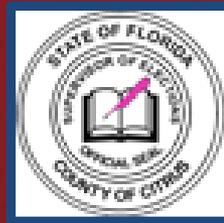


# Candidate Workshop

**Susan Gill**  
**Supervisor Of Elections**  
**[www.VoteCitrus.com](http://www.VoteCitrus.com)**



# Objectives of the Workshop

- **Introduce the SOE Candidate Support Team**
- **The Candidate Process**
  - Filing for Office
  - Campaign Treasurer
  - Campaign Depository
  - Qualifying
  - Campaign Finance Reports
- **Important Information to Note**
  - Political Advertising
  - Voter Reports – Vote by Mail
  - Laws
  - Common Violations in Chapter 106
- **Supervisor of Elections' Resources**
- **Question & Answer Session**

# Your Candidate Support Team

Susan Gill – Supervisor of Elections

Elizabeth Atkinson – Candidate Qualifying

Maureen Baird – Data Requests & Vote by Mail Ballots

E-mail: [vote@votecitrus.com](mailto:vote@votecitrus.com)

Website: [www.votecitrus.com](http://www.votecitrus.com)

Phone: (352) 341-6740 or (352) 564-7120

# Candidate Process

## **Disclaimer:**

*This workshop 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 Any information in this session which conflicts with the applicable state or municipal law at the time, will be superseded by said law.*

## **Note: Florida Statute 99.061(7)5(c)**

*The filing officer performs a ministerial function in reviewing Qualifying Papers.*

# Filing Documents

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 BOXES: <input type="checkbox"/> Initial Filing of Form <input type="checkbox"/> Filing to Change: <input type="checkbox"/> Treasurer/Deputy <input type="checkbox"/> Depository <input type="checkbox"/> Office <input type="checkbox"/> 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: <input type="checkbox"/> 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 <input type="checkbox"/> Write-in <input type="checkbox"/> No Party Affiliation    _____ Party candidate.	
9. I have appointed the following person to act as my <input type="checkbox"/> Campaign Treasurer <input type="checkbox"/> 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 <input type="checkbox"/> Primary Depository <input type="checkbox"/> 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: <input type="checkbox"/> Campaign Treasurer <input type="checkbox"/> Deputy Treasurer.	
Date	X Signature of Campaign Treasurer or Deputy Treasurer
DS-DE 9 (Rev. 10/16) <span style="float: right;">Rule 19-2.0001, F.A.C.</span>	

**DS-DE 9** Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates

STATEMENT OF CANDIDATE FOR JUDICIAL OFFICE (Section 105.031(5), F.S.) (Please Type)	OFFICE USE ONLY
I, _____,  a judicial candidate, have received, read, and understand the requirements of the Florida Code of Judicial Conduct.	
_____	
(Signature of candidate)	
_____	
(Date)	
Each candidate for judicial office, including an incumbent judge, shall file a statement with the qualifying officer, within 10 days after filing the Appointment of Campaign Treasurer and Designation of Campaign Depository.	
DS-DE 83 (Rev. 03/08)	

**DS-DE 83** Statement of Candidate for Judicial Office  
**DS-DE 84** Statement of Candidate

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)	

DS-DE 84 (05/11)

# Special District Candidates

Special District candidates are not required to file a DS-DE 9

**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

# Campaign Treasurer

## Treasurer:

- Shall keep detailed accounts of all contributions and expenditures made by or on behalf of the candidate.
- Must keep accounts current within 2 days after the date of any contribution and/or expenditure.
- Shall deposit all funds received by the end of the 5th business day into the campaign depository.
- Shall preserve all account records for a number of years equal to the term of office to which the candidate seeks election.
- Shall file regular reports of all contributions and expenditures.
- May be fined \$1,000 or more or be subjected to criminal penalties for failing to file a campaign report or filing an incomplete/inaccurate report .

