PLEASE NOTE:
The information in this Candidate Handbook is subject to change.

Dear Candidate,

Congratulations on becoming involved in public service as a candidate for office in The City of St. Petersburg. This candidate handbook is printed with the intention of familiarizing St. Petersburg candidates for elected offices with their duties and responsibilities as provided by Florida law.

We hope the information contained in this publication is useful as a quick reference guide. It is current upon publication and serves as a supplement to Florida Statutes Chapters 97-106 (the Election Code), the Constitution of the State of Florida, the City of St. Petersburg Charter, the Division of Elections’ opinions and rules, Attorney General opinions, and municipal ordinances.

It is important for you and all persons involved in your campaign to become familiar with this handbook and the laws that govern Florida elections. As a candidate, you are responsible for all aspects of your campaign – from filing timely treasurer’s reports, to ensuring proper political disclaimers appear on your advertisements, to filing the necessary forms to complete qualifying. Investing the necessary time and attention to ensure compliance with the Florida Election Code can help you avoid making errors that could result in monetary fines and negative publicity.

Please review this handbook as well as the Florida Election Code in its entirety for a more comprehensive understanding of the laws. The Election Code can be viewed on the Division of Elections’ website at www.DOS.MyFlorida.com/Elections.

Remember, all the materials contained in this handbook are subject to change by the Florida Legislature.

As your qualifying officer, my staff and I are available and ready to assist you. Please call us if you have any questions regarding election laws or the information in this handbook.

Sincerely,

Chan Srinivasa
City Clerk
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Candidate Qualifying Dates

Starts June 3, 2021 - at 8:00 a.m. and ends June 18, 2021:
Mayor and City Council Districts 2, 4, 6 and 8

NOTE: F.S. 99.061(8) states that qualifying papers may be submitted to the qualifying officer beginning 14 days prior to the qualifying period. However, the papers cannot be processed until the qualifying period begins. All papers submitted before the qualifying period are still subject to any and all requirements prescribed in F.S. 99.061(7)(a)

Go to www.stpete.org/elections or call (727) 893-7448 for more information.

Registration Deadlines

Primary Election Registration Deadline: TBD

General Election Registration Deadline: TBD (Columbus Day, TBD is a Federal Holiday)

Voters must be registered to vote 29 days prior to the election to be eligible to vote in that election. Voters must be registered with a political party 29 days prior to the primary election to be eligible to vote for candidates running with that party affiliation.

Election Dates and Election Day Voting

Primary Election - August 24, 2021

General Election - November 2, 2021

- Polling places on Election Day are open from 7:00 a.m. to 7:00 p.m.

- For a complete list of polling place locations visit the Pinellas County Supervisor of Elections website at VotePinellas.com. A voter can locate his/her polling place by using the “Precinct Finder” application on our website or by calling their office at (727) 464-VOTE (8683).

- Voters must vote in their home precincts. Florida law states if a voter votes in the wrong precinct, the ballot cannot be counted.

- In order to vote a regular ballot, voters are required to present both picture and signature identification, F.S. 101.043. Voters who do not bring both types of identification will be required to vote a provisional ballot, F.S. 101.048.
Ballot Mailing Schedules

TENTATIVE Ballot Mailing Schedule - F.S. 101.62
Candidates will be notified if ballot mailing schedule changes.

Primary Election (August 24, 2021) — Tentative Mailing Schedule:

- Absent Military and Overseas Ballots - Information will be provided once received
  (Deadline to mail is at least 45 days prior to election)
- All Domestic Ballots - Beginning Information will be provided once received
  (Ballots must be mailed between 35 and 28 days prior to election)
- After initial mailing, ballot requests will be fulfilled as received. The deadline to request
  a ballot to be mailed is 5:00 p.m. the sixth day before the election, August 22, 2019.

