

MUNICIPAL CANDIDATE INFORMATION

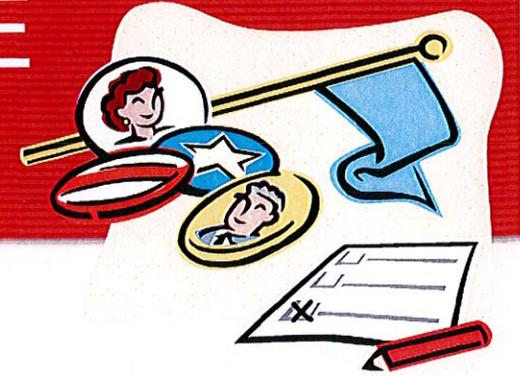
PALM BEACH COUNTY SUPERVISOR OF ELECTIONS

BECOMING A CANDIDATE



BECOMING A CANDIDATE

F.S. 106.011(16)



A Candidate is a person who:

1. Seeks to qualify for nomination or election
2. Appoints a treasurer and designates a primary depository
3. Receives contributions or makes expenditures, or appoints another person to receive contribution or make expenditures, with a view to bring about his/her nomination, election or retention to public office;
4. Files qualification papers and subscribes to a candidate's oath as required by law

MUNICIPAL OFFICES

- Mayor
- Town Council
- City Commission

The Municipal Clerk of the municipality is the filing officer.



WHAT TO FILE



STEP 1:

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

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

A candidate can be their own treasurer or deputy treasurer

APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY FOR CANDIDATES (Section 106.021(1), F.S.)				
(PLEASE PRINT OR TYPE)				
NOTE: This form must be on file with the qualifying officer before opening the campaign account.				OFFICE USE ONLY
1. CHECK APPROPRIATE BOX(ES): <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 <u>nonpartisan</u> office, check if applicable: <input type="checkbox"/> My intent is to run as a Write-In candidate.	
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 <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 X		
27. Treasurer's Acceptance of Appointment (fill in the blanks and check the appropriate block)				
I, _____, do hereby accept the appointment (Please Print or Type Name)				
designated above as: <input type="checkbox"/> Campaign Treasurer <input type="checkbox"/> Deputy Treasurer.				
Date		X Signature of Campaign Treasurer or Deputy Treasurer		

WHAT TO FILE

STEP 2:

- Statement of Candidate (DS-DE 84)

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

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.	
<u>X</u> _____ Signature of Candidate	_____ Date
<small>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).</small>	

DS-DE 84 (05/11)



WRITE-IN CANDIDATES

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



TREASURER REPORTS



WHERE TO FILE CAMPAIGN TREASURER REPORTS

Municipal Clerk

- Mayor
- Town council
- City Commissioner

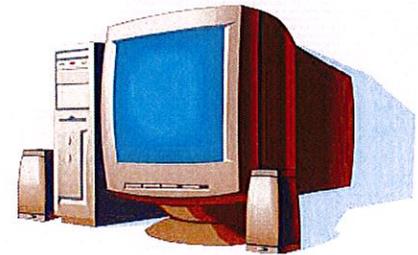


You do not need to file a copy with the
Supervisor of Elections office

TREASURER'S REPORT POLICIES

- As the filing officer you are required to review and audit all reports
- The candidates report must be postmarked or in your office on or before the due date in order for the report to be considered filed on time.

F.S. 106.07



FREQUENCY OF REPORTS

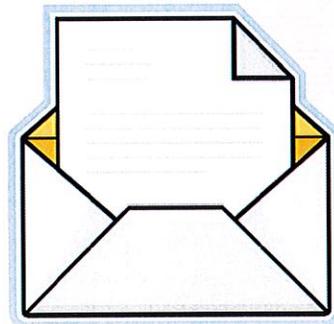
- Quarterly to Monthly Reporting
- Reports are required on the 25th, 11th and 4th days before the Municipal General Election (*If your Municipality does not have a Primary Election*)
- If you have a run-off election a report is due on the 4th day preceding that election

F.S. 106.07 also DE Opinion 98-03



INCOMPLETE REPORTS

- The Municipal Clerk will notify the Candidate and Treasurer by e-mail and certified mail per F.S. 106.07(2)(b)
- Seven days to respond to notification per F.S. 106.07(2)



HOW REPORTS ARE AUDITED

- The Division and the Supervisor of Elections does completion and compliance reviews of all reports
- **COMPLETION:** A review to determine that all information required by F.S. 106.07 is provided.
- **COMPLIANCE:** A review to determine that activity is reported correctly, limits are not exceeded, correct coding is used, etc.
- May require a written explanation to be submitted to the filing officer to place in the candidate file.

F.S. 106.07(2)(b)

LATE REPORTS F.S. 106.07(8)(b)

- The filing officer has no responsibility with regard to the fine. See DE Opinion 00-04
- The filing officer is required to:
 - Notify the candidate and treasurer of the fine
 - Notify the FEC if the fine is not paid
- Filing officer may:
 - File an enforcement action in circuit court to collect the fine, once a final order is entered by the FEC



CALCULATING FINES



- The calculation of fines begins the day after the report is due even if it is a Saturday, Sunday or legal holiday, and includes the day of filing. See DE Opinion 91-07
- **EXAMPLE:**
A report due on Friday and is not received until Tuesday is 4 days late
- There is no automatic fine for a waiver
F.S. 106.07(8)(b)

PENALTY FOR LATE FILING

- Any candidate failing to file a report on the designated due date shall be subject to a fine that must be paid from the candidates **personal funds** – not campaign funds or may be paid by someone else
- \$50 per day for the first 3 days late and thereafter \$500 per day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report



COMMON REPORTING ERRORS

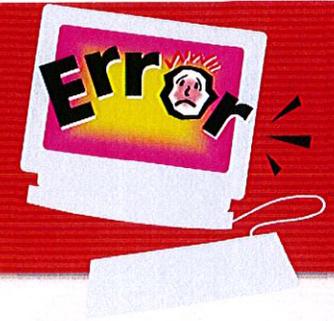
- The word "*Confidential*" used in place of an address
- A generic phrase in the occupation field i.e. *business person*
- A vague or no description of in-kind contributions
- Expenditure made prior to becoming a candidate
- Contribution limits exceeded
- Refund of contribution or returned check reported as an expenditure
- Joint contributions i.e. *Jim and Pat Jones*
- Petty cash was spent in increments greater than \$100

