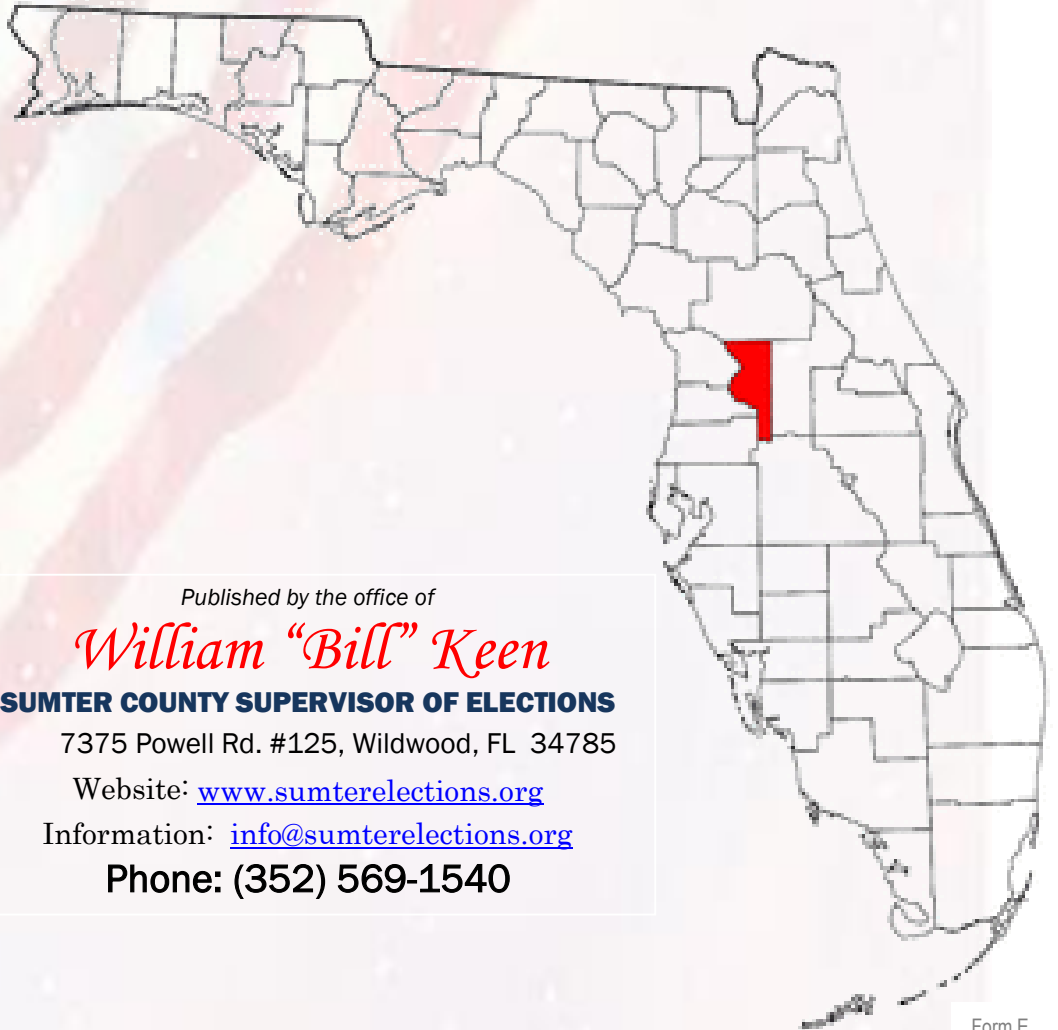


2018

BECOMING A CANDIDATE IN SUMTER COUNTY



Published by the office of

William "Bill" Keen

SUMTER COUNTY SUPERVISOR OF ELECTIONS

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WHAT IS A CANDIDATE?

A candidate is defined in 97.021(6) & 106.011(3), Florida Statutes, as any person who:

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

WHO CAN BE A CANDIDATE?

- Must be registered voter in Florida;
- For those seeking a partisan office, may not have been a registered member of any other political party for 365 days before the beginning of qualifying preceding the general election for which the person seeks to qualify.
- If required, one's current position or office must be resigned under the "resign to run" law and in accordance with section 99.012(3), Florida Statutes.



