persons submitting the forms shall do so subject to felony penalties for making false statements pursuant to § 24.2-1016.		Board	
	G. The State <b>Board</b> shall provide for a "no activity" report that may be filed for any reporting period in which the filer has no activity to report.		Board	
§ 24.2-950.7. Large dollar reporting requirement for political party committees.	1. The report shall be filed on a "large dollar contribution report" form prescribed by the State <b>Board</b> and shall be filed in writing or electronically in the same manner as the person or committee files its quarterly disclosure reports.		Board	



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Code Section	Code Responsibility	12/7/04 Authority	8/16/11	Comments
§ 24.2-950.8. With whom political party committees file reports.	A. Except as provided in subsection B, a political party committee that is required by this chapter to file reports with the State <b>Board</b> , and that accepts contributions or makes expenditures in excess of \$10,000 in any calendar year, or that accepted contributions or made expenditures in excess of \$10,000 in the previous calendar year, shall file its reports with the State <b>Board</b> by computer or electronic means in accordance with the standards approved by the State <b>Board</b> until such time as the political party committee files a final report. Any political party committee that has been filing electronically, but does not anticipate accepting contributions or making expenditures in excess of \$10,000 in the upcoming calendar year, may sign a waiver, on a form prescribed by the State <b>Board</b> , to exempt the committee from the electronic filing requirement for the calendar year. Such waiver form shall be submitted and received no later than the date the first report is due covering activity for that calendar year.		Board must approve standards and forms	
	C. Other political party committees required to file reports by this article shall file all campaign finance reports with the State <b>Board</b> , if filing by electronic means, or with the State <b>Board</b> and the local electoral <b>board</b> for its jurisdiction if filing campaign finance reports by nonelectronic means.		Delegate	
§ 24.2-950.9. Final report requirement; transfer of surplus funds.	A. Any political party committee that, after having filed a statement of organization, disbands or determines it will no longer receive contributions or make expenditures during the calendar year in an aggregate amount exceeding \$200 shall so notify the State <b>Board</b> . A final report shall be filed by the committee that sets forth (i) all receipts and disbursements not previously reported, (ii) an accounting of the retirement of all debts, and (iii) the disposition of the committee's surplus funds. This final report shall include a termination statement, signed by the treasurer or other principal officer listed on the statement of organization, that all reporting for the committee is complete and final.		No duty imposed.	

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Code Section	Code Responsibility	12/7/04 Authority	8/16/11	Comments
§ 24.2-951.1. Statement of organization for a referendum committee.	A. Any referendum committee subject to the provisions of this article shall file with the State <b>Board</b> a statement of organization within 10 days after its organization, or if later, within 10 days after the date on which it has information that causes the committee to anticipate it will receive contributions or make expenditures in excess of the pertinent amounts stated in the definition of referendum committee in § 24.2-945.1. Any change in information previously submitted in a statement of organization shall be reported to the State <b>Board</b> within 10 days following the change.		No duty imposed.	
	B. The statement of organization for a referendum committee shall include:...8. Such other information as shall be required by the State Board except that the account number for the designated depository account shall not be required.		Board	
§ 24.2-951.3. Information to be included on campaign finance reports for referendum committees.	A. The reports required by this article shall be filed on a form prescribed by the State <b>Board</b> and shall include all financial activity of the referendum committee. All completed forms shall be submitted in typed, printed, or legibly hand printed format or electronically as provided in § 24.2-946.1. Persons submitting the forms shall do so subject to felony penalties for making false statements pursuant to § 24.2-1016.		Board	
	F. The State <b>Board</b> shall provide for a "no activity" report that may be filed for any reporting period in which the filer has no activity to report.		Board	
§ 24.2-951.6. Filing schedule for referendum committees for referendums to be decided at special elections.	B. A referendum committee may either (i) file a final report within six months after the referendum is held or (ii) continue as a political action committee more than six months after the referendum is held, provided that the committee submits an amended statement of organization to the State <b>Board</b> redesignating the committee as a political action committee and complies with the requirements for political action committees in Article 4 of this chapter including the reporting schedule set forth in § 24.2-949.6.		No duty imposed.	
§ 24.2-951.7. Large dollar contribution reporting requirement for referendum committees.	1. The report shall be filed on a "large dollar contribution report" form prescribed by the State <b>Board</b> and shall be filed in writing or electronically in the same manner as the person or committee files its quarterly disclosure reports.		Board	

