

# TEXAS ETHICS COMMISSION

## CANDIDATE/OFFICEHOLDER SPECIAL SESSION REPORT

### FORM C/OH-SS – INSTRUCTION GUIDE



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## FORM C/OH-SS: CANDIDATE/OFFICEHOLDER SPECIAL SESSION REPORT

### GENERAL INFORMATION

These instructions are for the CANDIDATE/OFFICEHOLDER SPECIAL SESSION REPORT (Form C/OH-SS). A complete report includes the Form C/OH-SS Cover Sheet, and any of the following schedules on which there is information to report: A, B-SS, and T.

This report is filed after a special legislative session called by the governor. All statewide candidates and officeholders and members of and candidates for the legislature who accept contributions during the time period covered by the special session report are required to file a special session report. The report must be filed no later than 30 days after the date of final adjournment and must cover the period beginning on the date the governor signs the proclamation calling the special session and ending on the date of final adjournment of the special session. A special session report is a report of contributions only, not expenditures.

If you do not accept any contributions during the time period covered by the special session report, you are not required to file the report. *This is an exception from the usual rule that you must file a report even if you have no activity to report.*

Contributions reported on a special session report must be reported again on your next regular report. In addition, you must include on your next regular report any expenditures that occurred during the period covered by the special session report.

You are not required to file a separate special session report if another report is due no later than the 10th day after the date on which the special session report would be due.

**Officeholder Activity.** An officeholder may make officeholder expenditures and accept officeholder contributions without having a campaign treasurer appointment on file. However, an officeholder must have a campaign treasurer appointment on file before the officeholder may make campaign expenditures or accept campaign contributions.

### COMPLETING THE COVER SHEET

*Each numbered item in these instructions corresponds to the same numbered item on the form.*

#### **PAGE 1**

**1. ACCOUNT #:** You were assigned a filer account number when you filed your initial campaign treasurer appointment. You should have received a letter acknowledging receipt of the form and informing you of your account number. Enter this number wherever you see “ACCOUNT #.”

**2. TOTAL PAGES FILED:** After you have completed the form, count the total number of pages of this form and any attached schedules. Enter that number where indicated on the top line of Page 1 only. Each side of a two-sided form counts as one page.

**3. CANDIDATE/OFFICEHOLDER NAME:** Enter your full name, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable.

**4. CANDIDATE/OFFICEHOLDER ADDRESS:** Enter your complete mailing address. If your mailing address has changed since you last gave notice of your address, check the “Change of Address” box.

**5. PERIOD COVERED:** A reporting period includes the beginning date and the ending date. The *due date* for filing will be *after* the end of the period. The special session report must be filed no later than 30 days after the date of final adjournment and must cover the period beginning on the date the governor signs the proclamation calling the special session and ending on the date of final adjournment of the special session.

Contributions reported on a special session report must be reported again on your next report. In addition, you must include on your next report any expenditures that occurred during the period covered by the special session report.

You are not required to file a separate special session report if another report is due no later than the 10th day after the date on which the special session report would be due.

**6. OFFICE HELD:** If you are an officeholder, enter the office you currently hold. Include the district number, if applicable.

**7. OFFICE SOUGHT:** If you are a candidate in an upcoming election, enter the office you seek. Include the district number, if applicable.

**8. AFFIDAVIT:** Complete this section only after you have completed all applicable sections and schedules. You must always sign a report that you file. **ONLY THE CANDIDATE OR OFFICEHOLDER FILING THE REPORT MAY SIGN THE AFFIDAVIT.**

## SCHEDULE A: POLITICAL CONTRIBUTIONS OTHER THAN PLEDGES OR LOANS

*These instructions are for candidates and officeholders using SCHEDULE A: POLITICAL CONTRIBUTIONS OTHER THAN PLEDGES OR LOANS. Enter on this schedule only information about campaign and officeholder contributions accepted during the reporting period. You are not required to include contributions of an individual's personal services or travel. Do not enter on this schedule information on pledges. (Report pledges on Schedule B-SS.)*

Each report required by this section must include the amount of the political contribution, the full name and address of the person making the contribution, and the date of the contribution.