Residency Requirements

County Commission Partisan Office, Term 4 Years	County Judge NonPartisan Office, Term 6 Years	School Board & Special Districts NonPartisan Office, Term 4 Years	Superintendent of Schools & Constitutional Partisan Office, Term 4 Years
Candidates must reside in the district for which they are qualifying at the time of election.	Candidates must reside in the county for which they are qualifying at the time of assuming office.	Candidates must reside in the district for which they are qualifying at the time of qualifying.	Candidates must reside in the county for which they are qualifying at the time of assuming office.
*****Per DE 94-04, March 3, 1994 / DE Reference Guide 0008 (Updated 2/2016)			

DEFINITIONS

Filing Officer.....	The election official to whom a candidate submits his qualifying papers and campaign reports: for county-wide offices, the filing officer is the Sumter County Supervisor of Elections; for multi-county, state or federal offices, the filing officer is the Florida Department of State (F.S. 99.061). Municipal candidates for Bushnell, Center Hill, Coleman, Webster and Wildwood file with Supervisor of Elections.
In-Kind Contribution.....	A giving of goods, services or anything having attributable monetary value to a campaign, the value of which is determined by the person making the contribution (F.S. 106.011(5), 106.055).
Non-Partisan Office.....	An office for which a candidate is prohibited from campaigning or qualifying for an election or retention in office based on party affiliation (F.S. 97.021(22)).
Petition Process.....	A method of qualifying for office which requires obtaining a pre-determined number of voter signatures on petition cards (F.S. 99.095).
Political Advertisement.....	Please refer to F.S. 106.011(15).
Qualifying Period.....	The dates set by law during which the final paperwork and a qualifying fee (if required) is filed with the candidate's filing officer (F.S. 99.061).

2018 ELECTION DATES

PRIMARY ELECTION

August 28, 2018 (7 AM – 7 PM)

Book Closing: July 30, 2018



EARLY VOTING for PRIMARY

August 18 - 25, 2018 (9 AM - 6 PM)

GENERAL ELECTION

November 6, 2018 (7 AM – 7 PM)

Book Closing: October 9, 2018



EARLY VOTING for GENERAL

Oct. 23 – Nov. 3, 2018 (9 AM – 6 PM)

DEADLINES FOR CANDIDATES

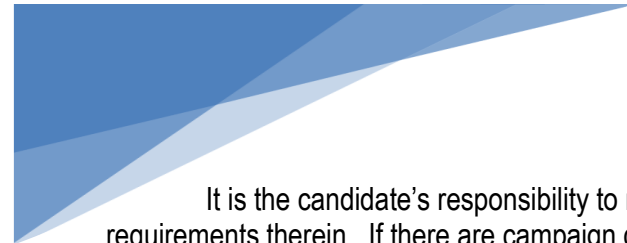


PETITION DUE DATE

- U.S. Senator, U.S. Representative, Judge, State Attorney, and Public Defender:
 - **Noon, April 2, 2018**
- County, Special Districts & Cities:
 - **Noon, May 21, 2018**

QUALIFYING DATES (by appointment ONLY)

- Judicial: **Noon, April 30, 2018 to Noon, May 4, 2018**
- County, Special Districts & Cities: **Noon, June 18 – Noon, June 22, 2018**



It is the candidate's responsibility to read the election code and observe all requirements therein. If there are campaign questions, refer to the Florida Statutes (<http://dos.myflorida.com/media/698124/election-code.pdf>) which prevail. If the candidate is unable to find the answer in the Florida Statutes, contact the qualifying officer.

It is not the responsibility of this office to interpret Florida Statutes contained within Florida Law.

For an interpretation or legal opinion, please contact:

Division of Elections
Room 316, RA Gray Building
500 South Bronough Street
Tallahassee, FL 32399-0250
850-245-6200

MATERIAL SUBJECT TO CHANGE BY THE FLORIDA LEGISLATURE.

