2020
Candidate Presentation

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Topics

- Candidate Filing
- Campaign Treasurer and Depository
- Campaign Finance Reporting
- Candidate Petition Process
- Candidate Qualifying
- Political Advertising
- Election Laws
- Sign Ordinances
- Supervisor of Elections' Resources

Disclaimer:

This presentation is an overview of the rules and laws relating to elections. It is not intended to be a replacement for research on each candidate's part. All information is subject to change, based on legislation and state-driven directives. Any information in this session which conflicts with the applicable state or municipal law at the time, will be superseded by said law.

Candidate Filing

Filing Documents

Appointment of Campaign Treasurer and Designation of Campaign Depository Form DS-DE 9

APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY FOR CANDIDATES
(Section 106.021(1), F.S.)

(PLEASE PRINT OR TYPE)

NOTE: This form must be on file with the qualifying officer before opening the campaign account.

OFFICE USE ONLY

1. CHECK APPROPRIATE BOX(ES):
☐ Initial Filing of Form Re-filing to Change: ☐ Treasurer/Deputy ☐ Depository ☐ Office ☐ Party

2. **Name of Candidate** (in this order: First, Middle, Last)
3. Address (include post office box or street, city, state, zip code)
4. Telephone ( )
5. E-mail address
6. **Office sought** (include district, circuit, group number)
7. **If a candidate for a nonpartisan office, check if applicable:** ☐ My intent is to run as a Write-In candidate.
8. **If a candidate for a partisan office, check block and fill in name of party as applicable:** My intent is to run as a ☐ Write-In ☐ No Party Affiliation ☐ _____ Party candidate.
9. **I have appointed the following person to act as my** ☐ Campaign Treasurer ☐ Deputy Treasurer
10. Name of Treasurer or Deputy Treasurer
11. Mailing Address
12. Telephone ( )
13. City
14. County
15. State
16. Zip Code
17. E-mail address
18. **I have designated the following bank as my** ☐ Primary Depository ☐ Secondary Depository
19. Name of Bank
20. Address
21. City
22. County
23. State
24. Zip Code

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING FORM FOR APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY AND THAT THE FACTS STATED IN IT ARE TRUE.

25. Date
26. Signature of Candidate X

27. **Treasurer's Acceptance of Appointment** (fill in the blanks and check the appropriate block)

I, _____ , do hereby accept the appointment
(Please Print or Type Name)

designated above as: ☐ Campaign Treasurer ☐ Deputy Treasurer.

_____ X _____
Date Signature of Campaign Treasurer or Deputy Treasurer

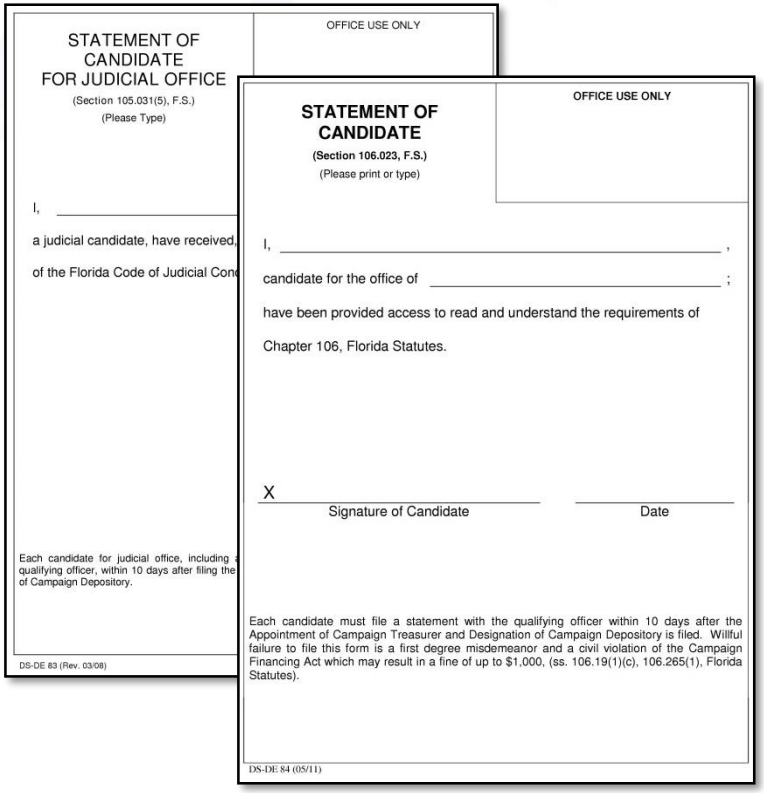
DS-DE 9 (Rev. 10/10) **Rule 1S-2.0001, F.A.C.**

The first step to becoming a candidate is filing the **Appointment of Campaign Treasurer and Designation of Campaign Depository** (Form DS-DE 9) with the Supervisor of Elections Office. This will allow you to open a campaign bank account, start collecting or spending money for your campaign, and begin collecting petition signatures.

Filing Documents

Statement of Candidate Form DS-DE 84

Statement of Candidate for Judicial Office Form DS-DE 83



STATEMENT OF CANDIDATE FOR JUDICIAL OFFICE
(Section 105.031(5), F.S.)
(Please Type)

OFFICE USE ONLY

I, _____

a judicial candidate, have received,

of the Florida Code of Judicial Cond

Each candidate for judicial office, including a qualifying officer, within 10 days after filing the of Campaign Depository.

DS-DE 83 (Rev. 03/08)

STATEMENT OF CANDIDATE
(Section 106.023, F.S.)
(Please print or type)

OFFICE USE ONLY

I, _____ ,

candidate for the office of _____ ;

have been provided access to read and understand the requirements of

Chapter 106, Florida Statutes.

X _____ _____
Signature of Candidate Date

Each candidate must file a statement with the qualifying officer within 10 days after the Appointment of Campaign Treasurer and Designation of Campaign Depository is filed. Willful failure to file this form is a first degree misdemeanor and a civil violation of the Campaign Financing Act which may result in a fine of up to $1,000, (ss. 106.19(1)(c), 106.265(1), Florida Statutes).

