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I. CANDIDATE EDUCATION

A. Becoming a Candidate

A candidate is defined in F.S. 97.021(7), as any person to whom any one or more of the following applies:

- any person who seeks to qualify for nomination or election by means of the petitioning process;
- any person who seeks to qualify for election as a write-in candidate;
- any person who receives contributions or makes expenditures, or gives his or her consent for any other person to receive contributions or make expenditures, with a view to bringing about his or her nomination or election to, or retention in, public office;
- any person who appoints a treasurer and designates a primary depository; or
- any person who files qualification papers and subscribes to a candidate's oath as required by law.

Note: This definition does not include any candidate for a political party executive committee.

B. Who Can Be A Candidate?

- Anyone who is a registered voter (F.S. 99.021);
- Anyone who is not a registered member of another political party other than the one under which they are filing/qualifying; and,
- Anyone who has not been a registered member of any other political party for 365 days before the beginning of qualifying preceding the general election for which the candidate seeks to qualify (includes political party executive committee office). F.S. 99.021 The last day for such person to make the applicable change is April 23, 2023, for the Judicial qualifying period and June 11, 2023, for the County and Special District qualifying period.

C. How Can I Prepare To Be A Candidate?

Each candidate desiring to run for countywide office in Citrus County should schedule an appointment for one-on-one guidance to become informed on the requirements to run for public office in Citrus County.

The Supervisor of Elections has an online presentation of the specific requirements to run for the office sought. The presentation includes the general requirements of running a political campaign and financial reporting.

The Candidate Workshop Presentation is found www.votecitrus.gov under the Candidates/Committees section.

Note: The Candidate Presentation is highly recommended by the Supervisor of Elections for all candidates.

D. Candidate Guides, Forms, And Documents

The Supervisor of Elections office will provide a Candidate Packet with materials and links. The packet includes: the Citrus County Candidate Guide, required forms, how to access Chapter 106 Florida Statutes, Petition Handbook, and candidate information.

II. CANDIDATE FILING

A. Forms

- Supervisor of Elections Candidate Petition Certification
- CE Form 1 Statement of Financial Interests
- CE Form 6 Full and Public Disclosure of Financial Interests
- DS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates
- DS-DE 19A Affidavit of Undue Burden
- DS-DE 83 Statement of Candidate for Judicial Office
- DS-DE 84 Statement of Candidate
- DS-DE 104 Candidate Petition Form

B. Florida Candidate Restrictions

F.S. 99.012 defines candidate restrictions to include:

- No person may qualify as a candidate for more than one public office, whether federal, state, district, county, or municipal, if the terms or any part thereof run concurrently with each other.
- No officer may qualify as a candidate for another state, district, county, or municipal public office if the terms or any part thereof run concurrently with each other without resigning from the office he or she presently holds.
 - The resignation is irrevocable.
 - The written resignation must be submitted at least 10 days prior to the first day of qualifying for the office he or she intends to seek.
 - The resignation must be effective no later than the earlier of the following dates:
 - > The date the officer would take office, if elected; or
 - > The date the officer's successor is required to take office.
- A person who is a subordinate officer, deputy sheriff, or police officer must resign effective upon qualifying pursuant to this chapter if the person is seeking to qualify for a public office that is currently held by an officer who has authority to appoint, employ, promote, or otherwise supervise that person and who has qualified as a candidate for reelection to that office.

C. Federal Hatch Act- Federal Employees

The Federal Hatch Act restricts certain individuals from participating in certain political activities if the individual is either a federal employee or works for an entity which is funded in part or entirely by federal funding.

Candidates should investigate the impacts of the Federal Hatch Act early in the campaign process to avoid violations. This summary is contained in the manual for information purposes but is not a

substitute for the candidate researching the possible impact of the Federal Hatch Act.

More information on the Federal Hatch Act can be found at <https://www.fda.gov/about-fda/ethics/hatch-act-political-activity-and-federal-employee#Hatch>.

D. Form DS-DE 9

Form DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates, is the first document that must be filed with the Supervisor of Elections office to become a candidate. At the same time, the candidate must designate the office for which they are running. A candidate can appoint a campaign treasurer and designate a campaign depository at any time, but no later than the date the candidate qualifies for office, and before any contributions are received, any expenditures are made, and any signatures are obtained on a candidate petition.

Form DS-DE 9 must be filed with the filing officer:

- **Prior** to opening the campaign account.
- **Prior** to the candidate accepting any contributions or making any expenditures or authorizing another to accept contributions or make expenditures on the person's behalf.
- **Prior** to obtaining signatures on a DS-DE 104, Candidate Petition.

Note: The form is considered “filed” only when the filing officer receives the form (not upon mailing) and determines that the form is complete.

E. Form DS-DE 84 and Form DS-DE 83

Each candidate seeking to run for countywide office must submit a DS-DE 84 Statement of Candidate.

Form DS-DE 84, Statement of Candidate, must be filed with the Supervisor of Elections office, within ten days after filing Form DS-DE 9. This form states that the candidate has been provided access to read and understand the requirements of Chapter 106, Florida Statutes. F.S. 106.023

Each candidate seeking to run for judicial office must also submit a DS-DE 83, Statement of Candidate for Judicial Office, including an incumbent judge. Form DS-DE 83 must be filed with the Supervisor of Elections office, within ten days after filing Form DS-DE 9. This form states that the candidate has received, read, and understands the requirements of the Florida Code of Judicial Conduct. F.S. 105.031(5)

WARNING: Willful failure to file the DS-DE 84 is a misdemeanor of the first degree, punishable as provided in F.S. 775.082 or F.S. 775.083. (See F.S. 106.19(1)(c), 106.25(3), 106.023, and 106.265(1) for details.)

F. Petition Undue Burden Statement

Candidates can qualify to be placed on the ballot by paying a qualifying fee or collecting a set number of DS-DE 104 Candidate Petition Forms.

Candidates qualifying by petition can file a DS-DE 19A Affidavit of Undue Burden. It must be

completed and returned to be exempted from the standard fee for verifying DS–DE 104 Candidate Petition Forms.

If any person is paid to solicit signatures on a petition, an Affidavit of Undue Burden may not subsequently be filed in lieu of paying the fee to have signatures verified for that petition. F.S. 99.097(6)(a)

If an affidavit has been filed and payment is subsequently made to any person to solicit signatures on a petition, the undue burden is no longer valid and a fee for all signatures previously submitted to the Supervisor of Elections and any that are submitted thereafter shall be paid by the candidate, person, or organization that submitted the undue burden oath. If contributions as defined in F.S. 106.011(5) are received, any monetary contributions must first be used to reimburse the Supervisor of Elections for any signature verification fees that were not paid because of the filing of an undue burden oath. F.S. 99.097(6)(b)

G. Candidate Documents

All paperwork filed by candidates to run for public office will be scanned and available for public view on the Supervisor of Elections website, www.votecitrus.gov.

H. Florida Statutes

Each candidate filing to run for public office will be provided access to Chapters 99, 105, and 106, Florida Statutes by the Supervisor of Elections office and must read and understand the requirements of the Florida Statutes.

Each candidate will be required to sign a DS-DE 84 statement acknowledging the candidate has been provided access to Chapter 106, Florida Statutes.

NOTE: The candidate is solely responsible for reading and understanding the requirements of the Florida Statutes relating to running for public office in Florida.

I. Changing Of Office Sought

F.S. 106.021(1)(a), allows a candidate to change the office sought and run for a different office after becoming a candidate, providing that the candidate:

- Provides written notice of the termination of the prior candidacy to the filing officer.
- Files a new Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates, Form DS-DE 9, designating the new office.
- Within 15 days of the new appointment, notifies, in writing, all contributors of the change in office and offers to return contributions pro rata. The DS-DE 86 Request for Return of Contributions Form may be used for this purpose.
- If contributors do not request that contributions be returned within 30 days of the above-mentioned notice, the candidate may use the funds in the campaign for the newly designated office.

III. CAMPAIGN TREASURER

A. Forms

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

B. Appointment Of Campaign Treasurer

A campaign treasurer must accept the position in writing. The requirement for written acceptance has been met when the treasurer has completed and filed Form DS-DE 9 with the filing officer.

A candidate should select a treasurer with knowledge of bookkeeping or accounting procedures, as well as basic computer skills.

Candidates may appoint him or herself as campaign treasurer. F.S. 106.021(1)(c)

Candidates may appoint one campaign treasurer and not more than three deputy campaign treasurers. F.S. 106.021(1)(a)

The qualifications for a deputy treasurer are the same as those for a campaign treasurer.

Candidates must file the treasurer's and each deputy treasurers' written acceptances with the filing officer, along with the names and addresses of all treasurers appointed. This is accomplished by the filing of the DS-DE 9 Form, Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates.

A deputy treasurer may exercise any of the powers and duties of a campaign treasurer when specifically authorized to do so by the candidate and the campaign treasurer.

C. Campaign Treasurer Replacement

Candidates may replace or remove treasurers or deputy treasurers at any time.