COMMON REPORTING ERRORS

- Petty cash withdrawals in excess of limits per week or quarter
- Reporting petty cash withdrawn without reporting petty cash spent or vice versa
- Incorrect contribution/expenditure codes used
- Anonymous contributions – explanation for file
- Reimbursements or prepaid expenses not itemized
- Activity reported in wrong cover period
- Payment to a credit card company (other than the one used for the campaign account)

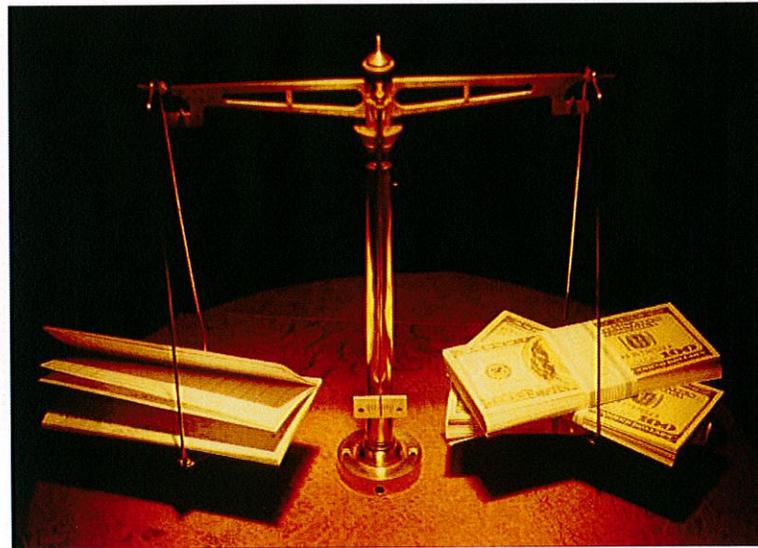


COMMON TERMINATION REPORT ERRORS



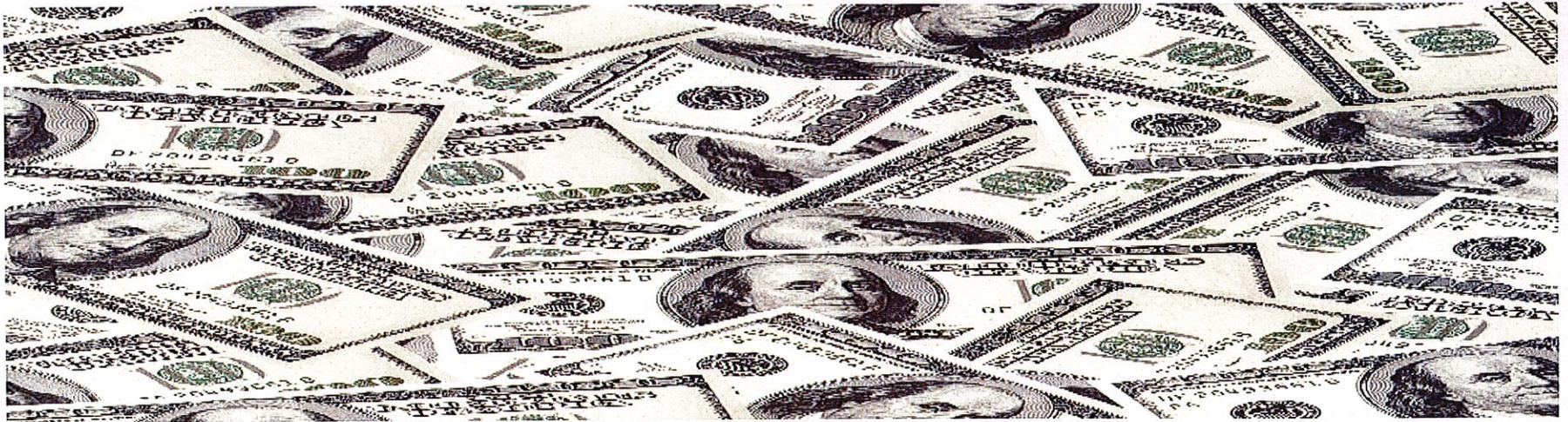
- Not using the correct codes:
 - Transfer to office account – TOA
 - Disposing of surplus funds – DIS
- Improper post election use of funds
- Failing to pay petition verification fees
- Termination report does not equal
- Contributions received after the deadline

CONTRIBUTIONS & EXPENDITURES



CAN NON-US CITIZENS CONTRIBUTE ?

Foreign nationals are prohibited from making any contributions or expenditures in connection with any election in the U.S. Please note, however, that “green card” holders (i.e. individuals lawfully admitted for permanent residence in the U.S.) are not considered foreign nationals and, as a result, may contribute.



CONTRIBUTIONS

What is a contribution?

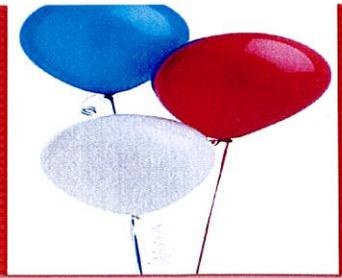
A gift, subscription, deposit, loan, payment, distribution of money or anything of value made for the purpose of influencing the results of an election or making an electioneering communication. These include In-Kind contributions having a traceable monetary value in any form

In-Kind contribution is a contribution of goods or services provided to the candidate for which money would have otherwise been paid. A description of the item or services and the fair market value must be reported to the candidate by the contributor

F.S. 106.011 (5)



CONTRIBUTIONS



- **Fund Raisers** all monies and contributions received are deemed campaign contributions and shall be accounted for and subject to the same restrictions as other campaign contributions. ***Expenses paid by others are in-kind contributions.***
- **Anonymous Contributions** must be reported. The candidate should not spend the anonymous contribution; donate the amount to an appropriate entity that meets the qualification code 501(c)(3), after the campaign
- **Exceptions are:** Services provided without compensation by individuals volunteering a portion or all of their time on behalf of a candidate including, but not limited to, legal and accounting services

F.S. 106.011(5)(c), 106.025 and 106.055

CAMPAIGN FUND RAISERS

- Any affair held to raise funds to be used in a campaign for public office
- Campaign fund raiser advertisements and tickets must comply with the political disclaimer requirements of F.S. 106.43

F.S. 106.025(1)(c)



CONTRIBUTIONS

A candidate's contribution to his/her own campaign is UNLIMITED
This does not apply to a spouse or other family member. Their contribution limit is \$1,000.00 per election.