DS-DE 84 (05/11)

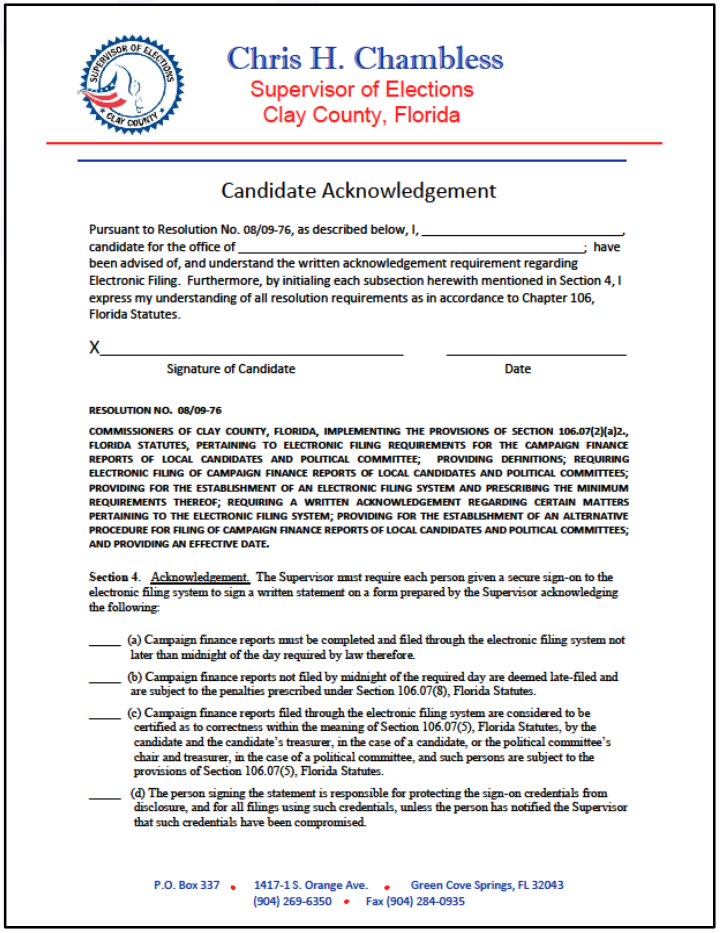
The ***Statement of Candidate*** (Form DS-DE 84) states that the candidate has been provided access to read and understand the requirements of Chapter 106, Florida Statutes, which details Florida's campaign finance laws.

The ***Statement of Candidate for Judicial Office*** (Form DS-DE 83) is only required for Judicial Candidates and states that the candidate has been provided access to read and understand the requirements of the Florida Code of Judicial Conduct.

These forms must be filed within 10 days of filing the *Appointment of Campaign Treasurer and Designation of Campaign Depository*, Form DS-DE 9, but are usually filed at the same time as the DS-DE9.

Filing Documents

Candidate Acknowledgement



Chris H. Chambless
Supervisor of Elections
Clay County, Florida

Candidate Acknowledgement

Pursuant to Resolution No. 08/09-76, as described below, I, _____, candidate for the office of _____; have been advised of, and understand the written acknowledgement requirement regarding Electronic Filing. Furthermore, by initialing each subsection herewith mentioned in Section 4, I express my understanding of all resolution requirements as in accordance to Chapter 106, Florida Statutes.

X_____ _____
Signature of Candidate Date

RESOLUTION NO. 08/09-76

COMMISSIONERS OF CLAY COUNTY, FLORIDA, IMPLEMENTING THE PROVISIONS OF SECTION 106.07(2)(a)2., FLORIDA STATUTES, PERTAINING TO ELECTRONIC FILING REQUIREMENTS FOR THE CAMPAIGN FINANCE REPORTS OF LOCAL CANDIDATES AND POLITICAL COMMITTEE; PROVIDING DEFINITIONS; REQUIRING ELECTRONIC FILING OF CAMPAIGN FINANCE REPORTS OF LOCAL CANDIDATES AND POLITICAL COMMITTEES; PROVIDING FOR THE ESTABLISHMENT OF AN ELECTRONIC FILING SYSTEM AND PRESCRIBING THE MINIMUM REQUIREMENTS THEREOF; REQUIRING A WRITTEN ACKNOWLEDGEMENT REGARDING CERTAIN MATTERS PERTAINING TO THE ELECTRONIC FILING SYSTEM; PROVIDING FOR THE ESTABLISHMENT OF AN ALTERNATIVE PROCEDURE FOR FILING OF CAMPAIGN FINANCE REPORTS OF LOCAL CANDIDATES AND POLITICAL COMMITTEES; AND PROVIDING AN EFFECTIVE DATE.

Section 4. Acknowledgement. The Supervisor must require each person given a secure sign-on to the electronic filing system to sign a written statement on a form prepared by the Supervisor acknowledging the following:

_____ (a) Campaign finance reports must be completed and filed through the electronic filing system not later than midnight of the day required by law therefore.

_____ (b) Campaign finance reports not filed by midnight of the required day are deemed late-filed and are subject to the penalties prescribed under Section 106.07(8), Florida Statutes.

_____ (c) Campaign finance reports filed through the electronic filing system are considered to be certified as to correctness within the meaning of Section 106.07(5), Florida Statutes, by the candidate and the candidate's treasurer, in the case of a candidate, or the political committee's chair and treasurer, in the case of a political committee, and such persons are subject to the provisions of Section 106.07(5), Florida Statutes.

_____ (d) The person signing the statement is responsible for protecting the sign-on credentials from disclosure, and for all filings using such credentials, unless the person has notified the Supervisor that such credentials have been compromised.

P.O. Box 337 • 1417-1 S. Orange Ave. • Green Cove Springs, FL 32043
(904) 269-6350 • Fax (904) 284-0935

Also due within 10 days is the **Candidate Acknowledgement** which verifies that you understand that by resolution of the Clay County Board of County Commissioners, signed August, 2009, candidates are required to file campaign finance reports through the electronic filing system.