PRE-FILING FORMS

- Candidates can pre-file at any time before qualifying week.
- Nothing prohibits a person from announcing his or her intention to become a candidate prior to filing a Form DS-DE 9, as long as no contributions and expenditures have been made and a campaign bank account has not been opened.

Form DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository

- Shall be filed with the filing officer prior to opening the campaign banking account.
- Is not effective until fully completed, signed and filed with the filing officer.
- Is not considered "filed" upon mailing.

Exception: Special district candidates who do not collect contributions and whose only expense is the signature verification fee or filing fee are not required to file the DS-DE-9 [99.061(3)].

DO NOT OPEN YOUR CAMPAIGN BANK ACCOUNT UNTIL YOU FILE THE DS-DE 9 FORM WITH OUR OFFICE!



**Don't incur any expenses or collect \$
until proper documents are filed first!**

QUALIFYING BY PETITION METHOD

Local candidates will need 922 valid signatures.

Special district candidates will need 25 valid signatures.



- Signatures may not be obtained until the candidate has filed the Appointment of Treasurer and Designation of Campaign Depository, DS-DE 9, with the filing officer.
- A signature verification fee of 10¢ (ten cents) per each petition to be verified must be paid in advance out of the candidate's campaign account or petty cash (except for certain special district candidates).
- The candidate will receive a certification once petition requirements have been met.
- The petition certification is required during the official qualifying period.
- Write-in candidates are not required to collect petitions or pay a qualifying fee.

PETITION SUBMISSION DEADLINE:

Candidates for local office must submit the required number of valid petitions to the Supervisor of Elections prior to their Petition Deadlines. *(see Deadlines for Candidates on previous page)*

- It is recommended that you plan to collect more petitions than the requirement and submit them to the Elections Office in batches.
- We will verify the petitions as you collect them and provide a running total.
- *Do not wait until the last minute to submit petitions!*
- No petitions are accepted after the due date.
- Candidates who fail to qualify by the petition method will be required to pay the qualifying fee.
- For petition guidelines, refer to the Candidate Petition Handbook provided on the Division of Elections Website:
<http://dos.myflorida.com/elections/candidates-committees/qualifying/>

QUALIFYING BY PAYING FEE

- Any candidate, who does not obtain a Petition Certification, must pay the qualifying fee to the Supervisor of Elections by the end of the qualifying period.
- The total amount of the fee is based upon a percentage of the annual salary of the office sought.
- A filing fee of 3% and an election assessment fee of 1% must be paid by all candidates for county office who qualify by fee method.
- Partisan candidates pay an additional 2% party assessment fee.
- Special districts pay \$25.00.
- Write-in candidates pay no fee and are not required to obtain the petition certification.
- A properly executed check drawn upon candidate's campaign account and signed by the campaign treasurer must be used to pay the qualifying fee.

What's My Qualifying Fee?

6% of annual salary	4% of annual salary	\$25	\$0
Partisan candidates for partisan offices	Nonpartisan candidates for partisan office and all nonpartisan offices	Special district offices	Write-in candidates for any office
Florida Statute 99.092(1) provides that the qualifying fee will be returned only if the candidate withdraws their candidacy BEFORE qualifying ends.			

