



Town Hall

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Town Council

Jay G. Foy, Mayor
James E. Woods, Vice Mayor
Jerry E. Beavers
Lawrence Gordon
Mark C. Uptegraph

Town Administrator

Janice C. Rutan, MMC

Administrative Assistant

Devon Esplin, BBA

Director of Public Services

Joseph M. Roche

Building Official

Bill Denison

January 2015

**PROCEDURES FOR QUALIFYING AS A CANDIDATE FOR ELECTIVE
OFFICE FOR THE TOWN OF HAVERHILL ELECTION
TUESDAY, MARCH 10, 2015**

- 1 Qualifying for the March 10, 2015 Town of Haverhill Election begins at 12:00 Noon on Tuesday, January 27, 2015 and ends at 12:00 Noon on Tuesday, February 10, 2015. Candidates, at the time of qualifying for the March 2015 election, must designate their candidacy for Town Council Seats 3, 4 or 5.
- 2 Loyalty Oath and Oath of Office – Form DS-DE 24. File in duplicate with the filing officer.
- 3 Florida Statutes, Section 99.093 (1), requires all candidates qualifying for municipal office to pay an election assessment equal to 1% of the annual salary of the office sought. The money generated by the assessment will be deposited into the Election Commission Trust Fund to be used for the operation of the Florida Elections Commission. Checks must be drawn from your campaign account payable to the Town of Haverhill. The filing fee for Town Council is \$36.00.
- 4 Appointment of Campaign Treasurer and Designation of Campaign Depository – This must be done even if you DO NOT CAMPAIGN, Form DS-DE 9, THE CANDIDATE HANDBOOK.
- 5 Campaign Treasurer's Report Summary, Form DS DE 12, THE CANDIDATE HANDBOOK. If you have no contributions and expenditures, see WAIVER of REPORTS, Form DS-DE 87. Reports are to be filed with the filing clerk. All candidates must file a 90 day disposition of funds report. This report must be filed within 90 days of the close of the qualifying for unopposed candidates and within 90 days of the election in which the candidate last participates for the opposed candidates.
- 6 Financial Disclosure Statement – The Financial Disclosure form must be filed with the filing officer upon qualifying. Thereafter, elected and appointed officials must file an annual Disclosure Statement directly with the Supervisor of Elections, Palm Beach County on or before July 1 of each year in office.

Please understand that this information is being provided to you for your better understanding of the Election process. It is your responsibility to familiarize yourself with the Candidate's Handbook and the requirements of seeking elective office.

I can be reached directly at 689-0370, ext. 24 should you have any questions.

Janice C. Rutan, CMC
Town Administrator