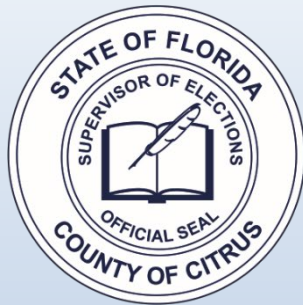


Candidate Workshop



Maureen "Mo" Baird
Supervisor of Elections

www.VoteCitrus.gov

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

Qualifying Officer- Maureen "Mo" Baird, Supervisor of Elections

Candidate Qualifying- Emily Childs

Data Requests & Vote by Mail Ballots- Seth Ballard

E-mail: vote@votecitrus.gov

Website: www.votecitrus.gov

Phone: (352) 564-7111 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 Any information in this session which conflicts with the applicable state or municipal law at the time, will be superseded by said law.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 qualifying officer performs a ministerial function in reviewing Qualifying Papers.

Filing Documents

<p align="center">APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY FOR CANDIDATES (Section 106.02(1)(f), F.S.)</p> <p align="center">(PLEASE PRINT OR TYPE)</p> <p>NOTE: This form must be on file with the qualifying officer before opening the campaign account.</p>	<p align="center">OFFICE USE ONLY</p>
<p>1. CHECK APPROPRIATE BOX(ES):</p> <p><input type="checkbox"/> Initial Filing of Form Re-filing to Change: <input type="checkbox"/> Treasurer/Deputy <input type="checkbox"/> Depository <input type="checkbox"/> Office <input type="checkbox"/> Party</p>	
<p>2. Name of Candidate (in this order: First, Middle, Last)</p>	<p>3. Address (include post office box or street, city, state, zip code)</p>
<p>4. Telephone 5. E-mail address</p> <p>()</p>	<p>7. If a candidate for a <u>nonpartisan</u> office, check if applicable:</p> <p><input type="checkbox"/> My intent is to run as a Write-In candidate.</p>
<p>6. Office sought (include district, circuit, group number)</p>	
<p>8. If a candidate for a <u>partisan</u> office, check block and fill in name of party as applicable: My intent is to run as a</p> <p><input type="checkbox"/> Write-In <input type="checkbox"/> No Party Affiliation <input type="checkbox"/> Party candidate</p>	
<p>9. I have appointed the following person to act as my <input type="checkbox"/> Campaign Treasurer <input type="checkbox"/> Deputy Treasurer</p>	
<p>10. Name of Treasurer or Deputy Treasurer</p>	
<p>11. Mailing Address</p>	<p>12. Telephone</p> <p>()</p>
<p>13. City 14. County 15. State 16. Zip Code 17. E-mail address</p>	<p>18. I have designated the following bank as my <input type="checkbox"/> Primary Depository <input type="checkbox"/> Secondary Depository</p>
<p>19. Name of Bank</p>	<p>20. Address</p>
<p>21. City 22. County 23. State 24. Zip Code</p>	<p>26. Signature of Candidate</p> <p align="center">X</p>
<p>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.</p>	
<p>25. Date</p>	<p>26. Signature of Candidate</p> <p align="center">X</p>
<p>27. Treasurer's Acceptance of Appointment (fill in the blanks and check the appropriate block)</p> <p>I, _____, do hereby accept the appointment designated above as: <input type="checkbox"/> Campaign Treasurer <input type="checkbox"/> Deputy Treasurer.</p> <p align="center">X</p>	
<p align="center">Date _____ Signature of Campaign Treasurer or Deputy Treasurer _____</p>	

DS-DE 9 (Rev. 10/10)

Rule 19-2.0001, F.A.C.

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

STATEMENT OF CANDIDATE FOR JUDICIAL OFFICE	OFFICE USE ONLY
<p>(Section 105.031(5), F.S.) (Please Type)</p>	
<p>I, _____</p> <p>a judicial candidate, have received, read, and understand the requirements of the Florida Code of Judicial Conduct.</p> <div style="margin-left: 40%;">_____</div> <div style="margin-left: 40%;">(Signature of candidate)</div> <div style="margin-left: 40%;">_____</div> <div style="margin-left: 40%;">(Date)</div>	
<p>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.</p>	

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)

The most current forms are located on the Division of Elections website under the “Forms and Publications” Tab. The SOE also provides these in the Candidate packet.