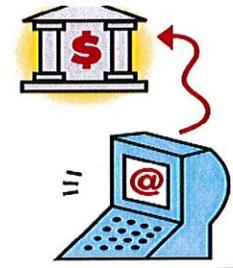
Candidates may receive contributions via the following:

- Wire Transfers
- Money orders and traveler's checks up to \$500
(considered checks – Not cash)
- Contributions from a trust
- Pay Pal : List the contribution in whole, then list the fee as an expenditure and code it MON (monetary).



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

REPORTING TIPS



Reporting online and Paypal contributions:

- As a check
- Report the entire amount as a contribution
- Report transaction fee as an expenditure
- Date of receipt is when money is moved into campaign account, not the date the transaction is made by the contributor.

DE Opinion 08-07

SOLICITING & RECEIVING CONTRIBUTIONS VIA PAY PAL

A campaign may solicit donations through its email's with a Pay Pal icon embedded in the email, which recipients may click on to make contributions to the campaign via Pay Pal. which requires a bank deposit slip with the contributor's name and contribution amount when funds are deposited in a campaign depository, is **satisfied** when Pay Pal electronically transfers funds into a candidate's campaign depository and Pay Pal provides the campaign a list identifying the name of each contributor, the amount contributed, and the date the contribution was transferred electronically to the campaign depository. The campaign treasurer would maintain the list.

Pay Pal Contributions **MUST** be reported the same way as all other contributions

PAY PAL SCENARIO

Pay Pal sends an electronic transfer of contribution funds to the candidate's campaign account, but there is no 'bank deposit slip'. However, Pay Pal provides the campaign a list identifying the full name of each contributor, the amount contributed and the date the contribution was transferred to the campaign depository. The campaign treasurer maintains the list provided by Pay Pal. Having approved the use of Pay Pal for candidates to receive contributions, along with the use of the individualized Pay Pal listing of contributions as a substitute for a 'bank deposit slip' when 'wire' or electronic transfers are involved. Such list satisfies the legislative intent to ensure that deposits going into a campaign depository are specifically identified and traceable by the name of the contributor and the amount each contributor donated.

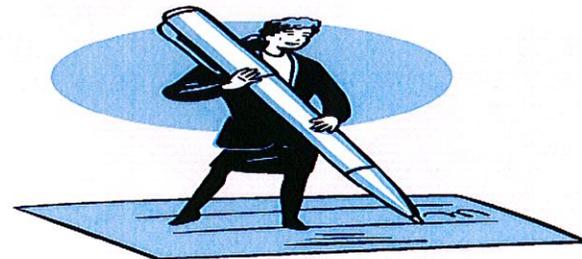
REPORTING CONTRIBUTIONS

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

NOTE: It is NOT when it was mailed or the date on the check

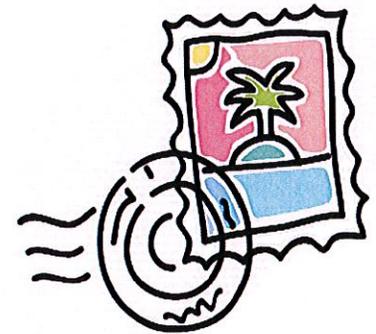
- Name and complete address of the contributor
- Amount of the contribution
- If the contribution is over \$100, the specific occupation of the contributor must be listed; if the contributor is a business, the principle type of business activity must be listed

F.S. 106.08



IN-KIND CONTRIBUTIONS

- The Candidate **can** be reimbursed for in-kind contributions when the campaign is over, this includes both monetary and in-kind contributions
- In-kind contributions are reimbursed in the amount of the fair market value placed on the item when it was reported.



CONTRIBUTIONS



The deadline for accepting a contribution is midnight on the Thursday preceding the election

Primary & General Elections are considered separate elections for contribution purposes

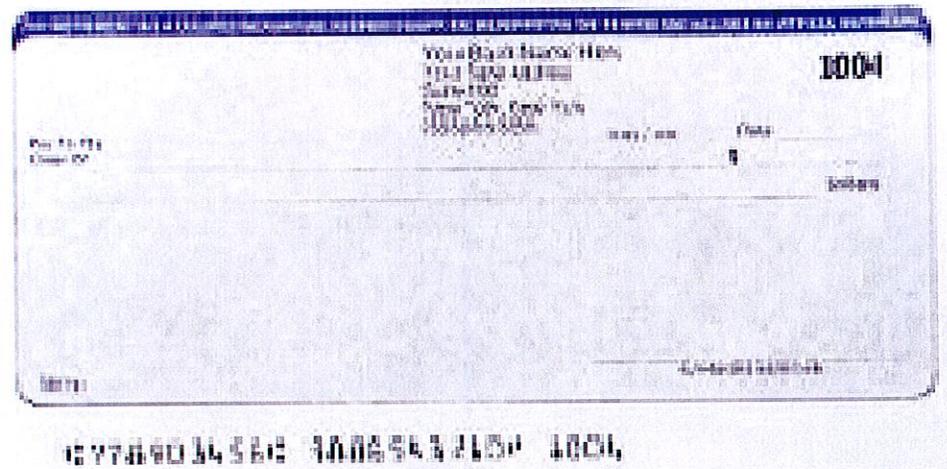
- Contributions must be deposited in the campaign account within 5 business days of receipt, excluding Saturday, Sunday and legal holidays
- Any contribution received less than five (5) days prior to an election **MUST** be returned

F.S. 106.08

CONTRIBUTION LIMITATIONS

F.S. 106.08 & 106.09

- The contribution limit for cash or cashier's check is \$50.00 for the entire election cycle – Primary & General
- An unemancipated child under the age of 18 can give more than \$100



EXPENDITURES

F.S. 106.011(10)(a)

What is an **expenditure**?

- Purchase
- Payment
- Distribution
- Loan
- Transfer of funds between a primary depository and a separate
- Interest-bearing account or certificate of deposit
- Gift of money
- Anything of value made for the purpose of influencing the results of an election



EXPENDITURES

F.S. 106.11(5)(3)

Who can sign checks drawn on the Campaign Account?

