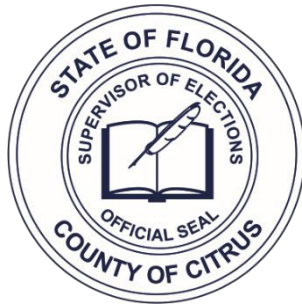


# Candidate Workshop



***Maureen "Mo" Baird***  

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***Supervisor of Elections***

**[www.VoteCitrus.gov](http://www.VoteCitrus.gov)**

# Objectives of the Workshop

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



# Your Candidate Support Team

**Qualifying Officer** - Maureen Baird, Supervisor of Elections,  
352-564-7110

**Candidate Qualifying** - Sandra Hiar, 352-564-7116

**Data Requests** - Seth Ballard, 352-564-7115

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

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

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 Any information in this session which conflicts with the applicable state or municipal law at the time, will be superseded by said law.*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

*The qualifying filing officer performs a ministerial function in reviewing Qualifying Papers. The filing officer may not determine whether the contents of the qualifying papers are accurate.*

# Filing Documents

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

DS-DE 9 (Rev. 10/10)      Rule 15-2.0001, F.A.C.

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

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

DS-DE 83 (Rev. 03/08)

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

[County Candidates Document Link](#)  
[Judicial Candidates Document Link](#)



| STATEMENT OF CANDIDATE<br>(Section 106.023, F.S.)<br>(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.  |                 |
| <b>X</b> _____<br>Signature of Candidate  | _____<br>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.



**Maureen "Mo" Baird**  
**Supervisor of Elections**

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**AFFIDAVIT OF INTENT  
SPECIAL DISTRICT CANDIDATE**

**State of Florida  
Citrus County**

I, \_\_\_\_\_, a candidate for the special district office of:  
(Print name)

\_\_\_\_\_, in the \_\_\_\_ election cycle.  
(Name of Office including District/ Group Number)

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), I understand that prior to doing so, I am required to file a Form DS-DE 9 (Appointment of Campaign Treasurer/Designation of Campaign Depository Form) with the Citrus County Supervisor of Election. My campaign shall then be governed by Chapter 106, Florida Statutes.

**UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING AFFIDAVIT AND I AGREE TO ABIDE BY THE LAWS LISTED ABOVE.**

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

99.061, Florida Statutes  
Rev: 02/22

VoteCitrus.gov  352-564-7120  
Citrus County Supervisor of Elections ~ PO Box 1870 ~ Lecanto, Florida 34460

# Campaign Depository

## ***Depository:***

- Is designated at the same time as a treasurer is appointed on Form 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 on the campaign depository 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.**

*(F.S. 106.021, 106.05)*

# Campaign Treasurer

## ***Treasurer:***

- A campaign treasurer and up to three deputy treasurers may be appointed.
- 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 the number of years equal to the term of office to which the candidate seeks election.
- Shall file regular reports of all contributions and expenditures.
- Shall be fined 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 treasurer/deputy treasurer and contain original signatures.**

*(F.S. 106.021, 106.05, 106.06, 106.07)*



# 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 6, Form 1 (only Special Districts)*) or receipt of filing from the Commission on Ethics
  - 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.

| Office                       | Acceptance Start Date | Qualifying Start Date | Qualifying End Date |
|------------------------------|-----------------------|-----------------------|---------------------|
| Judicial                     | April 8               | April 22, Noon        | April 26, Noon      |
| County and Special Districts | May 27                | June 10, Noon         | June 14, Noon       |

(F.S. 99.061, 105.031)

*\*Only Special District Candidates may pay using a personal check if they did not need to file a DS-DE 9 form. (F.S. 99.061(3)) Write-in candidates do not need to pay a qualifying fee. (F.S. 99.061(4))*