Campaign Treasurer

Treasurer:

- Keeps detailed accounts of all contributions and expenditures
- Keeps account current within 2 days after the date of any contribution and/or expenditure. Contributions and expenditures may be entered into the electronic filing system at any time, there is no need to wait until the report is due.
- Deposits all funds received by the end of the 5th business day into the campaign depository.
- Preserves all account records for a number of years equal to the term of office to which the candidate seeks election.
- Files regular reports of all contributions and expenditures.
- As the candidate you may be a treasurer or deputy treasurer, only the treasurer or deputy treasurer may sign campaign checks.

Campaign Depository

Depository:

- The bank you choose to use for your campaign account is named on the DS-DE9, the account must be opened as a campaign account and remain separate from any personal transactions. We recommend that the checks say “Campaign Account”.
- Must be designated prior to obtaining petition signatures for candidates seeking to qualify by the petition process.
- Must be separate from any personal or other account and used only for depositing campaign contributions and making expenditures.
- Expenditures must be drawn by a check on this account.
- Interest bearing accounts - interest should be reflected as a contribution.
- Bank fees must be listed as an expenditure

Special District Candidates

- Special District candidates are not required to file an ***Appointment of Campaign Treasurer and Designation of Campaign Depository,*** Form DS-DE 9, if they don't intend to collect contributions or make expenditures other than for the verification of petitions or the qualifying fee.
- If a Special District candidate does not file a DS-DE9 they may not spend money or put up signs.
- If a candidate chooses to collect contributions or make expenditures, then the candidate is required to file the ***Appointment of Campaign Treasurer*** form with the Supervisor of Elections Office, open a campaign bank account and file campaign reports on a regular basis.

AFFIDAVIT OF INTENTION
SPECIAL DISTRICT CANDIDATE

State of Florida
Clay County

I, _____, a candidate for the special
(Print name)

district of: _____ in the
(District name including district #, seat #, or group #)

General Election certify that I will not collect, solicit, or accept any contribution; ***be it a gift, subscription, conveyance, deposit, loan, payment, or distribution of money or anything of value including contributions in kind having an attributable monetary value in any form, made for the purpose of influencing the results of an election or making an electioneering communication (106.011(5), Florida Statutes)*****. I further certify that the only expenditure made on behalf of my candidacy will be the candidate qualifying fee or, in lieu of the qualifying fee, the signature verification fee for candidate petitions.**

I certify that in the event I collect, solicit, or accept any contribution, as described above, or make a campaign expenditure; ***be it a purchase, payment, distribution, loan, advance, transfer of funds by a campaign treasurer or deputy campaign treasurer between a primary depository and a separate interest-bearing account or certificates of deposit, or gift of money or anything of value made for the purpose of influencing the results of an election or making an electioneering communication (106.011(10), Florida Statutes)*** **my campaign will be governed by Chapter 106, Florida Statutes.**

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING AFFIDAVIT AND THAT THE FACTS STATED IN IT ARE TRUE.

_____ _____
Signature of Candidate **Date**

99.061, Florida Statutes
05/13

Residency Requirements

- **County Commissioner –** at the time of the election
- **Constitutional Officers –** at the time of assuming office

  Note: No residency requirements exist for a county sheriff other than those required by being a qualified elector, i.e., being a legal resident of Florida and of the county in which the sheriff is registered to vote.
- **School Superintendent –** at the time of assuming office
- **School Board Members –** at the time of qualifying

Please refer to DE Reference Guide 0008, ***Guidelines for Determining When Residency Qualifications for Elected Office Must be Met*** **(Updated 10/2018)**

Campaign Financial Reporting

What do I need to file reports online?

- Candidates must use the Electronic Filing System.

- You will need a computer equipped with:
  - An Internet connection
  - A web browser configured to accept cookies and with pop-up blockers disabled
  - Adobe Acrobat Reader®

Reporting Schedule

Calendar of Reporting Dates
for 2020 Candidates

Report Code	Cover Period	Due Date
2019 M12	12/1/19 - 12/31/19	1/10/2020
2020 M1	1/1/20 - 1/31/20	2/10/2020
2020 M2	2/1/20 - 2/29/20	3/10/2020
2020 M3	3/1/20 - 3/31/20	4/10/2020
2020 M4	4/1/20 - 4/30/20	5/11/2020
2020 M5	5/1/20 - 5/31/20	6/10/2020
2020 P1	6/1/20 - 6/12/20	6/19/2020
2020 P2	6/13/20 – 6/26/20	7/3/2020
2020 P3	6/27/20 – 7/10/20	7/17/2020
2020 P4	7/11/20 – 7/17/20	7/24/2020
2020 P5	7/18/20 – 7/24/20	7/31/2020
2020 P6	7/25/20 – 7/31/20	8/7/2020
2020 P7	8/1/20 – 8/13/20	8/14/2020
2020 G1	8/14/20 – 8/21/20	8/28/2020
2020 G2	8/22/20 – 9/4/20	9/11/2020
2020 G3	9/5/20 – 9/18/20	9/25/2020
2020 G4	9/19/20 – 10/2/20	10/9/2020
2020 G5	10/3/20 – 10/16/20	10/23/2020
2020 G6	10/17/20 – 10/29/20	10/30/2020

2020 Election Dates

Presidential Preference Primary
March 17, 2020

Primary Election
August 18, 2020

General Election
November 3, 2020

Electronic Filing System

- Once a candidate files the DS-DE 9 an email will be sent with the Password, Candidate ID Number, & (2) Electronic Filing PINs used for filing financial reports on our website, ClayElections.gov
- Select 'Candidates & Committees' then 'Electronic Reporting Login'.
- You may enter the information for your report at any time, but do not submit until the report is complete.
- Note that all reports must be filed electronically no later than midnight of the report due date in order for the report to be considered filed on time.

Log In

Candidate Log In

Campaign finance reports must be completed and submitted (filed) through the electronic filing system not later than midnight of the day required by law therefore, and that late-filed campaign finance reports are subject to the penalties prescribed under Section 106.07(8), Florida Statutes.

Numeric Candidate ID (no leading zeros) Password Login

Forgot Password?