# Campaign Depository

## Depository:

- Is designated at the same time as a treasurer is appointed (via DS-DE 9)
  - \*Designating a campaign depository is merely naming the financial institution where your campaign funds will be deposited (most banks require an initial deposit to open a account and a contribution cannot be accepted prior to the candidate filing Form DS-DE 9.)*
- 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.
  - \*Only the treasurer /deputy treasurer can sign a campaign check.*

# 2020 Qualifying

• Qualifying period is a one-week period in which candidates are required, by law, to file additional forms in order to have their name placed on the ballot.

Those forms are:

- Candidate Oath
  - Financial Disclosure Form (*Form 1 or Form 6*)
  - Qualifying Fee (*must be paid with Campaign check*) or Alternative Method Petition Certification
- The SOE may accept and hold qualifying papers up to 14 days before qualifying begins; they will be processed after qualifying begins.

	Judicial Candidates	Non-Judicial Candidates
SOE may accept & hold qualifying papers	Apr 6	May 25
Qualifying begins	April 20 Noon	Jun 8 Noon
Qualifying ends	April 24 Noon	Jun 12 Noon

# Qualifying Fee & Petition Information

Office	Salary	Filing Fee 3%	Assessmt Fee 1%	Party Assessmt Fee (Dem/Rep) 2%	Total Fees		Registered Voters- Last Gen Election	Petitions Required 1%
					Major Party	Minor Party NPA		
Clerk of the Circuit Court, Property Appraiser, Tax Collector, Superintendent of Schools, Supervisor of Elections	\$129,064	\$3,871.92	\$1,290.64	\$2,581.28	\$7,743.84	\$5,162.56	109,388	1,094
Sheriff	\$138,491	\$4,154.73	\$1,384.91	\$2,769.82	\$8,309.46	\$5,539.64	109,388	1,094
County Commission District 1, 3, & 5	\$63,106	\$1,893.18	631.06	\$1,262.12	\$3,786.36	\$2,524.24	109,388	1,094
School Board District 2 & 4	\$35,378	\$1,061.34	\$353.78	NA	\$1,415.12		109,388	1,094
Citrus County Community Charitable Found								
Seat 1	NA	NA	NA	NA	\$25.00		NA	25
Mosquito Control Board	\$4,800	NA	NA	NA	\$25.00		NA	25
Homosassa Special Water District								
Seats 1, 3, & 5	\$4,800	NA	NA	NA	\$25.00		NA	25

# 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.

*Note: Federal & Special District candidates are not required to file DS-DE 9 first.*

- Petitions are valid only for the qualifying period immediately following filing.
- Petition format **must** adhere to DOE's Form DS-DE 104 specifications.
- Candidates are required to supply, print or make copies of their 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 this fee waived.*

## 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)

Name of Candidate

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]

Party Affiliation

Nonpartisan  No 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 or Voter Registration Number  
(MM/DD/YY)

05/05/55 OR 123456789

Address

123 Main St.

City

Inverness

County

Citrus

State

FL

Zip Code

34450

Signature of Voter

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

# Dates to Remember

2020	Judicial Candidates	Non-Judicial Candidates
Petitions due to SOE	March 23 Noon	May 11 Noon
SOE may accept & hold qualifying papers	April 6	May 25
Written resignations due if terms of offices, or any party thereof, run concurrently with each other	April 10	May 29
Deadline for SOE to certify to the DOE the number of valid signatures for candidates seeking to qualify by the petition method	April 13	June 1
Qualifying begins	April 20 Noon	June 8 Noon
Qualifying ends	April 24 Noon	June 12 Noon



**Candidate Workshop**  
**Requests for Voter Registration**  
**Information**  
**And**  
**Election Night Results**



# Request for Voter Registration Information

Candidates and Parties campaign to registered voters to ask for their vote.

Available for your convenience is a free CD of the list of registered voters. You may stop by and pick one up or have the file emailed. Please call the SOE office and ask for Maureen “Mo” Baird.

The file includes instructions on the data layout and field information. The file is in a .txt format. If you have Microsoft Excel 10 or higher, this program will hold the entire voter file.