*Each numbered item in these instructions corresponds to the same numbered item on the form.*

- 1. TOTAL PAGES SCHEDULE A:** After you have completed Schedule A, count the total number of pages. A “page” is one side of a two-sided form.
- 2. FILER NAME:** Enter your full name.
- 3. ACCOUNT #:** Enter your account number.
- 4. DATE:** Enter the date you **accepted** the contribution.

**Accepting** a contribution is different from **receiving** a contribution. You accept a contribution when you decide to accept it rather than reject it. This may or may not be the same day that you receive the contribution.

- 5. FULL NAME OF CONTRIBUTOR:** Enter the full name of the contributor.

**“Out-of-State PAC” box:** If the contributor is an out-of-state political committee, check the box. If the contributor is an out-of-state political committee from which you accepted more than \$500 in the reporting period (including pledges or loans from sources other than financial institutions that have been in business for more than a year), you must include one of the following with your report:

- a written statement, certified by an officer of the out-of-state political committee, listing the full name and address of each person who contributed more than \$100 to the out-of-state political committee during the 12 months immediately preceding the contribution. If you are filing your report electronically, you may either use the “memo” field to enter this information on your electronic report or timely file a paper copy of the information at the time you file your electronic report; *or*
- a copy of the out-of-state political committee’s statement of organization filed as required by law with the Federal Election Commission (FEC) and certified by an officer of the out-of-state committee. If you are filing your report electronically, you may either use the “ID #” field to enter the out-of-state committee’s FEC identification number on your electronic report or timely file a certified paper copy of the out-of-state committee’s FEC statement of organization at the time you file your electronic report.

If the contributor is an out-of-state political committee from which you accepted \$500 or less (including pledges) during the reporting period, you must include one of the following with your report:

- a copy of the out-of-state political committee’s statement of organization filed as required by law with the Federal Election Commission (FEC) and certified by an officer of the out-of-state committee. If you are filing your report electronically, you may either use the “ID #” field to enter the out-of-state committee’s FEC identification number on your electronic report or timely file a certified paper copy of the out-of-state committee’s FEC statement of organization at the time you file your electronic report; *or*
- a document listing the committee’s name, address and phone number; the name of the person appointing the committee’s campaign treasurer; and the name, address and phone number of the committee’s campaign treasurer. If you are filing your report electronically, you may either use the “memo” field to enter this information on your electronic report or timely file a paper copy of the information at the time you file your electronic report.

**“ID #” Line (Electronic Filing Only):** If you are filing your report electronically, you may enter in this field the out-of-state committee's Federal Election Commission (FEC) identification number.

**Note:** See the campaign finance guide for detailed information on accepting and reporting contributions from out-of-state political committees.

**6. CONTRIBUTOR ADDRESS:** Enter the complete address of the contributor.

**7. AMOUNT OF CONTRIBUTION:** Enter the amount of the contribution or the fair market value of an in-kind contribution, as applicable.

**8. IN-KIND CONTRIBUTION DESCRIPTION:** Enter a description of the contribution, if it was an in-kind contribution. The description should be sufficiently detailed to allow a person reviewing your report to understand what was contributed.

**In-kind Contribution For Out-of-State Travel:** The description of an in-kind contribution for travel outside of the state of Texas must include detailed information. Please report this information on Schedule T.

**9. PRINCIPAL OCCUPATION OR JOB TITLE:** You may enter the contributor’s principal occupation or job title in this section.

**10. EMPLOYER:** You may enter the employer of the contributor in this section.

## SCHEDULE B-SS: PLEDGED CONTRIBUTIONS

*These instructions are for candidates and officeholders using SCHEDULE B-SS: PLEDGED CONTRIBUTIONS. Enter on this schedule only information about pledges accepted during the reporting period for campaign or officeholder purposes. You are not required to include pledges of an individual's personal services or travel. Do not enter on this schedule information on contributions actually received. (Report contributions actually received on Schedule A.)*

If you *accept* a *pledge* from a person to give you a specified amount of money, or specific goods, services, or other thing of value, that pledge is a reportable contribution and you must include the pledge on this schedule for the report covering the period in which you *accept* the pledge.