- Campaign Treasurer and Deputy Treasurer

Candidates can **NOT** sign checks **UNLESS** they are a Treasurer or Deputy Treasurer

They are responsible for the completeness and accuracy of the information on the check and for ensuring it is an authorized expenditure

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

- *EXAMPLES: QUALIFYING FEE, UTILITIES, GOODS & SERVICES*

REPORTING EXPENDITURES

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

All expenditures must be reported by:



- Date of the expenditure
- Name and complete address of the payee
- Purpose and amount of expenditure
- No expenditures shall be made or authorized without sufficient funds on deposit in the campaign account
- Payment shall be made upon receipt and acceptance of goods and services

F.S. 106.06

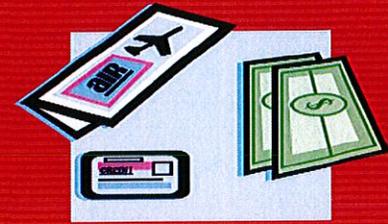
EXPENDITURES

MISCELLANEOUS INFORMATION

- **Debit Cards** May be used with the following guidelines F.S. 106.05 & 106.11
 - Obtained from the same bank as the primary depository
 - Issued to any treasurer or authorized user (limit 3)
 - Requires that the account contain the name of the candidate within it
- **Credit Cards** Restricted to statewide candidates. F.S. 106.125



EXPENDITURES



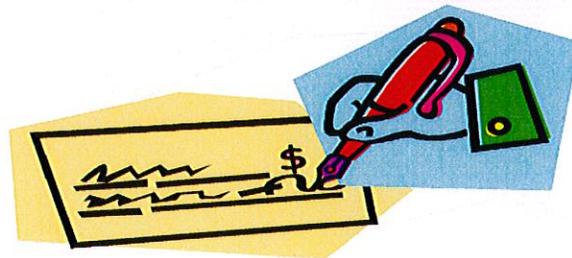
A candidate or the spouse of a candidate may not use campaign funds to defray normal living expenses for the candidate or the candidate's immediate family. Other than expenses actually incurred during the campaign for transportation, meals and Lodging.

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

F.S. 106.1405

EXPENDITURES

- Reimbursements for expenditures require two entries on the campaign treasurer's reports: expenditure and an itemized distribution (form 14A)
- All expenditures made with respect to a campaign fund raiser which are made or reimbursed by a check drawn on the campaign account shall be deemed to be campaign expenditures and must be accounted for and subject to the same restrictions as other campaign expenditures F.S.106.025



VIOLATIONS

F.S. 106.19

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

1. Accepts a contribution in excess of the limits prescribed by Section 106.08 F.S.
2. Fails to report any contribution required to be reported by Chapter 106 F.S.
3. Falsely reports or deliberately fails to include any information required by Chapter 106 F.S.
4. Makes or authorizes any expenditure in violation of Section 106.11(4), F.S. or any other expenditure prohibited by Chapter 106, F.S.

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

PETTY CASH



- The campaign treasurer must write a check drawn on the primary account
- May only be used for office supplies, transportation expenses and other necessities
- May **NOT** be used for the purchase of time, space or services from any communications media
- Report the total withdrawn and the total amount spent in each reporting period
- Not required to be itemized
- \$500 per calendar quarter until the end of qualifying
- \$100 per week after qualifying

F.S. 106.011, 106.021(1) & 106.12

TERMINATION REPORTS

- Must be filed within 90 days of withdrawing, becomes unopposed, eliminated or elected to office

Surplus Funds

1. Funds **MUST** be Disposed of
2. Donate to a charitable organization that meets 501(c)(3)
3. Purchase thank-you advertising (for up to 75 days)
4. Pay for obligated items (expenditures to close the account)
5. Pay candidate back in full or part for any contributions contributed to his/her campaign
6. Donate to a Political Party which candidate is a member

Any candidate who fails to dispose of funds in their campaign account and in the manner provided commits a **MISDEAMEANOR of the 1st degree**, punishable as provided in section 775.082 or 775.083.

F.S. 106.11 & 106.141

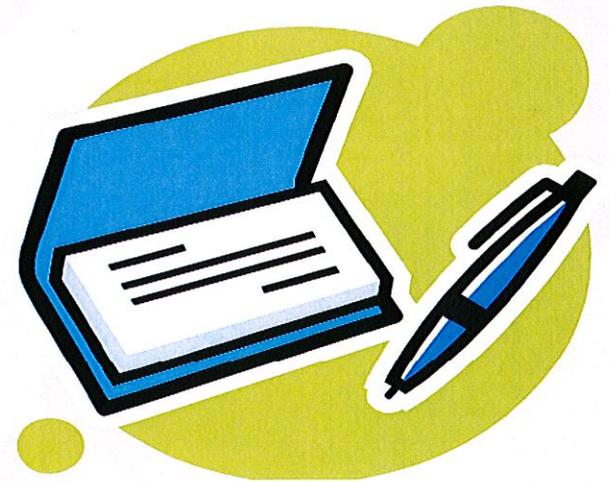
QUALIFYING



QUALIFYING FEES

The Qualifying fee must be:

- Paid by a properly executed check
- Drawn on the campaign account
- Written for the exact amount



QUALIFYING REQUIREMENTS

- Appointment of Campaign Treasurer and Designation of Campaign Depository (DS-DE 9)
- Statement of Candidate (DS-DE 84)
*File within 10 days of DS-DE 9
- Candidate Oath
- Form 1, Statement of Financial Interests
- Qualifying Fee OR Petition Certification

CANDIDATE OATH (DS-DE 25)

CANDIDATE OATH – NONPARTISAN OFFICE (Not for use by Judicial or School Board Candidates)	OFFICE USE ONLY		
OATH OF CANDIDATE <small>(Section 99.021, Florida Statutes)</small>			
I, _____ <small>(PLEASE PRINT NAME AS YOU WISH IT TO APPEAR ON THE BALLOT * - NAME MAY NOT BE CHANGED AFTER THE END OF QUALIFYING)</small>			
am a candidate for the nonpartisan office of _____, _____ (office), _____ (district #), _____ County, Florida, _____ (circuit #), _____ (group or seat #); I am a qualified elector of _____ County, Florida.			
I am qualified under the Constitution and the Laws of Florida to hold the office to which I desire to be nominated or elected; I have qualified for no other public office in the state, the term of which office or any part thereof runs concurrent with the office I seek, and I have resigned from any office from which I am required to resign pursuant to Section 99.012, Florida Statutes; and I will support the Constitution of the United States and the Constitution of the State of Florida.			
X	()		
_____ Signature of Candidate	_____ Telephone Number	_____ Email Address	
_____ Address	_____ City	_____ State	_____ ZIP Code
Candidate's Florida Voter Registration Number (located on your voter information card) _____			
* Please print name phonetically on the line below as you wish it to be pronounced on the audio ballot for persons with disabilities (see instructions on page 2 of this form) _____			
STATE OF FLORIDA COUNTY OF _____			
Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____.			
Personally Known: _____ or	_____ Signature of Notary Public		
Produced Identification: _____	Print, Type, or Stamp Commissioned Name of Notary Public		
Type of Identification Produced: _____			

DS-DE 25 (Rev. 5/11)

Rule 1S-2.0001, F.A.C.