If you have a specific request or you are not sure of what you want please call and speak with Mo directly. She will go over your data request individually with you to ensure you receive the maximum information you need to reach your goal.



# Vote-by-Mail Ballots and Candidates

Candidates and Parties target Vote-by-Mail ballots to campaign for votes.

Because...past statistics prove it is likely that a person who requests a Vote-by-Mail ballot will vote and return their ballot.





# What is a Vote-by-Mail Ballot?

A Vote-by-Mail ballot is a ballot that is mailed to the voter from the elections office prior to election day.

Any registered voter or immediate family member can request a Vote-by-Mail ballot. **If the ballot is to be sent to an address that is not on file with the SOE, the voter must make the request in writing and sign the request.**

The voter will mark their mail ballot at home and return it to the elections office. To have the ballot count, it must be in the elections office by 7:00 pm election night.

Vote-by-Mail ballots are canvassed and processed prior to and election night up to 7:00pm.





# Who is allowed to receive Vote-by-Mail ballot information?

F.S. 101.62(3) This information shall be confidential and exempt from the provisions of s. 119.07(1) and shall be made available to or reproduced only for the voter requesting the ballot, a canvassing board, an election official, a political party or official thereof, a candidate who has filed qualification papers and is opposed in an upcoming election, and registered political committees or registered committees of continuous existence, for political purposes only.



# Mail Ballot Addresses

- How will the candidate receive absentee data?
- A candidate will complete an “Affidavit to Obtain Vote by Mail Information”
- The affidavit allows you to choose the type of information you want to receive (party, districts).
- You will receive a password and log in from the elections office. Your password will not be given to anyone except the candidate.
- You will log into our website at [www.votecitrus.com](http://www.votecitrus.com) each day and extract the file. The file format is .txt file. It is a database format.

# Mail Ballot Addresses



- What is in the data file?
- The address in this electronic file is the address to which the voter has requested the ballot be mailed to. It might or might not be the voter's Citrus County address.
- Mail ballots are mailed out no fewer than 45 days before the election for military and overseas voters and between the 40th and 33rd day for civilian voters. (civilian is the bulk of ballots mailed out)

# Mail Ballot

- The first drop of vote by mail ballots is significantly higher than each day thereafter.
- The most important aspect of utilizing the vote by mail ballot information is the timeframe we are working within. The elections office has about 4 - 5 weeks to mail out and receive the ballots back for an election.

# Mail Ballot

- A candidate may have the first batch of mail ballot information at any time after qualifying. (the closer to the election the file will contain more voter information)
- The elections office mails out the first batch of mail ballots and each day thereafter until 4 days prior to the election. A daily run of mail ballots will be mailed. An electronic file will be generated after 2pm each day for the candidate and posted on the SOE website for you to log in and extract your file.
- Your goal will be for the voter to receive your mailing piece prior to or (at the latest) the same time as they receive their vote by mail ballot.

# What to expect Election Night

## *Election Results*

- Results will be tabulated shortly after the polls close.
- Printouts of unofficial election results will be available at the elections office and on our website.
- The final Unofficial results will be posted on the Supervisor of Elections website at [www.votecitrus.com](http://www.votecitrus.com) on election night.

# Publications



Supervisor of Elections  
Susan Gill  
Citrus County

## Citrus County CANDIDATE GUIDE 2020 Election Cycle



**KNOW THE LAWS  
YOUR CANDIDACY DEPENDS ON IT!**

THIS GUIDE WAS CREATED TO ENHANCE YOUR UNDERSTANDING OF THE FLORIDA ELECTION LAWS.  
THIS IS NOT A REPLACEMENT OF THE LAWS PROVIDED BY THE STATE OF FLORIDA.