The Campaign Financial Reporting System is provided to you and all candidates to provide for entering contributions, expenditures, and other transactions required for campaign treasurer's reports. Our official contact information is :

Clay County Supervisor of Elections
500 N.Orange Avenue
PO Box 337
Green Cove Springs, FL 32043

(904) 269-6350
Candidates@ClayElections.com

IMPORTANT: Your Browser must be set to allow the storage of "cookies" during your session. For an explanation of "cookies," please refer to Microsoft's "What's a Cookie?". Each browser has varying methods for setting this option. Please refer to your browser's documentation regarding cookie settings.

The following information is taken from the publication:

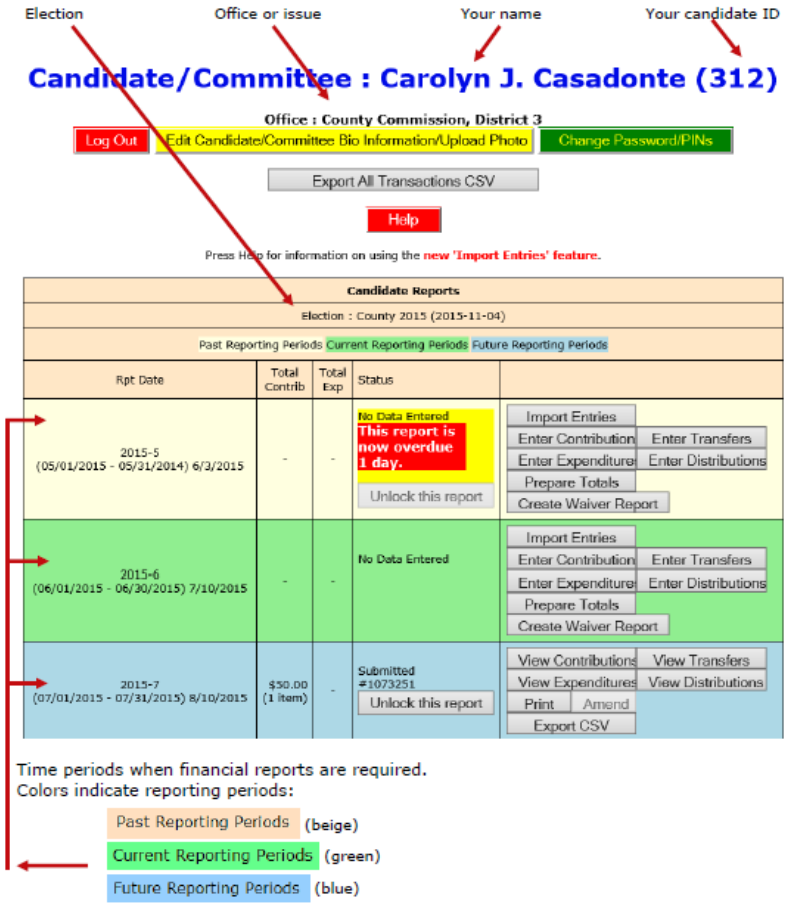
VR | VoterFocus

How to File Financial Reports Online

A HANDBOOK FOR CANDIDATES & COMMITTEES

This is a valuable tool for completing and submitting Financial Reports, please become familiar with it.

What you see when you log in



- This is the screen you will see after you enter the ID and Password.
- Current reporting period (green)
- Previous reporting periods (beige)
- Future reporting period (blue)
  - You may enter transactions in a future report at any time.
- The link to enter your bio and photo is near the top in yellow.

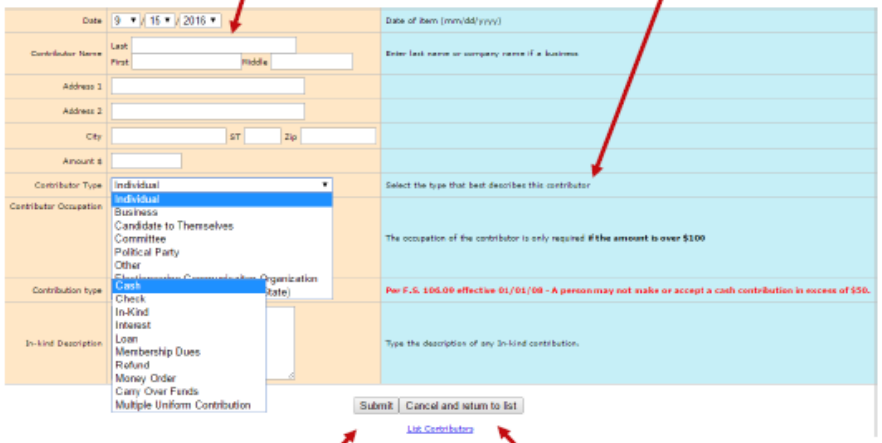
EDIT CANDIDATE/COMMITTEE BIO INFORMATION/UPLOAD PHOTO

Adding a New Contribution

If the contributor is an organization rather than an individual, enter the organization name in the **Last** field.

And leave the **First** and **Middle** fields blank.

Most of the entry fields are self-explanatory. The blue column has tips on what's required.



When you've completed the form, click **Submit**.

If the system says you've omitted required information, you must provide it before the contribution can be saved.

After the contribution is saved, you'll get another blank form where you can add the next contribution.

Click **Cancel and return to list** when you've saved the last contribution you want to add right now.

Reporting Contributions

All Contributions must:

- Specify name and complete address of the contributor even if it is a contribution or loan from yourself.
- Specify amount of the contribution.
- If the contribution is over $100, the specific occupation of the contributor must be listed; if the contributor is a business, the principle type of business activity must be listed.
- Anonymous contributions must be reported. A letter should accompany the report; the candidate should not spend the anonymous contribution; donate the amount to an appropriate entity under Section 106.141, F.S. after the campaign.
- An in-kind contribution is a contribution of goods or services provided to the candidate for which money would have otherwise been paid. A description of the item or service and the fair market value must be reported to the candidate by the contributor.

Contribution Limits

- A candidate may not receive more than $1,000 per election from any one person or business (this includes spouse or other family members.)
- A candidate's contributions to his/her own campaign are unlimited.
- A candidate may accept personal, business and traveler's checks and money orders up to $1,000 limit per person or business.
- The contribution limit for **cash or cashier's check** is $50.00 per person for each election.