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Code Section	Code Responsibility	12/7/04 Authority	8/16/11	Comments
§ 24.2-951.8. With whom referendum committees file reports; electronic filing requirement.	A. Referendum committees required to file statements or reports by this article shall file all reports with the State <b>Board</b> .		Delegate	
	B. A referendum committee that is required by this chapter to file reports with the State <b>Board</b> , and that accepts contributions or makes expenditures in excess of \$10,000 in any calendar year, or that accepted contributions or made expenditures in excess of \$10,000 in the previous calendar year, shall file its reports with the State <b>Board</b> by computer or electronic means in accordance with the standards approved by the State <b>Board</b> until such time as the referendum committee files a final report or until subject to the provisions of subsection B of § 24.2-951.1.		Standards approved by Board.	
	C. Any referendum committee that has been filing electronically, but does not anticipate accepting contributions or making expenditures in excess of \$10,000 in the upcoming calendar year, may sign a waiver, on a form prescribed by the State <b>Board</b> , to exempt the committee from the electronic filing requirement for the calendar year. Such waiver form shall be submitted and received no later than the date the first report is due covering activity for that calendar year.		Board	
§ 24.2-951.9. Final report requirement; disbursement of surplus funds.	A. Any referendum committee that disbands after having filed a statement of organization shall so notify the State <b>Board</b> . A final report shall be filed by the committee that sets forth (i) all receipts and disbursements not previously reported, (ii) an accounting of the retirement of all debts, and (iii) the disposition of the committee's surplus funds. This final report shall include a termination statement, signed by the treasurer or other principal officer listed on the statement of organization, that all reporting for the committee is complete and final.		No duty imposed.	
§ 24.2-952.1. Statement of organization for an inaugural committee.	Each inaugural committee shall file with the State <b>Board</b> a statement of organization within 10 days after its organization. Any change in information previously submitted in a statement of organization shall be reported to the State <b>Board</b> within 10 days following the change.		No duty imposed.	
	The statement of organization shall include: ...and  6. Such other information as shall be required by the State <b>Board</b> except that the account number for the designated depository account shall not be required.		Board	

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Code Section	Code Responsibility	12/7/04 Authority	8/16/11	Comments
§ 24.2-952.3. Information to be included on campaign finance reports for inaugural committees.	A. The reports required by this article shall be filed on a form prescribed by the State <b>Board</b> and shall include all financial activity of the inaugural committee. All completed forms shall be submitted in typed, printed, or legibly hand printed format or electronically as provided in § 24.2-946.1. Persons submitting the forms shall do so subject to felony penalties for making false statements pursuant to § 24.2-1016.		Board	
	F. The State <b>Board</b> shall provide for a "no activity" report that may be filed for any reporting period in which the filer has no activity to report.		Board	
§ 24.2-952.5. Large dollar contribution reporting requirement for inaugural committees.	1. The report shall be filed on a "large dollar contribution report" form prescribed by the State <b>Board</b> and shall be filed in writing or electronically in the same manner as the committee files its quarterly disclosure reports.		Board	
§ 24.2-952.6. With whom inaugural committees file reports; electronic filing requirement.	A. Inaugural committees required to file reports by this chapter shall file all campaign finance reports with the State <b>Board</b> .		Delegate receipt of forms.	
	B. An inaugural committee that is required by this chapter to file reports with the State <b>Board</b> , and that accepts contributions or makes expenditures in excess of \$10,000 in any calendar year, or that accepted contributions or made expenditures in excess of \$10,000 in the previous calendar year, shall file its reports with the State <b>Board</b> by computer or electronic means in accordance with the standards approved by the State <b>Board</b> until such time as the committee files a final report.		Board approves standards	
	C. Any inaugural committee that has been filing electronically, but does not anticipate accepting contributions or making expenditures in excess of \$10,000 in the upcoming calendar year, may sign a waiver, on a form prescribed by the State <b>Board</b> , to exempt the committee from the electronic filing requirement for the calendar year. Such waiver form shall be submitted and received no later than the date the first report is due covering activity for that calendar year.		Board	

