



Libertarian Party of Indiana

Quick Guide

First Steps

You've downloaded all the forms you'll need to set up for your run for office in Indiana. If you are running for federal office, then please stop reading, and call Chris Spangle. These are for Indiana candidates only. If you have ANY questions, please call Executive Director Chris Spangle at (317) 997-5558. Hopefully these make our tangled election law a little easier, but don't assume anything. Feel free to ask!

1. How to get placed on the ballot – Start here. This will explain our process. We're different than R's and D's.
 - 1.5 – There are two ways to get on the ballot:
 - A.) You are picked at a convention (which we greatly prefer!)
 - B.) You are appointed to fill a vacancy. Document 1.5 will help you navigate getting on the ballot if you are not able to go through the convention process.
 - If you haven't discussed your candidacy with anyone in the party, it's important to do so to ensure we can discuss your candidacy and get you on the ballot properly. To let us know that you're interested, please fill out our online survey:
<http://www.lp.org/run-for-office>
 - All Federal, Statewide, and State Legislative candidates are nominated at the annual State Convention. Some local races are also voted on at the state convention: judges, prosecutors, and candidates in unaffiliated counties. All other county, city, and town races are nominated and voted on at local conventions.
2. If you have decided that you'd like to submit your name for our convention process, we do have a mandatory vetting form. This tells our delegates a little about your beliefs, and asks you to prepare a few items that are needed by our State and County party leaders.
3. Election Division's Campaign Finance Guide
– Reading the applicable section will help make your entire campaign run smoother.
4. The Election Division's Election Timeline – The easiest way to get fined is to NOT turn in your form on time. Put this on the fridge! A truncated version is in the campaign finance manual. Not turning forms in on time are usually the only reason candidates get fined! If you fail to turn in a reporting form, it's \$50 per day until they get it!

Copyright by the Libertarian Party of Indiana - 2012.

Written By Chris Spangle. Reproducible with the permission of the LPIN or author.

156 E. Market Street, Suite 405, Indianapolis, IN 46206 (317) 920-1994 lpinhq@lpin.org

Paid for by the Libertarian Party of Indiana, Not authorized by any candidate or candidate's committee.

5. Upon starting your campaign, file a CFA-1 (Statement of Organization.) This starts your committee. You are essentially forming a separate entity.
 - This is why I recommend going to the IRS website to get an Employment Identification Number. This is essentially a Social Security number for your new committee. This means you will be able to go to any bank and open an account. <http://www.irs.gov/businesses/small/article/0,,id=97860,00.html>.
 - UNTIL YOU CLOSE this committee, you will have to file any CFA-4's by their deadline.
 - Please call Chris Spangle if you need help filling it out. We've also included a sample form.
 - ***If you are nominated at a convention, you'll have SEVEN DAYS to turn this form by noon.***
 - You'll have no file number yet.
 - It is not an amendment. If you change treasurers, then you will amend. If you don't have banking information at the time of filing, and then you get one, you can make an amendment.
 - It will be your principle committee.
 - A candidate can be both the chair and the treasurer when running for local and state legislative offices. If you are doing this, please sign all applicable lines.
 - Candidates for Statewide office must do this online. Please contact the IED for directions.
 - For ballot access issues, please call Dale Simmons or Leslie Barnes, Co-General Counsels of the Indiana Election Division, at (317) 232-3939.

6. The financial disclosure form, the CFA-4, is where you will report dollars and sometimes cents.
 - If nominated at convention, you will turn in a CFA-4 with your CFA-1.
 - Your reporting dates will be the day of through the day after of the convention.
 - If you have raised and spent no money, or amounts under thresholds outlined in the Campaign Finance Manual, then you only need to turn in the top page.
 - This will not be an amendment.
 - If you have all zeroes, then just put zeroes!
 - If you are your own chair and treasurer, be sure to sign both lines at the bottom.
 - We've also included a sample form.
 - Candidates for Statewide office must do this online. Please contact the IED for directions.
 - The first CFA-4 is due when a candidate is nominated at convention, and the reporting period is usually the day of to the day after the convention. This is considered our "primary" report.

Copyright by the Libertarian Party of Indiana - 2012.

Written By Chris Spangle. Reproducible with the permission of the LPIN or author.

156 E. Market Street, Suite 405, Indianapolis, IN 46206 (317) 920-1994 lpinhq@lpin.org

Paid for by the Libertarian Party of Indiana, Not authorized by any candidate or candidate's committee.

- If you fax or mail a CFA-4, **ALWAYS** call and confirm that the IED or county clerk received it.
 - If you have reporting questions, the Indiana Election Division is very helpful. Call 317-232-3939 and ask for Michelle Thompson or Abbey Taylor.
7. The CAN-22 form is used to place a local candidate on the ballot. It is signed by the candidate, county chair and county secretary. It is then sent to a county clerk to notify them that you are the Libertarian Candidate to be placed on the ballot in November. If there is no affiliated county party in your area, this is signed by the state chair and state secretary. A CAN-18 is for a town office in odd numbered years.
 8. The CAN-23 form is used for the same purpose, but only for statewide and state legislative candidates.
 9. A website is a must in this day and age. The LPIN has the ability to build websites for candidates. Please contact Chris Spangle for more details.
 10. Get a headshot! Find a local JC Penny's that will snap a professional headshot for you. Local media will be asking for this almost as soon as you announce! Bios are also a must. The media will contact our state headquarters in the spring asking for this information, and we require it so we can provide it to them ASAP. A bio, headshot, and website are essential tools in this "job interview process."
 11. Visit www.LPIN.org/resources to look over dozens of free resources and forms, including a 30-part YouTube series on running for office.
 12. The Libertarian Training Center has hundreds of resources available as well.
<http://www.libertariantrainingcenter.com/>

Remember: You are legally responsible to fill out this paperwork truthfully and on time. You are responsible for any fines incurred. Our party does hire an Executive Director to help guide you through the process. He is available via phone at 317-997-5558.

Legal disclaimer: His advice isn't legal advice, nor is it necessarily the accurate interpretation of the law in the eyes of the County Clerk or the Indiana Election Division.

Each county clerk is different, and some may have no clue on the LP process. Always check with Chris Spangle if you get advice contrary to what's laid out here. At the end of the day though, they define and interpret the law. Please get to know your clerk, and ask them questions if you

need help. Almost 100% of the time, your local Clerk's office or the Indiana Election Division is very helpful and willing to work with you.