



# 2020 CANDIDATE HANDBOOK



Published by the office of

*William "Bill" Keen*

**SUMTER COUNTY SUPERVISOR OF ELECTIONS**

7375 Powell Rd. #125, Wildwood, FL 34785

Website: [www.sumterelections.org](http://www.sumterelections.org)

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## QUALIFYING OFFICER

Florida Statute 99.061

*For Candidates running for a county office, special district office or party executive committee the qualifying officer is:*

The Honorable William "Bill" Keen  
Sumter County Supervisor of Elections  
7375 Powell Road, Suite 125  
Wildwood, FL 34785

**IF YOU ARE INTERESTED IN FILING OR LEARNING MORE ABOUT FILING ~  
PLEASE CONTACT US @ 352-569-1540 TO SCHEDULE YOUR APPOINTMENT**

*For your convenience, throughout this document text that is underlined in blue is a hyperlink to a website.  
For those who prefer to type the address in to a web browser, the links are listed below.*

### HELPFUL WEB LINKS

### WEBSITE ADDRESS:

Florida Division of Elections	<a href="http://dos.myflorida.com/elections/">http://dos.myflorida.com/elections/</a>
Forms	<a href="http://dos.myflorida.com/elections/forms-publications/forms/">http://dos.myflorida.com/elections/forms-publications/forms/</a>
Publications	<a href="http://dos.myflorida.com/elections/forms-publications/publications/">http://dos.myflorida.com/elections/forms-publications/publications/</a>
Qualifying Information	<a href="http://dos.myflorida.com/elections/candidates-committees/qualifying/">http://dos.myflorida.com/elections/candidates-committees/qualifying/</a>
Candidates Info	<a href="http://dos.myflorida.com/elections/candidates-committees/">http://dos.myflorida.com/elections/candidates-committees/</a>
Advisory Opinions	<a href="https://dos.myflorida.com/elections/laws-rules/advisory-opinions/">https://dos.myflorida.com/elections/laws-rules/advisory-opinions/</a>
Florida Commission on Ethics	<a href="http://www.ethics.state.fl.us/">http://www.ethics.state.fl.us/</a>
Sumter County Supervisor of Elections	<a href="http://www.sumterelections.org/">http://www.sumterelections.org/</a>
Candidate Finance Reports Login	<a href="https://www.sumterelections.org/Candidate-Committee/Finance-Reporting/LOGIN-TO-FINANCE-REPORTING">https://www.sumterelections.org/Candidate-Committee/Finance-Reporting/LOGIN-TO-FINANCE-REPORTING</a>
Florida Election Code (June 2018)	<a href="https://www.dos.myflorida.com/media/699702/election-code.pdf">https://www.dos.myflorida.com/media/699702/election-code.pdf</a>

*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 <https://www.dos.myflorida.com/media/699702/election-code.pdf> and <https://dos.myflorida.com/elections/laws-rules/> 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, contact the Division of Elections at (850) 245-6200.*

# 2020 ELECTION INFORMATION

## PRESIDENTIAL PREFERENCE PRIMARY

BOOK CLOSING	EARLY VOTING	ELECTION DAY
<b>February 18, 2020</b>	March 7 – 14, 2020 9 AM – 6 PM	March 17, 2020 7 AM – 7 PM

## PRIMARY ELECTION INFORMATION

BOOK CLOSING	EARLY VOTING	ELECTION DAY
<b>July 20, 2020</b>	August 8 - 15, 2020 9 AM – 6 PM	August 18, 2020 7 AM – 7 PM

## GENERAL ELECTION INFORMATION

BOOK CLOSING	EARLY VOTING	ELECTION DAY
<b>October 5, 2020</b>	October 20 – 31, 2020 9 AM – 6 PM	November 3, 2020 7 AM – 7 PM