  Note: The treasurer is responsible for tracking the amounts given by each person or business. The reporting system does not track this.
- Any contribution received by a candidate with opposition in an election or by a treasurer or deputy treasurer on the day of the election or less than 5 days before the day of any election must be returned to the contributor.

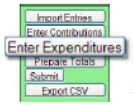
Contribution Types

- **Cash** includes Cashier's Check
- **Checks** include:
  - **Traditional paper check**
  - **Pay Pal** – List the contribution in whole, then list the fee as an expenditure
  - **Credit Cards** – May be accepted for contributions but may not be used for purchases
  - **Any electronic funds transfer**
- **In-kind** – An item of value other than money or volunteer services

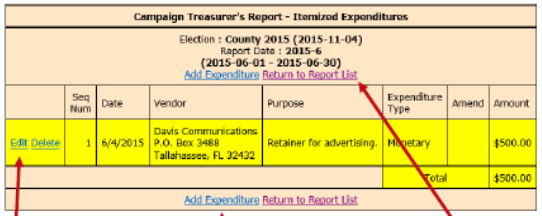
This is a sample of the most common contribution types, please review:
How to File Financial Reports Online
A HANDBOOK FOR CANDIDATES & COMMITTEES for a complete list.

Adding Expenditures

Click



to bring up a list of the expenditures recorded so far:



Campaign Treasurer's Report - Itemized Expenditures

Election : County 2015 (2015-11-04)
Report Date : 2015-6
(2015-06-01 - 2015-06-30)
Add Expenditure Return to Report List

	Seq Num	Date	Vendor	Purpose	Expenditure Type	Amend	Amount
Edit Delete	1	6/4/2015	Davis Communications P.O. Box 3488 Tallahassee, FL 32432	Retainer for advertising.	Monetary		$500.00
					Total		$500.00

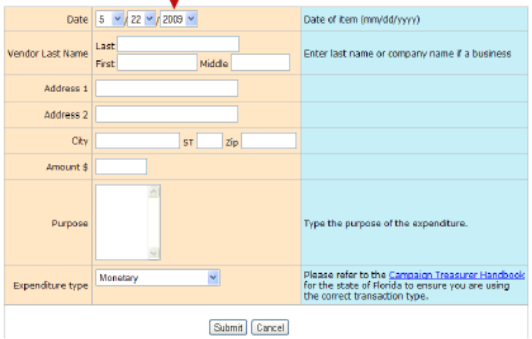
Add Expenditure Return to Report List

Click **Edit** to modify details on an existing expenditure.

Click **Delete** to remove the entry altogether.

Takes you back to the Report List.

Click **Add Expenditures** to bring up the form for entering expenditures.



Date	5 / 22 / 2009	Date of item (mm/dd/yyyy)
Vendor Last Name	Last First Middle	Enter last name or company name if a business
Address 1		
Address 2		
City	ST Zip	
Amount $		
Purpose		Type the purpose of the expenditure.
Expenditure type	Monetary	Please refer to the Campaign Treasurer Handbook for the state of Florida to ensure you are using the correct transaction type.

Submit Cancel

Reporting Expenditures

All expenditures must include:

- Date of the expenditure.
- Name and complete address of the payee (including post offices or the Elections Office).
- Purpose of expenditure.
- Amount of the expenditure.
- No expenditures shall be made or authorized without sufficient funds on deposit in the campaign account.
- Payment shall be made upon receipt and acceptance of goods or services.

Sample Financial Report

First, there's a summary page.

FLORIDA DEPARTMENT OF STATE DIVISION OF ELECTIONS
CAMPAIGN TREASURER'S REPORT SUMMARY

(1) Carolyn J. Casadonte
Name
(2) 1645 Harrington CT, Suite C
Address (number and street)
Palmetto, FL 32314
City, State, Zip Code

OFFICE USE ONLY
ONLINE SUBMISSION
[1014376]

☐ CHECK IF ADDRESS HAS CHANGED (3) ID Number: 96

(4) Check appropriate box(es):
☒ Candidate (office sought): County Commission District 4
☐ Political Committee
☐ Committee of Continuous Existence
☐ Party Executive Committee
☐ Electioneering Communication
☐ CHECK IF PC HAS DISBANDED
☐ CHECK IF CCE HAS DISBANDE
☐ CHECK IF NO OTHER ELECTIO COMMUNICATION REPORTS W

(5) REPORT IDENTIFIERS
Cover Period: From 4/1/2009 To 7/1/2009 Report
☒ Original ☐ Amendment ☐ Special Election Report ☐ Independent Ex

(6) CONTRIBUTIONS THIS REPORT

Cash & Checks	$ 150.00
Loans	$ 0.00
Total Monetary	$ 150.00
In-Kind	$ 300.00

(7) EXPENDITURES THIS R
Monetary Expenditures $
Transfers to Office Account $
Total Monetary $

(8) Other Distributions $

(9) TOTAL Monetary Contributions To Date $ 2,850.00

(10) TOTAL Monetary Expe $

(11) CERTIFICATION
It is a first degree misdemeanor for any person to falsify a public record (ss. 8
I certify that I have examined this report and it is true, correct, and complete.
(Type name)
☐ Individual (only for electioneering communi.) ☐ Treasurer ☐ Deputy Treasurer
X
Signature

I certify that I have examined th correct, and complete.
(Type name)
☐ Candidate ☐ Chairpe electioneeri
X
Signature

CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

(1) Name Carolyn J. Casadonte (2) I.D. Number 96
(3) Cover Period 4/1/2009 through 7/1/2009 (4) Page 1 of 1

(5) Date / (6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Contributor Type	(8) Contributor Occupation	(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12) Amount
4/21/2009 / / 1	Barber, Anna Lee 45 Wilson BLVD Palmetto, FL 32312	I		CH			$100.00
4/21/2009 / / 2	Kirk, Marsha 8890 Hillcrest DR Palmetto, FL 3	I		CH			
4/21/2009 / / 3	Smith, Reid C. 344 Henderson RD Palmetto, F 32312	I	restaurant owner	IK			
/ /							
/ /							
/ /							
/ /							
/ /							

DS-DE 13 (Rev. 11/13) SEE REVERSE FOR INSTRUCTION

Then, an itemized list of contributions.

CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES

(1) Name Carolyn J. Casadonte (2) I.D. Number 96
(3) Cover Period 4/1/2009 through 7/1/2009 (4) Page 1 of 1

(5) Date / (6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
5/10/2009 / / 1	Davis Communications, P.O. Box 3489 Tallahassee, Fl 32432	retainer for advertising	MO		$500.00
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					

DS-DE 14 (Rev. 11/13) SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

Next, a list of expenditures

Financial Report Late Fees

- Any candidate or political committee failing to file a report on the designated due date is subject to a fine as provided in paragraph (b) for each late day, and, in the case of a candidate, such fine shall be paid only from personal funds of the candidate. 106.07 F.S. (8)(a)
- The fine is $50 per day for the first 3 days late and, thereafter, $500 per day for each late day, not to exceed 25 percent of the total receipts or expenditures, whichever is greater, for the period covered by the late report. However, for the reports immediately preceding each special primary election, special election, primary election, and general election, the fine is $500 per day for each late day, not to exceed 25 percent of the total receipts or expenditures, whichever is greater, for the period covered by the late report. 106.07 F.S. (8)(b)

Candidate Petition Process

(Sections 99.095 & 105.035, F.S.)

Petition Method

- A person seeking to qualify for nomination to any office may qualify to have his or her name placed on the ballot by means of the petition process.
- A person qualifying by this method is not required to pay the qualifying fee or party assessment.
- Petition process only waives the fees – candidate must still submit all other qualifying papers.

Petition Information

- A candidate may begin collecting petition signatures after the Appointment of Campaign Treasurer Form (DS-DE 9) has been filed with the SOE.
- The petition form, Form 104, must be reproduced with the exact wording and format
- Candidates are required to supply, print or make copies of his/her own petitions.
- Signatures may be obtained from any registered voter in the area of the office you are seeking, regardless of party affiliation.
- The SOE will determine if the correct number of valid petitions have been collected in order to waive the qualifying fee.
- The cost of verifying petitions is $.10 per petition paid in advance by the candidate. *If the candidate is unable to pay this, he/she may file the Oath of Undue Burden to have the fee waived.*

Petition Form DS-DE 104

CANDIDATE PETITION

Notes: - *All information on this form becomes a public record upon receipt by the Supervisor of Elections.*
- *It is a crime to knowingly sign more than one petition for a candidate. [Section 104.185, Florida Statutes]*
- *If all requested information on this form is not completed, the form will not be valid as a Candidate Petition form.*

I, John Doe the undersigned, a registered voter
(print name as it appears on your voter information card)

in said state and county, petition to have the name of Name of Candidate

placed on the Primary/General Election Ballot as a: [*check/complete box, as applicable*]

☐ Nonpartisan ☐ No party affiliation ☐ Party Affiliation Party candidate for the office of

The Office Being Sought

(insert title of office and include district, circuit, group, seat number, if applicable)

Date of Birth (MM/DD/YY)	or	Voter Registration Number	Address
05/05/55	**OR**	123456789	123 Main St.

City	County	State	Zip Code
Orange Park	Clay	FL	32073

Signature of Voter	Date Signed (MM/DD/YY) [*to be completed by Voter*]

Rule 1S-2.045, F.A.C. DS-DE 104 (Eff. 09/11)

The candidate may complete the areas highlighted in yellow **prior** to printing or making copies of the petition. **All** boxes must be completed, but the only ones that **must be filled out by the voter are the signature and date.**

Candidate Qualifying

Methods of Qualifying

- **Payment of qualifying fee**

  Determined by the salary of the office sought or specified in statute. In addition you will be required to pay an elections assessment and a party assessment (if seeking a partisan office). Special District Candidates are all subject to a flat $25.00 qualifying fee.

- **Petition Method**

  The number of petitions required is based upon the number of registered voters in the district as of the previous General Election. Special District Candidates are required to submit 25 valid petitions if qualifying by this method. All petitions must be submitted on Division of Elections Form DS-DE 104.

- **Write-In Candidate**

  No fee or petitions are required. Name is not on the ballot.

2020 Qualifying Documents

Required Paperwork for Qualified Candidate Status (Sections 106.021, 106.023, and 105.031, F.S.)	
DS-DE 301 SL Partisan Office DS-DE 302 NP Nonpartisan Office DS-DE 303 JU Judicial Office DS-DE 304 SB School Board Nonpartisan Office	Candidate Oath
Form 1, Statement of Financial Interests	CDD and Special District candidates
Form 6, Disclosure of Financial Interest	Constitutional Officers, County Commissioners, School Board members, and Judicial candidates
Fees or Petitions	Payment of Qualifying fees by campaign check or Petition Certificate

Qualifying Officer

- The Qualifying Officer performs a ministerial function in reviewing Qualifying Papers. Section 99.061(7)5(c), F.S.
- Such an official examines the face of the qualifying papers presented for completeness.
- The qualifying officer does not determine whether the contents of the qualifying papers are accurate.
  - Section 99.061(7)(c), F.S.

Dates to Remember

2020	Judicial Candidates	Non-Judicial Candidates
Deadline to submit petitions to the SOE office	March 23 Noon	May 11 Noon
SOE may accept & hold qualifying papers	April 6	May 25
Qualifying begins	April 20 Noon	June 8 Noon
Qualifying ends	April 24 Noon	June 12 Noon

Qualifying Fee & Petition Information

Office	Salary*	Filing Fee 3%	Assessment Fee 1%	Party Assessment Fee (Dem/Rep) 2%	Total Fees Dem/Rep	NPA	Registered Voters Last Gen Election	Petitions
Clerk of the Court	$136,311	$4,089.33	$1,363.11	$2,726.22	$8,178.66	$5,452.44	153,119	1,532
Property Appraiser	$136,311	$4,089.33	$1,363.11	$2,726.22	$8,178.66	$5,452.44	153,119	1,532
Sheriff	$145,739	$4,372.17	$1,457.39	$2,914.78	$8,744.34	$5,829.56	153,119	1,532
Supervisor of Elections	$136,311	$4,089.33	$1,363.11	$2,726.22	$8,178.66	$5,452.44	153,119	1,532
Tax Collector	$136,311	$4,089.33	$1,363.11	$2,726.22	$8,178.66	$5,452.44	153,119	1,532
Superintendent of Schools	$154,679	$4,640.37	$1,546.79	$3,093.58	$9,280.74	$6,187.16	153,119	1,532
BCC								
Dist 1	$37,000	$1,110.00	$370.00	$740.00	$2,220.00	$1,480.00	33,376	334
Dist 3	$37,000	$1,110.00	$370.00	$740.00	$2,220.00	$1,480.00	29,117	292
Dist 5	$37,000	$1,110.00	$370.00	$740.00	$2,220.00	$1,480.00	27,445	275
School Board	$37,633	$1,128.99	$376.33	N/A	$1,505.32		153,119	1,532
Dist 2 & 4								