In the case of the death, resignation, or removal of a campaign treasurer, the candidate must appoint a successor in the same way the original treasurer was appointed, the DS-DE 9. F.S. 106.021(2)

A treasurer's resignation does not become effective until it is submitted to the candidate in writing, and a copy of the letter of resignation is filed with the Supervisor of Elections.

A candidate's removal of a treasurer does not become effective until written notice of the removal is given to the treasurer and is filed with the Supervisor of Elections.

D. Multiple Campaign Appointments

An individual may be appointed to be treasurer for more than one campaign or committee. An individual may be appointed and serve as a campaign treasurer for a candidate and a political committee or two or more candidates or political committees. F.S. 106.021(1)(c)

Candidates must submit candidate petitions to the Supervisor of Elections office for verification prior to noon of the 28th day preceding the first day of the qualifying period for the office sought. Candidates are required to pay a fee of **\$0.10** per petition signature verification fee.

Candidates are required to accumulate a set number of verified petitions before the beginning of the qualifying period to qualify by petition. The number of verified petitions required is 1 percent of the total number of registered voters of that geographical area immediately preceding the last general election. F.S. 99.095(2)(a)

Candidates qualifying by petition must use the DS-DE 104 Candidate Petition Form required by the State of Florida to gather voter signatures. F.S. 99.095

Candidates can go to the Department of State – Division of Elections website to get a copy of the required DS-DE 104 Candidate Petition Form.

- <https://dos.myflorida.com/elections/forms-publications/forms/county-candidate-forms/>
Scroll down the page to the DS-DE 104 icon and open a PDF copy of the form.
- Enter the required information on the form and print a copy of the form for replication. Candidates can either copy the printed document or take the copy to a print shop to have additional copies made.

Each petition form must include the following information: (F.S. 99.095(2)(c))

- Candidate name as it will appear on the ballot.
- Candidate party affiliation if required for the office sought or a statement of Nonpartisan.
- Name of Office the candidate is seeking.
- The group or district designation for the office is listed if the office requires the designation.

Voters must include the following on the candidate petition form pursuant to Chapter 1S-2.045, Florida Administrative Code:

- The voter's name.
- The voter's address including city and county. The address may be a business or PO Box address. "Protected Address" will not be accepted.
- The voter's date of birth or voter registration number.
- The voter's original ink signature.
- The date the voter signed the petition as recorded by the voter.

C. Candidate Petition Verification

Candidates are required to pay a fee of **\$0.10** per petition to the Supervisor of Elections for the cost of verifying candidate petitions. The fee must be paid at the time petitions are submitted unless the candidate has submitted a DS-DE 19A Affidavit of Undue Burden, which would exempt the candidate from the verification fee. F.S. 99.097(4) Special District candidates may pay the petition verification fee with a personal check if a DS-DE 9 was not filed. F.S. 99.061(3)

Note: Candidate petitions will be accepted by the Supervisor of Elections office without payment; however, petitions will not be verified until the candidate has paid the required verification fees.

Candidate petitions will be reviewed by the Supervisor of Elections office to verify petitions meet the requirements of law and the signatures will be matched to the voter record.

Candidates are advised to ensure petitions are complete before submission for verification to avoid rejection of the petition.

WARNING: The candidate can aid the voter in recording the voter’s name and address, but the voter must sign and date the form. The date must be “recorded by the voter” to meet the requirements of the law. Candidate petitions dated by someone other than the voter will be rejected if the Supervisor of Elections office can determine the date was not recorded by the voter.

The voter’s signature is recommended to be as close as possible to the most currently submitted signature on file for the voter. However, the signature on a candidate petition form must be accepted by the Supervisor of Elections as a valid signature if the Supervisor of Elections can determine the signature on the petition form is the voter’s signature. The law does not require the form of the name to be identical. F.S. 99.097(3)(a)

The voter address should be the address recorded in the voter record for the voter. However, F.S. 99.097(3)(c), stipulates that if the voter lists an address on a candidate petition other than the voters home address, the Supervisor of Elections shall treat the signature as if the voter had listed the address where the voter is registered.

Candidates are encouraged to continue collecting candidate petitions until the Supervisor of Elections notifies the candidate enough petitions have been verified for the candidate to qualify. If enough petitions are not submitted and verified, the candidate will be required to pay the qualifying fee.

VI. CANDIDATE QUALIFYING

A. Forms

- Supervisor of Elections Candidate Petition Certification
- CE Form 1 Statement of Financial Interests
- CE Form 6 Full and Public Disclosure of Financial Interests
- DS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates
- DS-DE 301A Candidate Oath – State and Local Partisan Office with Party Affiliation
- DS-DE 301B Candidate Oath – State and Local Partisan Office with No Party Affiliation
- DS-DE 302NP Candidate Oath – Nonpartisan Office
- DS-DE 303JU Candidate Oath – Judicial Office
- DS-DE 304SB Candidate Oath – School Board Nonpartisan Office
- DS-DE 83 Statement of Candidate for Judicial Office
- DS-DE 84 Statement of Candidate

B. Qualifying Officer

All candidates shall file qualification papers to the supervisor of elections of the county. F.S. 99.061(2)

C. Qualifying Forms Required

Candidates must file the following forms during the qualifying period:

- DS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates. (May be filed prior to the start of qualifying.)
- DS-DE 84 Statement of Candidate. Candidates for judicial offices also file the DS-DE 83. (May be filed prior to the start of qualifying.)
- Candidate Oath. The candidate's name will appear on the ballot exactly as it appears on the Candidate Oath and cannot be changed after qualifying.
- Financial disclosure forms.
 - Candidates for County Offices must file the CE Form 6 Full and Public Disclosure of Financial Interests. **Starting in 2022: Form 6 must be completed online and printed.** Or, provide receipt of filing from the Commission on Ethics.
 - Candidates for all Special Districts must file the CE Form 1 Statement of Financial Interests. **Starting in 2024: Form 1 must be completed online and printed.** Or, provide receipt of filing from the Commission on Ethics.

Notification to Candidate: The Supervisor of Elections provides the Candidate Petition Certification Form if qualifying by candidate petitions.

D. Qualifying Period

Supervisor of Elections office may accept and hold qualifying papers submitted not earlier than 14 days prior to the beginning of the qualifying period, to be processed and filed during qualifying period. F.S. 105.031(6)

Candidates for judicial office shall qualify no earlier than noon of the 120th day, and no later than noon of the 116th day before the primary election. F.S. 105.031(1)

Candidates for County and Special District shall qualify no earlier than noon of the 71st day, and no later than noon of the 67th day before the primary election. F.S. 99.061(3)

Time for the purposes of qualifying will be determined by Supervisor of Elections office clocks.

Qualifying papers will be accepted during the qualifying period at the Citrus County Supervisor of Elections Office from noon on the first day to noon on the last day of the qualifying period. The qualifying office is located at 1500 N Meadowcrest Blvd, Crystal River with normal business hours from 8 am to 5 pm.

Candidates may qualify by mail. Qualifying papers must be forwarded to the address of the qualifying officer within the appropriate timeline for qualifying. If not received prior to noon on the last day of qualifying or incomplete the candidate shall not be qualified.

Note: All Supervisor of Elections mail is delivered to PO Box 1870, Lecanto, FL 34460. Mail is picked up daily. Candidates who mail in paperwork should submit early to ensure that paperwork is received prior to the deadline.

Note: The Supervisor of Elections performs a ministerial function in reviewing qualifying papers. The filing officer may not determine whether the contents of the qualifying papers are accurate. F.S. 99.061(7)(c) It is the responsibility of the candidate to ensure that the paperwork is accurate.

E. Qualification Fee

Each candidate must pay the necessary qualifying fee, unless exempted, by a check drawn on the candidate's campaign account before the end of the qualifying period. F.S. 99.061(7)(a)(1)

The check is to be made payable to the Citrus County Supervisor of Elections.

The qualifying fee of 6% for major parties (DEM, REP) consists of a 3% filing fee, a 1% election assessment fee, and a 2% party assessment fee. For minor parties the qualifying fee consists of a 3% filing fee and a 1% election assessment fee, and an additional 2% party assessment fee **may** be levied by the applicable political party. F.S. 99.092, 99.096

For non-partisan offices or candidates with no party affiliation, the qualifying fee consists of the 3% filing fee and a 1% election assessment fee. F.S. 99.092, 99.0955, 105.031(3)

All fees are based on the annual salary for the office sought as of July 1 immediately preceding the first day of qualifying. F.S. 99.092, 105.031(3)

Special District candidates pay a qualifying fee of \$25. The fee may be paid by personal check if a DS-DE9 was not filed. F.S. 99.061(3)

F. Qualifying Fee Refund

Reimbursement of the qualifying fee is provided if the candidate withdraws before the qualifying period ends. F.S. 99.092(1)

G. Qualifying By Petition

Candidates for countywide office or special districts may qualify by petition instead of paying the qualifying fee. F.S. 99.095

H. Errors In Qualifying Documents

A candidate will not be qualified unless all qualifying documents are complete and submitted prior to the end of the qualifying period.