Special District Candidates

Special District candidates who **WILL NOT** incur election expenses or contributions are not required to file form DS-DE 9.

AFFIDAVIT OF INTENTION SPECIAL DISTRICT CANDIDATE

State of Florida
Citrus County

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

special district of:

(District name including district #, seat #, or group #)

in the General Election

I 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 (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 (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

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 .

Important Note: A DS-DE 9 must be completed for each deputy treasurer.

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 an 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 designated prior to collecting contributions or making expenditures
- 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.*

Important Note: The DS-DE 9 must be complete with original signatures and dates.

2022 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	April 11	May 30
Qualifying begins	April 25, Noon	June 13, Noon
Qualifying ends	April 29, Noon	June 17, Noon

Qualifying Fee & Petition Information

Office	Salary	Filing Fee 3%	Assessmt Fee 1%	Party Assessmt Fee (Dem/Rep) 2%	Total Fees Major Party Minor Party NPA		Registered Voters- Last Gen Election	Petitions Required 1%
County Judge	\$156,377	\$4,691.31	\$1,563.77	\$3,127.54	\$6,255.08	NA	117,092	1,171
County Commission District 2, 4	\$67,114	\$2,013.42	\$671.14	\$1,342.28	\$4,026.84	\$2,684.56	117,092	1,171
School Board District 1, 3, 5	\$37,333	\$1,119.99	\$373.33	NA	\$1,493.32	NA	117,092	1,171
Citrus County Community Charitable Found Seat 2	NA	NA	NA	NA	\$25.00		NA	25
Mosquito Control Board, Seats 1, 3	\$4,800	NA	NA	NA	\$25.00		NA	25
Homosassa Special Water District- Seats 2, 4	\$2,400	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.*

Sample Petition

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]

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

Party Affiliation

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

2022	Judicial Candidates	Non-Judicial Candidates
Petitions due to SOE	March 28 Noon	May 16 Noon
SOE may accept & hold qualifying papers	April 11	May 30
Written resignations due if terms of offices, or any party thereof, run concurrently with each other	April 15	June 3
Deadline for SOE to certify to the DOE the number of valid signatures for candidates seeking to qualify by the petition method	April 18	June 6
Qualifying begins	April 25 Noon	June 13 Noon
Qualifying ends	April 29 Noon	June 17 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 a list of registered voters. Please call the SOE office and ask for Seth Ballard.

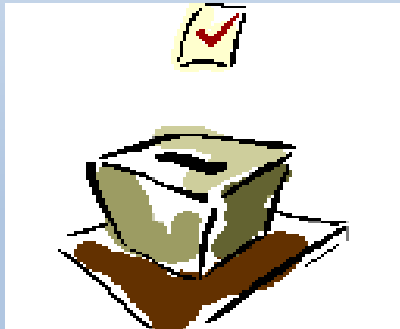
The file includes instructions on the data layout and field information. The file is in a .txt format. If you have Microsoft Excel 2010 or higher, this program will hold the entire voter file.

If you have a specific request or are not sure of what you want, please call and speak with Seth directly. He 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 election's office. To have the ballot count, it must be in the election's 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 election's office. Your password will not be given to anyone except the candidate.
- You will log into our website at www.votecitrus.gov 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.

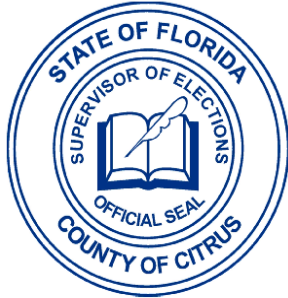
Mail Ballot

- 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 8 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. (Section 101.2(2), F.S)
- 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.

