CANDIDATES

PALM BEACH COUNTY SUPERVISOR OF ELECTIONS
Revised November 2020
SUPERVISOR OF ELECTIONS

Supervisor of Elections
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West Palm Beach, FL 33415

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Disclaimer

- Our Candidate Department has thoughtfully put together this information and it should answer many of your questions; however, it is not comprehensive.

- It is **your responsibility**, as a candidate, to follow all relevant Florida Election Laws and local charters that might have a bearing on your filing or your qualifications to run for office.

- The information provided is **not intended to provide legal advice** and is for general guidance only. Please note that it is not within the purview of this office to determine whether a candidate meets the requirements for holding office. Individuals with questions concerning their own or other candidate qualifications or related matters should seek legal counsel. Candidates bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained therein.
BECOMING A CANDIDATE
BECOMING A CANDIDATE

A candidate is a person who:

1. Seeks to qualify for nomination or election;

2. Appoints a treasurer and designates a primary depository;

3. Receives contributions or makes expenditures, or appoints another person to receive contributions or make expenditures, with a view to bring about his/her nomination, election or retention to public office;

4. Files qualification papers and subscribes to a candidate’s oath as required by law.

F.S. 106.011(3)
MUNICIPAL OFFICES

• Mayor
• Town Council
• City Commission

Contact the Municipal Clerk within your municipality for filing information.
MUNICIPAL OFFICES

• For candidates running for Municipal offices, the qualifying officer is the Municipal Clerk. All campaign documents are filed with the Municipal Clerk.

• Any information regarding campaign contributions and expenditures will be contained within the campaign files in the office of the Municipal Clerk. These files are open to public inspection and copies of the reports may be purchased.
FILING DOCUMENTS

Appointment of Campaign Treasurer and Designation of Campaign Depository (DS-DE 9)

Every candidate **MUST** file this form with their filing officer prior to opening a campaign account.

A candidate may be their own treasurer or deputy treasurer.
Statement of Candidate (DS-DE 84)

The following form must be filed within 10 days of your Appointment of Campaign Treasurer and Designation of Campaign Depository.

F.S. 106.023
WRITE-IN CANDIDATES

- File, qualify, and submit reports in the same manner as other candidates
- Are **NOT** required to pay a filing fee, election assessment, or party assessment
- Will **NOT** have their name printed on the ballot; a space will be provided on the ballot where the write-in candidate’s name may be written

*F.S. 99.021, 99.061(4)(a)(b) & 105.041(4)*
TREASURER REPORTS
FILING REPORTS

• Monthly upon becoming a candidate

• Frequency increases the 60th day before the Primary Election

• Weekly for a statewide candidate filing with the Division of Elections until the 4th day before the General Election

• Bi-weekly on Friday for any other candidate until the 4th day before the General Election

• Additional reports are required on the 25th and 11th days before the Primary & General Elections

F.S. 106.07
INCOMPLETE REPORTS

• The Municipal Clerk will notify the Candidate and Treasurer by e-mail and certified mail

• Seven days to respond to notification

F.S. 106.07
HOW REPORTS ARE AUDITED

COMPLETION AND COMPLIANCE REVIEWS

A completion review is to determine that all the required information is provided.

A compliance review is to determine that activity is reported correctly, limits are not exceeded, correct coding is used, etc.

F.S. 106.07(2)(b)
LATE REPORTS

The filing officer has no responsibility with regard to the fine.

*See DE Opinion 00-04*

The filing officer is required to:
- Notify the candidate and treasurer of the fine.
- Notify the Florida Elections Commission if the fine is not paid.

Filing officer may:
- File an enforcement action in Circuit Court to collect the fine once a final order is entered by the FEC.

*F.S. 106.07(8)(b)*
CALCULATION OF FINES

• The calculation of fines begins the day after the report is due, even if it is a Saturday, Sunday, or legal holiday, and includes the day of filing.

See DE Opinion 91-07

EXAMPLE:

A report that is due on Friday and is not received until Tuesday is 4 days late.

• There is no automatic fine for a waiver report.

F.S. 106.07(8)(b)
CALCULATION OF FINES

• Any candidate failing to file a report on the designated due date shall be subject to a fine that must be paid from the candidate’s personal funds – not campaign funds, or may be paid by someone else.

• $50 per day for the first 3 days late and thereafter $500 per day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report.