Website: [www.vote Citrus.com](http://www.vote Citrus.com) E-mail: [vote@vote Citrus.com](mailto:vote@vote Citrus.com)  
Authorized by the Citrus County Supervisor of Elections

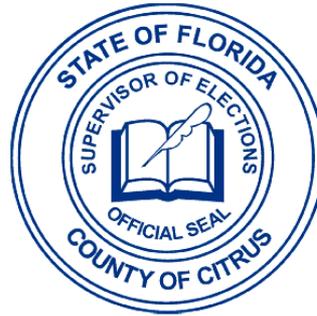
Updated 10/7/19

## 2016 Candidate & Campaign Treasurer Handbook



Florida Department of State  
Division of Elections  
R. A. Gray Building, Room 316  
500 South Bronough Street  
Tallahassee, FL 32399-0250  
850.245.6280

(Rev. 01/22/16)



## How to File Financial Reports Online

*Book for Candidates & Committees*

Revised 6/26/19

## 2020 Candidate Petition Handbook



Florida Department of State  
Division of Elections  
R. A. Gray Building, Room 316  
500 South Bronough Street  
Tallahassee, FL 32399-0250  
850.245.6280

7/16/2019

## The Florida Election Code

Chapters 97 – 106, Florida Statutes  
Revised: July 2017

Florida Department of State  
Division of Elections

Prepared pursuant to Section 97.025, Fla. Stat., with the assistance of the Florida  
Legislature, Office of Legislative Services, Division of Law Revision and Information.



# What do I need to create reports online?

- It is Mandatory that all candidates filing with the Supervisor of Elections use the Electronic Filing System.
  - You will be given a Password, Candidate ID Number, and two (2) Electronic Filing PIN numbers.
  - 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

## 2019 Calendar of Reporting Dates

Candidates, Political Committees and  
Electioneering Communications Organizations  
registered with the Division of Elections

<u>Cover Period</u>	<u>Report Code</u>	<u>Due Date</u>
1/1/19 – 1/31/19	2019 M1	2/11/19
2/1/19 – 2/28/19	2019 M2	3/11/19
3/1/19 – 3/31/19	2019 M3	4/10/19
4/1/19 – 4/30/19	2019 M4	5/10/19
5/1/19 – 5/31/19	2019 M5	6/10/19
1/1/2018 – 12/31/2018	2018 MUC* (PC Only)	7/1/19
6/1/19 – 6/30/19	2019 M6	7/10/19
7/1/19 – 7/31/19	2019 M7	8/12/19
8/1/19 – 8/31/19	2019 M8	9/10/19
9/1/19 – 9/30/19	2019 M9	10/10/19
10/1/19 – 10/31/19	2019 M10	11/12/19
11/1/19 – 11/30/19	2019 M11	12/10/19
12/1/19 – 12/31/19	2019 M12	1/10/20

\* If not reported as individual contributions when received, a political committee must report contributions that comprise multiple uniform contributions from the same person aggregating no more than \$250 per calendar year, collected by an organization that is the affiliated sponsor of the political committee. The report must list the name, address, and occupation of the person making the contribution; however, the occupation need not be listed if the aggregate contribution from the person is \$100 or less.

## 2020 Election Dates

### Presidential Preference Primary

March 17, 2020

### Primary Election

August 18, 2020

### General Election

November 3, 2020

# Here's an example of a financial report.

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

(1) Name: Carolyn J. Casadonte  
 (2) Address: 1645 Harrington CT, Suite C, Palmetto, FL 32314  
 (3) ID Number: 96

OFFICE USE ONLY  
 ONLINE SUBMISSION [1014376]

Check appropriate box(es):  
 Candidate (office sought): County Commission District 4  
 Political Committee  
 Committee of Continuous Existence  
 Party Executive Committee  
 Electioneering Communication

(5) REPORT IDENTIFIERS  
 Cover Period: From 4/1/2009 To 7/1/2009 Report Type Q2  
 Original  Amendment  Special Election Report  Independent Expenditure Report

(6) CONTRIBUTIONS THIS REPORT  
 Cash & Checks \$ 150.00  
 Loans \$ 0.00  
 Total Monetary \$ 150.00  
 In-Kind \$ 300.00

