

# ARKANSAS SECRETARY OF STATE



## Rules for Financial Disclosure By Members of County Boards of Election Commissioners

August 21, 2013

## **1.0 Authority and Title**

1.01 The Arkansas Secretary of State is required by Act 443 of 2013 to promulgate these rules.

1.02 The rules shall be known as the “Rules for Financial Disclosure by Members of County Boards of Election Commissioners.”

## **2.0 Purpose**

2.01 The purpose of these rules is to provide a form and procedures for the disclosure of financial information by members of County Boards of Election Commissioners.

## **3.0 Definitions**

3.01 “County Board of Election Commissioners” or “CBEC” means the board elected by county committees as prescribed by Ark. Code Ann. § 7-4-102.

3.02 “Member” or “Members” means a person or persons elected to serve on a County Board of Election Commissioners.

3.03 “Form” means the document created by the Arkansas Secretary of State for financial disclosure by members of County Boards of Election Commissioners. A copy of the form, titled “Disclosure by Member of a County Board of Election Commissioners” is attached to these rules.

3.05 “Spouse” means any person married to a member of a County Board of Election Commissioners during the calendar year for which a financial report is required.

## **4.0 General**

4.01 Every Member of a County Board of Election Commissioners must report by January 31 of each calendar year certain financial information to the Arkansas Secretary of State as described in Ark. Code Ann. §7-4-119, as amended by Act 443 of 2013.

## **5.0 Place of Filing**

- 5.01 The mailing address for reporting the information shall be the Office of the Arkansas Secretary of State, Elections Division, State Capitol, Room 026, Little Rock, AR 72201.
- 5.02 Telephone number to be used for inquiries relating to the procedures for a Member of a County Board of Election Commissioners to file financial information is (501) 682-5070.

## **6.0 Procedure for Disclosure**

- 6.01 All Members of a County Board of Election Commissioners shall disclose the required financial information using the Form prescribed by the Arkansas Secretary of State.
- 6.02 The CBEC Member shall report the following information on the approved Form:
- (1) The filing year;
  - (2) CBEC Member name;
  - (3) CBEC Member address;
  - (4) CBEC Member City, State, Zip;
  - (5) CBEC Member County of residence;
  - (6) Either check a box stating that during the previous calendar year, the CBEC Member has not had any sales referenced in Ark. Code Ann. §7-4-119, or fill in relevant sales information as required in the blanks provided and include:
    - (a) Goods or services sold;
    - (b) Sold to;
    - (c) Sold by; and
    - (d) Relationship of CBEC Member to seller.

(7) CBEC Member signature.

6.04 The required Form must be notarized.

6.05 The required Form must be filed by January 31 of each calendar year.

6.06 Forms are to be returned to: Office of the Arkansas Secretary of State, Elections Division, State Capitol, Room 026, Little Rock, AR 72201.

## **7.0 Form**

7.01 A copy of the Form is attached hereto.



Arkansas  
Secretary of State  
**MARK MARTIN**

Filing for year: \_\_\_\_\_

Elections Division  
State Capitol, Room 026  
Little Rock, AR 72201  
(501)682-5070

### Disclosure by Member of a County Board of Election Commissioners

Of certain sales to the State of Arkansas, a County, Municipality or School District

Ark. Code Ann. § 7-4-119

File with Secretary of State by January 31 of each year for sales made in prior year.

CBEC Member Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

County: \_\_\_\_\_

A member of a county board of election commissioners shall report to the Secretary of State by January 31 of each calendar year any goods or services sold during the previous calendar year by himself or herself, his or her spouse, or any business in which the member or his or her spouse is an officer, director, or stockholder owning more than 10% of the stock having a total annual value in excess of \$1,000 to an office, department, commission, council, board, bureau, committee, legislative body, agency or other establishment of the State of Arkansas, a county, a municipality, or a school district.

**During the previous calendar year, I have had no sales as referenced in Act 1216 of 2011 and Act 443 of 2013, codified at Ark. Code Ann. § 7-4-119.**

*If more space is needed, attach additional sheets to this document.*

Goods or Services Sold: \_\_\_\_\_

Sold to: \_\_\_\_\_

Sold by: \_\_\_\_\_

Relationship of CBEc member to seller: \_\_\_\_\_

I certify under penalty of perjury that the above information is true and correct.

State of Arkansas \_\_\_\_\_  
County of \_\_\_\_\_

\_\_\_\_\_  
Signature of CBEc Member

Subscribed and sworn to before me, a Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

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CBEC Member Name: \_\_\_\_\_ Filing for Year: \_\_\_\_\_

Goods or Services Sold: \_\_\_\_\_

Sold to: \_\_\_\_\_

Sold by: \_\_\_\_\_

Relationship of CBE member to seller: \_\_\_\_\_

Goods or Services Sold: \_\_\_\_\_

Sold to: \_\_\_\_\_

Sold by: \_\_\_\_\_

Relationship of CBE member to seller: \_\_\_\_\_

Goods or Services Sold: \_\_\_\_\_

Sold to: \_\_\_\_\_

Sold by: \_\_\_\_\_

Relationship of CBE member to seller: \_\_\_\_\_

Goods or Services Sold: \_\_\_\_\_

Sold to: \_\_\_\_\_

Sold by: \_\_\_\_\_

Relationship of CBE member to seller: \_\_\_\_\_