# Qualifying Fee & Petition Information

| Office   | Salary       | Filing Fee<br>3% | Election<br>Assessment<br>Fee<br>1% | Party<br>Assessment<br>Fee<br>2% | Total Fees                  |                           | Registered<br>Voters -<br>Last Gen<br>Election | Petitions<br>Required<br>1% |
|--|--------------|------------------|-------------------------------------|----------------------------------|-----------------------------|---------------------------|--|-----------------------------|
|  |              |                  |                                     |                                  | Major<br>Party<br>(DEM/REP) | Minor<br>Party*<br>or NPA |  |                             |
| Clerk of the Circuit Court and<br>Comptroller              | \$146,477.00 | \$4,394.31       | \$1,464.77                          | \$2,929.54                       | \$8,788.62                  | \$5,859.08                | 122,182  | 1,222                       |
| Sheriff  | \$182,327.00 | \$5,469.81       | \$1,823.27                          | \$3,646.54                       | \$10,939.62                 | \$7,293.08                | 122,182  | 1,222                       |
| Property Appraiser   | \$146,477.00 | \$4,394.31       | \$1,464.77                          | \$2,929.54                       | \$8,788.62                  | \$5,859.08                | 122,182  | 1,222                       |
| Tax Collector  | \$146,477.00 | \$4,394.31       | \$1,464.77                          | \$2,929.54                       | \$8,788.62                  | \$5,859.08                | 122,182  | 1,222                       |
| Superintendent of Schools                                  | \$155,266.00 | \$4,657.98       | \$1,552.66                          | \$3,105.32                       | \$9,315.96                  | \$6,210.64                | 122,182  | 1,222                       |
| Supervisor of Elections                                    | \$146,477.00 | \$4,394.31       | \$1,464.77                          | \$2,929.54                       | \$8,788.62                  | \$5,859.08                | 122,182  | 1,222                       |
| County Commission<br>District 1, 3, 5                      | \$73,227.00  | \$2,196.81       | \$732.27                            | \$1,464.54                       | \$4,393.62                  | \$2,929.08                | 122,182  | 1,222                       |
| County Judge<br>Group 3                                    | \$180,616.00 | \$5,418.48       | \$1,806.16                          | NA                               | \$7,224.64                  |                           | 122,182  | 1,222                       |
| School Board<br>District 2, 4                              | \$42,635.00  | \$1,279.05       | \$426.35                            | NA                               | \$1,705.40                  |                           | 122,182  | 1,222                       |
| Citrus County Community<br>Charitable Foundation<br>Seat 1 | NA           | NA               | NA                                  | NA                               | \$25.00                     |                           | NA   | 25                          |
| Mosquito Control Board<br>Seat 2                           | NA           | NA               | NA                                  | NA                               | \$25.00                     |                           | NA   | 25                          |
| Homosassa Special Water District<br>Seats 1, 3, 5          | NA           | NA               | NA                                  | NA                               | \$25.00                     |                           | NA   | 25                          |

(F.S. 99.061, 99.092, 99.095, 99.0955, 99.096, 105.031)

\*If no party assessment fee has been levied.

# 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 geographical area represented by the office sought, 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 check to the Supervisor of Elections from the candidate's campaign account.

*\* If the candidate is unable to pay this, he/she may file the Oath of Undue Burden to have this fee waived.*

*\*For Special Districts, candidates may pay using a personal check if they did not need to file a DS-DE 9 form. (F.S. 99.061(3))*

*Note: Write-in candidates do not need to pay a qualifying fee or gather petitions. (F.S. 99.061)*

