

CITY OF BERKELEY CAMPAIGN STATEMENT FILING SCHEDULE
APRIL 16, 2024 SPECIAL MUNICIPAL ELECTION

All candidates running for office in the April 2024 special 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 in the April 2024 election must only file semi-annual statements. ([Government Code §84100](#) et al. and [BMC 2.12](#))

HOW TO FILE: All committees that have raised or spent \$1,000 or more must file electronically. Committees that remain under the \$1,000 threshold may file in hard copy. Contact the City Clerk Department for information and training on electronic filing. All Public Financing candidates are required to file electronically.

Detailed information regarding [campaign filing requirements](#) is available in the FCPC Campaign Filing Guide and Public Financing Program Guide.

TYPE OF STATEMENT	PERIOD COVERED^{1/}	FILING DEADLINE^{2/}	WHO MUST FILE
First Pre-Election Statement for April Election	1/1/24 – 3/2/24	3/7/24	Officeholders, candidates, and committees supporting or opposing candidates on the 4/16/24 ballot. ^{3/} Candidates without a committee, file Form 470 only.
Second Pre-Election Statement for April Election	3/3/24 – 3/30/24	4/4/24	Officeholders, candidates, and committees supporting or opposing candidates on the 4/16/24 ballot. ^{3/}
Late Contribution Reports (Form 497)	1/17/24 – 4/16/24	24 HOURS AFTER receipt of any contribution of \$1,000 or more ^{4/}	Officeholders, candidates, or committees with single source contributions of \$1,000 or more during the reporting period.
	3/31/24 – 4/16/24	48 HOURS AFTER receipt of any contribution of \$100-\$999 ^{4/}	Officeholders, candidates, or committees with single source contributions between \$100 and \$999 during the reporting period.
First Semi-Annual/Post-Election Statement for April Election	3/31/24 – 6/30/24	7/31/24	All committees, <u>whether or not they had any campaign activity</u> ; all officeholders and candidates who have raised or spent \$1,000 or more for the calendar year. ^{3/}

Committees making **Independent Expenditures** of \$1,000 or more to support or oppose candidates file Form 496 within 24 hours between 1/17/24 – 4/16/24. Form 462 must also be filed within 10 days. In addition, three copies of the communication funded by the independent expenditure must be filed with the City Clerk pursuant to BMC §2.12.297.

- ^{1/} 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. 1st if no previous statement filed.
- ^{2/} Deadlines are extended to the next business day if they fall on a Saturday, Sunday, or an official [City holiday](#) for all reports **except** Late Independent Expenditure Reports and Late Contribution Reports due on the final Saturday or Sunday prior to Election Day.
- ^{3/} Candidates who have already filed a Form 470 for the first semi-annual period who do not receive or spend more than \$1,000 in a calendar year are not required to file another Form 470.
- ^{4/} The requirement does not exempt filers from the \$270 per candidate contribution limitation.

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