QUALIFYING 2018 ELECTIONS

OFFICE	SALARY	Qual. Fee 6% Major Party	Qual. Fee 4% No Party	Qual. Fee 1% Elect. Assessment	Petition Signatures Needed to Qualify
Co. Commission Dist. #2, 4	\$57,047	\$3,422.82	\$2,281.88	Included	1% of 92,153 = 922 County Wide
School Board Dist. #1, 3, 5	\$34,020	NA	\$1,360.80	Included	1% of 92,153 = 922 County Wide
County Judge	\$138,019.92	NA	\$5,520.80	Included	1% of 92,153 = 922 County Wide
VCDD-1 Seat 2,4	NA	NA	\$25.00	NA	25 (within VCDD 1 only)
VCDD-2 Seat 1,2,3	NA	NA	\$25.00	NA	25 (within VCDD 2 only)
VCDD-3 Seat 1,2,4	NA	NA	\$25.00	NA	25 (within VCDD 3 only)
VCDD-5 Seat 2,5	NA	NA	\$25.00	NA	25 (within VCDD 5 only)
VCDD-6 Seat 1,4,5	NA	NA	\$25.00	NA	25 (within VCDD 6 only)
VCDD-7 Seat 1,3,5	NA	NA	\$25.00	NA	25 (within VCDD 7 only)
VCDD-8 Seat 3,4,5	NA	NA	\$25.00	NA	25 (within VCDD 8 only)
VCDD-9 Seat 4,5	NA	NA	\$25.00	NA	25 (within VCDD 9 only)
VCDD-10 Seat 2,3,5	NA	NA	\$25.00	NA	25 (within VCDD 10 only)
VCDD-12 Seats TBD	NA	NA	\$25.00	NA	25 (within VCDD 12 only)
Soil & Water Conservation District					
Seat #1, 2, 5	NA	NA	\$25.00	NA	25 (County Wide)
North Sumter County Utility Dependent Districts					
Seat 3 – District 7	NA	NA	\$25.00	NA	25 (within VCDD 7 only)
Seat 4 – District 8	NA	NA	\$25.00	NA	25 (within VCDD 8 only)
Seat 5 – District 9	NA	NA	\$25.00	NA	25 (within VCDD 9 only)
Seat 6 – District 10	NA	NA	\$25.00	NA	25 (within VCDD 10 only)
City of Bushnell					
Council Seat #1 Mayor	\$8,400	NA	NA	\$84.00	NA
Council Seat #3, 5	\$4,200	NA	NA	\$42.00	NA
City of Center Hill					
Council Seat #1, 3, 5	\$2,400.00	NA	NA	\$39.00	\$15 Qualifying Fee is included (by Ordinance)
City of Coleman					
Council (Group) Mayor	\$3,611.28	NA	NA	\$36.11	\$5 Qualifying Fee is included (by Ordinance)
Council (Group) Seat #2, 4	\$2,070.72	NA	NA	\$20.71	\$5 Qualifying Fee is included (by Ordinance)
City of Webster					
Council Seat #1, 3, 5	\$2,400.00	NA	NA	\$24.00	NA
City of Wildwood					
Council (Group) Seat #1 Mayor	\$8,005.53	NA	NA	\$80.06	NA
Council (Group) Seat #2, 4	\$6,504.44	NA	NA	\$65.04	NA

QUALIFYING PERIOD

Candidates for judicial and county offices, special districts and cities (Bushnell, Center Hill, Coleman, Webster, and Wildwood) must file their qualifying paperwork and pay the qualifying fee (if required) at the Supervisor of Elections Office in Wildwood, Florida.

LOCAL CANDIDATES WILL BE NOTIFIED OF THEIR SCHEDULED APPOINTMENT DURING THEIR QUALIFYING PERIOD:

Appointments will be held at Supervisor of Elections Office, 7375 Powell Rd. #125, Wildwood, FL 34785

Judicial: Noon, April 30, 2018 – Noon, May 4, 2018 *(by appointment ONLY)*

County, Special Districts & Cities: Noon, June 18, 2018 – Noon, June 22, 2018 *(by appointment ONLY)*

Questions? Contact us: (352) 569-1540

WHAT DO I NEED TO FILE DURING QUALIFYING?

Pursuant to Section 99.061(7), Florida Statutes,

- ALL items required for qualifying must be received in CORRECT and COMPLETE order by the end of the qualifying period, otherwise you will not be deemed a qualified candidate.
- The following items must be received by the Supervisor of Elections no later than 12:00 PM on the last day of the candidate's qualifying period. *(see dates listed above)*