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Code Section	Code Responsibility	12/7/04 Authority	8/16/11	Comments
§ 24.2-952.7. Final report requirement; disbursement of surplus funds.	A. Any inaugural committee that, after having filed a statement of organization, disbands shall so notify the State <b>Board</b> . A final report shall be filed by the committee that sets forth (i) all receipts and disbursements not previously reported, (ii) an accounting of the retirement of all debts, and (iii) the disposition of the committee's surplus funds. This final report shall include a termination statement, signed by the treasurer or other principal officer listed on the statement of organization, that all reporting for the committee is complete and final.		Delegated	
§ 24.2-953. General provisions.	D. In the case of a willful violation, the violator shall be guilty of a Class 1 misdemeanor. There shall be a rebuttable presumption that the violation of this chapter was willful if the violation is based on a person's failure to file a report required by this chapter and his failure to file continues for more than 60 days following his actual receipt of written notice of his failure to file sent to him by certified mail, return receipt requested, by the State <b>Board</b> or an electoral <b>board</b> . Such notice shall be sent to the most recent mailing address provided by the candidate or committee.		Delegate	

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Code Section	Code Responsibility	12/7/04 Authority	8/16/11	Comments
§ 24.2-953.3. Incomplete reports.	B. Prior to assessing a penalty pursuant to this section for the filing of an incomplete report, the Secretary of the State <b>Board</b> or the general registrar or secretary of the local electoral <b>board</b> , as appropriate, shall notify, by certified mail, the candidate and treasurer, or person or political committee required to file a report with that <b>board</b> , that a filed report has not been completed, citing the omissions from the report. No penalty shall be assessed if the information required to complete the report is filed within 10 days of the date of mailing the written notice.		Secretary	
	C. If the information required to complete the report is not filed within the 10-day period, the Secretary of the State <b>Board</b> or the general registrar or secretary of the local electoral <b>board</b> , as appropriate, shall then assess against the candidate and treasurer, who shall be jointly and severally liable, or person or political committee required to file a report, a civil penalty not to exceed \$500. The Secretary of the State <b>Board</b> or the general registrar or secretary of the local electoral <b>board</b> , as appropriate, shall consider the following factors in determining the civil penalty assessed: the number of omissions, the amount of money involved, and the proportion of contributions or expenditures containing omissions.		Secretary	
	D. The Secretary of the State <b>Board</b> or the general registrar or secretary of the local electoral <b>board</b> may grant an additional period for compliance, not to exceed two weeks, to permit the completion of a filed report for good cause shown and in response to a request filed within the 10-day period. However, no additional period shall be granted thereafter for compliance.		Secretary	
	G. The State <b>Board</b> shall notify the public through its official Internet website of a failure to file a complete report by a candidate for statewide office or the General Assembly and the identity of the violator following the date for compliance established pursuant to this section.		Delegate	

