TEXAS ETHICS COMMISSION

SPECIFIC-PURPOSE COMMITTEE
SPECIAL SESSION REPORT

FORM SPAC-SS – INSTRUCTION GUIDE

Revised June 30, 2006

Texas Ethics Commission, P.O. Box 12070, Austin, Texas 78711
(512) 463-5800 1-800-325-8506 FAX (512) 463-5777 TDD 1-800-735-2989

Visit us at *http://www.ethics.state.tx.us* on the Internet.

FORM SPAC-SS: SPECIFIC-PURPOSE COMMITTEE SPECIAL SESSION REPORT

GENERAL INFORMATION

These instructions are for specific-purpose committee campaign treasurers using the SPECIFIC-PURPOSE COMMITTEE SPECIAL SESSION REPORT (Form SPAC-SS). A complete report includes the two-sided Form SPAC-SS Cover Sheet, and any of the following schedules on which there is information to report: A, B-SS, and T.

This report is filed after a special legislative session called by the governor. The following types of specific-purpose political committees are required to file special session reports if the committee accepts contributions during the time period covered by the special session report:

- a specific-purpose committee for supporting, opposing, or assisting a statewide officeholder or a member of the legislature; or
- a specific-purpose committee for supporting or opposing a candidate for the legislature or a statewide office.

The report must be filed no later than 30 days after the date of final adjournment and must cover the period beginning on the date the governor signs the proclamation calling the special session and ending on the date of final adjournment of the special session. A special session report is a report of contributions only, not expenditures.

If you do not accept any contributions during the time period covered by the special session report, you are not required to file the report. This is an exception from the usual rule that you must file a report even if you have no activity to report.

Contributions reported on a special session report must be reported again on your next report. In addition, you must include on your next report any expenditures that occurred during the period covered by the special session report.

You are not required to file a separate special session report if another report is due no later than the 10th day after the date on which the special session report would be due.

For more information, see the CAMPAIGN FINANCE GUIDE FOR POLITICAL COMMITTEES.

COMPLETING THE COVER SHEET

Each numbered item in these instructions corresponds to the same numbered item on the form.

PAGE 1

1. ACCOUNT #: The committee was assigned a filer account number when the initial campaign treasurer appointment was filed. The campaign treasurer should have received a letter acknowledging receipt of the form and informing the treasurer of the committee’s account number. Enter this number wherever you see “ACCOUNT #.”

2. TOTAL PAGES FILED: After you have completed the form, count the total number of pages of this form and any attached schedules. Enter that number where indicated on the top line of Page 1 only. Each side of a two-sided form counts as one page.

3. COMMITTEE NAME: Enter the committee's full name. Your entry here should be the same as on the committee's campaign treasurer appointment.

4. COMMITTEE ADDRESS: Enter the committee's complete mailing address. If the mailing address has changed since the committee last gave notice of the address, check the "Change of Address" box.

5. CAMPAIGN TREASURER NAME: Enter the full name of the committee's campaign treasurer.

6. CAMPAIGN TREASURER'S STREET ADDRESS: Enter the complete business or residential street address of the committee's campaign treasurer. Please do not enter a P.O. Box.

7. CAMPAIGN TREASURER'S MAILING ADDRESS: Enter the complete mailing address of the committee's campaign treasurer. If the mailing address has changed since the committee last gave notice of the address, check the "Change of Address" box.

8. CAMPAIGN TREASURER PHONE: Enter the phone number of the campaign treasurer, including the area code and extension, if applicable.

9. PERIOD COVERED: A reporting period includes the beginning date and the ending date. The *due date* for filing will be *after* the end of the period. The special session report must be filed no later than 30 days after the date of final adjournment and must cover the period beginning on the date the governor signs the proclamation calling the special session and ending on the date of final adjournment of the special session.

Contributions reported on a special session report must be reported again on your next report. In addition, you must include on your next report any expenditures that occurred during the period covered by the special session report.

You are not required to file a separate special session report if another report is due no later than the 10th day after the date on which the special session report would be due.

PAGE 2

10. COMMITTEE NAME: Enter the name of the committee.

11. COMMITTEE PURPOSE: A specific-purpose political committee must identify each candidate or measure that the committee supports or opposes and each officeholder that the committee assists. This information should have been included on your campaign treasurer appointment. If there is a change in this information, you must amend your campaign treasurer appointment to report the change within a specified time period.