Appointment of Campaign Treasurer and Depository <i>F.S. 106.021</i>	Statement of Candidate <i>F.S. 106.023</i>	PETITIONS <i>F.S. 99.097</i> or FEE* <i>F.S. 99.092</i>	Loyalty Oath <i>F.S. 99.021</i>	Financial Disclosure <i>F.S. 99.061(7)(a)5</i>
FORM DS-DE 9 Must be filed before: <ol style="list-style-type: none"> Opening bank account Accepting contributions or making expenditures for the campaign Collecting signed candidate petitions for verification 	<i>Due within 10 calendar days of filing the DS-DE 9:</i> FORM DS-DE 84 <i>(for County, City, Judicial & Special District Candidates)</i> And also Form DS-DE 83 <i>(for Judicial Candidates)</i>	PETITION CERTIFICATION Issued by SOE Depending on Office, petition submission deadline is either Noon April 2, 2018 or Noon May 21, 2018 OR QUALIFYING FEE* Check drawn on campaign bank account in correct amount. <i>*FEE only accepted during qualifying</i>	Depending upon party affiliation and the type of office, file one of these forms: DS-DE 24 DS-DE 24A DS-DE 24B DS-DE 25 DS-DE 25A Cannot be accepted until qualifying period	Full and Public Disclosure of Financial Interests for the year 2017, either Form 1 or 6 depending upon the office sought. Form 1 (special districts) Form 6 (county offices) Available here: http://ethics.state.fl.us

All documents filed for candidate qualifying are open to public disclosure pursuant to Section 119, Florida Statutes.

Qualifying forms and booklets are included in the candidate packet in our office.

HELPFUL WEBLINKS/RESOURCES	Website Address:
Florida Division of Elections.....	http://dos.myflorida.com/elections/
Forms.....	http://dos.myflorida.com/elections/forms-publications/forms/
Publications	http://dos.myflorida.com/elections/forms-publications/publications/
Qualifying Information	http://dos.myflorida.com/elections/candidates-committees/qualifying/
Candidates Info	http://dos.myflorida.com/elections/candidates-committees/
Florida Commission on Ethics	http://www.ethics.state.fl.us/
Sumter County Supervisor of Elections ..	http://www.sumterelections.org/
Candidate Login	http://www.sumterelections.org/Candidate-Committee/Finance-Reporting/LOGIN-TO-FINANCE-REPORTING

EXPENDITURES

- Pay all by check drawn on campaign account
- Including qualifying fee

CAMPAIGN REPORTING

CONTRIBUTIONS

- Cash contribution limit \$50 (cash or cashier's check)
- (Candidates with Opposition) Deadline to accept: 5 days prior to election

FOR BOTH EXPENDITURES & CONTRIBUTIONS:

- Must have Full name, address, specific occupation/description of business, amount & date (clear description of business/occupation)
- If under \$100: type of business/occupation not required.

REPORTS

- Must be submitted by midnight on due date
- Amended reports must be submitted within 7 days of notification
- Waiver report is submitted even if no activity.

FINES

- Must be paid from personal account, NOT CAMPAIGN

Penalty for Late Filing: Any candidate failing to file a report on the designated due date shall be subject to a fine of **\$50 per day for the first 3 days late** and, thereafter, **\$500 per day for each late day**, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report. However, for reports immediately preceding each primary and general election, the fine shall be **\$500 per day for each late day**, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report. For **90 day termination reports**, the fine is **\$50 per day for each late day**, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report.

TERMINATION REPORT

CANDIDATES WHO FILE FINANCIAL REPORTS WITH OUR OFFICE

Purchase "thank you" advertising up to **75 days after** candidate withdraws, becomes unopposed, is eliminated, or elected to office

Pay for items which were obligated **before** the candidate withdrew, became unopposed, was eliminated, or elected to office

Once a candidate withdraws, become unopposed, is eliminated, or elected to office, THE CANDIDATE MAY ONLY EXPEND FUNDS FROM THE CAMPAIGN ACCOUNT TO:

Pay for expenditures necessary to close down the campaign office and to prepare final campaign reports

Dispose of surplus funds as provided in Section 106.141, F.S.

A Candidate has **90 DAYS** to dispose of funds and **remit their Termination Report** to the filing officer. Failing to file a report on the designated due date shall be subject penalties (*listed in above slide*)

 *Freedom Rings with Every Vote* 

Thank you for your interest in running for office in Sumter County!



William "Bill" Keen
Supervisor of Elections

7375 Powell Rd. #125, Wildwood, FL 34785

Phone: (352) 569-1540

Online: www.sumterelections.org

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