



STATE OF MICHIGAN
RUTH JOHNSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

MEMORANDUM

DATE: September 29, 2015
TO: Committees Registered under Michigan's Campaign Finance Act
FROM: Michigan Department of State, Bureau of Elections
SUBJECT: **WEBINARS FOR COMMITTEES – 2016**

The Department of State's Bureau of Elections will hold a series of instructional webinars on the disclosure obligations of candidates, PACs and other committee types seeking guidance in complying with the Michigan's Campaign Finance Act and use of the MERTS software available to State level filers.

- **COMPLIANCE:** The first portion of the webinar will cover Compliance and include topics such as the organization and operation of a committee, campaign statement filing requirements, the proper handling of campaign funds and other related topics. These sessions are available to all state and local level committees. This segment will last approximately 90 minutes. A short break will be taken following the segment.

SPECIAL SESSIONS: Two Special Sessions will be held at the end of the year in 2016 to review the requirements for **dissolution**. Unsuccessful candidates and committees that no longer wish to participate are encouraged to dissolve the committee to avoid future filing requirements.

- **MERTS:** The second portion of the webinar will cover use of the MERTS software for state level filers only and will include topics such as the general use of the software. Training concerning importing/exporting data in the MERTS software is available upon request. This segment will last approximately 90 minutes and conclude the webinar.

We encourage you to attend the webinar most convenient to your schedule. A reservation is required 2 or more days before the specific session and should be directed to Disclosure@Michigan.gov. Webinar materials will be emailed to participants the day before the session.

The scheduled webinars are listed below. Each webinar runs approximately 3 hours. Training information is also available on the Internet at www.michigan.gov/elections.

1. Choose "Campaign Finance Disclosure" from the navigation bar on the left (Bookmark this page for future reference)
2. Choose the appropriate Committee type from the "Committee Pages" section
3. Select the Training from the "Manual/Help" box.

Wednesday, January 13, 2016 Morning: 9:00 am to Noon - CANDIDATE	Wednesday, February 10, 2016 Morning: 9:00 am to Noon - PAC
Wednesday, March 16, 2016 Morning: 9:00 am to Noon – POLITICAL PARTY	Wednesday, April 13, 2016 Morning: 9:00 am to Noon – BALLOT QUESTION
Wednesday, May 11, 2016 Morning: 9:00 am to Noon - CANDIDATE	Wednesday, May 25, 2016 Morning: 9:00 am to Noon - PAC
Wednesday, June 1, 2016 Morning: 9:00 am to Noon - CANDIDATE	Wednesday, June 15, 2016 Morning: 9:00 am to Noon – POLITICAL PARTY
Wednesday, June 22, 2016 Morning: 9:00 am to Noon - CANDIDATE	Wednesday, July 6, 2016 Morning: 9:00 am to Noon – BALLOT QUESTION
Wednesday, July 13, 2016 Morning: 9:00 am to Noon - CANDIDATE	Wednesday, August 17, 2016 Morning: 9:00 am to Noon - PAC
Wednesday, September 7, 2016 Morning: 9:00 am to Noon - CANDIDATES	Wednesday, October 5, 2016 Morning: 9:00 am to Noon – POLITICAL PARTY
SPECIAL SESSION Wednesday, 16 November, 2016 Morning: 9:00 am to Noon – All Committees How do I dissolve my committee?	SPECIAL SESSION Wednesday, December 14, 2016 Morning: 9:00 am to Noon – All Committees How do I dissolve my committee?

Questions? If you have any questions, please feel free to contact us. The address below should also be used to mail filings and correspondence by first class mail, registered mail or certified mail.

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Email: Disclosure@Michigan.gov
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If you would like to visit our office or use an overnight delivery service, the address below is provided.

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430 West Allegan Street
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