F.S. 106.07(8)(b)
HOW THE FINE IS CALCULATED

1. Calculate the fine based upon the Daily Method.

   *Multiply the number of days late by the appropriate fine rate*

2. Calculate the fine based upon the Percentage Method.

   *Review expenditures and contributions in the current report*
   
   *Multiply the greater of the two by 25%*

3. Compare the fine amounts using each method.

4. The amount of the fine will be the lesser of the two calculated amounts.
CALCULATING FINES

Example: Report **NOT** due immediately preceding an election and **NOT** a termination report *(DE Reference Guide 0013).*

- Report was 4 days late
- Expenditures = $10,000 and Contributions = $20,000
- Calculation of fine using daily method:
  \[3 \text{ days} \times \$50 \text{ per day} + 1 \text{ day at } \$500 \text{ per day} = \$650\]
- Calculation of fine using percentage method:
  \[20,000 \times 25\% = \$5,000\]
- Fine to be imposed = **$650**
COMMON REPORTING ERRORS

- The word “Confidential” used in place of an address
- A generic phrase in the occupation field (e.g. business person)
- A missing or vague description of in-kind contributions
- An expenditure made prior to becoming a candidate
- Contribution limits exceeded
- Joint contributions (Signature on check)
COMMON REPORTING ERRORS

• Refund of contribution or returned check reported as an expenditure

• Petty cash was spent in increments greater than $100

• Petty cash withdrawals in excess of limits

• Reporting petty cash withdrawn without reporting petty cash spent or vice versa

• Anonymous contributions (Explain)
COMMON REPORTING ERRORS

• Incorrect contribution/expenditure codes
• Reimbursements or prepaid expenses not itemized
• Activity reported in wrong cover period
• Payment to a credit card company (other than the one used for the campaign account)
TERMINATION REPORT ERRORS

• Not using the correct codes:
  • Transfer to office account – TOA
  • Disposing of surplus funds – DIS

• Improper use of funds (post election)

• Failing to pay petition verification fees

• Termination report does not balance

• Contributions received after the deadline
CONTRIBUTIONS
CONTRIBUITIONS

A contribution is a gift, subscription, deposit, loan, payment, distribution of money, or anything of value made for the purpose of influencing the results of an election.

This includes in-kind contributions having a traceable monetary value in any form.

F.S. 106.011(5)(a)
CONTRIBUTIONS

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 services and the fair market value must be reported to the candidate by the contributor.

What will you contribute?

F.S. 106.055
CONTRIBUTIONS

Anonymous Contributions must be reported. The Candidate cannot spend the anonymous contribution; he or she must donate the amount to an appropriate entity that meets the qualification code 501(c)(3), after the campaign.

Exceptions: Services provided without compensation by individuals volunteering a portion or all of their time on behalf of a candidate including, but not limited to, legal and accounting services.

F.S. 106.011(5) & 106.025
CAMPAIGN FUNDRAISERS

**Fundraiser:** Any event held to raise funds in a campaign for public office. All monies and contributions received are deemed campaign contributions and shall be accounted for and subject to the same restrictions as other campaign contributions.

*Expenses paid by others are in-kind contributions*

Campaign fundraiser advertisements and tickets must comply with the political disclaimer requirements of F.S. 106.143.

F.S. 106.025(1)(c)
CONTRIBUTION LIMITS

Statewide office or Supreme Court Justice:
$3,000.00 per election

All other candidates:
   Individual - $1,000.00 per election
   Business Entity - $1,000.00 per election
   Cash Contributions - $50.00 per election
   Cashier’s Check - $50.00 per election

A child under the age of 18 may contribute (provided the funds were not given to the minor as a gift for the purpose of making the contribution, and is not in any way controlled by an individual).

Above limits do not apply to contributions made by a State or County Executive Committee of a Political Party or Affiliated Party Committee.

F.S. 106.08 & 106.09
CONTRIBUTIONS

Loans made by a candidate to his/her own campaign are UNLIMITED. This does not apply to a spouse or other family member. Their contribution limit is $1,000.00 per election.

Candidates may receive contributions via the following:

• Wire Transfers and Payment Collection Applications (such as PayPal, Venmo, Cash App, etc.)

• Money Order, Debit and Credit Cards (categorized as a check)

• Contributions from a trust

F.S. 106.08 & 106.09 & DOE Opinion 94-02 & 00-03
CONTRIBUTIONS VIA PAYPAL

• A candidate may solicit donations through their campaign emails with a PayPal icon embedded in the email.

• Recipients may click on the PayPal icon to make contributions to the campaign.

• PayPal contributions must be reported the same way as all other contributions.