# IMPORTANT DEADLINES FOR CANDIDATES

<b><u>PARTISAN COUNTY OFFICE</u></b> (F.S. 99.021(1)(b)2)	June 16, 2019	Last day Candidates can change party for 2020 election
<b><u>PETITION DEADLINE</u></b> (F.S. 99.095)	Noon, March 23, 2020	U.S. Senator, U.S. Representative, Judge, State Attorney, & Public Defender
	Noon, May 11, 2020	State Senator & Representative, County & Special Districts
<b><u>QUALIFYING PAPERWORK</u></b> <small>(Per Florida State 99.061(8), qualifying papers may be accepted &amp; held 2 weeks prior to qualifying period)</small>	April 6, 2020	U.S. Senator, U.S. Representative, Judge, State Attorney, & Public Defender
	May 26, 2020	State Senator & Representative, County & Special Districts
<b><u>RESIGN TO RUN</u></b> (F.S. 99.012)	April 10, 2020	U.S. Senator, U.S. Representative, Judge, State Attorney, & Public Defender
	May 29, 2020	State Senator & Representative, County & Special Districts
<b><u>QUALIFYING PERIOD</u></b> (F.S. 99.061)	Noon, April 20, 2020 to Noon, April 24, 2020	U.S. Senator, U.S. Representative, Judge, State Attorney, & Public Defender
	Noon, June 8, 2020 to Noon, June 12, 2020	County, Special Districts & Cities

# QUALIFYING DOCUMENTS & INSTRUCTIONS

*Florida Statutes: 99.021, 99.061, 99.095, 106.021, 106.023*

<b>THESE DOCUMENTS CAN BE PREFILED ANY TIME PRIOR TO QUALIFYING</b> (if candidate plans on campaigning prior to qualifying)		
DOCUMENTS	Candidate	Instructions
<b>DS-DE 9</b> <i>Appointment of Campaign Treasurer &amp; Designation of Campaign Depository</i>	<a href="#">County/Constitutional, Judicial, City &amp; Special Districts*</a>	<ul style="list-style-type: none"> <li>➤ This form <b>MUST</b> be filed with our office               <ul style="list-style-type: none"> <li>➤ prior to opening a Campaign Bank Account; and</li> <li>➤ prior to accepting contributions, making expenditures, or circulating petitions</li> </ul> </li> <li>➤ *Special District Candidates that choose to accept contributions, etc. will need to file this form. <i>(Even if an Affidavit of Intent was previously filed.)</i></li> <li>➤ Once this form is filed with our office, the campaign treasurer will be required to file campaign financial reports online per schedule on page 7 and will continue to file finance reports until candidate is elected, unopposed or withdraws from the race.</li> </ul>
<b>AFFIDAVIT OF INTENT</b>	Only Special District	<ul style="list-style-type: none"> <li>➤ This form is filed when Special District candidates do not intend to campaign by collecting contributions and whose only expense is the filing fee or petition verification fee.</li> </ul>
<b>DS-DE 83</b> <i>Statement of Candidate</i>	<a href="#">Judicial</a> Only	<ul style="list-style-type: none"> <li>➤ Must be filed in conjunction with the DS-DE 84 (<i>Statement of Candidate - see below</i>)</li> </ul>
<b>DS-DE 84</b> <i>Statement of Candidate</i>	<a href="#">County/Constitutional, Judicial, City &amp; Special Districts</a>	<ul style="list-style-type: none"> <li>➤ Can be filed at the same time of the DS-DE 9.</li> <li>➤ Must be filed within ten (10) days of filing DS-DE 9.</li> </ul>

<b>THESE DOCUMENTS MUST BE PRESENTED DURING QUALIFYING</b> (along with above documents, either prefiled or filed during qualifying)		
DOCUMENTS	Candidate	Instructions
<b>CANDIDATE OATH</b>	<a href="#">County/Constitutional, Judicial, City &amp; Special Districts</a>	<ul style="list-style-type: none"> <li>➤ Filed during the official Qualifying Period</li> <li>➤ Form used varies according to partisan, nonpartisan, school board, &amp; judicial offices.</li> <li>➤ Candidate must print their name as they wish it to appear on the ballot.</li> </ul>
<b>DISCLOSURE OF FINANCIAL INTERESTS</b>	County/Constitutional, Judicial, City & Special Districts	<ul style="list-style-type: none"> <li>➤ Filed during the official Qualifying Period.</li> <li>➤ <a href="#">Form 6</a> – County Candidates (<i>Including Commissioners, Constitutional, School Board, &amp; Judicial</i>)</li> <li>➤ <a href="#">Form 1</a> – Special District &amp; City Candidates</li> </ul>
<b>QUALIFYING FEE**</b>	County/Constitutional, Judicial, City & Special Districts	<ul style="list-style-type: none"> <li>➤ Refer to Rubric on page 6 for specific fee amount</li> <li>➤ Qualifying Fee paid from               <ul style="list-style-type: none"> <li>➤ Check drawn on campaign account for Candidates who filed a DS-DE 9</li> <li>➤ Personal check for Special District Candidates filing an Affidavit of Intent</li> </ul> </li> </ul>
<b>PETITION METHOD**</b>	County/Constitutional, Judicial & Special Districts*	<ul style="list-style-type: none"> <li>➤ Refer to page 5 for instructions on Qualifying by Petition Method</li> <li>➤ Refer to page 6 for number of Petitions Needed (<i>for applicable candidates</i>)</li> </ul>

