

CHECKING IN

OCPF's monthly newsletter for local election officials

FEBRUARY 2022

OCPF

617-979-8300

www.ocpf.us

[Clerk Support](#)

WHAT SHOULD A CLERK DO IF A CANDIDATE DID NOT FILE THE YEAR-END REPORT?

If a candidate or political committee failed to file the year-end report, due Jan. 20, a local election official may send a “10-day notice,” informing the person to file within 10 days or they may be subject to fines of \$25 for each day it is late. The maximum fine is \$5,000.

Notices can be sent by e-mail or traditional mail.

If the form is not filed after 10 days, a clerk may refer that candidate to OCPF for potential fines.

[Please click here for our guide on municipal non-filers.](#)



ALL LOCAL, ALL THE TIME

**A CANDIDATE ON THE TOWN BALLOT,
WHO HAS NO CAMPAIGN FINANCE ACTIVITY
AND NO BALANCES, CAN
FILE THE M109 FORM IN LIEU OF
PRE-PRELIMINARY, PRE-ELECTION AND POST-
ELECTION REPORTS**

#OCPFEDUCATION

Candidates who file the new [CPF M109](#) form must also file the year-end report (standard M102 or M102-0). Click [here](#) for a M109 tutorial.

Town candidate training classes

OCPF is hosting several training classes for town candidates, to review the fundraising, spending and filing rules. The classes are recommended for all town candidates with campaign finance activity. To attend, e-mail Jason at jtait@cpf.state.ma.us to request a Zoom invitation to the date of your choice.

Please forward these dates to your candidates. New town clerks and their staffs are also encouraged to attend.

Monday, Feb. 7, 6 p.m. / Friday, Feb. 25, 9 a.m. / Thursday, March 10, 6 p.m. / Friday, March 18, noon

Tuesday, April 5, noon



Municipal candidates sometimes raise money by selling baked goods, hats and other merchandise, or by holding auctions. OCPF has also been asked if campaigns can “sell” the personal services of their volunteers. An example of services would be volunteers doing pedicures for a fee on their own time.

The primary rule is that each person who buys goods or services from a committee is a donor to the campaign, and the committee needs to collect his or her name and address.

Please [click here](#) for a short tutorial on unique fundraising methods.

Side note: Raffles are prohibited.



No. Those running for representative town meeting are not considered candidates for the purposes of the campaign finance law and are not required to file campaign finance reports.

OCPF REQUEST

FIRST STEP

If and when new candidates for state or county office communicate with your office about running, please direct them to OCPF. An important first step is to [organize](#) with OCPF, prior to raising and spending money for the 2022 election.

Potential candidates should e-mail OCPF at OCPF@cpf.state.ma.us for information.