DOE Opinion 09-03
REPORTING PAYPAL

• Coded as a check

• Report the entire amount as a contribution

• Report transaction fee as an expenditure

• Date of receipt is when money is moved into the campaign account, not the date the transaction is made by the contributor

DOE Opinion 08-07
REPORTING CONTRIBUTIONS

• Date the contribution was received by the candidate, campaign or deputy treasurer or agent for the campaign

• Name and complete address of the contributor

• 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

F.S. 106.08
CONTRIBUTIONS

The deadline for accepting contributions is midnight on the Thursday preceding the election

Primary & General Elections are considered separate elections for contribution purposes

• Contributions must be deposited in the campaign account within 5 business days of receipt, excluding Saturday, Sunday, and legal holidays

• Any contribution received less than five (5) days prior to an election MUST be returned

F.S. 106.08
RETURNING A CONTRIBUTION

Before being deposited into the campaign account

Report the contribution on the ‘Contributions Returned’ Form
(DS-DE 2)

F.S. 106.08(3)(a)(b)
RETURNING A CONTRIBUTION

If the contribution is returned AFTER it has been deposited into the campaign account:

• Report the contribution

• Write a check from the campaign account to the contributor for the amount of the contribution

• Report on the itemized contribution form; coded as ‘refund’

• The amount is reported as a negative

• A written explanation may be needed by the candidate

F.S. 106.08
REPORTING LOANS

Once elected to office, all personal loans exceeding $500.00, which are made 12 months prior to the election and are used for campaign purposes, must be reported within 10 days of being elected.

Report all loans to your filing officer using forms DS-DE 73 & DS-DE 73A.

F.S.106.075
REPORTING LOANS

CAMPAIGN LOANS REPORT
(Section 106.075, F.S.)
(PLEASE TYPE)

This report applies to all candidates ELECTED to office who had loans exceeding $500 in value, which were accepted and used for campaign purposes within the 12 months preceding the election. All such loans must be reported to the filing officer within 10 days after the candidate’s election to office.

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<th>Full Name of Newly Elected Official</th>
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<tr>
<td>Office</td>
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<td>Mailing Address</td>
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<td>City</td>
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<td>State</td>
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<tr>
<td>Zip Code</td>
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</table>

I CERTIFY THAT I HAVE EXAMINED THIS REPORT AND IT IS TRUE, CORRECT AND COMPLETE.

Type or Print Name of Newly Elected Official

X

Signature

CAMPAIGN LOANS REPORT ITEMIZED

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<tr>
<th>FULL NAME AND ADDRESS OF LENDER:</th>
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<td>OCCUPATION:</td>
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EXPENDITURES
EXPENDITURES

An expenditure is a:

• Purchase, Payment, Distribution, Loan, Advance

• Transfer of funds between a primary depository and a separate interest-bearing account or certificate of deposit

• A gift of money or anything of value made for the purpose of influencing the results of an election

F.S. 106.011(10)(a)
EXPENDITURES

Who can sign checks drawn on the Campaign Account?

Campaign Treasurer or Deputy Treasurer

A candidate can **NOT** sign checks **UNLESS** they have appointed themselves as a treasurer or a deputy treasurer for their campaign.

All campaign expenditures are paid by a check drawn on the campaign account.

_F.S. 106.11_
EXPENDITURES

• The campaign treasurer or deputy campaign treasurer who signs the check is responsible for the completeness and accuracy of the information on the check and for ensuring it is an authorized expenditure.

• There must be sufficient funds in the account before writing the check.

F.S. 106.011
PETTY CASH

- The campaign treasurer must write a check drawn on the primary campaign account.
- May only be used for office supplies, transportation expenses, and other necessities.
- May **NOT** be used for the purchase of time, space, or services from any communications media.
- Report the total withdrawn and the total amount spent in each reporting period.
- Not required to be itemized.
PETTY CASH LIMITS

Petty Cash amounts **BEFORE QUALIFYING**

$500.00 per calendar quarter

Petty Cash amounts **AFTER QUALIFYING**

$500.00 per week for statewide candidates

$100.00 per week for all other candidates

F.S. 106.12
The campaign treasurer must keep detailed accounts of all expenditures and be current within two days after the expenditure has been made.

All expenditures must include:

• Date of the expenditure
• Name and complete address of the payee
• Purpose and amount of expenditure

F.S. 106.06
**DEBIT & CREDIT CARDS**

**Debit Cards** may be used with the following guidelines:

- Obtained from the same bank as the primary depository
- Issued to any treasurer or authorized user (limit 3)
- Requires that the account contain the name of the candidate within it (F.S. 106.11(2)(a))
- The use of **Credit Cards** is restricted to statewide candidates (F.S. 106.125)
A candidate or spouse of a candidate may not use campaign funds to defray normal living expenses for the candidate or their immediate family other than expenses actually incurred during the campaign for transportation, meals, and lodging.
REIMBURSEMENTS

A candidate or other individual may be reimbursed for expenses incurred in connection with the campaign by a check drawn on the campaign account.

The full name and address of each person to whom the candidate or other individual made payment for which reimbursement was made by a check drawn on the campaign account shall be reported together with the purpose of such payment.