Qualifying Fee & Petition Information

Special Districts & CDDs

Office	Seats	Total Fees	Petitions
Clay County Soil & Water	Seats 2, 4	$ 25.00	25
Crossings at FI CDD	Seats 1, 2, 5	$ 25.00	25
Double Branch CDD	Seats 1, 3, 5	$ 25.00	25
Fleming Island Plant. CDD	Seats 3, 4	$ 25.00	25
Lake Asbury MSBD	Seats 1, 3, 5, 6, 7, 8, 9	$ 25.00	25
Magnolia West CDD	Seats 4, 5	$ 25.00	25
Middle Village CDD	Seats 2, 4	$ 25.00	25
Pine Ridge CDD	Seats 2, 4, 5	$ 25.00	25
Ridgewood Trails CDD	Seats 1, 3, 5	$ 25.00	25
Rolling Hills CDD	Seats 1, 3	$ 25.00	25
South Village CDD	Seats 2, 4	$ 25.00	25
Two Creeks CDD	Seats 1, 2, 3	$ 25.00	25

Political Party Executive Positions

- The only qualifying document is the Candidate Oath
  DS-DE 305 CM Committeemen and Committeewomen
- Do not file a DS-DE 9 (Appointment of Campaign Treasurer and Designation of Campaign Depository).
- If such an individual receives a contribution or makes an expenditure, he/she must file a one-time campaign finance report – due on 4th day before Primary Election; a waiver report is not required (Section 106.0702, F.S.)

Political Advertising

The following information and examples may be found in the
Candidate & Campaign Treasurer Handbook

Political Advertising

A political advertisement is a paid expression in a communication medium prescribed in Section 106.011(4) F.S., which expressly advocates the election or defeat of a candidate.

Disclaimer not required for:

- Candidate petitions
- Items designed to be worn
- Novelty items worth less than $10, and are not in opposition to a candidate.
- Link or graphic that directs the user to a site that does require a disclaimer.
- A message placed on a social networking website
- A text message that is less than 200 characters.

More details are in Section 106.143 F.S.

Political Advertising

Disclaimers must be verbatim per Section 106.143, F.S.

Examples – Non-incumbent partisan candidate running for partisan office:

Elect Jane Doe for
County Commission District 5
Paid by Jane Doe, Republican,
for County Commission

OR

Elect Jane Doe for
County Commission District 5
Political Advertisement paid for and approved by
Jane Doe, Republican, for County Commission

Examples – Incumbent partisan candidate running for partisan office:

Re-elect Jane Doe
County Commission District 5
Paid by Jane Doe, Democrat,
for County Commission

OR

Elect Jane Doe
County Commission District 5
Political Advertisement paid for and approved by
Jane Doe, Democrat, for County Commission

Examples – Non-incumbent NPA candidate running for partisan office:

Jane Doe for
County Commission District 5
Paid by Jane Doe, NPA,
for County Commission

OR

Elect Jane Doe
County Commission District 5
Political Advertisement paid for and approved by
Jane Doe, NPA, for County Commission

Political Advertising

Disclaimers must be verbatim per Section 106.143, F.S.

Examples – Non-incumbent candidate running for nonpartisan office:

Elect Jason Educator for
School Board District 2
Paid by Jason Educator, for School Board

OR

Elect Jason Educator for
School Board
Political Advertisement paid for and approved by Jason Educator for School Board

Examples – Incumbent candidate running for nonpartisan office:

Re-elect Ima Teacher
School Board District 2
Paid by Ima Teacher for School Board

OR

Elect Ima Teacher
School Board
Political Advertisement paid for and approved by Ima Teacher for School Board

For more information please review the *Candidate & Campaign Treasurer Handbook*

Election Laws

Laws to Be Familiar With…

- Resign-to-Run *(Section 99.012(3), F.S.)*
- Federal Hatch Act *(5 USC § 1501 – 1508)*
- Changing Parties for Partisan Offices *(Section 99.021, F.S.)*
- Changing the Designation of Office *(Section 106.021(1), F.S.)*
- Statement of Solicitation *(Section 106.0701, F.S.)*
- Certain Prohibited Acts *(Section 106.15, F.S.)*
- Solicitation from Religious/Charitable/Civic Organizations *(Section 106.08(5), F.S., and Division of Elections Opinion 04-03)*
- Making Malicious Statements *(Section 104.271, F.S.)*
- Certifying a False Report *(Sections 106.07(5) and 106.19, F.S.)*
- Limitations on Political Activity for Judicial Candidates *(Section 105.071, F.S., and DOE Opinion 78-34)*

Common Violations of Chapter 106

- Accepting contributions or making expenditures prior to appointing a campaign treasurer and designating a campaign depository.
- Failure to file regular reports of all contributions and all expenditures.
- Failure of a candidate with opposition to return any contribution received less than 5 days prior to the election.
- Failure of a person to mark all political advertisements as a "pd. pol. adv." or a "paid political advertisement" and to identify the sponsor.

Sign Ordinances

Candidate Sign Ordinances

- **Florida Statute** 106.143
- **Clay County Code** Section 15-10
  Use, placement or erection of certain structures on polling places and early voting sites prohibited.
- **Clay County Land Development Code**
  Article VII, Section 7-27 (g)

Campaign Signs

Election Sign: A temporary sign erected or displayed for the purpose of expressing support for or opposition to a candidate or stating a position regarding an issue upon which the voters of the County shall vote.