**Note:** See the campaign finance guide for more information on pledges.

*Each numbered item in these instructions corresponds to the same numbered item on the form.*

**1. TOTAL PAGES SCHEDULE B-SS:** After you have completed Schedule B-SS, count the total number of pages. A “page” is one side of a two-sided form.

**2. FILER NAME:** Enter your full name.

**3. ACCOUNT #:** Enter your account number.

**4. DATE:** Enter the date you **accepted** the pledge.

**5. FULL NAME OF PLEDGOR:** Enter the full name of the person who made the pledge.

**“Out-of-State PAC” box:** See the instructions for Schedule A, box 5.

**Note:** See the campaign finance guide for detailed information on accepting and reporting contributions from out-of-state political committees.

**6. PLEDGOR ADDRESS:** Enter the complete address of the person who made the pledge.

**7. AMOUNT OF PLEDGE:** Enter the amount of the pledge or the fair market value of any pledged goods or services or other thing of value, as applicable.

**8. IN-KIND DESCRIPTION:** If the pledge was for goods or services or any other thing of value, enter a description of the pledged goods or services or other thing of value. The description should be sufficiently detailed to allow a person reviewing your report to understand what was pledged.

**In-kind Contribution For Out-of-State Travel:** The description of an in-kind contribution for travel outside of the state of Texas must include detailed information. Please report this information on Schedule T.

**9. PRINCIPAL OCCUPATION OR JOB TITLE:** You may enter the contributor's principal occupation or job title in this section.

**10. EMPLOYER:** You may enter the employer of the contributor in this section.

## **SCHEDULE T: IN-KIND CONTRIBUTION OR POLITICAL EXPENDITURE FOR TRAVEL OUTSIDE OF TEXAS**

*These instructions are for candidates, officeholders, committees, or political parties using SCHEDULE T: IN-KIND CONTRIBUTION OR POLITICAL EXPENDITURE FOR TRAVEL OUTSIDE OF TEXAS. Enter on this schedule only information about contributions accepted or expenditures made during the reporting period. In addition to completing this schedule, you must also report the actual contribution or expenditure on the appropriate schedule or form.*

**NOTE:** The law requires detailed information regarding in-kind contributions or political expenditures for travel outside of the state of Texas.

*Each numbered item in these instructions corresponds to the same numbered item on the form.*

- 1. TOTAL PAGES SCHEDULE T:** After you have completed Schedule T, count the total number of pages. A “page” is one side of a two-sided form.
- 2. FILER NAME:** Enter the full name of the candidate, committee, or party on whose report you are including this schedule.
- 3. ACCOUNT #:** If you are filing with the Ethics Commission, enter your account number. If you do not file with the Ethics Commission, you are not required to enter an account number.
- 4. NAME OF CONTRIBUTOR / CORPORATION OR LABOR ORGANIZATION / PLEDGOR / PAYEE:** Enter the full name of the contributor / corporation or labor organization / pledgor / payee as it appears on the schedule or form on which you reported the actual contribution or expenditure.
- 5. CONTRIBUTION / EXPENDITURE REPORTED ON:** Check the appropriate box for the schedule or form on which you reported the actual contribution or expenditure
- 6. DATES OF TRAVEL:** Enter the dates on which the travel occurred.
- 7. NAME OF PERSON(S) TRAVELING:** Enter the name of the person or persons traveling on whose behalf the travel was accepted or on whose behalf the expenditure was made.
- 8. DEPARTURE CITY OR NAME OF DEPARTURE LOCATION:** Enter the name of the departure city or the name of each departure location.
- 9. DESTINATION CITY OR NAME OF DESTINATION LOCATION:** Enter the name of the destination city or the name of each destination location.
- 10. MEANS OF TRANSPORTATION:** Enter the method of travel (i.e. airplane, bus, boat, car, etc.)
- 11. PURPOSE OF TRAVEL:** Enter the campaign or officeholder purpose of the travel, including the name of a conference, seminar, or other event.