The Supervisor of Elections shall make a "reasonable effort to notify the candidate of the missing or incomplete items and shall inform the candidate that all required items must be received by the close of qualifying." F.S. 99.061(7)(b)

The filing officer performs a ministerial function in reviewing qualifying papers. F.S. 99.061(7)(c)

The candidate is ultimately responsible for completion and submission of all required qualifying documents and fees.

VII. WRITE-IN CANDIDATES

A. Forms

- Supervisor of Elections Certification of Candidate Qualification
- CE Form 1 Statement of Financial Interests
- CE Form 6 Full and Public Disclosure of Financial Interests
- DS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates
- DS-DE 83 Statement of Candidate for Judicial Office
- DS-DE 84 Statement of Candidate

B. Write-In Candidate Qualifying

Each person seeking to qualify for election to office as a write-in candidate shall file his or her qualification papers with the Supervisor of Elections during the qualifying period for the office sought. F.S. 99.061(4)(a)

Candidates for judicial office shall qualify no earlier than noon of the 120th day, and no later than noon of the 116th day, before the primary election. F.S. 105.031

Candidates for County and Special District shall qualify no earlier than noon of the 71st day, and no later than noon of the 67th day, before the primary election. F.S. 99.061(3)

A person may not qualify as a write-in candidate if the person has also otherwise qualified for nomination or election to such office. F.S. 99.061(4)(b)

Time for the purposes of qualifying will be determined by Supervisor of Elections office clocks.

C. Write-In Qualifying Officer

All candidates shall file qualification papers to the Supervisor of Elections of the county. F.S. 99.061(2)

D. Write-In Qualifying Forms Required

Candidates must file the following forms during the qualifying period:

- DS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates.
- DS-DE 84 Statement of Candidate. Candidates for judicial offices also file the DS-DE 83.
- Candidate Oath as dependent on office.
- Financial Disclosure form:
 - Candidates for County Offices must file the CE Form 6 Full and Public Disclosure of Financial Interests. **Starting in 2022: Form 6 must be completed online and printed.** Or, provide receipt of filing from the Commission on Ethics.
 - Candidates for all Special Districts must file the CE Form 1 Statement of Financial Interests. **Starting in 2024: Form 1 must be completed online and printed.** Or, provide receipt of filing from the Commission on Ethics.

Note: The Supervisor of Elections performs a ministerial function in reviewing qualifying papers. The filing officer may not determine whether the contents of the qualifying papers are accurate. F.S. 99.061(7)(c) It is the responsibility of the candidate to ensure that the paperwork is accurate.

E. Write-In Qualification Fee

Any person seeking election as a write-in candidate shall not be required to pay a filing fee, election assessment fee, or party assessment fee. F.S. 99.061(4)(b)

F. Write-In Ballot Position

A write-in candidate is not entitled to have his or her name printed on any ballot.

Space for the write-in candidate's name to be written in must be provided on the general election ballot.

F.S. 99.061(4)(b)

G. Write-In Political Advertisements

Any political advertisement that is paid for by a write-in candidate and that is published, displayed, or circulated before, or on the day of, any election must prominently state: (F.S. 106.143(1)(b))

- “Political advertisement paid for and approved by ...(name of candidate)..., write-in candidate, for ...(office sought)...”; or
- “Paid by ...(name of candidate)..., write-in candidate, for ...(office sought)...”

VIII. CAMPAIGN FINANCE

A. Campaign Contributions

1. Forms

- DS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates
- DS-DE 12 Campaign Treasurer's Report - Summary
- DS-DE 13 Campaign Treasurer's Report - Itemized Contributions
- DS- DE 14 Campaign Treasurer's Report - Itemized Expenditures
- DS-DE 73 Campaign Loans Report

2. Campaign Contribution Authorization

Before a candidate can open a campaign bank account, receive contributions, or expend funds, the candidate must file a DS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates with the Supervisor of Elections. F.S. 106.021

3. Campaign Contributions Defined

F.S. 106.011(5) defines a contribution as:

- A gift, subscription, conveyance, deposit, loan, payment, or distribution of money or anything of value, including in-kind contributions, having an attributable monetary value in any form, made for the purpose of influencing the results of an election.
- A transfer of funds between political committees, between electioneering communications organizations, or between any combinations of these groups.
- The payment by any person, other than a candidate or political committee, of compensation for the personal services of another person which are rendered to a candidate or political committee without charge to the candidate or political committee for such services.
- The transfer of funds by a campaign treasurer or deputy campaign treasurer between a primary depository and a separate interest-bearing account or certificate of deposit and any interest earned on such account or certificate.
- Notwithstanding the foregoing meanings of "contribution," the word shall not be construed to include services, including, but not limited to, legal and accounting services, provided without compensation by individuals volunteering a portion or all their time on behalf of a candidate or political committee or editorial endorsements.

4. Campaign Contribution Limitations

There is no limit to the amount a candidate can contribute to run for countywide office. Except for political parties or affiliated party committees, no person OR political committee may, in any election, make contributions of more than \$1,000 to any candidate for election to or retention in office or to any political committee supporting or opposing one or more candidates. F.S. 106.08

The \$1,000 limitation applies to each individual or entity regarding any contributions received by personal or business check. For example, a husband and wife may each give up to \$1,000 on two different checks only.

Each contribution must be separate, and the check must be signed by the contributor. (i.e., a husband cannot sign the check for the wife's contribution.)

Each individual entity, such as a corporation, may give up to \$1,000.

The law provides for a maximum but no minimum contribution.

A person may not make any contribution through or in the name of another, directly or indirectly, in any election.

A person may not make or accept a cash contribution or contribution by means of a cashier's check for more than \$50 per election. F.S. 106.09(1)(a),

The primary election and general election are separate elections if the candidate is not an unopposed candidate as defined in F.S. 106.011(7). If a candidate is unopposed, for the purpose of contribution limits, there is only one election, which is the general election. F.S. 106.08(1)(c)

Candidates, political committees, and political parties may not solicit contributions from any religious, charitable, civic, or other causes or organizations established primarily for the public good.

Candidates may accept contributions via a credit card, debit card, or money order. These are categorized as a “check” for reporting purposes.

Note: F.S. 106.15(4), prohibits the acceptance of a contribution in a building owned by a governmental entity...except if the building is rented for a fundraiser.

5. In-Kind Contributions

A contribution having an attributable monetary value in any form, made for the purpose of influencing the results of an election, is considered in-kind. F.S. 106.011(5)(a)

The contributor may not spend any additional funds more than the limits provided by law for the specific purpose of furthering that candidate's nomination or election. (i.e., limitations listed above)

In-kind contributions must be reported on the campaign treasurer's report to the Supervisor of Elections, and a fair market value must be placed upon the contributed item by the contributor. F.S. 106.055

6. Campaign Contribution Recording

All candidates are required to use the free software provided by the Supervisor of Elections office to report campaign contributions and expenses.

Campaign treasurers are required to keep detailed accounts current within not more than 2 days after the date of receiving a contribution or making an expenditure. F.S. 106.06(1) For reporting purposes, contributions are required to be reported within 2 days of receipt.

All contributions received for a candidate must be deposited no later than the end of the 5th business day following the receipt of the contribution, Saturdays, Sundays, and legal holidays excluded. F.S. 106.05

All deposits shall be accompanied by a bank deposit slip containing the name of each contributor and the amount contributed by each.

Each contribution received shall be reported using the free software provided by the Supervisor of Elections and shall include: (F.S. 106.07(4)(a)(1))

- Contributor's full name.
- Contributor's complete address.
- Contributor's occupation for contributions exceeding \$100.
- For business contributions, a clear description of the type of business conducted by the business.

7. Contribution Ending Dates

Candidates may receive contributions from the day the DS-DE 9 is filed until 5 days prior to the election date. F.S. 106.021, 106.08(3)(a)

Contributions received by a candidate with opposition or the candidate's representative on the day of election or less than 5 days prior to the day of the election must be returned by the candidate to the person or committee contributing and may not be used or expended by or on behalf of the candidate. F.S. 106.08(3)(a)

Contributions may not be accepted by a candidate or candidate's representative after the date at which the candidate withdraws candidacy, or after the date the candidate is defeated, becomes unopposed, or is elected to office. Contributions received in this manner must be returned to the person or committee contributing and may not be used or expended by or on behalf of the candidate. F.S. 106.08(3)(b)

8. Anonymous Contributions

The contribution must be reported on the treasurer's report. A letter should be submitted to the Supervisor of Elections explaining that the contribution was an anonymous contribution and the circumstances under which the contribution was received. Division of Elections Opinion 89-02.

The contribution may not be expended and must be disposed of at the end of the campaign in accordance with F.S. 106.141.

9. Campaign Loans

A person elected to office must report all loans, exceeding \$500 in value, made to the candidate, and used by the candidate for campaign purposes in the 12 months preceding the candidate's election to office, to the Supervisor of Elections. The report must be made, in the manner prescribed by the Department of State, within 10 days after being elected to office. F.S. 106.075(1)

The DS-DE 73 or 73A Campaign Loans Report shall be used for this purpose.