*(F.S. 99.095, 105.0351)*

# Sample Petition

| CANDIDATE PETITION   |   |  |   |
|--|---|--|---|
| <i>Notes: - All information on this form becomes a public record upon receipt by the Supervisor of Elections.<br/>- It is a crime to knowingly sign more than one petition for a candidate. [Section 104.185, Florida Statutes]<br/>- If all requested information on this form is not completed, the form will not be valid as a Candidate Petition form.</i> |   |  |   |
| I, <b>John Doe</b>   |   | the undersigned, a registered voter  |   |
| (print name as it appears on your voter information card)  |   |  |   |
| in said state and county, petition to have the name of <b>Name of Candidate</b>  |   | _____  |   |
| placed on the Primary/General Election Ballot as a: [check/complete box, as applicable]  |   |  |   |
| <input type="checkbox"/> Nonpartisan   | <input type="checkbox"/> No party affiliation | <input type="checkbox"/> <b>Party Affiliation</b>                          | _____ Party candidate for the office of |
| <b>The Office Being Sought</b>   |   | _____  |   |
| (insert title of office and include district, circuit, group, seat number, if applicable)  |   |  |   |
| Date of Birth or Voter Registration Number<br>(MM/DD/YY)<br><b>05/05/55</b> <b>OR</b> <b>123456789</b>   |   | Address<br><b>123 Main St.</b>   |   |
| City<br><b>Inverness</b>   | County<br><b>Citrus</b>                       | State<br><b>FL</b>   | Zip Code<br><b>34450</b>                |
| Signature of Voter<br><b>John Doe's signature</b>  |   | Date Signed (MM/DD/YY)<br>[to be completed by Voter]<br><b>Date Signed</b> |   |
| Rule 1S-2.045, F.A.C.  |   | DS-DE 104 (Eff. 09/11)   |   |

- **Candidates may have the yellow areas pre-printed on a petition card.**
- **Blue items the voter must complete.**

# What do I need to create financial 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 2024 Candidates

## Calendar of Reporting Dates for 2024 Candidates registered with the Division of Elections

| <u>Cover Period</u> | <u>Report Code</u> | <u>Due Date</u> |
|---------------------|--------------------|-----------------|
| 10/1/23 – 12/31/23  | 2023 Q4            | 1/10/2024       |
| 1/1/24 – 3/31/24    | 2024 Q1            | 4/10/2024       |
| 4/1/24 – 5/31/24    | 2024 Q2            | 6/10/2024       |

|                   |         |           |
|-------------------|---------|-----------|
| 6/1/24 – 6/14/24  | 2024 P1 | 6/21/2024 |
| 6/15/24 – 6/28/24 | 2024 P2 | 7/5/2024  |
| 6/29/24 – 7/12/24 | 2024 P3 | 7/19/2024 |
| 7/13/24 – 7/19/24 | 2024 P4 | 7/26/2024 |
| 7/20/24 – 7/26/24 | 2024 P5 | 8/2/2024  |
| 7/27/24 – 8/02/24 | 2024 P6 | 8/9/2024  |
| 8/03/24 – 8/15/24 | 2024 P7 | 8/16/2024 |

|                     |         |            |
|---------------------|---------|------------|
| 8/16/24 – 8/23/24   | 2024 G1 | 8/30/2024  |
| 8/24/24 – 9/06/24   | 2024 G2 | 9/13/2024  |
| 9/07/24 – 9/20/24   | 2024 G3 | 9/27/2024  |
| 9/21/24 – 10/04/24  | 2024 G4 | 10/11/2024 |
| 10/05/24 – 10/18/24 | 2024 G5 | 10/25/2024 |
| 10/19/24 – 10/31/24 | 2024 G6 | 11/01/2024 |

## Termination Reports

| <u>Cover Period</u>    | <u>Report Code</u> | <u>Due Date</u> |
|------------------------|--------------------|-----------------|
| After April Qualifying | TR                 | 7/25/2024       |
| After June Qualifying  | TR                 | 9/12/2024       |
| Primary Election       | TR                 | 11/18/2024      |
| General Election       | TR                 | 2/3/2025        |

## 2024 Election Dates

### Presidential Preference Primary Election

March 19, 2024

### Primary Election

August 20, 2024

### General Election

November 5, 2024

# Financial Report Example

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

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

OFFICE USE ONLY  
ONLINE SUBMISSION [1014376]

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

(4) CHECK IF PC HAS DISBANDED  
(4) CHECK IF CCE HAS DISBANDED  
(4) CHECK IF NO OTHER ELECTIONEERING COMMUNICATION REPORTS WILL BE FILED

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

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

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

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

(11) CERTIFICATION  
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.  
 Individual (only for electioneering commun.)  
 Treasurer  
 Deputy Treasurer  
 Candidate  
 Chairperson (only for PC, PTY or electioneering commun. organization)



First, there's a summary page.

CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS

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

| (5) Date  | (6) Sequence Number | (7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code | (8) Contributor Type | (9) Occupation   | (10) Contribution Type | (11) In-kind Description   | (12) Amount |
|-----------|---------------------|--|----------------------|------------------|------------------------|----------------------------|-------------|
| 4/21/2009 | 1                   | Barber, Anna Lee<br>45 Wilson Blvd<br>Palmetto, FL 32312                           | I                    |                  | CH                     |                            | \$100.00    |
| 4/21/2009 | 2                   | Kirk, Marsha<br>899 Millwood Dr<br>Palmetto, FL 3                                  | I                    |                  | CH                     |                            | \$50.00     |
| 4/21/2009 | 3                   | Swich, Reid C.<br>144 Woodrow Dr<br>Palmetto, FL 32312                             | I                    | restaurant owner | IK                     | lunch for campaign meeting | \$300.00    |

DS-DE 9 (Rev. 08/03) SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

Then, an itemized list of contributions.



Next, a list of expenditures

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

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

| (5) Date  | (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) Amount |
|-----------|---------------------|--|--|----------------------|-------------|
| 5/19/2009 | 1                   | Davis Communications,<br>P.O. Box 3489<br>Tallahassee, FL 32312                    | retainer for advertising                                       | MO                   | \$500.00    |
| / /       |                     |  |  |                      |             |
| / /       |                     |  |  |                      |             |
| / /       |                     |  |  |                      |             |
| / /       |                     |  |  |                      |             |
| / /       |                     |  |  |                      |             |
| / /       |                     |  |  |                      |             |
| / /       |                     |  |  |                      |             |
| / /       |                     |  |  |                      |             |

DS-DE 14 (Rev. 08/03) SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

# Contribution Limits

- A candidate may not receive more than \$1000 per election from any one person or business.
- A candidate's contributions to his/her own campaign are UNLIMITED.
- Contribution limit for cash or cashier's check is \$50 per election.
- Contributions over \$50 must be made by check from the contributor.
- Any funds received over \$100 must include the occupation of the contributor on the financial reports.
- Contributions can not be accepted on the day of an election or less than 5 days before the election.

*(F.S. 106.07, 106.08, 106.09)*



# 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.**

# 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.
- Any tickets or advertising for such a campaign fund raiser must comply with the requirements of F.S. 106.143. (Advertising disclaimer).

*(F.S. 106.011(1), 106.025)*

# 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 F.S. 106.08 and are to be accounted for and reported as any other contribution.
- Name and address will be needed for reporting each contributor.
- \$50 limit on cash contributions, example sale of a ticket.
- Any tickets or advertising for a campaign fund raiser must comply with the advertising disclaimer requirement in F.S. 106.143.

*(F.S. 106.025)*

# 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 and must be accounted for and are subject to the same restrictions as other campaign expenditures.

*(F.S. 106.025)*

# 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 F.S. 106.141.



# 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 F.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

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 was 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 F.S. 106.141.

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

# 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.
- To the state to be deposited in either the Election Campaign Financing Trust Fund or the General Revenue Fund, or in the case of a candidate for office of a political subdivision, to such political subdivision to be deposited in the general fund.

*(F.S. 106.141 (4)(a))*



# 2024 Dates to Remember

| 2024 Task  | Judicial Candidates | County and Special District Candidates |
|--|---------------------|--|
| Petitions due to SOE   | March 25, Noon      | May 13, Noon                           |
| SOE may accept and hold qualifying papers  | April 8             | May 27                                 |
| Written resignations due if terms of offices, or any part thereof, run concurrently with each other                            | April 12            | May 31                                 |
| Deadline for SOE to certify to the DOE the number of valid signatures for candidates seeking to qualify by the petition method | April 15            | June 3                                 |
| Qualifying begins  | April 22, Noon      | June 10, Noon                          |
| Qualifying ends  | April 26, Noon      | June 14, Noon                          |

|  |                  |
|--|------------------|
| Presidential Preference Primary Election | March 19, 2024   |
| Primary Election                         | August 10, 2024  |
| General Election                         | November 5, 2024 |

# **Candidate Workshop**

## **Requests for Voter Registration Information And Election Night Results**

# Request for Voter Registration Information

Available for your convenience a list of registered voters.  
Please call the SOE office.