F.S. 106.021(3)(b)
FUNDRAISER EXPENSES

All expenditures made with respect to a campaign fundraiser which are made or reimbursed by a check drawn on the campaign account shall be deemed to be campaign expenditures and must be accounted for and subject to the same restrictions as other campaign expenditures.

F.S. 106.025
VIOLATIONS

Any candidate; campaign manager, campaign treasurer, or deputy treasurer of any candidate; agent or person acting on behalf of any candidate; or other person who knowingly and willfully:

• Accepts a contribution in excess of the limits prescribed by F.S. 106.08

• Fails to report any contribution required to be reported by F.S. Chapter 106

F.S. 106.19
VIOLATIONS

• Falsely reports or deliberately fails to include any information required by F.S. Chapter 106

• Makes or authorizes any expenditure in violation of F.S. Section 106.11(4), or any other expenditure prohibited by F.S. Chapter 106

That individual is guilty of a misdemeanor of the first degree, punishable as provided in F.S. Section 775.082 or 775.083
TERMINATION REPORTS

*Must be filed within 90 days of withdrawing, becoming unopposed, being eliminated or elected to office*

- Purchase ‘thank-you’ advertising (for up to 75 days)
- Pay for obligated items
- Pay expenditures necessary to close the campaign
- Open an Office Account, if elected
- Dispose of surplus funds per F.S. 106.141

*F.S. 106.11(5)*
SURPLUS FUNDS

Prior to disposing of surplus funds

1. The candidate may reimburse himself/herself in full or part for any previously reported contributions he/she made to their campaign.

2. Reimburse in full or in part the Supervisor of Elections office for checking petitions in which an ‘Undue Burden’ was filed.

F.S. 106.141
SURPLUS FUNDS

Disposing of surplus funds

1. Return contributions pro rata to each contributor.

2. Donate funds to a charitable organization or an organization that meets the qualifications of a 501(c)(3).

3. Donate funds to the candidate’s Political party or to an affiliated party committee. Amount can be no more than $25,000.

F.S. 106.141
TERMINATION REPORTS

Any candidate who fails to dispose of funds in their campaign account in the manner provided commits a **MISDEMEANOR of the first degree**, punishable as provided in Section 775.082 or 775.083.

*F.S. 106.11 & 106.141*
CHANGING OFFICE

A candidate can change the designation of office by filing a new form (DS-DE 9) with the filing officer.

Within 15 days after filing the change with the filing officer the candidate must send a written notice to all contributors.

The candidate must offer (in the notice) to return their contribution, using the pro-rata procedure.

A copy of form DS-DE 86 ‘Request for Return of Contribution’ must accompany the notice.
REQUEST FOR RETURN OF CONTRIBUTION

(Section 106.021, F.S.)

(Please Type)

I, ______________________________________________________, hereby request that the pro rata share of my contribution to the campaign of ______________________________________ as a candidate for the office of ______________________________________ be returned to me pursuant to Section 106.021(1)(a), Florida Statutes.

X

Signature

Date

____________________________________________________

Street Address

City  State  Zip Code

DS-DE 96 (Rev. 09/05)
If the contributor returns form DS-DE 86 within **30 days**, the candidate must return a pro rata share of all contributions given in support of the original office.

*F.S. 106.021*
CHANGING OFFICE

Request for Return of Contribution

NOT RETURNED

If the contributor does not return form DS-DE 86 within 30 days after receiving the notice, the candidate may use the contribution for the newly designated office.

The full amount of the contribution for the original office counts towards contribution limits for the new office.

F.S. 106.021
PRO RATA REFUND

The dollar amount contributed to the campaign that remains in the campaign account on the date the candidate filed the change of designation.

\[
\text{MINUS} \quad \text{The amount already obligated for goods or services}
\]

\[
\text{DIVIDED BY} \quad \text{The total dollar amount contributed to the campaign}
\]

\[
\text{MULTIPLY BY} \quad \text{The dollar amount contributed by the individual}
\]
PRO RATA REFUND

The candidate received a total of $5,000 from all contributors.

Of this amount, the candidate has $2,500 remaining in the campaign account with an outstanding amount of $500 owed for goods and services.

This leaves $2,000 in the account to be used for pro rata refunds.

