

**NOTICE OF FAIR ELECTION COMMISSION MEETING
November 08, 2023**

WHEN AND WHERE

Unless otherwise indicated, the Fair Election Fund Commission meets virtually through Microsoft Teams on the second Wednesday of each month at 5 p.m.

PROPOSED AGENDA

1. Commission - Approval of September and October Minutes
2. Chair's Report –
 - a. Update on Candidates registered for FEF program in MDCRIS
 - b. Welcome Commission Member Anwar L. Young - Fair Election Fund Commission - District 7. Confirmed by the City Council on Oct 30, 2023,
3. Vice Chair Report
 - a. Nadine - Update- I just received permission to use Microsoft language translation tools for printed documents going forward and updating Summary Guide and FAQ's with that feature.
 - b. Update on remaining 4 nominees from Mayor's Office & Presidents Office.
 - c. Maryland State Board of Elections next Commission briefing is TBD after all remaining board nominees scored in.
 - d. Update on search for State Board of Elections Director of Candidacy and Campaign Finance and Audit Manager.
4. Other Updates
5. FAQ's – Recent inquiries. (Will be added to FAQ's) – Please email your question(s) prior to the meeting to: BaltimoreFairElectionFund@Baltimorecity.gov . During the meeting, please enter your question in the Teams Chat.

Question -Do I need to submit a letter to the BOE to make my current campaign account inactive. Or does not using it makes it inactive?

Answer - The non-public financed account will file affidavits during the required reporting periods. No activity may occur in that account.

NOTICE OF POSSIBLE CLOSED MEETING

The Commission may need to close some or all this meeting to preserve the confidentiality authorized under the State Open Meetings Law. Likewise, upon adjournment of the Open Session, the Board may reconvene for an administrative session to discuss non-public, administrative functions of the Board.

Question - Can you tell me what I should report to the CF? Some donors are paying for the fees of their donations. Should the fees being paid by the contributor be counted since they show up on the receipt?

Answer - If a contributor pays for the fees, it is a contribution to the campaign and counts towards the limit. In your example, the contributor makes an aggregate contribution of \$26.01 to the campaign. The \$25 is a monetary contribution and the \$1.01 is an in-kind contribution if the payment goes directly to the processing company. The processing company is an agent of the campaign and not the individual.

The Summary Guide by SBE (Chapter 11) explains the process for reporting credit card transactions.

Because there is generally a fee assessed for each credit card contribution, the political committee must report both a contribution and an expenditure. The contribution is the entire amount of the contribution, and the expenditure is the amount of the fee charged for the credit card transaction. Example: A person makes a credit card contribution of \$100 to a candidate committee. The candidate committee hired a service to process the transaction. The service charges 1% of the amount per transaction. The candidate committee reports receiving a contribution of \$100 from the person and also reports making an expenditure of \$1 to the service.

Question - We are planning on using a third-party processing platform to collect donations on line that can collect address and employment information for our donors. However, the site does not have a field to enter the county the donor resides in. Would those addresses be matched with the correct jurisdiction, in the case Baltimore City, if the address is located there? Or can we manually populate that in our record of contributions and expenditures?

Answer - After the information has been uploaded to MD CRIS, someone will have to manually enter the county of the donor before submitting the report(s).

6. Scheduling Upcoming Meetings - December 13, 2023 @ 5:00 PM

Translation

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