Please attach additional copies of this page, if necessary.

Note: Sometimes a specific-purpose political committee is organized to support a particular candidate or measure but later broadens its goals to support a variety of candidates who share the group's views on a particular issue or to support a variety of measures related to an issue. In that case, the committee has become a general-purpose political committee.

If a specific-purpose committee becomes a general-purpose committee, the committee must file a new campaign treasurer appointment (on Form GTA) with the Ethics Commission before it may accept more than $500 in total political contributions as a general-purpose committee. Further, the committee may not make total political expenditures of more than $500 as a general-purpose committee unless it has had Form GTA on file with the Ethics Commission for at least 60 days and has accepted contributions from at least 10 persons.

In addition to filing Form GTA with the Ethics Commission, the campaign treasurer of the new general-purpose committee must give notice of the change in status to the filing authority with whom the committee filed reports as a specific-purpose committee. This notice is due no later than the due date for the next report the committee would have had to file as a specific-purpose committee. The notice must state that the committee will file future reports as a general-purpose committee and that those reports will be filed with the Ethics Commission.

12. AFFIDAVIT: Complete this section only after you have completed all applicable sections and schedules. Only the committee's campaign treasurer or the assistant campaign treasurer may sign the affidavit.

SCHEDULE A: POLITICAL CONTRIBUTIONS OTHER THAN PLEDGES OR LOANS

These instructions are for specific-purpose committee campaign treasurers using SCHEDULE A: POLITICAL CONTRIBUTIONS OTHER THAN PLEDGES OR LOANS. Enter on this schedule only information about political contributions accepted during the reporting period. You are not required to include contributions of an individual's personal services or travel. Do not enter on this schedule information on pledges. (Report pledges on Schedules B-SS.)

Each report required by this section must include the amount of the political contribution, the full name and address of the person making the contribution, and the date of the contribution.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. TOTAL PAGES SCHEDULE A: After you have completed Schedule A, count the total number of pages. A "page" is one side of a two-sided form.

2. FILER NAME: Enter the committee's full name.

3. ACCOUNT #: Enter the account number.

4. DATE: Enter the date the committee ***accepted*** the contribution.

Accepting a contribution is different from *receiving* a contribution. The committee accepts a contribution when the determination is made to accept it rather than reject it. This may or may not be the same day that the committee receives the contribution.

5. FULL NAME OF CONTRIBUTOR: Enter the full name of the contributor.

"Out-of-State PAC" box: If the contributor is an out-of-state political committee from which the committee accepted more than $500 in the reporting period (including pledges or loans from sources other than financial institutions that have been in business for more than a year), you must include one of the following with your report:

- a written statement, certified by an officer of the out-of-state political committee, listing the full name and address of each person who contributed more than $100 to the out-of-state political committee during the 12 months immediately preceding the contribution, or

- a copy of the out-of-state political committee's statement of organization filed as required by law with the Federal Election Commission (FEC) and certified by an officer of the out-of-state committee.

If the contributor is an out-of-state political committee from which the committee accepted $500 or less (including pledges) during the reporting period, you must include one of the following with your report:

- a copy of the out-of-state political committee's statement of organization filed as required by law with the Federal Election Commission (FEC) and certified by an officer of the out-of-state committee, or

- a document listing the committee's name, address and phone number; the name of the person appointing the committee's campaign treasurer; and the name, address and phone number of the committee's campaign treasurer.

"ID #" Line (OPTIONAL): You may include the committee's Federal Election Commission registration number.

Note: See the *CAMPAIGN FINANCE GUIDE FOR POLITICAL COMMITTEES* for detailed information on accepting and reporting contributions from out-of-state political committees.

6. CONTRIBUTOR ADDRESS: Enter the complete address of the contributor.

7. AMOUNT OF CONTRIBUTION: Enter the amount of the contribution or the fair market value of an in-kind contribution, as applicable.

8. IN-KIND CONTRIBUTION DESCRIPTION: Enter a description of the contribution, if it was an in-kind contribution. The description should be sufficiently detailed to allow a person reviewing the committee's report to understand what was contributed.

In-kind Contribution For Out-of-State Travel: The description of an in-kind contribution for travel outside of the state of Texas must include detailed information. Please report this information on Schedule T.