What is permitted?

One election sign (attached or freestanding) for each candidate and each issue per parcel.

On residential parcels, sign shall not exceed six square feet in sign area. Height shall not exceed four feet.

On nonresidential parcels and parcels zoned AG and AR, sign shall not exceed thirty-two square feet in sign area and eight feet in height.

What is permitted?

Permanent onsite digital signs and digital billboards may be used as election signs.

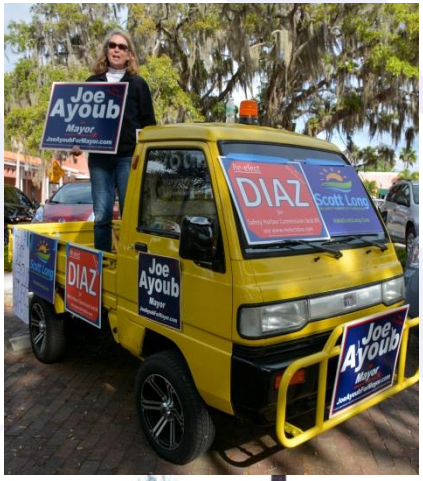
All freestanding signs must be set back at least five feet from all property lines and located outside of any traveled way and sight visibility triangle.

All election signs must be removed within **seven calendar days** following the election to which it pertains.

What is NOT permitted?

Election signs may not be erected within the property boundary of any parcel utilized as a polling place on election day, or within the property boundary of any parcel utilized as an early voting site during the early voting period.

What is NOT permitted?



Prohibited Election Signs

- Wind signs
- Revolving signs
- Roof signs
- Any sign in the public right-of-way
- Signs that have unshielded illuminating devices
- Signs that obscure from view any official traffic or governmental sign, signal or device
- Any sign nailed, fastened or affixed to a tree
- Any sign located on property without the permission of the owner

Elect
Your
CANDIDATE
YOUR MESSAGE

vote
karen sun
city councillor

A nous le choix

Republican For
Paul
DRUCKER
STATE REPRESENTATIVE

Jim
Flaherty
Conservative

VOTE
WAYNE
ABRAHAM
Hobbie
PERKINS
MAYOR
VOTE
Yvonne
CITY COUNCIL
Not Happy with
Your Choices for
Mayor or City Council?
WRITE IN (Your choice!)

MAYOR
GEORGE
SMITHERMAN

Supervisor of Elections' Resources

- **Office**
  - District and/or Custom Maps
  - Voter Data
  - Computer Access for Financial Reporting

- **Website**
  - Candidate Financial Reporting System (Electronic Filing System- *Campaign Reports*)
  - Downloadable maps
  - File Access to: Daily Mail Ballot Status (candidates with opposition)
  - Election Day hour-by-hour voter turnout
  - Important Dates/Reporting Dates/Links/FAQs

General Information

Candidate Courtesy

BCC “Blind Carbon Copy” recipients when sending emails to multiple people to prevent disclosure of email addresses

SOE office is nonpartisan

Please refrain from discussing politics or candidates while in the office

Resourceful Links

All Candidate Forms & Publications are available at the following:

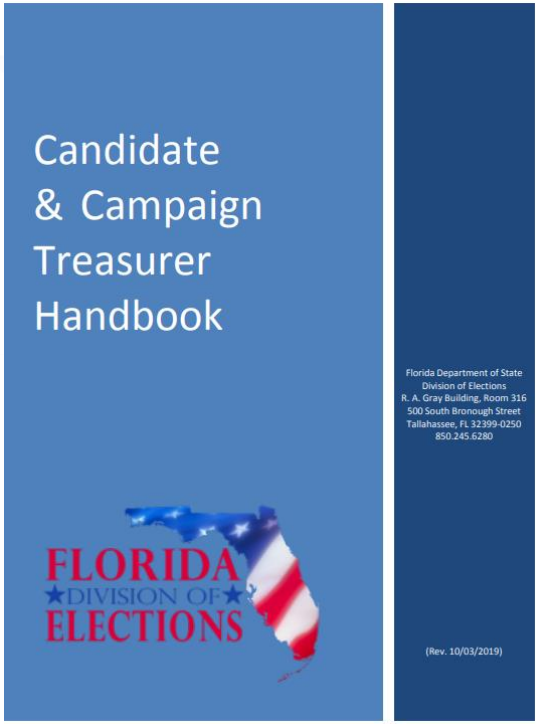
- Division of Elections website: http://dos.myflorida.com/elections/
- Supervisor of Elections website: ClayElections.gov

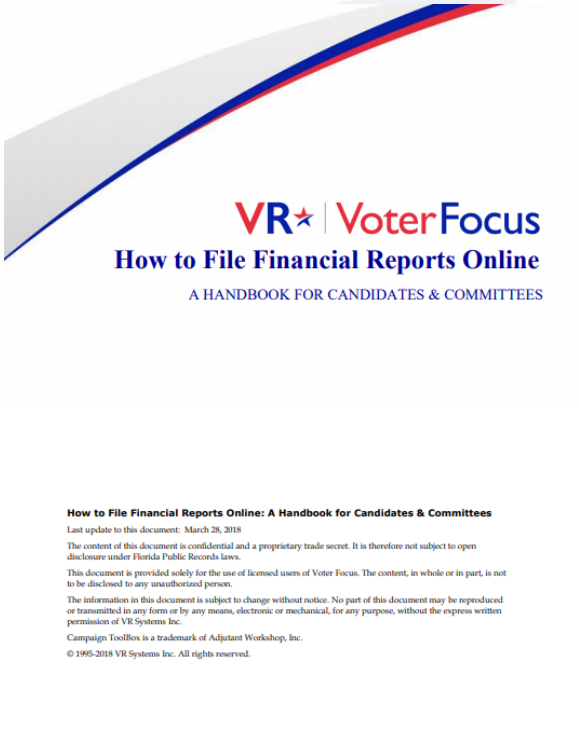
Publications

Most of the information you'll need as a candidate may be found in…

The Candidate and Campaign Treasurer Handbook and

How to File Financial Reports Online





Located at **ClayElections.gov** under **Candidates and Committees**
- Candidate Forms & Publications