Any person contributing to an individual to pay all or part of a loan incurred, in the 12 months preceding the election, to be used for the individual's campaign, may not contribute more than the amount which is allowed in F.S. 106.08(1). F.S. 106.075(2)

10. Penalties for Violation of Campaign Contribution Limitations

Any person who makes or accepts a contribution in excess of the limits established by F.S. 106.08 commits a misdemeanor of the first degree.

Any person who knowingly and willfully violates any other contribution restrictions listed above or knowingly and willfully fails to return any contribution listed above is guilty, if convicted, of a first-degree misdemeanor punishable as provided in F.S. 775.082 or F.S. 775.083, for no more than one contribution.

Any person found guilty of knowingly and willfully violating the restrictions listed above shall, in addition to any other penalty prescribed by law, pay to the state a sum equal to twice the amount of the contribution(s).

See F.S. 106.08 for complete details on restrictions and penalties for violations of the law relating to campaign contributions.

B. Campaign Fundraisers

1. Forms

- Supervisor of Elections Candidate Guide
- DS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository for

Candidates

- DS-DE 12 Campaign Treasurer's Report - Summary
- DS-DE 13 Campaign Treasurer's Report - Itemized Contributions
- DS-DE 14 Campaign Treasurer's Report - Itemized Expenditures
- DS-DE 73 Campaign Loans Report

2. Fundraising Period

Candidates may receive contributions from the day the DS-DE 9 is filed until 5 days prior to the election date. F.S. 106.021, 106.08(3)(a)

Contributions received by a candidate with opposition or the candidate's representative on the day of election or less than 5 days prior to the day of the election must be returned by the candidate to the person or committee contributing and may not be used or expended by or on behalf of the candidate. F.S. 106.08(3)(a)

Contributions may not be accepted by a candidate or candidate's representative after the date at which the candidate withdraws candidacy, or after the date the candidate is defeated, becomes unopposed, or is elected to office. Contributions received in this manner must be returned to the person or committee contributing and may not be used or expended by or on behalf of the candidate. F.S. 106.08(3)(b)

3. Fundraiser Reporting Requirements

F.S. 106.011(1) defines a campaign fundraiser as "an affair held to raise funds to be used in a campaign for public office."

All money and contributions received with respect to a campaign fundraiser shall be deemed to be campaign contributions, and shall be accounted for, and subject to the same reporting requirements and restrictions, as other campaign contributions. F.S. 106.025(1)(b)

All expenditures made with respect to a campaign fundraiser shall be deemed to be campaign expenditures to be accounted for, and subject to the same restrictions, as other campaign expenditures when paid or reimbursed from the candidate's campaign bank account. F.S. 106.025(1)(b)

All expenditures made with respect to a campaign fundraiser shall be deemed to be In-Kind campaign contributions when paid by individuals on behalf of the candidate and are subject to the same reporting requirements and restrictions, as other campaign contributions. F.S. 106.011(5)(a), 106.08 F.S.

Any tickets or advertising for such a campaign fundraiser must comply with the disclaimer requirements of F.S. 106.143. FS. 106.025(1)(c)

The Supervisor of Elections office suggests that tickets with stubs be used so that the name and address of the contributor can be written on the stub at the time of sale and remitted to the campaign treasurer for reporting of contributions.

C. Campaign Expenditures

1. Forms

- DS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates
- DS-DE 12 Campaign Treasurer's Report - Summary
- DS-DE 13 Campaign Treasurer's Report - Itemized Contributions
- DS-DE 14 Campaign Treasurer's Report - Itemized Expenditures

2. Authorized Campaign Expense

An expenditure is “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 certificate 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.” F.S. 106.011(10)(a)

Expenditure definition by statute does not include a purchase, payment, distribution, loan, advance, or gift of money or anything of value made for the purpose of influencing the results of an election when made by an organization, in existence prior to the time during which a candidate qualifies or an issue is placed on the ballot for that election, for the purpose of printing or distributing such organization's newsletter. F.S. 106.011(10)(a)

An expenditure for an electioneering communication is made when the earliest of the following occurs: (F.S. 106.011(10)(b))

- A person enters a contract for applicable goods or services;
- A person makes payment, in whole or in part, for the production or public dissemination of applicable goods or services; or
- The electioneering communication is publicly disseminated.

Candidates for countywide office **may not** use campaign funds to offset any normal living expense of the candidate or member of the candidate's family. Candidates may pay for transportation, meals, and lodging expenses for legitimate campaign travel. F.S. 106.1405

Campaign expenses may only be paid from either the primary campaign bank account, by check or debit card, or from a petty cash fund if one has been created. F.S. 106.11, 106.12

3. Debit/Credit Cards

Candidates for countywide office are permitted to use debit cards for purchases. The person using the debit card cannot receive cash as part of, or independent of, any transaction for goods or services. F.S. 106.11(4)

All receipts for debit card transactions must contain: (F.S. 106.11(5))

- The last four digits of the debit card number.
- The exact amount of the expenditure.
- The name of the payee.
- The signature of the campaign treasurer, deputy treasurer, or authorized user.
- The exact purpose for which the expenditure is authorized.

Any information required but not included on the debit card transaction receipt may be handwritten on, or attached to, the receipt by the authorized user before submission to the treasurer. F.S. 106.11(5)

Candidates for countywide office are **not** permitted to use credit cards for the purchase of goods and services for the campaign. F.S. 106.125

4. Campaign Expense Reporting Requirements

All candidates are required to use the free software provided by the Supervisor of Elections office to report campaign contributions and expenses. F.S. 106.0705

The campaign treasurer of each candidate shall keep detailed accounts, current within not more than 2 days after the date of receiving a contribution or making an expenditure, of all contributions received and all expenditures made by or on behalf of the candidate. In other words, do not hold expense receipts or donations more than 2 days before recording the transactions in the reporting program. F.S. 106.06(1)

Accounts kept by the campaign treasurer of a candidate may be inspected under reasonable circumstances before, during, or after the election to which the accounts refer by any authorized representative of the Division of Elections or the Florida Elections Commission. F.S. 106.06(2)

Accounts kept by a campaign treasurer of a candidate shall be preserved by the campaign treasurer for the number of years equal to the term of office of the office to which the candidate seeks election. F.S. 106.06(3)

5. Petty Cash Fund

Campaign treasurers for a candidate are authorized to withdraw from the primary campaign account the amount of \$500 per calendar quarter reporting period for the purpose of providing a petty cash fund for the candidate until the close of the last day for qualifying for office. F.S. 106.12(1)

Following the close of the last day for qualifying and until the candidate is eliminated, elected to office, or becomes unopposed, the campaign treasurer of each candidate is authorized to withdraw \$100 per week for use as a petty cash fund for the candidate. F.S. 106.12(2)(b)

The petty cash fund shall be spent only in amounts less than \$100 and only for office supplies, transportation expenses, and other necessities. F.S. 106.12(3)

Petty cash shall not be used for the purchase of time, space, or services from communications media as defined in F.S. 106.011. F.S. 106.12(3)

6. Independent Expenditures

An "Independent Expenditure" means an expenditure by a person for the purpose of expressly advocating the election or defeat of a candidate or the approval or rejection of an issue, which expenditure is not controlled by, coordinated with, or made upon consultation with, any candidate, political committee, or agent of such candidate or committee. An expenditure for such purpose by a person having a contract with the candidate, political committee, or agent of such candidate or committee in a given election period is not an independent expenditure. F.S. 106.011(12)(a)

An expenditure for the purpose of expressly advocating the election or defeat of a candidate shall not be considered an independent expenditure if the committee or person: (F.S. 106.011(12)(b))

- i. Communicates with the candidate, the candidate's campaign, or an agent of the candidate acting on behalf of the candidate, including any pollster, media consultant, advertising agency, vendor, advisor, or staff member, concerning the preparation of, use of, or payment for, the specific expenditure or advertising campaign at issue; or
- ii. Makes a payment in cooperation, consultation, or concert with, at the request or suggestion of, or pursuant to any general or understanding with the candidate, the candidate's campaign, a political committee supporting the candidate, or an agent of the candidate relating to the specific expenditure or advertising campaign at issue; or
- iii. Makes a payment for the dissemination, distribution, or republication, in whole or in part, of any broadcast or any written, graphic, or other form of campaign material prepared by the candidate, the candidate's campaign, or an agent of the candidate, including any pollster, media consultant, advertising agency, vendor, advisor, or staff member; or
- iv. Makes a payment based on information about the candidate's plans, projects, or needs communicated to a member of the committee or person by the candidate or an agent of the candidate, provided the committee or person uses the information in any way, in whole or in part, either directly or indirectly, to design, prepare, or pay for the specific expenditure or advertising campaign at issue; or
- v. After the last day of qualifying for statewide or legislative office, consults about the candidate's plans, projects, or needs in connection with the candidate's pursuit of election to office and the information is used in any way to plan, create, design, or prepare an independent expenditure or advertising campaign, with:
 - a. Any officer, director, employee, or agent of a national, state, or county executive committee of a political party that has made or intends to make expenditures in connection with or contributions to the candidate; or
 - b. Any person whose professional services have been retained by a national, state, or county executive committee of a political party that has made or intends to make expenditures in connection with or contributions to the candidate;
- vi. After the last day of the qualifying period prescribed for the candidate, retains the professional services of any person also providing those services to the candidate in connection with the candidate's pursuit of election to office; or
- vii. Arranges, coordinates, or directs the expenditure, in any way, with the candidate or an agent of the candidate.

