

**INFORMATION FOR PROSPECTIVE CANDIDATES
MARCH 15, 2016 ELECTION**

**ALL DOCUMENTS FILED WITH THE TOWN CLERK'S OFFICE
WILL BE PLACED ON THE TOWN'S WEBSITE**

A. CANDIDATE REQUIREMENTS

1. Must be:

- a. A qualified elector of the Town of Davie
- b. A resident having resided in the District he/she may represent for six (6) months immediately preceding qualifying.

2. Must comply with:

- a. Federal Election Laws
- b. Public Disclosure and Conflict of Interest Act
- c. Florida Election Code (Florida Statutes, Chapters 97 to 106)
- d. Town Charter and Town Code of Ordinances
- e. Broward County Ethics Ordinance (2011-19)

B. PROCEDURE

1. Prior to qualifying for office, a candidate may announce his intention to run and secure promises for contributions and other assistance by:

- a. Obtaining necessary forms from the Town Clerk's Office to appoint Campaign Treasurer and Designate Depository
- b. Appoint Campaign Treasurer and Designate Depository - must be a registered voter; FSS 106.021(1)(c)
- c. Treasurer must accept appointment in writing on form
- d. Candidate may appoint HIMSELF/HERSELF as Treasurer
- e. File completed Campaign Treasurer and Depository form in the Town Clerk's Office. (THIS MUST BE DONE PRIOR TO ACCEPTING CONTRIBUTIONS.)
- f. May collect funds and make expenditures after designating depository (\$1000.00 CONTRIBUTION LIMIT; FSS 106.08(1)(a))
- g. Complete Statement of Candidate regarding Florida State Statutes Chapter 106 (to be submitted to the Town Clerk's Office within 10 days of filing campaign treasurer's form).

2. Qualifying and filing for Office:

- a. Must be completed in accordance with designated dates.
- b. When a candidate files, he/she must:
 - 1) File appointment of Treasurer and Depository (if not previously done)
 - 2) Pay required filing fee of 3% plus election assessment of 1% based on annual salary - \$662.95 (\$497.21 qualifying fee (FSS 99.092(1) and \$165.74 election assessment (FSS 99.093(1))
 - a) Fee shall be paid by a check drawn on the campaign account and made payable to the Town of Davie.
 - 3) Submit Financial Interest Form
 - 4) Sign Loyalty and Candidate Oath (at time of filing)
 - 5) Submit General Information Sheet
 - 6) Complete Notice of Pre-Election Testing (Logic & Accuracy Test)

3. After filing for office, a candidate will be responsible to submit Treasurer's Reports pursuant to the requirements in Florida State Statutes, Chapter 106 (Note: It is the candidate's responsibility to file all reports by the due date. The Town Clerk is not responsible for the content of the report.