\*\* No Qualifying Fee is necessary if candidate qualified by Petition Method (*this only applies to all County, Judicial & Special District candidates*).

Pursuant to Florida Statute 99.061:

- All items required for qualifying must be received in **CORRECT AND COMPLETE ORDER** by the end of qualifying or the candidate **WILL NOT** be deemed qualified.
- As a qualifying office, we may accept and hold qualifying papers submitted not earlier than 14 days prior to the beginning of the qualifying period, to be processed and filed during the qualifying period.

# QUALIFYING BY PETITION METHOD

Florida Statute: 99.095, Rule 1S-2.045

A person who seeks to qualify as a candidate for any office (does not include Municipal candidates) and who meets the petition requirements is not required to pay the qualifying fee, party assessment or election assessment. Candidates who fail to qualify by the petition method will be required to pay the qualifying fee. For petition guidelines, please refer to the [Candidate Petition Handbook](#) provided by the Division of Elections, and [Rule 1S-2.045](#). (See also web links listed on page 2)

## IMPORTANT THINGS TO KEEP IN MIND REGARDING PETITIONS:

- **PETITION DEADLINES:** No petitions are accepted after the due date (Refer to pages 3 & 6 for Petition Deadlines)
- **SIGNATURES MAY NOT BE OBTAINED UNTIL THE CANDIDATE HAS FILED THE DS-DE 9 WITH THE FILING OFFICER** (Appointment of Treasurer and Designation of Campaign Depository, see page 4 – Qualifying Documents)
- Candidates MUST use the [Candidate Petition Form \(DS-DE 104\)](#) to obtain valid signatures of registered voters in the county or district they are running for. The format of the petition is prescribed by the Division of Elections and shall be used by all candidates. (see example below)
- Candidates are responsible for printing their Petitions. (A template/form will be provided to the Candidate at the time of filing to use for printing.)
- It is recommended that you plan to collect at least 10% over the amount of required petitions. (This will help to ensure that you are able to meet the number of valid petitions necessary to qualify.) The candidate will receive a petition certification once petition requirements have been met. The petition certification is required during the official qualifying period or candidate pays filing fee.
- **PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT PETITIONS!** (Bringing signed petitions in in batches allows candidates to get updated totals of the valid petitions received and assists in projections for how many more are needed.)
- **PETITION VERIFICATION FEE:** Pursuant to Florida Statute 99.097(4), a signature verification fee of 10¢ (ten cents) for each petition verified must be paid in advance to the Supervisor of Elections\* (\*Unless the candidate has filed an oath stating that such charges impose an undue burden on their personal resources – [DS-DE 19A](#).)
  - Candidates who have filed a DS-DE 9: payment should be paid preferably by a check drawn from the candidate's campaign account
  - Special District Candidates who have filed an Affidavit of Intent: Must follow the Petition Process listed above with the exception that the petition fee may be paid by personal check or in cash.

**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 registration card)  
in said state and county, petition to have the name of \_\_\_\_\_ (CANDIDATE'S NAME HERE)  
placed on the Primary/General Election Ballot as a: [check/complete box, as applicable]

☐ Nonpartisan ☐ No party affiliation ☒ \_\_\_\_\_ (COMPLETE) Party candidate for the office of \_\_\_\_\_

**(CANDIDATE'S RACE INFORMATION HERE)**  
(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 SUMTER State FL Zip Code
Signature of Voter	
Date Signed (MM/DD/YY) [to be completed by Voter]	

Rule 1S-2.045, F.A.C. DS-DE 104 (Eff. 09/11)