7. Leftover Campaign Funds

Each candidate who withdraws his or her candidacy, becomes an unopposed candidate, or is eliminated as a candidate or elected to office, shall within 90 days, dispose of the funds on deposit in his or her campaign account and file a report reflecting the disposition of all remaining funds. F.S. 106.141(1)

If a candidate receives a refund check after all surplus funds have been disposed of, the check may be endorsed by the candidate and the refund disposed of pursuant to F.S. 106.141. An amended report must be filed showing the refund and the subsequent disposition. F.S. 106.141(1)

Any candidate required to dispose of funds pursuant to this section may, prior to such disposition, be reimbursed by the campaign, in full or in part, for any reported contributions by the candidate to the campaign. F.S. 106.141(2) F.S.

If there are funds in a separate interest-bearing account or certificate of deposit at the time the candidate becomes unopposed, withdraws, is eliminated as a candidate or elected, the funds and the accumulated interest earned thereon must be transferred to the campaign account within seven (7) days. However, if the funds are subject to penalty if withdrawn within the seven (7) day period, the funds and the accumulated interest earned thereon may be transferred as soon as the funds may be withdrawn without penalty, or within 90 days after the candidate becomes unopposed, withdraws candidacy, or is eliminated or elected, whichever comes first.
F.S. 106.141(3)

A candidate who withdraws his or her candidacy, becomes an unopposed candidate, or is eliminated as a candidate or elected to office may expend funds from the campaign account to:
(F.S. 106.11(5))

- i. Purchase "thank you" advertising for up to 75 days after the candidate withdraws, becomes unopposed, eliminated, or elected.
- ii. Pay for items that were obligated before the candidate withdrew, became unopposed, or was eliminated or elected.
- iii. Pay for expenditures necessary to close the campaign office and to prepare final campaign reports.
- iv. Dispose of surplus funds as provided in F.S. 106.141.

Any funds not spent or obligated may be disposed of by the following means or combination thereof: (F.S. 106.141(4)(a))

- i. Return pro rata to each contributor the funds that have not been spent or obligated;
- ii. Donate the funds that have not been spent or obligated to a charitable organization or organizations that meet the qualifications of s.501(c)(3) of the Internal Revenue Code;
- iii. Give not more than \$25,000 of the funds that have not been spent or obligated to the political party of which the candidate is a member; or
- iv. Give the funds that have not been spent or obligated to the state General Revenue Fund or to a political subdivision to be deposited in the general fund thereof.

A candidate elected to office or a candidate who will be elected to office by virtue of being unopposed may transfer from the campaign account to an office account any amount of funds on deposit in such campaign account up to \$5,000 multiplied by the number of years in the term of office for which elected. (Excluding Judicial) F.S. 106.141(5)(d)

- Any funds so transferred by a candidate shall be used only for legitimate expenses in connection with the candidate's public office. F.S. 106.141(5)
- This money retained from the campaign account must be used to open a new account to be titled "Office Account" and the candidate elected to office is required to file a report on the 10th day following the calendar quarter until the account is closed. The reports are in the same form and contain the same type of information as the campaign reports.
F.S. 106.141(9)
- The office account shall be separate from any personal or other account, and funds may be used for travel expenses incurred by the officer or the officer's staff members, personal taxes payable on office account funds by the candidate or elected public official, or expenses incurred in the operation of the office, including the employment of additional staff. F.S. 106.141(5)
- If a candidate is reelected to office or elected to another office and has funds remaining in the office account, the candidate may transfer surplus campaign funds to the office

account. However, at no time may the funds in the office account exceed the limitation imposed by F.S. 106.141. F.S. 106.141(5)

- Upon leaving public office, any candidate with funds in an office account pursuant to F.S. 106.141 remaining on deposit shall give such funds to a charitable organization or organizations which meet the requirements of s. 501(c)(3) of the Internal Revenue Code or to the state General Revenue Fund or to a political subdivision to be deposited in the general fund thereof. F.S. 106.141(5)

Prior to disposing of funds pursuant to F.S. 106.141(4) or transferring funds to an office account pursuant to F.S. 106.141(5), any candidate having filed a Statement of Undue Burden for exemption from the petition verification fees is required to pay the waived fees for petition verification. F.S. 106.141(7)

Note: Candidates must pay waived petition verification fees if qualified by petition before disposing of unused campaign funds. Failure to pay the required fees prior to disposition of funds is a misdemeanor of the first degree, punishable as provided in F.S. 755.082 or F.S. 775.083.

D. Campaign Financial Reports

1. Forms

- DS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates
- DS-DE 12 Campaign Treasurer's Report - Summary
- DS-DE 13 Campaign Treasurer's Report - Itemized Contributions
- DS-DE 14 Campaign Treasurer's Report - Itemized Expenditures
- DS-DE 87 Waiver of Report Form

2. Financial Report Software

All countywide candidates must file campaign financial reports using the free software provided by the Supervisor of Elections office.

Candidates can access the software on the internet or may come to the Supervisor of Elections office and use the computer provided for candidate access.

The temporary Candidate/Treasurer log in, password and PIN are provided by the Supervisor of Elections office upon initial candidate filing. Candidate will need to change password when logging in for the first time. If password or PIN is forgotten, contact the Supervisor of Elections office and log in information can be reset.

All campaign contributions and expenditures must be entered using the Supervisor of Elections provided software.

3. Financial Report Contents

Every report must contain the full name and address of each person having made one or more contributions to the campaign within the reporting period, the amount of contribution and the date of contributions. F.S. 106.07(4)(a)(1)

- Contributions over \$100.00 must also include the contributor's occupation. For businesses, the report must provide as clear a description as practicable of the principal type of business conducted.
- If the amount contributed is \$100.00 or less, or from a "relative" as defined in F.S. 112.312, the occupation of the contributor or the principal type of business need not be listed provided the relationship is reported.

Each report shall contain the full name and address of each entity to which expenditures have been made by or on behalf of the candidate within the reporting period, as well as the amount, date, and purpose of each expenditure. F.S. 106.07(4)(a)(6-7)

Expenditures made from a petty cash fund provided by F.S. 106.12 need not be reported individually. Total amounts withdrawn and spent are reported. F.S. 106.07(4)(a)(8)

Candidates are encouraged to contact the Supervisor of Elections office when questions relating to financial report content or detail arise. The Supervisor of Elections office can provide guidance and instruction to aide candidates in financial report maintenance.

4. Financial Reporting Dates

Each campaign treasurer designated by a candidate shall file campaign financial reports for the candidate. F.S. 106.07(1) However, the candidate is responsible for timely filing campaign reports.

Reports must be filed on the 10th day following the end of each calendar quarter from the time the campaign treasurer is appointed, except that, if the 10th day following the end of a calendar quarter occurs on a Saturday, Sunday, or legal holiday, the report must be filed on the next following day which is not a Saturday, Sunday, or legal holiday. F.S. 106.07(1)

Reports must include all contributions received and expenditures made during the reporting period. F.S. 106.07(1)

Primary Election - For a candidate who is opposed in seeking nomination or election to any countywide office, campaign financial reports must be filed quarterly until 60 days before the primary election. Beginning on the 60th day, reports are due biweekly on each Friday through the primary election. Additional reports are due on the 25th and 11th days before the primary election. F.S. 106.07(1)

General Election - Following the Primary Election, campaign financial reports must continue to be due on a biweekly basis through the Friday before the general election, with an additional report due the 25th, 11th and 4th day before the general election, for a candidate who is opposed in seeking election to any countywide office. F.S. 106.07(1)

Exact reporting dates are located on the Supervisor of Elections website and included in the candidate packet.

Candidates are required to file a Termination Report within 90 days after the election in which the candidate is either elected or defeated. The Termination Report shall contain all previously unreported expenditures and shall reflect disposition of funds as required by F.S. 106.141.

Following the last day of qualifying for office, any unopposed candidate need only file a report within 90 days (Termination Report) after the date the candidate became unopposed. The Termination Report shall contain all previously unreported contributions and expenditures as

required and shall reflect disposition of funds as required by F.S. 106.141. F.S. 106.07(1)(c)

Reports for any reporting period during which a candidate has not received or expended any reportable funds may be waived. F.S. 106.07(7) The campaign treasurer or candidate must submit an electronic Waiver of Report using the Supervisor of Elections online reporting software showing no activity.

5. Electronic Filing

All countywide candidates must file campaign financial reports using the free software provided by the Supervisor of Elections Office. Citrus County has a resolution 2009-067 making this mandatory. F.S. 106.07(2)(a)(1) and(2)

The “How to File Financial Reports Online” guide is provided to all candidates which provides detailed instructions for the reporting software.

Campaign treasurers are tasked with official submission of the campaign financial reports on or before the report deadline; however, reports may not be filed prior to the end of the reporting period.

Your reporting schedule can be found on the homepage of the Supervisor of Elections website and is in the candidate packet.

