



City of
Evanston™
OFFICE OF THE CITY CLERK

Rules and Regulations for Evanston Small Donor Matching System

These Rules are issued by the Evanston City Clerk in connection with the Evanston Small Donor Matching System:

1. Candidates seeking to participate in the system or to submit donor receipts for matching purposes must apply using the forms accompanying these rules.
2. Requests for matching funds are to be filed on Friday of each week by 3:00 PM during the campaign season.
3. The City Council may adopt separate rules defining in greater detail who is deemed to be a person or entity “doing business with the City” and who is a person or entity “planning” or “seeking” a “request for a non-residential zoning variance”, within the meaning of Section 1-13-5-7A of the Ordinance.
4. Within 90 days following the election, each participating candidate shall file with the Clerk’s office a copy of their campaign finance report filed with the State Board of Elections, together with an itemized listing of all contributions received by the candidate, in accordance with the forms accompanying these rules.
5. The Clerk’s Office shall adopt procedures for auditing end-of-campaign reports and making a report to the Mayor and City Council within six months following the election.
6. At least one year prior to any municipal elections, the Clerk shall publicly announce any adjustments to limits set forth in the ordinance pursuant to Section 1-13-5-9 of the Ordinance.
7. Any requests for advisory opinions shall be submitted to the Clerk’s office in writing using the forms accompanying these rules.
8. Any administrative hearings related to the Small Donor Matching Program shall be conducted by the City’s Chief Administrative Officer pursuant to the City’s Administration Adjudication System, set forth in Chapter 11 of the City Code.

Promulgated this 16 day of October, 2024.

Evanston City Clerk