



## MARCH 15, 2016 ELECTION INFORMATION

Prospective Candidate:

The following information has been prepared to facilitate you during the election process. Forms can be found on the Town's [election](#) web page.

**General Candidate Information** - Candidates for Town Council must be a qualified elector and have resided in the District he/she may represent for six (6) months immediately preceding qualifying. Candidates for Mayor must be a qualified elector and have resided in the Town's limits for six (6) months immediately preceding qualifying.

**Qualifying for Office** - Qualifying opens and closes at noon on the respective dates shown below:

**Districts 2, 3, & 4** Term: March 2016 - November 2018  
Qualifying period: Monday, January 4<sup>th</sup> (begins at noon) - Monday, January 11, 2016 (ends at noon)

**Qualifying and Assessment Fee ([Section 99.092\(1\)](#) and [99.093\(1\)](#), F.S.):** A \$497.21 qualifying fee plus a \$165.74 election assessment fee equal to 1% of the annual salary must be paid at the time the candidate qualifies for office (total fee to be paid \$662.95). The fees must be paid by a check drawn from the campaign checking account.

**Financial Disclosure:** A completed Form 1 Statement of Financial Interests (reflecting the preceding tax year) must be filed at the time the candidate files his/her qualifying papers.

**Statement of Candidate ([Section 106.023](#), F.S.):** Each candidate must file a statement with the Town within ten (10) days after he/she files his [Appointment of Campaign Treasurer and Designation of Campaign Depository](#) form, stating he/she has read and understands the requirements of Chapter 106, Florida Statutes.

**Campaign Reporting Information - ALL DOCUMENTS FILED WITH THE TOWN CLERK'S OFFICE WILL BE PLACED ON THE TOWN'S WEBSITE.**

**Campaign Account & Treasurer ([Section 106.021](#), F.S.):** Before accepting any campaign contributions, expending any funds or qualifying as a candidate, a campaign depository must be designated and a campaign treasurer must be appointed. This appointment must be done by completing an "[Appointment of a Campaign Treasurer and Designation of Campaign Depository](#)" form. This form can be obtained from the Town Clerk's Office and is to be filed with the Town Clerk. Also, each candidate shall, at the same time the above form is filed, designate the office for which he/she is running.

**Contribution Limits ([Section 106.08](#) F.S.):** The contribution limit for all municipal candidates is \$1,000 per contributor per election. (Contribution limits do not apply to contributions made by a candidate to his/her own campaign.)

**Campaign Reports - Due Dates ([Section 106.07 F.S.](#)):** All candidates who are opposed in seeking election to an office must file reports with the Town Clerk on the 46th day, 32nd day, 18th day and 4th day immediately preceding the election. Any candidate who is unopposed must dispose of his/her funds and file a report reflecting the disposition within 90 days after becoming unopposed.

**All reports must be filed by 5:00 p.m. on the designated day; however, any report postmarked by the US Postal Service no later than midnight of the day designated shall be deemed to have been filed in a timely manner. A certificate of mailing obtained from and dated by the US Postal Service at the time of mailing, or a receipt from an established courier company, which bears a date on or before the date on which the report is due shall be proof of mailing in a timely manner.**

### **Campaign Reporting Forms**

Campaign Treasurer's Report-Summary ([DS-DE 12](#))

Campaign Treasurer's Report -Itemized Contributions ([DS-DE 13](#))

Campaign Treasurer's Report -Itemized Expenditures ([DS-DE 14](#))

Waiver of Report ([DS-DE 87](#))

**Disposition of Funds ([Section 106.141 F.S.](#)):** Any candidate who withdraws, becomes unopposed, is eliminated or is elected to office must dispose of his/her funds and file a report reflecting the disposition within 90 days after withdrawing, becoming unopposed, being eliminated or elected.

**Campaign Reports - Late Filing Penalty ([Section 106.07\(8\)\(b\), F.S.](#)):** Late filing of reports are subject to a \$50 fine for each late day for the first three days and, thereafter, \$500 per day for each late day. The fine is not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report. However, for the reports immediately preceding each 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. Late report penalties are the responsibility of the candidate and are to be paid from the personal funds of the candidate. Such fines are to be paid to the Town of Davie within 20 days after receipt of notice of payment due.

### **Regulations for Campaign Signs**

**Campaign Signs:** The posting of campaign signs requires a \$300 deposit as a guarantee that all signs will be removed within seven (7) days after the date of the election to which the signs relate. If the signs are not removed by the end of the seven-day period, the Town shall have them removed and keep the full sum or any portion thereof to reimburse the Town for expenses incurred. For more information on sign requirements, please review [Code Section 12-243\(D\)\(1\)](#).

A sign bond application will need to be completed and submitted along with a check for \$300 made payable to the Town of Davie. After the election, the Town Clerk's Office will verify with the Code Compliance Division that all signs were removed within 7 days. Requests for reimbursement can be made to the Town Clerk's Office after the 8<sup>th</sup> day following the election.

### **Political Campaign Advertisements**

- Advertisements circulated prior to the election - see [F.S. 106.143](#)
- Disclosure of telephone solicitation - see [F.S. 106.147](#)

It is not the responsibility of this office to interpret Florida Statutes as prescribed by Florida Law. For further interpretation or legal opinion, you may contact the Division of Elections at (850) 245-6240.