NON-PARTISAN CANDIDATES

- Filed during the Qualifying period
- May be filed with your qualifying officer 14 days prior to the qualifying period.

CANDIDATE OATH

(DS-DE 24A)

CANDIDATE OATH - WRITE-IN CANDIDATE			
<small>(Not for use by Judicial or School Board Candidates)</small>			
<small>OFFICE USE ONLY</small>			
OATH OF CANDIDATE <small>(Section 99.021, Florida Statutes)</small>			
I, _____ <small>(PLEASE PRINT NAME)</small>			
am a write-in candidate for the office of _____, _____, _____ <small>(office) (district #) (circuit #)</small>			
_____, I am a qualified elector of _____ County, Florida; I am qualified <small>(group or seat #)</small>			
<small>under the Constitution and the Laws of Florida to hold the office to which I desire to be nominated or elected; I have qualified for no other public office in the state, the term of which office or any part thereof runs concurrent with the office I seek; and I have resigned from any office from which I am required to resign pursuant to Section 99.012, Florida Statutes; and I will support the Constitution of the United States and the Constitution of the State of Florida.</small>			
<input checked="" type="checkbox"/> _____ <small>()</small>			
<small>Signature of Candidate</small>	<small>Telephone Number</small>	<small>Email Address</small>	
_____ <small>Address</small>	_____ <small>City</small>	_____ <small>State</small>	_____ <small>ZIP Code</small>
Candidate's Florida Voter Registration Number (located on your voter information card): _____			
STATE OF FLORIDA			
COUNTY OF _____			
Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____.			
Personally Known: _____ or _____		Signature of Notary Public _____	
Produced Identification: _____		Print, Type, or Stamp Commissioned Name of Notary Public _____	
Type of Identification Produced _____			

WRITE IN CANDIDATES

- Filed during the Qualifying period
- May be filed with your qualifying officer 14 days prior to the qualifying period.

ADDITIONAL FORM 1 FILERS

Pursuant to F.S. 112.3145(1) the following are required to file a Form 1:

- Community Redevelopment Agency board members
- Finance director of counties, municipalities, or other political subdivisions
- Criminal and Assistant Criminal Conflict
- Civil Regional Counsel and Assistant

FINANCIAL DISCLOSURE FORM 1

- Form 1, Statement of Financial Interest
- Form must be signed
- Filed as part of your qualifying documents

**** *Only send the copies of Form 1's
for candidates that were **ELECTED.*****

FINANCIAL DISCLOSURE FORM 1

FORM 1		STATEMENT OF FINANCIAL INTERESTS		2013																
Please print or type your name, mailing address, agency name, and position below.			FOR OFFICE USE ONLY.																	
LAST NAME - FIRST NAME - MIDDLE NAME:																				
MAILING ADDRESS:																				
CITY:			ZIP:	COUNTY:																
NAME OF AGENCY:																				
NAME OF OFFICE OR POSITION HELD OR SOUGHT:																				
<p>You are not limited to the space on the lines on this form. Attach additional sheets, if necessary.</p> <p>CHECK ONLY IF <input type="checkbox"/> CANDIDATE OR <input type="checkbox"/> NEW EMPLOYEE OR APPOINTEE.</p>																				
**** BOTH PARTS OF THIS SECTION MUST BE COMPLETED ****																				
<p>DISCLOSURE PERIOD: THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR THE PRECEDING TAX YEAR, WHICH IS BASED ON A CALENDAR YEAR OR ON A FISCAL YEAR. PLEASE STATE BELOW WHETHER THIS STATEMENT IS FOR THE PRECEDING TAX YEAR ENDING EITHER (must check one):</p> <p><input type="checkbox"/> DECEMBER 31, 2013 OR <input type="checkbox"/> SPECIFY TAX YEAR IF OTHER THAN THE CALENDAR YEAR: _____</p>																				
<p>MANNER OF CALCULATING REPORTABLE INTERESTS: FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). CHECK THE ONE YOU ARE USING:</p> <p><input type="checkbox"/> COMPARATIVE (PERCENTAGE) THRESHOLDS OR <input type="checkbox"/> DOLLAR VALUE THRESHOLDS</p>																				
<p>PART A - PRIMARY SOURCES OF INCOME (Major sources of income to the reporting person - See instructions) (If you have nothing to report, write "none" or "n/a")</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">NAME OF SOURCE OF INCOME</th> <th style="width: 20%;">SOURCE'S ADDRESS</th> <th style="width: 50%;">DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>					NAME OF SOURCE OF INCOME	SOURCE'S ADDRESS	DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY													
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<p>PART B - SECONDARY SOURCES OF INCOME (Major customers, clients, and other sources of income to businesses owned by the reporting person - See instructions) (If you have nothing to report, write "none" or "n/a")</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">NAME OF BUSINESS ENTITY</th> <th style="width: 20%;">NAME OF MAJOR SOURCE OF BUSINESS INCOME</th> <th style="width: 10%;">ADDRESS OF SOURCE</th> <th style="width: 50%;">PRINCIPAL BUSINESS ACTIVITY OF SOURCE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>					NAME OF BUSINESS ENTITY	NAME OF MAJOR SOURCE OF BUSINESS INCOME	ADDRESS OF SOURCE	PRINCIPAL BUSINESS ACTIVITY OF SOURCE												
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<p>PART C - REAL PROPERTY (Real buildings owned by the reporting person - See instructions) (If you have nothing to report, write "none" or "n/a")</p>			<p>FILING INSTRUCTIONS for when and where to file this form are located at the bottom of page 2.</p> <p>INSTRUCTIONS on who must file this form and how to fill it out begin on page 3.</p>																	
<p>FD-1001 (1-12-07) (Rev. 01-11-2013) (Continued on reverse side) PAGE 1</p>																				