A Candidate PIN and Treasurer PIN must be “assigned” using the Supervisor of Elections online software. This serves as your electronic signature.

Campaign financial reports will be uploaded onto the Supervisor of Elections Website for public viewing after the reports are accepted.

Candidates and campaign treasurers should try to get campaign financial reports completed and submitted for review before the report due date. If errors are found in the reports, candidates will have time to correct the reports before the report due date if the reports are submitted for review early.

6. Late Reports

Campaign treasurers are tasked with submission of reports, but candidates are ultimately responsible for ensuring the timely filing of all required campaign reports. The candidate will be subject to fines if campaign reports are late. F.S. 106.07(8)

Any campaign treasurer, candidate, or political committee chair who willfully certifies the correctness of any report while knowing that such report is incorrect, false, or incomplete commits a misdemeanor of the first degree, punishable as provided in F.S. 775.082 or 775.083. F.S. 106.07(5)

WARNING: Campaign financial reports may not be filed prior to the end of the reporting period regardless of activity or inactivity.

Any report deemed incomplete by the Supervisor of Elections office will be accepted on a conditional basis and the campaign treasurer will be notified by the Supervisor of Elections office of why the report is deemed to be incomplete. F.S. 106.07(2)(b)(1)

The Supervisor of Elections office may notify the campaign treasurer of the incomplete report by certified mail or by another method using a common carrier that provides a proof of delivery of the notice explaining why the report is incomplete and giving 7 days from receipt of the notice to file an addendum to the report providing all information necessary to complete the report.
F.S. 106.07(2)(b)(1)

7. Late Report Fines

Any candidate failing to file a report on the designated due date shall be subject to a fine for each late day payable only from personal funds of the candidate. F.S. 106.07(8)

The fine is \$50 per day for the first three days late and, thereafter, \$500 per day for each day late, not to exceed 25 percent of the total receipts or expenditures, whichever is greater, for the period covered by the late report.

WARNING: No exceptions will be allowed for failure to report on time.

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 day late, not to exceed 25 percent of the total receipts or expenditures, whichever is greater, for the period covered by the late report.

The fine for late Termination Reports shall be \$50 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.

The Supervisor of Elections will determine the amount of the fine due based upon when the electronic receipt issued pursuant to F.S. 106.0705 or other electronic filing system authorized in this section is dated.

Fines shall be submitted to the Supervisor of Elections office, payable to the Citrus Supervisor of Elections office, within 20 days after receipt of the notice of payment due, unless appeal is made to the Florida Elections Commission. Fines are not considered an allowable campaign expenditure and must be paid from personal funds of the candidate. F.S. 106.07(8)(b)

Any candidate may appeal or dispute a fine based upon, but not limited to, unusual circumstances surrounding the failure to file on the designated due date to the Florida Elections Commission, which shall have the authority to waive the fine in whole or in part. F.S. 106.07(8)(c)

The Supervisor of Elections highly recommends the timely filing of campaign financial reports to prevent any assessment of late filing fines.

8. Treasurer Report Policy

Electronic Filing Policy

The Supervisor of Elections office is requiring the electronic filing of campaign treasurer reports at no cost to candidates to make campaign contributions and expenditures readily available to the public.

Campaign Finance Reports, for all local races, will be displayed on the Supervisor of Elections web page and will be loaded on a computer in the Supervisor of Elections office so the reports can be viewed and printed.

Late Reports Policy

If a report is not received by the deadline, the Supervisor of Elections office will mail a certified letter to the candidate stating that the report has not been received and is subject to a fine, as stipulated in F.S. 106.07(8)(b), for each day late. If the Supervisor of Elections office does not receive a response to the letter, the matter will be forwarded to the Florida Elections Commission and could be determined to be a willful violation. If applicable, the fine must be paid within twenty (20) days after the receipt of the notice of payment due. The Florida Elections Commission will be notified if fines have not been remitted in a timely manner and may pursue the fine.

9. Campaign Financial Reporting Schedules

The financial reporting schedule will be given to each candidate who qualifies or pre-qualifies to run for office. The reporting schedule will also be located on the Supervisor of Elections website, www.votecitrus.gov found under the "Candidates/Committees" tab.

E. Campaign Advertising

1. Forms

N/A

2. Campaign Advertisement Disclaimer

F.S. 106.143 contains specific elements which must be included in all advertising purchased by a candidate for public office. The Supervisor of Elections office strongly recommends that candidates become familiar with the requirements of F.S. 106.143 to prevent any violations of the law.

Any political advertisement that is paid for by a candidate, except a write-in candidate, and that is published, displayed, or circulated prior to, or on the day of, any election must prominently state (F.S. 106.143(1)(a)):

- "Political advertisement paid for and approved by (name of candidate), (party affiliation), for (office sought)" or
- "Paid by (name of candidate), (party affiliation), for (office sought)."

Any political advertisement that is paid for by a write-in candidate and that is published, displayed, or circulated before, or on the day of, any election must prominently state (F.S. 106.143(1)(b)):

- "Political advertisement paid for and approved by (name of candidate), write-in candidate, for (office sought)" or
- "Paid by (name of candidate), write-in candidate, for (office sought)"

Political advertisement of a candidate who is not an incumbent of the office for which the candidate is running shall not use the word "re-elect." Advertisement for non-incumbents must include the word "for" between the candidate's name and the office for which the candidate is running to avoid the implication of incumbency. However, this does not apply to bumper stickers or items designed to be worn by a person. F.S. 106.143(6)

Any political advertisement made pursuant to F.S. 106.021(3)(d) must prominently state the name and address of the political committee or political party paying for the advertisement.

F.S. 106.143(1)(d)

Any political advertisement of a candidate running for partisan office shall express the name of the political party of which the candidate is seeking nomination or is the nominee. If the candidate for partisan office is running as a candidate with no party affiliation, any political advertisement of the candidate must state that the candidate has no party affiliation. F.S. 106.143(3)

It is unlawful for any candidate or person on behalf of a candidate to represent that any person or organization supports the candidate unless the person or organization has given specific approval in writing to the candidate to make the representation. However, this subsection does not apply to: (F.S. 106.143(4))

- Editorial endorsement by any newspaper, radio or television station, or other recognized news medium.
- Publication by a party committee advocating the candidacy of committee nominees.

Any political advertisement which is published, displayed, or produced in a language other than English may provide the information required by this section in the language used in the advertisement. F.S. 106.143(9)

A political advertisement of a candidate running for nonpartisan office may not state the candidate's political party affiliation. This does not prohibit a political advertisement from stating the candidate's partisan-related experience. A candidate for nonpartisan office is prohibited from campaigning based on party affiliation. F.S. 106.143(3)

3. Independent Campaign Advertisement Disclaimer

Any person who makes an independent expenditure for a political advertisement shall provide a written statement that no candidate has approved the advertisement to the newspaper, radio station, or other medium for each such advertisement submitted for publication, display, broadcast, or other distribution. The advertisement must also contain a statement that no candidate has approved the advertisement. This paragraph does not apply to campaign messages used by a candidate and his or her supporters if those messages are designed to be worn by a person. F.S. 106.143(5)(b) and (10)

4. Political Disclaimer Exceptions

The disclaimer requirement in F.S. 106.143 does not apply to any campaign message or political advertisement used by a candidate and the candidate's supporters or by a political committee if the message or advertisement is:

- Any novelty items having a retail value of \$10 or less which support, but do not oppose, a candidate or issue. F.S. 106.143(8)
- Designed to be worn by a person. F.S. 106.143(10)
- Placed as a paid link on an Internet website provided the message or advertisement is no more than 200 characters in length and the link directs the user to another Internet website that complies with the disclaimer requirements in F.S. 106.143(1). F.S. 106.143(10)
- Placed as a graphic or picture link where compliance with the requirements is not reasonably practical due to the size of the graphic or picture link and the link directs the user to another internet website that does comply. F.S. 106.143(10)
- Placed at no cost on an Internet website for which there is no cost to post content for public users. F.S. 106.143(10)

For questions related to signs within the City of Inverness contact the Development Services Director at City Hall, (352) 726-2611 extension 1404.

6. City of Crystal River Political Sign Ordinance

Temporary political signs can be placed without a permit in accordance with the following:

- i. Political signs can be placed a maximum of sixty (60) days before the election or referendum.
- ii. Political signs shall be removed within seven (7) days following the election or referendum.
- iii. Political signs in residential, office, and institutional zones shall have a cumulative surface area not exceeding six (6) square feet per property, and such signs in commercial and industrial zones shall have a cumulative surface area not exceeding thirty-two (32) square feet per property.
- iv. No political sign shall be placed or deposited within any public right of way.

For questions related to signs within the City of Crystal River contact the Code Enforcement Officer, (352) 795-4216 extension 307.

G. Campaign Sign Removal

1. Forms

N/A

2. Political Sign Removal by State Law

All political candidates to make a good faith effort to remove all political campaign advertisements within 30 days after: (F.S. 106.1435)

- Withdrawal of his or her candidacy; or
- Having been eliminated as a candidate; or
- Being elected to office.