One contributor gave $500 and wishes to have it returned.

\[
\begin{align*}
$2,500 - $500 &= $2,000 \\
$2,000 \div $5,000 &= 40\% \times 500 &= $200
\end{align*}
\]
QUALIFYING
QUALIFYING FEES

The Qualifying fee must be:

• Paid by a properly executed check

• Drawn on the campaign account

• Written for the exact amount

F.S. 99.061(7)(a)(1)
QUALIFYING REQUIREMENTS

• Appointment of Campaign Treasurer and Designation of Campaign Depository (DS-DE 9)
• Statement of Candidate (DS-DE 84)
• Candidate Oath
• Form 1, Statement of Financial Interests
• Qualifying Fee AND/OR Petition Certification

F.S. 99.061
CANDIDATE OATH
STATE AND LOCAL PARTISAN OFFICE

Check applicable one:
☐ Candidate with party affiliation
☐ Candidate with no party affiliation
☐ Write-in candidate

Candidate Oath
(Section 99.021(1)(a), Florida Statutes)

I, __________________________

(Print name above as you wish it to appear on the ballot. If your first name consists of two or more names but has no
hyphen, check box ___. See page 2 - Compound Last Names. No change can be made after the end of qualifying.
Although a write-in candidate’s name is not printed on the ballot, the name must be printed above for oath purposes.)

am a candidate for the office of __________________________

(Office) __________________________

(District #) __________________________

(Circuit #) __________________________

: my legal residence is __________________________ County, Florida; I am a qualified elector

(Group or Seat #) __________________________

under the Constitution and the Laws of Florida to hold the office to which I desire to be nominated or elected. I have qualified for
no other public office in the state, the term of which office or any part thereof runs concurrent with the office I seek; and I have
resigned from any office from which I am required to resign pursuant to Section 99.012, Florida Statutes; and I will support
the Constitution of the United States and the Constitution of the State of Florida.

Statement of Party
(Section 99.021(1)(b), Florida Statutes)

(Complete Statement of Party only if you are seeking to qualify for nomination as a party candidate.)

I am a member of the __________________________ Party; I have not been a registered member of any other political
party for 365 days before the beginning of qualifying preceding the general election for which I seek to qualify; and I have paid
the assessment levied against me, if any, as a candidate for said office by the executive committee of the political party, of which
I am a member.

Candidate’s Florida Voter Registration Number (located on your voter information card):

Phonetic spelling for audio ballot: Print name phonetically on the line below as you wish it to be pronounced on the audio
ballot as may be used by persons with disabilities (see instructions on page 2 of this form). [Not applicable to write-in candidates.]

Signature of Candidate __________________________ Telephone Number __________________________ Email Address __________________________

Address __________________________ City __________________________ State __________________________ ZIP Code __________________________

STATE OF FLORIDA
COUNTY OF __________________________

Sworn to (or affirmed) and subscribed before me by ☐ physical or
☐ online presence this _______ day of __________, 20__

Personally Known: __________________________ or Produced Identification: __________________________

Type of Identification Produced: __________________________

Signature of Notary Public __________________________

Notary Public, Print, Type, or Stamp Commissioned Name of Notary Public below:

ADDENDUM: The candidate has been certified as a qualified candidate for the office specified in this oath.

DS-DE 3015L (Rev. 04/20)

Rule 1S-2.0001, F.A.C.
FINANCIAL DISCLOSURE FORM 1

- Form 1, Statement of Financial Interests
- Form must be signed
- Filed as part of a candidate’s qualifying documents
FORM 1
STATEMENT OF FINANCIAL INTERESTS
2020

MANNER OF CALCULATING REPORTABLE INTERESTS:
Filers have the option of using reporting thresholds that are absolute dollar values, which requires fewer calculations, or using comparative thresholds, which are usually based on percentage values (see instructions for further details). Check one.
☐ COMPARATIVE (PERCENTAGE) THRESHOLDS
☐ DOLLAR VALUE THRESHOLDS

PART A - PRIMARY SOURCES OF INCOME
(Major sources of income to the reporting person - See instructions)

NAME OF SOURCE OF INCOME

ADDRESS

DESCRIPTION OF THE SOURCE

PRINCIPAL BUSINESS ACTIVITY

PART B - SECONDARY SOURCES OF INCOME
(Major sources of income to businesses owned by the reporting person - See instructions)

NAME OF BUSINESS ENTITY

NAME OF MAJOR SOURCE OF BUSINESS INCOME

ADDRESS OF SOURCE

ACTIVE OR INACTIVE

PART C - REAL PROPERTY
(Land, buildings owned by the reporting person - See instructions)

ADDRESS

DESCRIPTION OF PROPERTY

NATURE OF OWNERSHIP

PART D - INTANGIBLE PERSONAL PROPERTY [Stocks, bonds, certificates of deposit, etc. - See instructions]
(If you have nothing to report, write "none" or "nil")

NAME OF CREDITOR

ADDRESS OF CREDITOR

PART E - LIABILITIES [See instructions]
(If you have nothing to report, write "none" or "nil")

NAME OF CREDITOR

ADDRESS OF CREDITOR

PART F - INTERESTS IN SPECIFIED BUSINESSES [Ownership or positions in certain types of businesses - See instructions]
(If you have nothing to report, write "none" or "nil")

NAME OF BUSINESS ENTITY

ADDRESS OF BUSINESS ENTITY

PRINCIPAL BUSINESS ACTIVITY

PART G - TRAINING
For elected municipal officers, appointed school superintendents, and commissioners of a community redevelopment agency created under Part F, Chapter 166, the reporting person must complete annual ethics training pursuant to section 12.3140, F.S.

