



#### FOR MORE INFORMATION

Consult the “Guide for the Authorized Candidate” (DGE-5250) available on our Website or contact the director general of your English school board or the Direction du financement politique et des affaires juridiques of Élections Québec.

In addition, you can attend our information sessions. To know when and where these sessions will be held, visit the training section of the Élections Québec Website at [www.electionsequbec.qc.ca](http://www.electionsequbec.qc.ca).

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**WILL YOU BE RUNNING  
IN THE SCHOOL ELECTIONS?  
DO YOU INTEND TO INCUR  
EXPENSES TO PROMOTE YOUR  
CANDIDACY?**

**IF SO, HERE ARE THE RULES TO FOLLOW >>>**

# FINANCING OF CANDIDATES – CONTROL OF ELECTION EXPENSES

To ensure fairness and transparency in the electoral system, there are rules that govern the financing of candidates and control of election expenses. The following are the main rules:

## 1 YOU MUST BE AUTHORIZED

- Any candidate wishing to solicit or receive contributions, incur expenses for their election campaign (regardless of how small) or contract loans must hold authorization from the Chief Electoral Officer of Québec. The candidate must also obtain authorization to use advertising material for the election even if the material belongs to or is produced by the candidate.
- You have to submit an application for authorization to your returning officer. You can apply for authorization as of January 1 in a general election year or when a position becomes vacant in the case of a by-election.

## 2 YOU MUST OPEN A BANK ACCOUNT

- You are required to open a bank account with a monthly statement and return of cheques (showing recto or both sides) in a financial institution with a branch in Québec. Payments from this account can be made by debit card or cheques.
- All transactions (deposit of contributions and payment of expenses), **without exception**, must be made through this bank account, which is to be used only for your election campaign.
- If these funds are derived **exclusively** from contributions made personally by the authorized candidate and election expenses do not exceed \$1,000, the candidate is not required to open such an account.

## 3 WHAT YOU NEED TO KNOW ABOUT CONTRIBUTIONS FROM ELECTORS

- Only electors (natural persons) of the English school board where you are running can make contributions to you in your capacity as an authorized candidate.
- For every contribution received, the solicitor must provide the donor with an official receipt as issued by Élections Québec.
- Every contribution of \$100 and over must be made by cheque and the cheque must be signed by the elector and drawn on the elector's personal bank account.
- An elector may contribute a maximum of \$300 to each of the authorized candidates for the same English school board. Candidates may contribute up to a maximum of \$1,000 to their own campaign in the election year.
- The name of every elector who makes one or more contributions totalling \$100 and over must be included in the report that you produce.

## 4 POSITION OF ENGLISH SCHOOL BOARD CHAIR

- English school board chair are elected by all the electors of an English school board. The rules herein apply to this position.

## 5 POSITION OF COMMISSIONERS IN AN ELECTORAL DIVISION

- The Commissioners who will represent this electoral division are elected by all of the electors in the electoral division. The rules herein apply to this position.

## 6 EXPENSE LIMITS DURING AN ELECTION PERIOD

- During an election period, only an authorized candidate may incur election expenses. You must therefore closely supervise this aspect of your campaign.
- The Act specifies that an election expense is the cost of any good or service **used** during the election period, in particular, to promote or oppose the election of a candidate.
- The Act imposes a limit on how much you can spend, as a candidate, on your election campaign. The maximum amount is determined based on the number of electors. It will be conveyed to you by the director general of your English school board.

## 7 IDENTIFY YOUR ADVERTISEMENTS

- During an election period, all of your advertisements (printed material, Website, social media and in-house advertising, etc.) must be correctly identified.
  1. All advertising copy, objects and material relating to your election campaign must bear the name of the printer or producer as well as your name as the authorized candidate.
  2. Any advertisement published in a newspaper or other publication must mention your name as the authorized candidate.
  3. In the case of any advertisement on radio or TV or any advertisement made using any other medium or information technology, your name must be mentioned at the beginning or at the end of the advertisement.

## 8 REPORTS TO BE FILED

- As an authorized candidate, you will have to file reports with the director general of the English school board regardless of whether you have incurred any expenses. The reports must be filed within 90 days after polling day. When completing the required form (DGE-5800), you must indicate your income and expenses.
- The reports must be accompanied by the original copies of vouchers, i.e., invoices, bank statements, cheques deposited, proofs of payment, contribution receipts, copies of advertisements, loan agreements, etc.
- All reports are made public after the filing deadline.

## 19 REIMBURSEMENT OF YOUR ELECTION EXPENSES

- If you are elected or obtain 15% or more of the votes, part of your election expenses may be reimbursed under certain conditions.

## 10 PENALTIES

- The Act provides for penalties in the case of any candidate who contravenes these rules. If you have any doubts about the legality of a contribution or an election expense, you may ask the Chief Electoral Officer to investigate.