(7) EXPENDITURES THIS REPORT  
 Monetary Expenditures \$ 500.00  
 Transfers to Office Account \$ 0.00  
 Total Monetary \$ 500.00  
 (8) Other Distributions \$ 0.00

(9) TOTAL Monetary Contributions To Date \$ 2,850.00  
 (10) TOTAL Monetary Expenditures To Date \$ 1,275.00

(11) CERTIFICATION  
 I certify that I have examined this report and it is true, correct, and complete.  
 Individual (only for electioneering commun.)  
 Treasurer  Deputy Treasurer  
 Candidate  Chairperson (only for PC, PTY or electioneering commun. organization)



First, there's a summary page.

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	(7) Full Name (Last, Suffix, First, Middle)	(8) Street Address & City, State, Zip Code	(9) Contributor Type	(10) Occupation	(11) Contribution Type	(12) In-kind Description	(13) Amount
4/21/2009	Barber, Anna Lee	411 Wilson Blvd Palmetto, FL 32312	I		CH		\$105.00
4/21/2009	Kirk, Marsha	439 E. 11th Street Palmetto, FL 3	I		CH		\$50.00
4/21/2009	Smith, Reid C.	144 Anderson Rd Palmetto, FL 32312	I	restaurant owner	IK	lunch for campaign meeting	\$300.00

DS-DE 13 (Rev. 0803) SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

Then, an itemized list of contributions.



Next, a list of expenditures



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	(7) Full Name (Last, Suffix, First, Middle)	(8) Street Address & City, State, Zip Code	(9) Purpose (add office sought if contribution to a candidate)	(10) Expenditure Type	(11) Amount
5/19/2009	Davis Communications, P.O. Box 3489 Tallahassee, FL 32312		retainer for advertising	MC	\$500.00
/ /					
/ /					
/ /					
/ /					
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/ /					
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/ /					

DS-DE 14 (Rev. 0803) SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

# Contribution Limits

- A candidate may not receive more than \$1000 per election from any one person or business.
- A candidate's contributions to his/her own campaign are UNLIMITED.
- Contribution limit for cash or cashier's check is \$50.

# Contribution Types

- **Cash or Cashier's Check**
- **Checks** – Must be made payable to candidate's campaign account.
- **Debit Cards** – Categorized as a “check” for reporting purposes.
- **Pay Pal** – List the contribution in whole, then list the fee as an expenditure.

**Credit cards may be accepted for contributions, if you have the ability to accept them. You may not however, use them for purchases unless you are a statewide candidate**

# 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 via a short message service.

More details are in Sec. 106.143 F.S.

# Political Advertising

## Disclaimers must be verbatim per Sec. 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, Rep., for County  
Commission

OR

**Elect Jane Doe for  
County Commission District 5**  
Political Advertisement paid for and approved by  
Jane Doe, Rep., for County Commission

Examples – Incumbent partisan candidate running for partisan office:

**Re-elect Jane Doe  
County Commission District 5**  
Paid by Jane Doe, Rep., for County  
Commission

OR

**Elect Jane Doe  
County Commission District 5**  
Political Advertisement paid for and approved by  
Jane Doe, Rep., 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 Sec. 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

- District, group, or seat number is not required in ad or disclaimer.
- Elect or Re-elect is not required.
- Bumper stickers do not require the word “for” in body of ad.
- Tickets or advertising for fund raiser require disclaimer.

# Political Advertising

## Non-incumbent Advertisements

### Required:

- The word "**for**" must be used in the body of such advertisement between the name of the candidate and the office sought. This does not apply to bumper stickers or items designed to be worn by a person.

### Prohibited:

- The word "**re-elect**" may not be used if the candidate is not the incumbent for the office sought.