I CERTIFY THAT I HAVE COMPLETED THE REQUIRED TRAINING.

IF ANY OF PARTS A THROUGH G ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE ☐

SIGNATURE OF FILER:

Signature:

Date Signed:

CPA or ATTORNEY SIGNATURE ONLY

If a certified public accountant licensed under Chapter 473, or attorney in good standing with the Florida Bar prepared this form for you, fill in the space below.

C.P.A. or Attorney Signature:

Date Signed:

FILING INSTRUCTIONS:

Candidates file this form with their campaign filing.

MULTIPLE FILING UNNECESSARY: A candidate who files a Form 1 with a qualifying officer is not required to file with the Commission or Supervisor of Elections.

WILLING TO FILE?: Initially, each local officer/employee, state officer, and specified state employee must file within 30 days of the date of his or her appointment or the beginning of employment. Appointees who must be certified by the Senate must file prior to confirmation, even if less than 30 days from the date of their appointment.

Candidates must file at the same time they file their qualifying papers.

Thereafter, file by July 15 following each calendar year in which they hold their positions.

Finally, file a final disclosure form (Form 1F) within 90 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filing of a final filing of a CE Form 1 if the officer was in his or her position on December 31, 2020.
PETITION PROCESS
PETITION REQUIREMENTS

• Must have your Appointment of Campaign Treasurer form on file with your filing officer prior to collecting signatures

• Check with your Municipal Clerk on the petition format

• Candidate is responsible for reproducing the petition form

• No disclaimer is necessary UNLESS campaign literature accompanies the petition

• Must check nonpartisan box

• Candidate’s Group or District designation (if applicable)
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, 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 __________________________

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

☐ Nonpartisan ☐ No party affiliation ☐ __________________________ Party candidate for the office of ______

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

Date of Birth or Voter Registration Number Address

City County State Zip Code

Signature of Voter Date Signed (MM/DD/YY) [to be completed by Voter]
VOTER’S INFO ON PETITIONS

Petitions must include the following information to be valid:

• Voter’s name
• Voter’s address
• Voter’s entire date of birth or voter registration number
• Voter’s original signature
• Date signed by voter

F.S. 99.097
SUBMITTING PETITIONS

• Municipal candidates must submit their petitions to the Municipal Clerks office

• Petitions are verified at the Supervisor of Elections Main office at a cost of $0.10 per name

• Once verified, the petitions are returned to the Municipal Clerk's office

• As a candidate, you should know the number of petitions being submitted

• You are encouraged to submit your petitions as they are collected rather than waiting until the deadline

F.S. 99.097(4)(5)(6)
POLITICAL DISCLAIMERS
Any political advertisement that is paid for by a candidate that is published, displayed, or circulated must prominently state:

**Political advertisement paid for and approved by (name of candidate), (party affiliation), for (office sought)**

Abbreviation – pd. pol. adv.

(name of candidate), (party affiliation), for (office sought)

F.S. 106.143
POLITICAL DISCLAIMERS

If the candidate is not an incumbent for the office sought, the candidate cannot use the word “re-elect” and must use the word “for” between the name of the candidate and the office sought so incumbency is not implied.

F.S. 106.143(6)
EXCEPTIONS TO DISCLAIMERS

**Novelty Items** which have a retail value of $10 or less, that support a candidate but do not oppose a candidate, are **NOT** required to have a political disclaimer.

**Bumper Stickers** are not required to use the word “for” between the candidate’s name and the office being sought however, the political disclaimer is **required**.

![Blue hat with text: Vote for _______]

F.S. 106.143
CAMPAIGN SIGNS

• Signs must be removed within 30 days of being elected, eliminated or withdrawing.

• Counties and Municipalities may have additional requirements for the placement and removal of campaign signs.

F.S. 106.1435
POLL WATCHERS
A poll watcher is someone who is designated by a candidate, the Chair of the political party, or political committee to observe the conduct of electors and officials.

Each candidate and each political party may have **ONE** watcher in each polling room or early voting area at any one time during the election.

Poll watcher designations must be on the form prescribed by the Division of Elections (DS-DE 125).