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.gov on election night.

Publications



How to File Financial Reports Online

A Handbook for Candidates & Committees



Maureen "Mo" Baird
Supervisor of Elections

Citrus County 2022 CANDIDATE GUIDE



ENHANCE YOUR UNDERSTANDING OF THE FLORIDA
STATEMENT OF THE LAWS PROVIDED BY THE STATE OF
FLORIDA
Website: www.voteinfla.com E-mail: voteinfla@fla.com
Authorized by the Citrus County Supervisor of Elections

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. 9/27/2021)

2022 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



(Rev. 11/2/2021)



The Florida Election Code

Chapters 97 – 106, Florida Statutes

September 2021

Publication prepared by the Florida Department of State
Statutory text and index compiled by the Division of Law Revision, Florida Legislature
Statutes

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

2022 Candidates

Calendar of Reporting Dates for 2022 Candidates (other than statewide candidates) registered with the Division of Elections

Cover Period	Report Code	Due Date
12/1/21 - 12/31/21	2021 M12	1/10/2022
1/1/22 - 1/31/22	2022 M1	2/10/2022
2/1/22 - 2/28/22	2022 M2	3/10/2022
3/1/22 - 3/31/22	2022 M3	4/11/2022
4/1/22 - 4/30/22	2022 M4	5/10/2022
5/1/22 - 5/31/22	2022 M5	6/10/2022

6/1/22 - 6/17/22	2022 P1	6/24/2022
6/18/22 - 7/1/22	2022 P2	7/8/2022
7/2/22 - 7/15/22	2022 P3	7/22/2022
7/16/22 - 7/22/22	2022 P4	7/29/2022
7/23/22 - 7/29/22	2022 P5	8/5/2022
7/30/22 - 8/5/22	2022 P6	8/12/2022
8/6/22 - 8/18/22	2022 P7	8/19/2022

8/19/22 - 8/26/22	2022 G1	9/2/2022
8/27/22 - 9/9/22	2022 G2	9/16/2022
9/10/22 - 9/23/22	2022 G3	9/30/2022
9/24/22 - 10/7/22	2022 G4	10/14/2022
10/8/22 - 10/14/22	2022 G5	10/21/2022
10/15/22 - 10/21/22	2022 G6	10/28/2022
10/22/22 - 11/3/22	2022 G7	11/4/2022

Termination Reports

Cover Period	Report Code	Due Date
After April-May Qualifying	TR	7/28/2022
After June Qualifying	TR	9/16/2022
Primary Election	TR	11/21/2022
General Election	TR	2/6/2023

2022 Election Dates

Primary Election

August 23, 2022

General Election

November 8, 2022

Here's an example of a financial report.

FLORIDA DEPARTMENT OF STATE DIVISION OF ELECTIONS CAMPAIGN TREASURER'S REPORT SUMMARY		OFFICE USE ONLY <div style="border: 1px solid black; padding: 5px; font-size: 1.2em; font-weight: bold;"> ONLINE SUBMISSION (1014376) </div>
(1) Carolyn J. Casadonte Name (2) 1645 Harrington CT, Suite C Address (number and street) Palmetto, FL 32214 City, State, Zip Code <input type="checkbox"/> CHECK IF ADDRESS HAS CHANGED	(3) ID Number: _____ 96	
(4) Check appropriate box(es): <input checked="" type="checkbox"/> Candidate (office sought): <u>County Commission District 4</u> <input type="checkbox"/> Political Committee <input type="checkbox"/> CHECK IF PC HAS DISBANDED <input type="checkbox"/> Committee of Continuous Existence <input type="checkbox"/> CHECK IF CCE HAS DISBANDED <input type="checkbox"/> Party Executive Committee <input type="checkbox"/> Electioneering Communication <input type="checkbox"/> CHECK IF NO OTHER ELECTIONEERING COMMUNICATION REPORTS WILL BE FILED		
(5) REPORT IDENTIFIERS		
Cover Period: From <u>4/1/2009</u> To <u>7/1/2009</u> Report Type <u>Q2</u> <input checked="" type="checkbox"/> Original <input type="checkbox"/> Amendment <input type="checkbox"/> Special Election Report <input type="checkbox"/> 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 Disbursements \$ 0.00		
(9) TOTAL Monetary Contributions To Date \$ 2,850.00	(10) TOTAL Monetary Expenditures To Date \$ 1,275.00	
(11) CERTIFICATION		
It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.)		
I certify that I have examined this report and it is true, correct, and complete.		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> (Type name) <input type="checkbox"/> Individual (only for electioneering comm.) <input type="checkbox"/> Treasurer <input type="checkbox"/> Deputy Treasurer X Signature </div> <div style="width: 45%;"> (Type name) <input type="checkbox"/> Candidate <input type="checkbox"/> Chairperson (only for PC, PTY & electioneering comm. organization) </div> </div>		