<p>PART D - INTANGIBLE PERSONAL PROPERTY (Stocks, bonds, certificates of deposit, etc. - See instructions) (If you have nothing to report, write "none" or "n/a")</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">TYPE OF INTANGIBLE</th> <th style="width: 40%;">BUSINESS ENTITY TO WHICH THE PROPERTY RELATES</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		TYPE OF INTANGIBLE	BUSINESS ENTITY TO WHICH THE PROPERTY RELATES																
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<p>PART F - INTERESTS IN SPECIFIED BUSINESSES (Ownership or positions in certain types of businesses - See instructions) (If you have nothing to report, write "none" or "n/a")</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">NAME OF BUSINESS ENTITY</th> <th style="width: 20%;">BUSINESS ENTITY # 1</th> <th style="width: 20%;">BUSINESS ENTITY # 2</th> </tr> </thead> <tbody> <tr> <td>ADDRESS OF BUSINESS ENTITY</td> <td> </td> <td> </td> </tr> <tr> <td>PRINCIPAL BUSINESS ACTIVITY</td> <td> </td> <td> </td> </tr> <tr> <td>POSITION HELD WITH ENTITY</td> <td> </td> <td> </td> </tr> <tr> <td>DOWN MORE THAN A 5% INTEREST IN THE BUSINESS</td> <td> </td> <td> </td> </tr> <tr> <td>NATURE OF MY OWNERSHIP INTEREST</td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME OF BUSINESS ENTITY	BUSINESS ENTITY # 1	BUSINESS ENTITY # 2	ADDRESS OF BUSINESS ENTITY			PRINCIPAL BUSINESS ACTIVITY			POSITION HELD WITH ENTITY			DOWN MORE THAN A 5% INTEREST IN THE BUSINESS			NATURE OF MY OWNERSHIP INTEREST		
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<p>IF ANY OF PARTS A THROUGH F ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE <input type="checkbox"/></p>																			
<p>SIGNATURE (required): _____ DATE SIGNED (required): _____</p>																			
<p>If a certified public accountant licensed under Chapter 473, or attorney in good standing with the Florida Bar prepared this form for you, he or she must complete the following statement:</p> <p>I, _____ prepared the CE Form 1 in accordance with Section 112.3145, Florida Statutes, and the instructions to the form. Upon my reasonable knowledge and belief, the disclosure herein is true and correct.</p> <p style="text-align: right;">Signature _____ Date _____</p>																			
<p>WHAT TO FILE: After completing all parts of this form, including signing and dating it, send back only the first sheet (pages 1 and 2) for filing.</p> <p>WHERE TO FILE: If you were mailed the form by the Commission on Ethics or a County Supervisor of Elections for your annual disclosure filing, return the form to that location.</p> <p>WHEN TO FILE: Initially, each local officer/employee, state officer, and specified state employee must file within 30 days of the date of hire or last appointment or of the beginning of employment. Appointments also must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment. Candidates for publicly elected local office must file at the same time they file their qualifying papers. Thereafter, local officers/employees, state officers, and specified state employees are required to file by July 1st following each calendar year in which they hold their positions. Finally, at the end of office or employment, each local officer/employee, state officer, and specified state employee is required to file a final disclosure form (Form FD-1001) within 60 days of leaving office or employment. However, filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if he or she was in their position on December 31, 2013.</p>																			
<p>NOTE: MULTIPLE FILING UNNECESSARY: Generally, a person who has filed Form 1 for a calendar or fiscal year is not required to file a second Form 1 for the same year. However, a candidate who previously filed Form 1 because of another public position must at least file a copy of his or her original Form 1 when qualifying.</p> <p>Local officers/employees file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.)</p> <p>State officers or specified state employees file with the Commission on Ethics, P.O. Drawer 16709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303.</p> <p>Candidates file this form together with their qualifying papers.</p> <p>To determine what category your position falls under, see the "Who Must File" instructions on page 3.</p> <p>Fax filings will not be accepted.</p>																			
<p>CE FORM 1 - Effective July 1, 2014. Adopted by reference in Rule 34B-202(5), F.A.C. PAGE 2</p>																			

PETITION PROCESS



PETITION REQUIREMENTS

- Must have your Appointment of Campaign Treasurer form (DS-DE 9) on file with your filing officer **prior** to collecting signatures
- **Must** use form DS-DE 104
- Candidate is responsible for reproducing
- No disclaimer is necessary **UNLESS** campaign literature accompanies the petition
- Must check non-partisan box, No Party Affiliation box, or check box and fill in appropriate party
- Candidates Group or District designation (if applicable)



PETITION FORM (DS-DE 104)

CANDIDATE PETITION

Notes: - All information on this form becomes a public record upon receipt by the Supervisor of Elections.
- It is a crime to knowingly sign more than one petition for a candidate. [Section 104.185, Florida Statutes]
- If all requested information on this form is not completed, the form will not be valid as a Candidate Petition form.

I, _____ the undersigned, a registered voter
(print name as it appears on your voter information card)

in said state and county, petition to have the name of _____
placed on the Primary/General Election Ballot as a: [check/complete box, as applicable]

Nonpartisan No party affiliation _____ Party candidate for the office of

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

Date of Birth (MM/DD/YY) or Voter Registration Number	Address
--	---------

City	County	State	Zip Code
------	--------	-------	----------

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

VOTER'S INFO ON PETITIONS

The petitions must have the following to be valid:

- Voter's name (as it appears on their voter information card)
- Voter's address (Street Address, City, State & Zip)
- Voter's entire date of birth or voter registration number
- Voter's *original* signature (cannot be a copy or a fax)
- Date signed by voter

F.S. 99.097

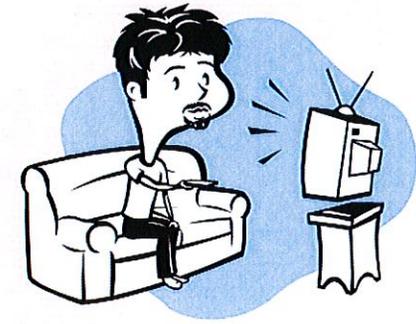


SUBMITTING PETITIONS FOR VERIFICATION



- Petitions are verified at the Supervisor of Elections office at a cost of \$0.10 per name
- Please have the number of petitions ready that you are submitting
- Submit Payment (Cash or Check)
- You will be notified when you have met your requirements and a petition certification will be issued

POLITICAL DISCLAIMERS



POLITICAL DISCLAIMERS

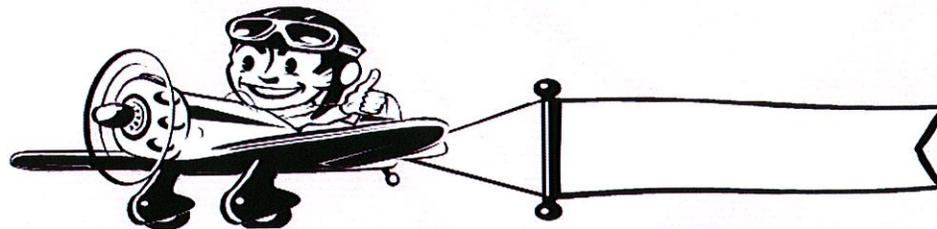
F.S. 106.143(1)(a)