*F.S. 101.131*
Designation of Poll Watchers

Section 1. Election

Election Date: [ ]
Select Early Voting or Election Day: [ ]

Section 2. Category of Authorized Persons

I am a candidate (or candidate designee*) for the following office in this election:

Complete Only One of the Boxes Below:

[ ] I am the chair (or designee*) of the County Executive Committee of the following Party:
[ ] I am the chair (or designee*) of the following Political Committee:

* A candidate or chair as indicated above must first submit a written, signed designation to the supervisor of elections (or for statewide candidates/issues, to the Division of Elections) authorizing the designee to designate poll watchers on his or her behalf.

Section 3. Candidate/Chair/Designee

I request that the listed person(s) below (none of whom is a candidate or a sheriff, deputy sheriff, police officer or other law enforcement officer), who are qualified and registered voters of the county in which they will serve, be approved as poll watchers at the locations indicated below.

Name: [ ]
Address: [ ]
Email address: [ ]
Phone: [ ]

By submitting this form, I certify that I am the person listed above and I am authorized under s. 101.131, Florida Statutes, to designate poll watchers.

Date Submitted: [ ]

Note: This form becomes a public record when submitted to the Supervisor of Elections.

Section 4. List of Designated Poll Watchers

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>Residential Address</th>
<th>Phone #</th>
<th>Polling Place / Early Voting Site (Either write &quot;All Locations&quot; or specify location)</th>
<th>Approved (Y/N)</th>
<th>Assigned Badge Number</th>
</tr>
</thead>
</table>

Early Voting Deadline - No later than noon at least 14 days before early voting begins
Election Day Deadline - No later than noon of the 2nd Tuesday before the election
# Designation of Poll Watchers

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</table>
INSTRUCTIONS FOR POLL WATCHER DESIGNATIONS

1. Each candidate/political party/political committee may have only one poll watcher per polling room or early voting area at any one time.
2. A candidate whose name will appear on the ballot in a future election may not designate poll watchers for an election in which the candidate's name is not on the ballot.
3. Designation of Poll Watchers, Form DS-DE 125, must be used to request designation of poll watchers. Separate forms must be submitted for designating Early Voting and Election Day poll watchers. Sufficient information concerning the desired poll watcher must be completed on the form so that the Supervisor of Elections can identify the person as a registered voter in the supervisor's county.
4. Form DS-DE 125 and any attachments to it may be provided to the supervisor of elections by personal delivery, mail, fax, or email.
5. The deadlines to submit a request for poll watcher designation:
   - For Early Voting (EV) — No later than noon at least 14 days before EV begins.
   - For Election Day — No later than noon of the second Tuesday preceding the election.
6. The Supervisors of Elections must approve or disapprove the designation of poll watchers for early voting areas no later than 7 days before the start of early voting and the designations for poll watchers for polling rooms on Election Day, on or before the Tuesday before the election.

POLL WATCHERS

A poll watcher:
1. Must be a qualified and registered voter of the county in which they serve as poll watcher.
2. Cannot be a candidate, sheriff, deputy sheriff, policeman, or other law enforcement officer.
3. Who is designated for a specific location is not precluded from going to another polling room/EV area if the number of poll watchers at any particular polling room/EV area does not exceed the allowable number for the applicable candidate/political party/political committee.
4. Who is designated for "All locations/areas" (at-large) is not permitted to be present in a polling room/EV area at the same time as another poll watcher designated by the same candidate/political party/political committee.
5. Will be provided a Poll Watcher Identification Badge by the Supervisor of Elections. The poll watcher must wear his or her Poll Watcher Identification Badge while in the polling room or EV area.
6. Must bring his or her own materials and necessities.
7. Is allowed within the polling room to observe the conduct of the election. He or she may not obstruct the orderly conduct of the election.
8. May observe the voter check-in process. He or she may not come closer to the inspectors' table or the voting booths than is reasonably necessary to perform the poll watcher's functions.
9. May not speak to or otherwise interact with voters nor provide assistance to a voter in any way with the voting of his/her ballot, unless a Request for Assistance Form is completed at the voter's request.
10. May make and provide written voter challenges to the precinct clerk.
11. Shall pose any questions regarding polling place procedures directly to the precinct clerk for resolution.

Note: For further details or requirements governing the designation and conduct of poll watchers, refer to sections 101.131 and 101.111, Florida Statutes; Rule 15-2.034 of the Florida Administrative Code; and the rule's incorporated form, DS-DE 11, which contains the Polling Place Procedures Manual.
The names of your poll watchers must be submitted to the City Clerk on TUESDAY, FEBRUARY 23, 2021 by noon.
VOTER DATA
VOTER DATA

Voter data may be purchased from the Supervisor of Elections Office. Go to www.pbcelections.org and choose Records/Data. Choose Data Requests >> Registered Voter Information Report to complete the online request form. Once completed you need to visit one of our office locations to pay. Once paid we can begin to process your order.