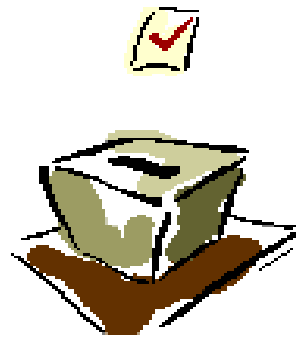
The file includes instructions on the data layout and field information. The file is in a .txt format. If you have Microsoft Excel 2010 or higher, this program will hold the entire voter file.

If you have a specific request or are not sure of what you want, please call and we will give you some direction and 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.

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

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

F.S. 101.62(2): This information shall be confidential and exempt from the provisions of s. 119.07(1) and shall be made available to or reproduced only for the voter requesting the ballot, a canvassing board, an election official, a political party or official thereof, a candidate who has filed qualification papers and is opposed in an upcoming election, and registered political committees or registered committees of continuous existence, for political purposes only.

# Mail Ballot Addresses

How will the candidate receive absentee data?

- A candidate will complete an “Affidavit to Obtain Vote by Mail Information”.
- The affidavit allows you to choose the type of information you want to receive (party, districts).
- You will receive a password and log in from the Elections office. Your password will not be given to anyone except the candidate.
- You will log into our website at [www.votecitrus.gov](http://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 10 days prior to the election. A daily run of mail ballots will be mailed. An electronic file will be generated after 2 pm each day for the candidate and posted on the SOE website for you to log in and extract your file. (*F.S. 101.62(3)*)
- 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 and posted on the Supervisor of Elections website at [www.votecitrus.gov](http://www.votecitrus.gov)
- Printouts of unofficial election results will be available at the Elections office.
- The final unofficial results will be posted on the Supervisor of Elections website at [www.votecitrus.gov](http://www.votecitrus.gov) on election night.

# **Candidate Workshop**

**Political Advertising,  
Laws,  
Resources,  
Questions and Answers**

# Political Advertising

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

**Disclaimers are not required for these items:**

- Candidate petitions.
- Items designed to be worn.
- Novelty items worth less than \$10 and are not in opposition to a candidate.

Refer to F.S. 106.143 for more areas where disclaimers are not required.

**Disclaimers for text messages and other advertising are required.**

Refer to F.S. 106.143 (Political advertisements circulated prior to election; requirements) and 106.147 (Text messages and telephone solicitation; disclosure requirements; prohibitions; exemptions; penalties) for details.

Also, refer to the most current version of the [FL Division of Elections, Candidate & Campaign Treasurer Handbook](#) for examples on the use of disclaimers.

# Political Advertising

**Disclaimers must be verbatim per F.S. 106.143.**

*Examples for 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, Republican, for County Commission

*Examples for Incumbent, partisan candidate running for partisan office:*

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

OR

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

# Political Advertising

**Disclaimers must be verbatim per F.S. 106.143.**

*Examples for Non-incumbent, no party affiliation (NPA) candidate running for partisan office:*

**Mary Doe for  
County Commission District 5**  
Paid by Mary Doe, NPA,  
for County Commission

OR

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

*Examples for write-in candidate running for office:*

**Jake Doe for  
County Commission District 5**  
Paid by Jake Doe, write-in  
candidate, for County  
Commission

OR

**Elect Jake Doe  
County Commission District 5**  
Political Advertisement paid for and approved  
by Jake Doe, write-in candidate,  
for County Commission

# Political Advertising

Disclaimers must be verbatim per F.S. 106.143.