F.S. 106.143(6)

# Political Advertising

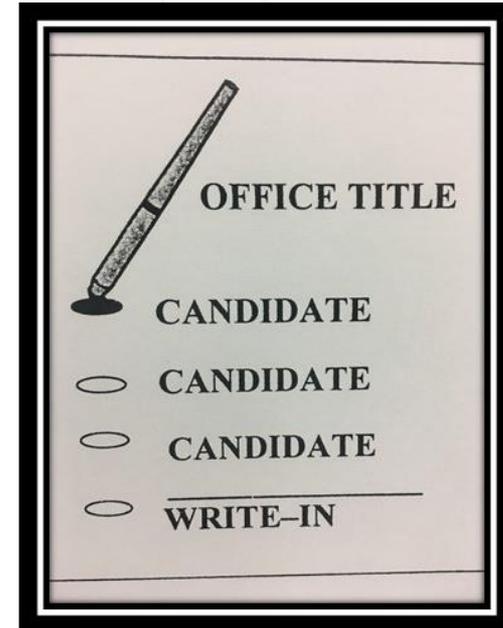
## Campaign Mailer

Helpful Hint.....

Use a more accurate picture of how to vote a ballot when creating mailers.

Using a ✓ is not the correct way to mark a ballot and may not be a valid vote!

Ensure votes count by filling in the oval!



# Political Advertising

## Examples of Non-incumbent Advertisements with Disclaimers

### Non-incumbent Advertisements

Elect John Doe  
For  
County Commission  
District 5

Political Advertisement paid for and  
approved by John Doe, Green  
Party of Florida, for County  
Commission

Elect John Doe  
For  
County Commission  
District 5

Paid by John Doe, Green Party  
of Florida, for County  
Commission

Note: A candidate running for an office that has a district, group, or seat number does not have to indicate the district, group, or seat number in the political advertisement or disclaimer.

# Fund Raisers

- A campaign fund raiser is any affair held to raise funds to be used in a campaign for public office. Campaign fund raisers may not be held until the person becomes a candidate. (*Sections 106.011(11) and 106.025, F.S.*)
- Any tickets or advertising for such a campaign fund raiser must comply with the requirements of section 106.143, F.S. (Advertising disclaimer)

# Contributions from Fund Raisers

- All monies and contributions received with respect to a campaign fund raiser are campaign contributions. All contributions are subject to the contribution limits contained in Section 106.08, F.S., and are to be accounted for and reported as any other contribution. (*Section 106.025, F.S.*)
- Name and address will be needed for reporting each contributor.
- \$50 limit on cash contributions – example ticket sales
- Any tickets or advertising for a campaign fund raiser must comply with the advertising disclaimer requirement in 106.143.



# Expenditures for Fund Raisers

- All expenditures with respect to a campaign fund raiser which are made or reimbursed by a check drawn on the campaign account of the candidate are campaign expenditures. All expenditures must be accounted for and are subject to the same restrictions as other campaign expenditures. *(Section 106.025, F.S.)*

# Closing Campaign Account

- Disposition of Funds – A candidate who withdraws his candidacy, becomes unopposed, is eliminated or elected to office may only expend funds within 90 days from the campaign account in accordance with 106.141, F.S.
- These funds may only be expended from the campaign account to:



# Disposition of Funds

- Purchase “thank you” advertising for up to 75 days after he or she withdraws, becomes unopposed or is eliminated or elected.
- Pay for items which were obligated **before** he or she withdrew, became unopposed or was eliminated or elected.
- Pay expenditures necessary to close down the campaign office and to prepare final campaign reports.
- Dispose of surplus funds as provided in section 106.141, F.S.

F.S. 106.11 (5)(a)(b)(c)(d)

# Disposition of Funds

Prior to disposing of surplus funds –

- A candidate who makes a loan to his or her campaign and reports the loan by s106.07 may be reimbursed for the loan at any time the campaign account has sufficient funds to repay the loan and satisfy its other obligations. F.S. 106.11(6)

# Disposition of Funds

- Return pro rata to each contributor the funds which have not been spent or obligated.
- Donate the funds to charitable organizations, which meet the qualifications of 501(c)(3) of the Internal Revenue Code.
- Give not more than \$25,000 of the funds that have not been spent or obligated to the political party of which such candidate is a member.
- In the case of a candidate for office of a political subdivision, to such political subdivision to be deposited in the general fund.