- Digital (Dropbox)
- Flashdrive – must be picked up at one of our offices

$20 Flat Rate Fee
VOTE-BY-MAIL SUBSCRIPTION

Vote By Mail information is available to the following people:

• A Political Party or Official
• A Candidate who has qualified and is opposed in an upcoming election
• Registered Political Committees for Political Purposes Only
• The Canvassing Board
• An Election Official

The cost is $110.00 which includes the initial drop.
VOTE-BY-MAIL SUBSCRIPTION

• To request a Vote-By-Mail Subscription, you can go to www.pbcelections.org and choose Records/Data

• Vote-By-Mail Data Requests

• Select ‘Click here to complete the online Vote-By-Mail Ballot Information Request form’

• Once the form is completed and sent to our office we will verify that you are eligible to receive the information you are requesting. If you are, then you will receive an email with an Invoice attached.

• You can bring your payment to any one of our 4 offices

• Once payment is received you will receive a username and password along with the link to access your data
PROHIBITED ACTS
PROHIBITED ACTS

A candidate may not:

• with actual malice, make any false statement about an opposing candidate.

• pay or give anything of value to speak in furtherance of his/her candidacy.

• *solicit or accept a contribution in a government owned building.*

• use the services of any state, county, municipal, or district officer or employee of the state during working hours.

F.S. 104.271 & 106.15
PROHIBITED ACTS

A candidate may not:

• use a state or county owned aircraft or motor vehicle to further their candidacy.

• solicit contributions from any religious, charitable, civic, or other causes or organizations established primarily for the public good.

• make contributions in exchange for political support.

F.S. 106.08(5) & 106.15
FLORIDA ELECTIONS COMMISSION
FLORIDA ELECTIONS COMMISSION

Florida Elections Commission (FEC):

• is a separate and independent entity from the Division of Elections and the Supervisor of Elections

• has investigative authority

• accepts sworn complaints from anyone who has information of a violation of Florida Statutes, chapters 104 or 106

The ‘Confidential Complaint Form’ is FEC 002 and can be found on [www.fec.state.fl.us](http://www.fec.state.fl.us)

F.S. 106.25
CONFIDENTIAL COMPLAINT FORM

1. PERSON BRINGING COMPLAINT:
   Name: ___________________________________________  Work Phone: (____) ______
   Address: _________________________________________  Home Phone: (____) ______
   City: __________________  County: __________  State: __________  Zip Code: ______

2. PERSON AGAINST WHOM COMPLAINT IS BROUGHT:
   A person can be an individual, political committee, committee of continuous existence, political party,  
   electioneering communication organization, club, corporation, partnership, company, association, or any  
   other type of organization. (If you intend to name more than one individual or entity, please file multiple  
   complaints.)
   Name of individual or entity: ____________________________
   Address: ___________________________________________
   Phone: (____) ______
   City: __________________  County: __________  State: __________  Zip Code: ______
   If individual is a candidate, list the office or position sought:
   Have you filed this complaint with the State Attorney’s Office? (check one)  ☐ Yes  ☐ No

3. ALLEGED VIOLATION(S):
   Please list the provisions of The Florida Election Code that you believe the person named above may have  
   violated. The Commission has jurisdiction only to investigate the following provisions: Chapter 184,  
   Chapter 106, and Section 105.071, Florida Statutes. Also, please include:
   ✔ The facts and actions that you believe support the violations you allege,
   ✔ The names and telephone numbers of persons you believe may be witnesses to the facts,
   ✔ A copy or picture of the political advertisements you mention in your statement,
   ✔ A copy of the documents you mention in your statement, and
   ✔ Other evidence that supports your allegations.

4. OATH
   STATE OF FLORIDA
   COUNTY OF ____________________________
   I swear or affirm, that the above information is true and correct to the best of my knowledge.

   Original Signature of Person Bringing Complaint
   ____________
   ____________________________
   Print, Type, or Stamp (Commissioner of State Public)
   Personally known  Or Produced Identification
   ____________________________
   Type of Identification Produced

   Any person who files a complaint while knowing that the allegations are false or without merit commits a  
   misdemeanor of the first degree, punishable as provided in Sections 775.082 and 775.083, Florida Statutes.
HELPFUL RESOURCES

Division of Elections (http://dos.myflorida.com/elections)

Forms & Publications:
• Forms
• Candidate and Campaign Treasurer Handbook
• Candidate Petition Handbook
• Florida Election Laws
• Election Dates and Activities Calendar

Supervisor of Elections (www.pbcelections.org)
• ‘Candidates’ tab
Thank You!

We are here to assist you.
QUESTIONS?

Email candidates@pbcelections.org, or call our main office 561-656-6200