Any political advertisement that is paid for by a candidate that is published, displayed, or circulated prior to, or on the day of, any election must prominently state:

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

**Abbreviation – Pd. Pol. Adv. (name of candidate), (party affiliation),
for (office sought)**

Does not apply to campaign messages used by a candidate and the Candidate's supporters if those messages are designed to be worn by a person



EXCEPTIONS TO DISCLAIMERS

F.S. 106.143 & 106.025(1)(c)

- **Novelty Items** having a value of \$10 or less, that support a candidate but do not oppose a candidate, are not required to have a political disclaimer
- **Campaign Fund Raisers** i.e. tickets and advertising REQUIRE disclaimers
- If the candidate is **not an incumbent** for the office sought, the candidate cannot use the word "re-elect" and must use the word "for" between the name of the candidate and the office sought so incumbency is not implied
- **Bumper Stickers** are excluded from the provision relating to "re-elect" and "for", however, the political disclaimer is required



CAMPAIGN ADVERTISING

No political campaign advertisements shall be:

- Erected
- Posted
- Painted
- Tacked
- Nailed



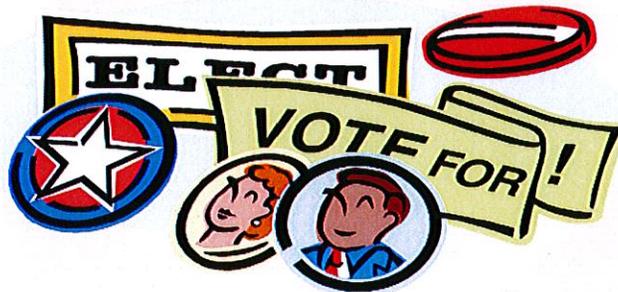
or otherwise displayed, placed, or located on or above any state or county road right-of-way

F.S. 106.1435

USAGE & REMOVAL OF CAMPAIGN SIGNS

F.S. 106.1435

- Signs may not be placed on or above state or county road right-of-ways
- Signs must be removed within 30 days of being elected, eliminated or withdrawing
- Counties and Municipalities may have additional requirements for the removal of campaign signs



MISCELLANEOUS ADVERTISEMENTS

Advertisements intended to influence public policy or the vote of a public official shall clearly designate the sponsor.

- Billboards
- Bumper stickers
- Radio/Television
- Newspaper/Magazine/Periodical



It must include a clearly readable statement of sponsorship.

F.S. 106.1437

POLL WATCHERS

F.S. 101.131



A poll watcher is someone who is appointed by a candidate or a political party to observe election day procedures

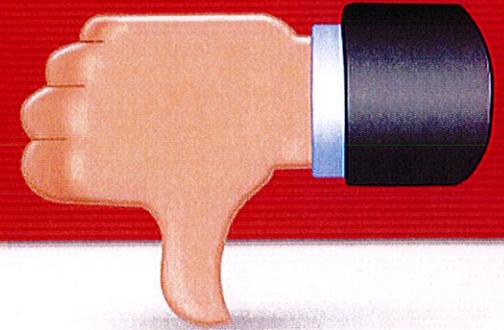
Poll watcher designations must be on the form prescribed by the Division of Elections (DS-DE 125)

The candidate requesting to have poll watchers shall designate, in writing, prior to noon of the 2nd Tuesday preceding the election

The names of your poll watchers must be submitted no later than the due dates below:

ELECTION	DUE DATE
February 4, 2014	Noon, January 21, 2014
March 11, 2014	Noon, February 25, 2014

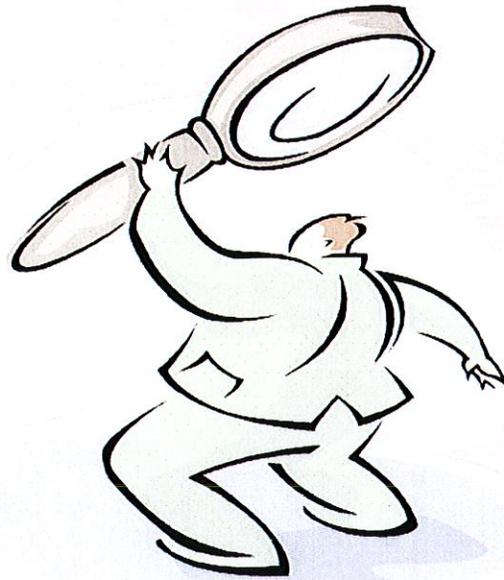
PROHIBITED ACTS



F.S. 106.08 & 104.271

- **A candidate may not**, with actual malice, make any false statement about an opposing candidate
- Pay or give anything of value to speak in furtherance of his/her candidacy
- ***Solicit or accept a contribution in a government owned building***
- Use the services of any state, county, municipal, or district officer or employee of the state during working hours
- Use a state or county owned aircraft or motor vehicle to further their candidacy
- Solicit contributions from any religious, charitable, civic, or other causes or organizations established primarily for the public good
- Make contributions in exchange for political support

FILING COMPLAINTS



FILING COMPLAINTS



- Florida Elections Commission
- The FEC is a separate and independent entity from the Division of Elections and the Supervisor of Elections
- The FEC has investigative authority
- Any person who has information of a violation of Florida Statutes, Chapters 104 or 106 shall file a sworn complaint with the FEC
- A complaint against a candidate may not be filed 30 days before a special, primary, or general election **UNLESS** the complaint is based upon personal information other than hearsay per F.S. 112.324(2)

F.S. 106.25 and 106.28

CONFIDENTIAL COMPLAINT FORM

STATE OF FLORIDA
 FLORIDA ELECTIONS COMMISSION
 107 West Gaines Street, Suite 224, Tallahassee, Florida 32399-1030
 Telephone Number: (904) 922-4530
www.flstatefl.us

CONFIDENTIAL COMPLAINT FORM

The Commission's records and proceedings are not confidential until the Commission rules on a probable cause. A copy of this complaint will be provided to the person against whom the complaint is brought.