# 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.*)

**Making Contributions in the Name of Another** (*Section 106.08(5), 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 Division of Elections Opinion 78-34)*

# Common Violations in Chapter 106

- A candidate accepting contributions or making expenditures prior to appointing a campaign treasurer and designating a campaign depository.
- Failure of the treasurer of a candidate to file regular reports of all contributions received, and all expenditures made, by or on behalf of the candidate or political committee.
- Failure of a candidate with opposition in an election or his campaign treasurer to return any contribution received on the day of the election or less than 5 days prior to the day of 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.

**Source:** Florida Elections Commission  
<http://www.fec.state.fl.us/juris/index.html#106>



# Supervisor of Elections' Resources

## Office

- Data: Voter Lists
- Computer Access for Financial Reporting

## Website

- Candidate Financial Reporting System (Electronic Filing System- *Campaign Reports*)
  - File Access to: Daily Vote by Mail Ballot Status
  - Election Day hour-by-hour voter turnout
  - Misc. Information: Important Dates/Reporting Dates/Links/FAQs
- 

# Candidate Sign Ordinances

- **Florida Statute 106.1435**
- **Citrus County Code**  
Chapter 9 - 9210
- **City of Inverness**
- **City of Crystal River**

For questions regarding Citrus  
County ordinances please contact  
Citrus County Code Enforcement  
524-5350

# Candidate Sign Ordinances

## Removal of Political Signs

- **Citrus County** – All political signs shall be removed **within seven days** following the date of the General Election. Unsuccessful candidates shall be removed **within seven days** of the Primary.
- **City of Inverness** – All political signs shall be removed **within seven days** after a candidate ceases to be a candidate for office.
- **City of Crystal River** – Political signs shall be removed **within seven days** following the election.

# Questions & Answers

*Remember...*

*The Candidate and Campaign Treasurer Handbook is your best friend!*

# Questions & Answers

- If I want to run as a no party affiliation candidate, can I still be registered to vote as a Republican or Democrat?

Yes. Any registered elector who qualifies for office without party affiliation will have their name placed on the ballot at the general election without party affiliation. (Section 99.0955(1), F.S.)

# Questions & Answers

- What if I want to change my campaign treasurer or other officers?

File a reappointment of campaign treasurer (Form DS-DE 9) with the filing officer along with a copy of the letter of resignation or removal.

# Questions & Answers

- When can I start collecting signatures to qualify as a petition candidate?

Before collecting any signatures, all candidates must file the Appointment of Campaign Treasurer and Designation of Campaign Depository (Form DS-DE 9) with the filing officer. Each petition must be submitted before noon, May 11, 2020.

# Questions & Answers

- Do I have to itemize small contributions of \$5, \$10, \$50 etc.?

Yes. The law provides no exceptions for the reporting of contribution information, regardless of the size of the contribution. The full name and address of the contributor are also required. (Section 106.07(4)(a) F.S.)

# Questions & Answers

- If my treasurer is out of town, can I have an extension to file my report?

No, the election laws do not provide for an extension under these circumstances. (Section 106.04(4)(b)1; 106.07(2)(b) and (3), F.S.)

# Questions & Answers

- Can a corporation give to a candidate?

Yes. A corporation is under the definition of a “person” in Chapter 106, F.S. (Section 106.011(14), F.S.)

# Questions & Answers

- I was given cash at a rally and have no information on who it is from. What do I do?

Report this contribution on your campaign report but do not spend these funds on the campaign. After the campaign is over, dispose of the funds pursuant to Section 106.141, F.S.

# Questions & Answers

- I have more candidate questions not covered in this presentation, who can help me?

Call our office at any time!

341-6740 or 564-7120