# QUALIFYING INFORMATION

Florida Statute: 99.061

OFFICE		SALARY	QUALIFYING FEE* 6% MAJOR PARTY	QUALIFYING FEE* 4% NO PARTY	QUALIFYING FEE * 1% ELECTION ASSESSMENT	CERTIFIED PETITION SIGNATURES NEEDED TO QUALIFY
CONSTITUTIONAL	Clerk of Circuit Court	\$126,615.00	\$7,596.90	\$5,064.60	NA	<b>965 County Wide</b>  1% of = 96,497 (Total Registered Voters at 2018 General Election Book Closing)
	Property Appraiser	\$126,615.00	\$7,596.90	\$5,064.60	NA	
	Tax Collector	\$126,615.00	\$7,596.90	\$5,064.60	NA	
	Sheriff	\$136,042.00	\$8,162.52	\$5,441.68	NA	
	Superintendent of Schools	\$126,615.00	\$7,596.90	\$5,064.60	NA	
	Supervisor of Elections	\$126,615.00	\$7,596.90	\$5,064.60	NA	
	County Commission District #1, 3 & 5	\$58,907.00	\$3,534.42	\$2,356.28	NA	
	School Board Dist. 2 & 4	\$34,601.00	NA	\$1,384.04	NA	
Special Districts						
VCDD - 1 Seat 1, 3, & 5		NA	NA	\$25.00	NA	<b>25</b> (only within District)
VCDD - 2 Seat 4 & 5		NA	NA	\$25.00	NA	
VCDD - 3 Seat 3 & 5		NA	NA	\$25.00	NA	
VCDD - 5 Seat 1, 3, & 4		NA	NA	\$25.00	NA	
VCDD - 6 Seat 2 & 3		NA	NA	\$25.00	NA	
VCDD - 7 Seat 2 & 4		NA	NA	\$25.00	NA	
VCDD - 8 Seat 1 & 2		NA	NA	\$25.00	NA	
VCDD - 9 Seat 1, 2 & 3		NA	NA	\$25.00	NA	
VCDD - 10 Seat 1 & 4		NA	NA	\$25.00	NA	
VCDD – 12 Seat 1 & 2		NA	NA	\$25.00	NA	
NSCUDD Seat 1 – District 5		NA	NA	\$25.00	NA	25 (within VCDD 5 only)
NSCUDD Seat 2 – District 6		NA	NA	\$25.00	NA	25 (within VCDD 6 only)
NSCUDD Seat 7 – At Large		NA	NA	\$25.00	NA	25 (within VCDD 5 - 10)
Soil & Water Conservation Dist. Groups 1, 5 & 3, 4		N/A	N/A	\$25.00	N/A	25 County Wide
City of Bushnell						
Council Seat 2, 4		\$4,200.00	NA	NA	\$42.00	NA
City Clerk		\$53,354.70	NA	NA	\$533.55	NA
City of Center Hill						
Council Seat 2, 4	** \$15 Qualifying Fee included (by Ordinance)	\$2,400.00	NA	NA	\$39.00**	NA
Mayor		\$3,600.00	NA	NA	\$51.00**	NA
City of Coleman						
Council Seat 1, 3 & 5	*** \$5 Qualifying Fee included (by Ordinance)	\$2,196.84	NA	NA	\$26.97***	NA
City of Webster						
Mayor/Commissioner Seat 2 & Commissioner Seat 4		\$2,400.00	NA	NA	\$24.00	NA
City of Wildwood						
Council Group 3, 5		\$8,293.16	NA	NA	\$82.93	NA

## CAMPAIGN SIGNS

By Area	Contact Info	Guidelines (for additional information please check <a href="http://www.sumterelections.org">www.sumterelections.org</a> )
<b>County Property</b>	352-689-4400	No campaign signs are permitted (anchored below ground or above ground). No soliciting within a 150 foot zone from the entrance to polling place.
<b>The Villages</b>	352-751-3939	No campaign signs are permitted (anchored below ground or above ground). ✧ Candidates may hold their signs or place them on golf carts. ✧ No soliciting within a 150 foot zone from the entrance to polling place.
<b>City of Bushnell</b>	352-569-2401	One hundred dollars (\$100) cash bond per candidate is required to ensure sign removal.
<b>City of Center Hill</b>	352-793-4431	No fee, but candidate has to fill out a form at City Hall and has five (5) days to remove signs after election
<b>City of Coleman</b>	352-748-1017	Candidate does not have to fill out anything or pay
<b>City of Webster</b>	352-793-2073	Candidate must submit completed form, along with \$100 deposit to ensure signs are removed after election
<b>City of Wildwood</b>	352-330-1330	Candidate does not have to fill out anything or pay.