A candidate is not expected to remove political campaign advertisements which are in the form of signs used by an outdoor advertising business, advertisements placed on motor vehicles, or campaign messages designed to be worn by persons. F.S. 106.1435(1)

If political campaign advertisements are not removed within the specified period, the political subdivision or governmental entity has the authority to remove such advertisements and may charge the candidate the actual cost for such removal. F.S. 106.1435(2)

Political campaign advertisements shall not be erected, posted, painted, tacked, nailed, or otherwise displayed, placed, or located on or above any state or county road right-of-way. F.S. 106.1435(3)

Municipalities may impose additional or more stringent requirements on the usage and removal of political campaign advertisements than are contained in the Florida Statutes. F.S. 106.1435(5)

Signs in violation of ordinances within the county are taken to a central location at the Landfill.

For signs within the City of Inverness contact the Development Services Director at City Hall, (352) 726-2611 extension 1404.

For signs within the City of Crystal River contact the Code Enforcement Officer, (352) 795-4216 extension 307.

IX. BALLOTS

A. Forms

N/A

B. Ballot Positioning

Election ballots are by the names of candidates for each office and shall be arranged alphabetically as to surnames on a primary election ballot.

The names of the candidates of the party that received the highest number of votes for Governor in the last election in which a Governor was elected shall be placed first for each office on the general ballot. Minor political party candidates shall have their names appear on the general election ballot following the names of recognized political parties. Ballot positioning is governed by Florida Statutes and Florida Administrative Rules.

C. Sample Ballots

Sample ballots will be published in the newspaper prior to the election or sent via mail per statute requirements. F.S. 101.20

Additional copies of the sample ballot will also be available in the Supervisor of Elections office and on the Supervisor of Elections website at www.votecitrus.gov

D. Vote-by-Mail Ballot Requests

Any registered voter may request/vote a Vote-by-Mail ballot. The supervisor may accept a request for a Vote-by-Mail ballot from an elector in person, in writing, electronically, or a telephonic request from the elector, or, if directly instructed by the elector, a member of the elector's immediate family or legal guardian.

F.S. 101.62

E. Vote-by-Mail Ballot Mailing

The initial mailing of Vote-by-Mail ballots requested by military and overseas voters shall occur not less than 45 days before the Presidential Preference Primary Election, Primary Election, and General Election.

The Supervisor of Elections shall mail a Vote-by-Mail ballot to each qualified voter, other than those listed in above paragraph, who has requested such a ballot, between the 40th and 33rd days before the Presidential Preference Primary Election, Primary Election, and General Election. Except as otherwise provided in subsection (2) and after the period described in this paragraph, the supervisor shall mail Vote-by-Mail ballots within 2 business days after receiving a request for such a ballot. F.S. 101.62(3)

Vote-by-Mail ballots for overseas and domestic ballot requests will be processed daily after the initial mailing of each category.

Candidates must complete an authorization form to receive a password and access to the Vote-by-Mail request information. This Vote-by-Mail information is only available to candidates who have filed qualification papers and are opposed in an upcoming election. This information is not public record.

F.S. 101.62

X. VOTER DATA

A. Forms

- Supervisor of Elections Affidavit to Obtain Vote-by-Mail Information Form

B. Voter Lists

Candidates for public office may request voter lists from the Supervisor of Elections office for use during the campaign.

To ensure clarity, the Supervisor of Elections office encourages all candidates requesting voter data to complete a Data Request form at the Supervisor of Elections office prior to receiving voter data.

The Supervisor of Elections office can provide voter lists electronically.

Candidates requesting a printed copy of public records are required to pay \$0.15 per single page or \$0.20 per double sided copy to cover the cost of printing the lists.

Candidates are not charged for electronic file copies of the complete database.

Candidates may request data in person, by telephone, in writing, email, or fax.

C. Voter Data

Candidates are advised to be specific in requesting voter data to help prevent production of voter lists that are not useful to the candidate. Candidates should request voter information early in the campaigns to avoid delays closer to Election Day.

As always, the Supervisor of Elections staff encourages candidates to contact the office with any questions or if additional information is desired.

Voter histories only contain the elections voted in and do not indicate how the individual voted.

XI. PUBLIC TESTING OF ELECTRONIC EQUIPMENT

A. Forms

N/A

B. Logic and Accuracy Tests

All electronic or electromechanical voting systems shall be thoroughly tested at the conclusion of maintenance and programming. Tests shall be sufficient to determine that the voting system is properly programmed, the election is correctly defined on the voting system, and all the voting system input, output, and communication devices are working properly. F.S. 101.5612(1)

The automatic tabulating equipment shall be tested on any day not more than 10 days prior to the commencement of early voting. Testing of the equipment will continue until satisfactorily completed. F.S. 101.5612(2)

Candidates are encouraged to attend public testing of equipment if possible. A schedule of testing dates and locations is provided at qualifying, or the candidate may call the Supervisor of Elections, or visit the web site www.votecitrus.gov for the next scheduled testing date.

XII. POLL WATCHERS

A. Forms

- DS-DE 125 Designation of Poll Watchers

B. Poll Watchers

Each candidate and political party may have one poll watcher in each polling place and early voting site at any one time during an election.

Each poll watcher shall be allowed within the polling room to watch and observe the conduct of voters and election officials. However, the poll watcher cannot come closer to the officials' table or the voting booths than is reasonably necessary to perform these duties.

The poll watchers must furnish the materials and necessities for poll watching and will not be allowed to obstruct the orderly conduct of any election.

F.S.101.131(1)

C. Qualified Poll Watchers

Each poll watcher must be a qualified and registered voter of the county in which the individual desires to serve as a poll watcher.

No candidate, sheriff, deputy sheriff, police officer or other law enforcement officer may be designated as a poll watcher.

Each candidate requesting to have poll watchers on election day or an early vote site, must designate the name, date of birth, and address of poll watchers along with precinct locations to the county Supervisor of Elections prior to noon of the second Tuesday preceding election day, or at least 14 days before early voting begins for early voting poll watchers, on the DS-DE 125 Poll Watcher Designation Form.

All poll watchers shall be allowed to enter and watch polls in all polling rooms and early voting areas within the county in which they have been designated if the number of poll watchers at any

polling place does not exceed the number of allowable poll watchers.

The poll watchers for each polling place will be approved by the Supervisor of Elections on or before the Tuesday before Election Day, or no later than 7 days before early voting begins for early voting poll watchers. The supervisor will furnish the officials of each polling place a list of approved poll watchers.

The Supervisor of Elections shall provide to each designated poll watcher an identification badge which identifies the poll watcher by name.

F.S. 101.131(2-5)

D. Poll Watcher Conduct

Poll watchers must dress appropriately so as not to disrupt the flow of voting while watching the polls.

The poll watchers shall pose any questions regarding polling place procedures directly to the clerk for resolution and may not interact with voters. F.S. 101.131(1)

Each poll watcher must wear his or her identification badge while performing his or her duties. F.S. 101.131(5)

XIII. REFERENCE

A. Form and Policy Descriptions

All forms are provided or can be accessed by going to www.votecitrus.gov and click on the "Division of Elections" selection and then "click" on "Forms and Publications".

All forms are specific to the office. Refer to this document's Table of Contents for the summary page of the public office you are running for and found under the Reference section, under Country Wide Qualifying Summary.

B. Financial Reporting Schedule

The financial reporting schedule will be given to each candidate who qualifies or pre-qualifies to run for office. The reporting schedule will also be located on the Supervisor of Elections website, www.votecitrus.gov and is under the Candidates/Committees section.

C. Offices Up for Election in 2024 in Citrus County

- ❖ Clerk of Circuit Court and Comptroller
- ❖ Sheriff
- ❖ Property Appraiser
- ❖ Tax Collector
- ❖ Superintendent of Schools
- ❖ Supervisor of Elections
- ❖ Board of County Commissioner (District 1, District 3, District 5)
- ❖ Citrus County Judge (Group 3)
- ❖ School Board Member (District 2, District 4)
- ❖ Citrus County Community Charitable Foundation Inc. (Seat 1)
- ❖ Mosquito Control Board (Seat 2)
- ❖ Homosassa Special Water District (Seat 1, Seat 3, Seat 5)

E. Statutes and Rules Glossary

1. Candidate Education

Federal Statutes: None

State Statutes: <http://www.leg.state.fl.us/statutes>

Administrative Rules: <http://dos.myflorida.com/elections/laws-rules/rules/>

FL Statutes	Topic	Administrative Rules
97	QUALIFICATION AND REGISTRATION OF ELECTORS	
97.021	Definitions	
99	CANDIDATES	
99.021	Form of candidate oath.	
105	NONPARTISAN ELECTIONS	
106	CAMPAIGN FINANCING	
166	MUNICIPALITIES	
166.021	Powers.	
166.032	Electors.	
166.042	Legislative intent.	
	Designation of Division of Elections as Filing Office for Department of State	1S-2.0001
	Reporting Requirements for Campaign Treasurer's Reports	1S-2.017

2. Candidate Filing

Federal Statutes: Federal Hatch Act: <https://www.fda.gov/about-fda/ethics/hatch-act-political-activity-and-federal-employee#Hatch>

State Statutes: <http://www.leg.state.fl.us/statutes>

Administrative Rules: <http://dos.myflorida.com/elections/laws-rules/rules/>

FL Statutes	Topic	Administrative Rules
99	CANDIDATES	
99.012	Restrictions on individuals qualifying for public office.	
99.097	Verification of signatures on petitions.	
105	NONPARTISAN ELECTIONS	
105.031	Qualification; filing fee; candidate's oath; items required to be filed.	
106	CAMPAIGN FINANCING	
106.011	Definitions.	
106.021	Campaign treasurers; deputies; primary and secondary depositories.	
106.023	Statement of candidate.	
106.19	Violations by candidates, persons connected with campaigns, and political committees.	
106.25	Reports of alleged violations to Florida Elections Commission; disposition of findings.	
106.265	Civil penalties.	