1. PERSON BRINGING COMPLAINT

Name: _____ Work Phone: (____) _____
 Address: _____ Home Phone: (____) _____
 City: _____ County: _____ State: _____ Zip Code: _____

2. PERSON AGAINST WHOM COMPLAINT IS BROUGHT

A person can be an individual, political committee, committee of constituent interests, political party, coordinating communications organization, club, association, partnership, company, association, or any other type of organization. If both an individual and a committee or organization are involved, name both.

Name of individual: _____
 Address: _____ Phone: (____) _____
 City: _____ County: _____ State: _____ Zip Code: _____

If individual is a candidate, list the office or position sought: _____

Name of committee or organization: _____
 Address: _____ Phone: (____) _____
 City: _____ County: _____ State: _____ Zip Code: _____

Have you filed this complaint with the State Attorney's Office? (check one) Yes No

3. ALLEGED VIOLATION(S):

Please list the provisions of The Florida Election Code that you believe the person named above may have violated. The Commission has jurisdiction only to investigate the following provisions: Chapter 104, Chapter 106, Section 95.112, and Section 105.071, Florida Statutes. Also, please include:

- ✓ The date and address that you believe supports the violations you allege,
- ✓ the names and telephone numbers of persons you believe may be witnesses to the facts,
- ✓ A copy or picture of the political advertisements you mention in your statement,
- ✓ A copy of the documents you mention in your statement, and
- ✓ Other evidence that supports your allegations.

FD-902 (REV. 10-1-12)

Additional materials attached (check one): Yes No

5. OATH

STATE OF FLORIDA
 COUNTY OF _____

I swear or affirm, that the above information is true and correct to the best of my knowledge.

Original Signature of Person Bringing Complaint

Sworn to and submitted before me this _____ day of _____, 200____.

Signature of Officer authorized to administer oaths or issue affidavits

(Print Type, or Stamp: Commission State of Florida P&E)

Notarially Sworn _____ Or Notarized Handwritten _____
 Type of Notarization: Printed _____

Any person who files a complaint while knowing that the allegations are false or without honest current belief in their truth, shall be guilty of the offenses specified in Sections 175.042 and 175.063, Florida Statutes.

FD-902 (REV. 10-1-12)

CONCLUSION

- All forms, publications, and answers to many questions can be found on the Division of Elections website:
- <http://election.myflorida.com>



DIVISION OF ELECTIONS

Division of Elections
Room 316, R.A. Gray Bldg
500 S Bronough Street
Tallahassee, FL 32399

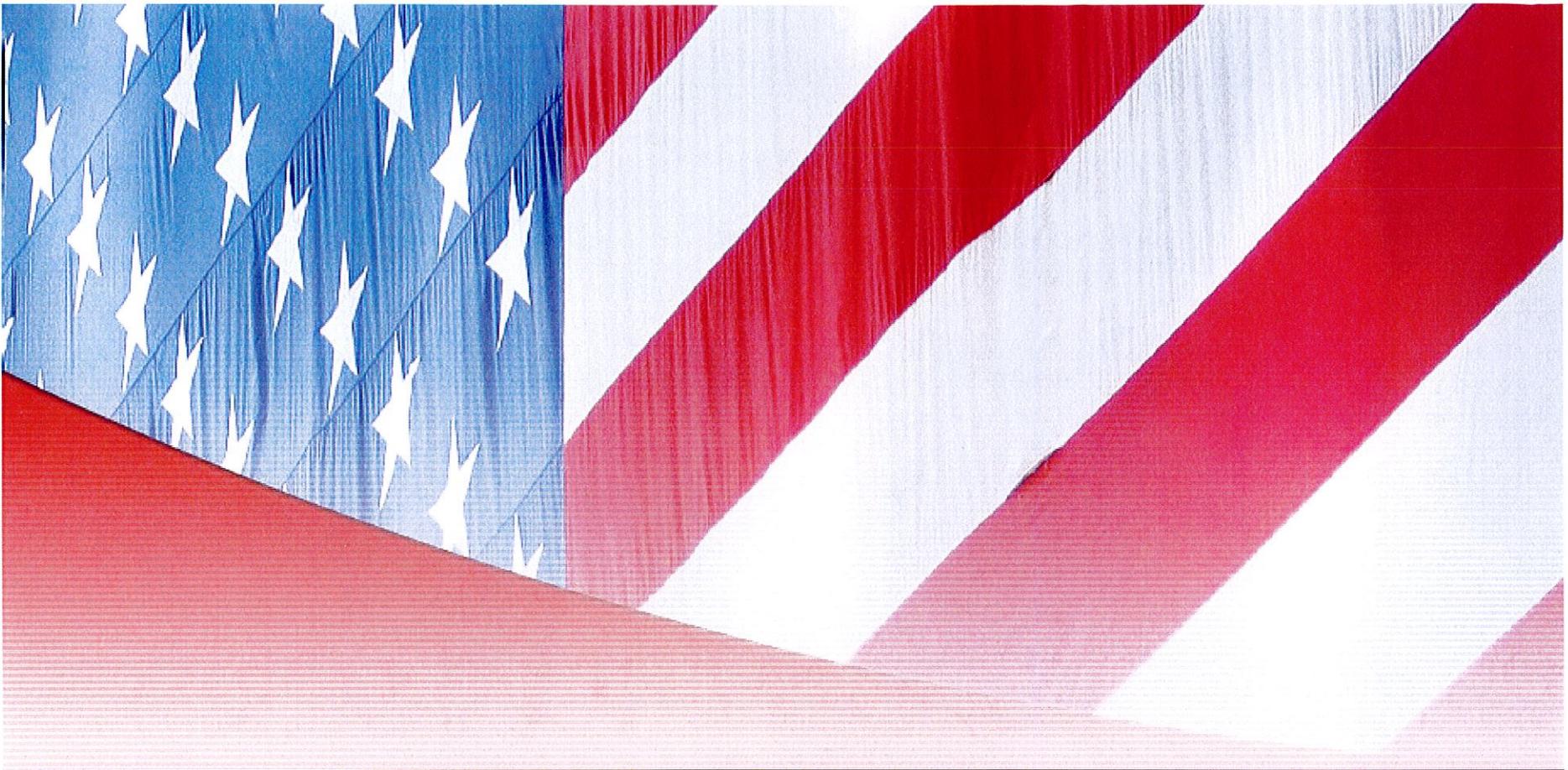
Website:
<http://election.myflorida.com>

Email:
DivElections@dos.state.fl.us

Main: (850) 245-6200

Fax: (850) 245-6217
(850) 245-6218





QUESTIONS