# CAMPAIGN FINANCE REPORTING SCHEDULE

*Florida Statute: 106.07; 106.0702*

Once the DS-DE 9 form is filed with our office, the candidate will be required to file campaign finance reports online. Candidates will continue to file campaign finance reports per schedule until they have been elected, unopposed or withdrawn from the race.

- Please be sure to review and follow the instructions in the booklet provided regarding filing campaign reports online.
- The candidate is responsible for making sure reports are filed correctly and on time.
  - Fines are automatically imposed for reports filed late (*Pursuant to Florida Statute 106*).
  - Fines are paid from the candidate's personal account and not from the campaign account!

	SUBMITTED	RPT NAME	STARTS	ENDS	DUE DATE	Days from Election	COMMENTS/NOTES/ETC
<b>Monthly</b>		2020-M1	01/1/20	01/31	<b>02/10</b>	Monthly	
		2020-M2	02/01	02/29	<b>03/10</b>	Monthly	
		2020-M3	03/01	03/31	<b>04/10</b>	Monthly	
		2020-M4	04/01	04/30	<b>05/11</b>	Monthly	
		2020-M5	05/01	05/31	<b>06/10</b>	Monthly	
<b>Primary</b>		2020-P1	06/01	06/12	<b>06/19</b>	60 <sup>th</sup> Day	
		2020-P2	06/13	06/26	<b>07/03</b>	46 <sup>th</sup> Day	
		2020-P3	06/27	07/10	<b>07/17</b>	32 <sup>nd</sup> Day	
		2020-P4	07/11	07/17	<b>07/24</b>	25 <sup>th</sup> Day	
		2020-P5	07/18	07/24	<b>07/31</b>	18 <sup>th</sup> Day	
		2020-P6	07/25	07/31	<b>08/07</b>	11 <sup>th</sup> Day	
		2020-P7	08/01	08/13	<b>08/14</b>	4 <sup>th</sup> Day	<b>**August 13, 2020 Contribution Cut Off Date</b>
<b>General</b>		2020-G1	08/14	08/28	<b>09/04</b>	60 <sup>th</sup> Day	
		2020-G2	08/29	09/11	<b>09/18</b>	46 <sup>th</sup> Day	
		2020-G3	09/12	09/25	<b>10/02</b>	32 <sup>nd</sup> Day	
		2020-G4	09/26	10/02	<b>10/09</b>	25 <sup>th</sup> Day	
		2020-G5	10/03	10/09	<b>10/16</b>	18 <sup>th</sup> Day	
		2020-G6	10/10	10/16	<b>10/23</b>	11 <sup>th</sup> Day	
		2020-G7	10/17	10/29	<b>10/30</b>	4 <sup>th</sup> Day	<b>**October 29, 2020 Contribution Cut Off Date</b>
<b>Final (F.S. 106.141)</b>		2020-TRQ	06/01	09/10	<b>09/10</b>	Final	90 day Termination Report For Unopposed Candidates After Qualifying F.S. 106.07(1)(c)
		2020-TRP	08/14	11/16	<b>11/16</b>	Final	90 day Termination Report For Elected or Defeated Candidates After Primary Election
		2020-TRG	10/30	02/01	<b>02/01/21</b>	Final	90 day Termination Report For Elected or Defeated Candidates After General Election

## PLEASE NOTE:

- Once the Elections Office receives and accepts your report it becomes a **public record** and will be **posted on our website** and will be available for inspection by the press and public.
- The Elections Office will attempt to remind candidates of upcoming reports; **however, the candidate is responsible for filing reports on time.**

**\*\*FINAL REPORTS:** When candidates meet the criteria under F.S. 106.141(1) as a "candidate who is either elected, unopposed or withdraws from the race", they will be required, within 90 days of meeting said criteria, to file a Termination Report to dispose of all funds in their campaign account. For more information regarding this report, please refer to F.S. 106.07 (Campaign Financing).