9. PRINCIPAL OCCUPATION OR JOB TITLE: You may enter the contributor's principal occupation or job title in this section.

10. EMPLOYER: You may enter the employer of the contributor in this section.

SCHEDULE B-SS: PLEDGED CONTRIBUTIONS

These instructions are for specific-purpose committee campaign treasurers using SCHEDULE B-SS: PLEDGED CONTRIBUTIONS. Enter on this schedule only information about pledges accepted during the reporting period for political purposes. You are not required to include pledges of an individual's personal services or travel. Do not enter on this schedule information on contributions actually received. (Report contributions actually received on Schedules A.)

If the committee *accepts* a *pledge* from a person for a specified amount of money, or specific goods, services, or other thing of value, that pledge is a reportable contribution and the committee must include the pledge on this schedule for the report covering the period in which the committee *accepts* the pledge.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. TOTAL PAGES SCHEDULE B-SS: After you have completed Schedule B-SS, count the total number of pages. A “page” is one side of a two-sided form.

2. FILER NAME: Enter your full name.

3. ACCOUNT #: Enter your account number.

4. DATE: Enter the date you **accepted** the pledge.

5. FULL NAME OF PLEDGOR: Enter the full name of the person who made the pledge.

“Out-of-State PAC” box: See the instructions for Schedule A, box 5.

Note: See the *CAMPAIGN FINANCE GUIDE FOR POLITICAL COMMITTEES* for detailed information on accepting and reporting contributions from out-of-state political committees.

6. PLEDGOR ADDRESS: Enter the complete address of the person who made the pledge.

7. AMOUNT OF PLEDGE: Enter the amount of the pledge or the fair market value of any pledged goods or services or other thing of value, as applicable.

8. IN-KIND DESCRIPTION: If the pledge was for goods or services or any other thing of value, enter a description of the pledged goods or services or other thing of value. The description should be sufficiently detailed to allow a person reviewing your report to understand what was pledged.

In-kind Contribution For Out-of-State Travel: The description of an in-kind contribution for travel outside of the state of Texas must include detailed information. Please report this information on Schedule T.

9. PRINCIPAL OCCUPATION OR JOB TITLE: You may enter the contributor’s principal occupation or job title in this section.

10. EMPLOYER: You may enter the employer of the contributor in this section.

SCHEDULE T: IN-KIND CONTRIBUTION OR POLITICAL EXPENDITURE FOR TRAVEL OUTSIDE OF TEXAS

These instructions are for candidates, officeholders, committees, or political parties using SCHEDULE T: IN-KIND CONTRIBUTION OR POLITICAL EXPENDITURE FOR TRAVEL OUTSIDE OF TEXAS. Enter on this schedule only information about contributions accepted or expenditures made during the reporting period. In addition to completing this schedule, you must also report the actual contribution or expenditure on the appropriate schedule or form.

NOTE: The law requires detailed information regarding in-kind contributions or political expenditures for travel outside of the state of Texas.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. TOTAL PAGES SCHEDULE T: After you have completed Schedule T, count the total number of pages. A "page" is one side of a two-sided form.

2. FILER NAME: Enter the full name of the candidate, committee, or party on whose report you are including this schedule.

3. ACCOUNT #: If you are filing with the Ethics Commission, enter your account number. If you do not file with the Ethics Commission, you are not required to enter an account number.

4. NAME OF CONTRIBUTOR / CORPORATION OR LABOR ORGANIZATION / PLEDGOR / PAYEE: Enter the full name of the contributor / corporation or labor organization / pledgor / payee as it appears on the schedule or form on which you reported the actual contribution or expenditure.

5. CONTRIBUTION / EXPENDITURE REPORTED ON: Check the appropriate box for the schedule or form on which you reported the actual contribution or expenditure

6. DATES OF TRAVEL: Enter the dates on which the travel occurred.

7. NAME OF PERSON(S) TRAVELING: Enter the name of the person or persons traveling on whose behalf the travel was accepted or on whose behalf the expenditure was made.

8. DEPARTURE CITY OR NAME OF DEPARTURE LOCATION: Enter the name of the departure city or the name of each departure location.

9. DESTINATION CITY OR NAME OF DESTINATION LOCATION: Enter the name of the destination city or the name of each destination location.

10. MEANS OF TRANSPORTATION: Enter the method of travel (i.e. airplane, bus, boat, car, etc.)

11. PURPOSE OF TRAVEL: Enter the campaign or officeholder purpose of the travel, including the name of a conference, seminar, or other event.