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Code Section	Code Responsibility	12/7/04 Authority	8/16/11	Comments
§ 24.2-953.4. Additional civil penalties for late and incomplete filings for statewide campaigns	A. In addition to the penalties provided in §§ 24.2-953.1, 24.2-953.2 and 24.2-953.3, any candidate for statewide office, and his campaign treasurer, who fails to file any report required in Article 3 in a timely manner or files an incomplete report may be assessed a civil penalty by the Secretary of the State <b>Board</b> pursuant to this section.		Secretary	
	B. Prior to assessing a penalty pursuant to this section, the Secretary shall notify, within 14 days of the deadline for the required report, the candidate and treasurer in writing that a report has not been filed or that a filed report has not been completed, citing the omissions from the report. No penalty shall be assessed pursuant to this section if the report or information required to complete the report is filed within seven days of the date of mailing the written notice.		Secretary	
	C. If the report or information required to complete the report is not filed within the seven-day period, the Secretary shall assess against the candidate and treasurer, who shall be jointly and severally liable, a civil penalty of \$500 for each day that the violation continues on and after the eighth day following the date of mailing the written notice. The Secretary may grant an additional period for compliance, not to exceed two weeks, for good cause shown and in response to a request filed within the seven-day period. However, no additional period shall be granted for compliance with the requirement under subdivision 8 of § 24.2-947.6 to file a report not later than the eighth day before the election. The State <b>Board</b> shall notify the public through its official Internet website of the violation and identity of the violator.		Secretary; Delegate disclosure to website	
	D. If requested by the Secretary, the attorney for the Commonwealth of the City of Richmond shall assist the Secretary in collecting the civil penalty.		Secretary	
§ 24.2-953.5. Additional penalties related to federal political action or out-of-state political committees.	C. The State <b>Board</b> of Elections shall institute proceedings pursuant to § 24.2-104 against any committee that fails to comply with the provisions of § 24.2-947.3:1, 24.2-949.2, 24.2-949.9:1, 24.2-949.9:2, 24.2-949.9:3, or 24.2-949.9:4 and, after notice by the State <b>Board</b> , continues for more than five days to remain noncompliant.		Delegate	

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Code Section	Code Responsibility	12/7/04 Authority	8/16/11	Comments
<b>Chapter 9.5 "Stand By Your Ad"</b>				
§ 24.2-955.3. Penalties for violations of this chapter.	A. Any sponsor violating Article 2 (§ 24.2-956 et seq.) of this chapter shall be subject to (i) a civil penalty not to exceed \$1,000; or (ii) in the case of a violation occurring within the 14 days prior to or on the election day of the election to which the advertisement pertains, a civil penalty not to exceed \$2,500. In the case of a willful violation, he shall be guilty of a Class 1 misdemeanor.	Not expressly addressed.	Recommend the Board clarify that delegation of referenced enforcement procedure for reporting penalties also applies to advertising penalties.	
	B. Any sponsor violating Article 3 (§ 24.2-957 et seq.) or 4 (§ 24.2-958 et seq.) of this chapter shall be subject to (i) a civil penalty not to exceed \$1,000 per occurrence; or (ii) in the case of a violation occurring within the 14 days prior to or on the election day of the election to which the advertisement pertains, a civil penalty not to exceed \$2,500 per occurrence. In the case of a willful violation, he shall be guilty of a Class 1 misdemeanor. In no event shall the total civil penalties imposed for multiple broadcasts of one particular campaign advertisement exceed \$10,000.			
	C. Any person violating Article 5 (§ 24.2-959 et seq.) of this chapter shall be subject to a civil penalty not to exceed \$2,500; and in the case of a willful violation, he shall be guilty of a Class 1 misdemeanor. A violation of the provisions of Article 5 of this chapter shall not void any election.			
	D. The <b>State Board</b> , in a public hearing, shall determine whether to find a violation of this chapter and to assess a civil penalty. At least 10 days prior to such hearing, the <b>State Board</b> shall send notice by certified mail to persons whose actions will be reviewed at such meeting and may be subject to civil penalty. Notice shall include the time and date of the meeting, an explanation of the violation, and the maximum civil penalty that may be assessed.	New Section	Board shall hold meeting; Delegate Sending of Notice.	
	E. Any civil penalties collected pursuant to an action under this section shall be payable to the State Treasurer for deposit to the general fund. The procedure to enforce the civil penalties provided in this section shall be as stated in § 24.2-946.3.	24.2-928 Delegated.	Delegated	