First, there's a summary page.

STAMPED TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS

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

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Contributor Type	(9) Contribution Type	(10) In-kind Description	(11) Amount	(12) Amount
(6) Sequence Number						
4/21/2009 / /	Barber, Anna Lee 48 Wilcox Blvd Palmetto, FL 32312	I	CH			\$100.00
1						
4/21/2009 / /	Kirk, Marsha 899 Millersat Dr Palmetto, FL 3	I	CH			\$50.00
2						
4/21/2009 / /	Smith, Reid C. 344 Henderson Rd Palmetto, FL 32312	I	restaurant owner	lunch for campaign meeting		\$300.00
3						
/ /						
/ /						
/ /						
/ /						
/ /						
/ /						

DS-DE 13 (Rev. 08/03)

SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

Then, an itemized list of contributions.

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES					
(1) Name <u>Carolyn J. Casadonte</u>			(2) I.D. Number <u>96</u>		
(3) Cover Period <u>4/1/2009</u> through <u>7/1/2009</u>			(4) Page <u>1</u> of <u>1</u>		
(6) Date (6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
5/10/2009 1	Davis Communications, P.O. Box 3489 Tallahassee, FL 32312	retainer for advertising	MO		\$500.00
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					

DS-DE 14 (Rev. 08/03)

SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

Next, a list of expenditures

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(5) 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

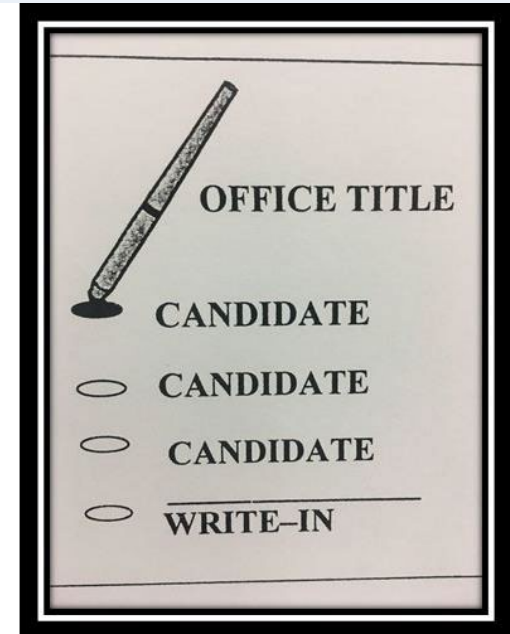
Campaign Mailer

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(1) 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.



Disposition of Funds

These funds may only be expended from the campaign account to:

- 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 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 s 106.07 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/FECWebFi.nsf/pages/Violations>

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
352-527-5350

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?

No. Any person seeking to qualify for office as a candidate with no party affiliation shall, at the time of subscribing to the oath or affirmation, state in writing that he or she is registered without any party affiliation and that he or she has not been a registered member of any political party for 365 days before the beginning of qualifying preceding the general election for which the person seeks to qualify. (Section 99.021(1)(c), F.S.).

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 16th, 2022.

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 106.07)

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!

352-564-7111 or 352-564-7120