*Examples for 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 for 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 in ad.
- Bumper stickers and items designed to be worn by a person do not require the word “for” in body of ad.
- Tickets or advertising for a fund raiser require a 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

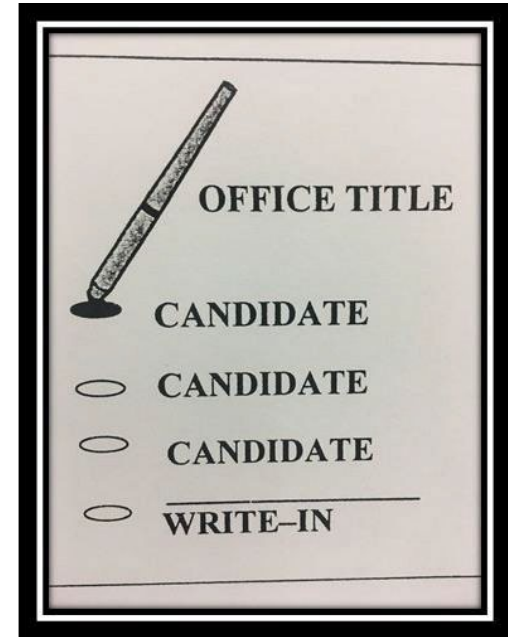
## Campaign Mailer

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!

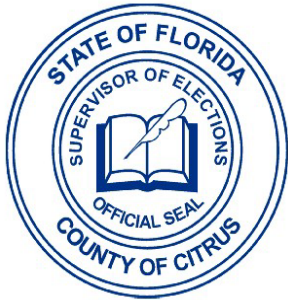
Ensure votes count by filling in the oval! 



# Candidate Sign Ordinances

- **Florida Statute 106.1435**
- **Citrus County Code Enforcement, 352-527-5350**  
Citrus County Code (Chapter 9 – 9210)
- **City of Inverness, 352-726-2611**
- **City of Crystal River, 352-745-4216**

# Publications



## How to File Financial Reports Online

*A Handbook for Candidates*

Rev: 20240612



**Maureen "Mo" Baird**  
Supervisor of Elections

## Citrus County 2024 CANDIDATE GUIDE



OUR UNDERSTANDING  
OF THE LAWS PROVIDED

[citrus.gov](http://citrus.gov) E-mail: [info@citrus.gov](mailto:info@citrus.gov)  
Citrus County Supervisor

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. 7/2023)

## The Florida Election Code

Chapters 97 –106, Florida Statutes

(Includes changes enacted after the 2023 Legislative Session)



Pursuant to section 97.025, Fla. Stat.  
Division of Law Revision, Florida Legislature

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

(June 14, 2023)

## 2024 Candidate Petition Handbook



# Laws to Be Familiar With...

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

# Common Violations of 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 Login for Reporting (The Electronic Filing System = Campaign Reports)  
Found under the Candidates/Committees section.
- File Access to Daily Vote-by-Mail Ballot Status  
Found under the Candidates/Committees section, under Candidate File Download.
- Voter Turnout  
Will be displayed on the home page, refreshed periodically.
- Important Dates, Reporting Dates, Forms and Publications, Links to Florida Division of Elections etc.

# 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. *(F.S. 99.021(1)(c))*

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. *(F.S. 99.0955(1))*

# Questions & Answers

## What if I want to change my campaign treasurer?

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.

A campaign or deputy campaign treasurer may resign or be removed by the candidate, respectively as follows:

- Written notice of *resignation* to the candidate by the campaign treasurer.
- Written notice of *removal* to the campaign treasurer by the candidate.

Note: The written notice is not effective until a *signed* copy is filed with the filing officer.

*(F.S. 106.021(2))*

# 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.

For Judicial candidates each petition must be submitted before noon, March 25th, 2024.

For County and Special District candidates each petition must be submitted before noon, May 13th, 2024.

# 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. *(F.S. 106.07(4)(a))*

# 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. (*F.S. 106.07*)

# Questions & Answers

Can a corporation give to a candidate?

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

# 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 F.S. 106.141.

# Questions & Answers

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

Call our office at any time! We welcome your questions and will gladly assist you.

Sandra Hiar at 352-564-7116 or  
Supervisor of Elections, Maureen “Mo” Baird, at 352-564-7110