5. Qualifying by Candidate Petition

Federal Statutes: None

State Statutes: <http://www.leg.state.fl.us/statutes>

Administrative Rules: <http://dos.myflorida.com/elections/laws-rules/rules/>

FL Statutes	Topic	Administrative Rules
99	CANDIDATES	
99.061	Method of qualifying for nomination or election to federal, state, county, or district office.	
99.095	Petition process in lieu of a qualifying fee and party assessment.	
99.097	Verification of signatures on petitions.	
	Reporting Requirements for Campaign Treasurer's Reports.	1S-2.017
	Candidate Petition Process.	1S-2.045

6. Candidate Qualifying

Federal Statutes: None

State Statutes: <http://www.leg.state.fl.us/statutes>

Administrative Rules: <http://dos.myflorida.com/elections/laws-rules/rules/>

FL Statutes	Topic	Administrative Rules
99	CANDIDATES	
99.061	Method of qualifying for nomination or election to federal, state, county, or district office.	
99.092	Qualifying fee of candidate; notification of Department of State.	
99.095	Petition process in lieu of qualifying fee and party assessment.	
99.0955	Candidates with no party affiliation; name on general election ballot.	
99.096	Minor political party candidates; names on ballot.	
105	NONPARTISAN ELECTIONS	
105.031	Qualification; filing fee; candidate's oath; items required to be filed.	
106	CAMPAIGN FINANCING	
	Designation of Division of Elections as Filing Office for Department of State.	1S-2.0001
	Reporting Requirements for Campaign Treasurer's Reports.	1S-2.017
	Candidate Petition Process.	1S-2.045

7. Write-In Candidates

Federal Statutes: None

State Statutes: <http://www.leg.state.fl.us/statutes>

Administrative Rules: <http://dos.myflorida.com/elections/laws-rules/rules/>

FL Statutes	Topic	Administrative Rules
99	CANDIDATES	
99.061	Method of qualifying for nomination or election to federal, state, county, or district office.	
105	NONPARTISAN ELECTIONS	
105.031	Qualification; filing fee; candidate's oath; items required to be filed.	
106	CAMPAIGN FINANCING	
106.143	Political advertisements circulated prior to election; requirements	
	Designation of Division of Elections as Filing Office for Department of State	1S-2.0001
	Reporting Requirements for Campaign Treasurer's Reports.	1S-2.017

8. Campaign Finance

Campaign Contributions

Federal Statutes: None

State Statutes: <http://www.leg.state.fl.us/statutes>

Administrative Rules: <http://dos.myflorida.com/elections/laws-rules/rules/>

FL Statutes	Topic	Administrative Rules
99	CANDIDATES	
105	NONPARTISAN ELECTIONS	
106	CAMPAIGN FINANCING	
106.011	Definitions.	
106.021	Campaign treasurers; deputies; primary and secondary depositories.	
106.05	Deposit of contributions; statement of campaign treasurer.	
106.055	Valuation of in-kind contributions.	
106.06	Treasurer to keep records: inspections.	
106.07	Reports; certification and filing.	
106.075	Elected officials; report of loans made in year preceding election; limitation on contributions to pay loans	
106.08	Contributions; limitations on.	
106.09	Cash contributions and contributions by cashier's checks.	
106.141	Disposition of surplus funds by candidates.	
106.15	Certain acts prohibited.	

Campaign Advertising

Federal Statutes: None

State Statutes: <http://www.leg.state.fl.us/statutes>

Administrative Rules: <http://dos.myflorida.com/elections/laws-rules/rules/>

FL Statutes	Topic	Administrative Rules
99	CANDIDATES	
105	NONPARTISAN ELECTIONS	
106	CAMPAIGN FINANCING	
106.021	Campaign treasurers; deputies; primary and secondary depositories.	
106.143	Political advertisements circulated prior to election; requirements.	
106.165	Use of closed captioning and descriptive narrative in all television broadcasts.	
	Designation of Division of Elections as Filing Office for Department of State	1S-2.0001
	Reporting Requirements for Campaign Treasurer's Reports	1S-2.017

Campaign Signs

Federal Statutes: None

State Statutes: <http://www.leg.state.fl.us/statutes>

Administrative Rules: <http://dos.myflorida.com/elections/laws-rules/rules/>

The Cities of Inverness and Crystal River have local ordinances concerning signs.

FL Statutes	Topic	Administrative Rules
99	CANDIDATES	
105	NONPARTISAN ELECTIONS	
106	CAMPAIGN FINANCING	
106.143	Political advertisements circulated prior to election; requirements.	
106.1435	Usage and removal of political campaign advertisements.	
337	CONTRACTING; ACQUISITION, DISPOSAL, AND USE OF PROPERTY	
337.407	Regulation of signs and lights within rights-of-way.	
479	OUTDOOR ADVERTISING	
479.11	Specified signs prohibited.	
479.16	Signs for which permits are not required.	
	Designation of Division of Elections as Filing Office for Department of State	1S-2.0001
	Reporting Requirements for Campaign Treasurer's Reports	1S-2.017

Campaign Sign Removal

Federal Statutes: None

State Statutes: <http://www.leg.state.fl.us/statutes>

Administrative Rules: <http://dos.myflorida.com/elections/laws-rules/rules/>

The Cities of Inverness and Crystal River have local ordinances concerning signs.

FL Statutes	Topic	Administrative Rules
99	CANDIDATES	
105	NONPARTISAN ELECTIONS	
106	CAMPAIGN FINANCING	
106.1435	Usage and removal of political campaign advertisements.	
	Designation of Division of Elections as Filing Office for Department of State	1S-2.0001
	Reporting Requirements for Campaign Treasurer's Reports	1S-2.017

9. Ballots

Federal Statutes: None

State Statutes: <http://www.leg.state.fl.us/statutes>

Administrative Rules: <http://dos.myflorida.com/elections/laws-rules/rules/>

FL Statutes	Topic	Administrative Rules
99	CANDIDATES	
101	VOTING METHODS AND PROCEDURE	
101.151	Specifications for ballots.	
101.20	Publication of ballot form; sample ballots.	
101.5612	Testing of tabulating equipment.	
101.62	Request for Vote-by-Mail ballots.	
101.68	Canvassing of Vote-by-Mail ballot.	
105	NONPARTISAN ELECTIONS	
106	CAMPAIGN FINANCING	
	Designation of Division of Elections as Filing Office for Department of State	1S-2.0001
	Reporting Requirements for Campaign Treasurer's Reports	1S-2.017
	Uniform Primary and General Election Ballot	1S-2.032

10. Voter Data

Federal Statutes: None

State Statutes: <http://www.leg.state.fl.us/statutes>

Administrative Rules: <http://dos.myflorida.com/elections/laws-rules/rules/>

FL Statutes	Topic	Administrative Rules
99	CANDIDATES	
105	NONPARTISAN ELECTIONS	
106	CAMPAIGN FINANCING	
	Designation of Division of Elections as Filing Office for Department of State	1S-2.0001
	Reporting Requirements for Campaign Treasurer's Reports	1S-2.017

11. Public Testing of Electronic Equipment

Federal Statutes: None

State Statutes: <http://www.leg.state.fl.us/statutes>

Administrative Rules: <http://dos.myflorida.com/elections/laws-rules/rules/>

FL Statutes	Topic	Administrative Rules
99	CANDIDATES	
101	VOTING METHODS AND PROCEDURE	
101.5612	Testing of tabulating equipment.	
105	NONPARTISAN ELECTIONS	
106	CAMPAIGN FINANCING	
	Designation of Division of Elections as Filing Office for Department of State	1S-2.0001
	Reporting Requirements for Campaign Treasurer's Reports	1S-2.017

12. Poll Watchers

Federal Statutes: None

State Statutes: <http://www.leg.state.fl.us/statutes>

Administrative Rules: <http://dos.myflorida.com/elections/laws-rules/rules/>

FL Statutes	Topic	Administrative Rules
99	CANDIDATES	
101	VOTING METHODS AND PROCEDURE	
101.131	Watchers at polls.	
105	NONPARTISAN ELECTIONS	
106	CAMPAIGN FINANCING	
	Designation of Division of Elections as Filing Office for Department of State	1S-2.0001
	Reporting Requirements for Campaign Treasurer's Reports	1S-2.017