General Election (November 2, 2021) — Tentative Mailing Schedule:

- Absent Military and Overseas Ballots - Information will be provided once received (Deadline to mail is at
  least 45 days prior to election)
- All Domestic Ballots - Information will be provided once received
  (Ballots must be mailed between 35 and 28 days prior to election)
- After initial mailing, ballot requests will be fulfilled as received. The deadline to request
  a ballot to be mailed is 5:00 p.m. the sixth day before the election, Information will be
  provided once received.
- Additional Ballot Mailing information can be found on pages 55 - 57.
# Contact Information

## CITY

<table>
<thead>
<tr>
<th>Contact</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of St. Petersburg</td>
<td>City Clerk’s Office 175 5th Street Norths St. Petersburg, FL 33701 Website: Stpete.org</td>
</tr>
<tr>
<td>Chan Srinivasa, MBA, CMC</td>
<td>City Clerk, Director Office: (727) 893-7448 Fax: (727) 892-5102 Email: <a href="mailto:Chandrahasa.Srinivasa@stpete.org">Chandrahasa.Srinivasa@stpete.org</a></td>
</tr>
<tr>
<td>Cathy Davis, CMC</td>
<td>Senior Deputy City Clerk Office: (727) 893-7448 Fax: (727) 892-5102 Email: <a href="mailto:Cathy.Davis@Stpete.org">Cathy.Davis@Stpete.org</a></td>
</tr>
<tr>
<td>Patty Beliveau, CMC</td>
<td>Deputy City Clerk Office: (727) 893-7448 Fax: (727) 892-5102 Email: <a href="mailto:PABELIVE@stpete.org">PABELIVE@stpete.org</a></td>
</tr>
</tbody>
</table>

## COUNTY

<table>
<thead>
<tr>
<th>Contact</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinellas County</td>
<td>Supervisor of Elections 13001 Starkey Rd. (Starkey Lakes Corp. Center), Largo, FL 33773 Website: VotePinellas.com Twitter: @VotePinellas Facebook: Facebook.com/PinellasCountySOE</td>
</tr>
</tbody>
</table>

## STATE

<table>
<thead>
<tr>
<th>Contact</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of Florida</td>
<td>State Division of Elections Director's Office, Room 316, R. A. Gray Building 500 South Bronough Street, Tallahassee, FL 32399 Website: DOS.MyFlorida.com/Elections</td>
</tr>
<tr>
<td>Maria Matthews</td>
<td>Director, Division of Elections Office: (850) 245-6200</td>
</tr>
<tr>
<td>Kristi Reid Bronson</td>
<td>Bureau Chief, Bureau of Election Records Campaign Finance, Candidate Qualifying Office: (850) 245-6240</td>
</tr>
<tr>
<td>Florida Elections</td>
<td>Commission 107 W. Gaines St. The Collins Building, Suite 224, Tallahassee, FL 32399 Website: FEC.State.fl.us Email: <a href="mailto:FEC@MyFloridaLegal.com">FEC@MyFloridaLegal.com</a> Office: (850) 922-4539</td>
</tr>
<tr>
<td>Florida Commission on</td>
<td>Ethics P.O. Drawer 15709 Tallahassee, FL 32317 Website: Ethics.State.fl.us Office: (850) 488-7864 Fax: (850) 488-3077</td>
</tr>
</tbody>
</table>

## FEDERAL

<table>
<thead>
<tr>
<th>Contact</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Elections</td>
<td>Commission 999 E Street NW Washington DC 20463 Website: FEC.gov Office: (800) 424-9530</td>
</tr>
</tbody>
</table>
Online Resources

City of St. Petersburg - stpete.org/elections/index.php

What information can I find at stpete.org/elections/index.php?

- **Candidates > Qualified Candidates > Information for Candidates**  
  (stpete.org/elections/candidate_rules_and_information.php)  
  Provides documents with candidate qualifying requirements, links to candidate forms, campaign treasurer reporting schedule, candidate handbook and Florida Election Laws.

- **Candidates > Campaign Finance Reporting Filings Login**  
  (https://cityofstpetersburgfl.easyvotecampaignfinance.com/home)  
  Online campaign reporting software to file campaign treasurer reports.

- **Candidates > Campaign Finance Reporting Filings > Contributions and Expenditures**  
  List of current and past candidates with links to their campaign treasurer reports and qualifying documents.

- **Maps > District Maps**  
  (stpete.org/elections/candidate_rules_and_information.php)  
  District maps for City Council

Pinellas County Supervisor of Elections - votepinellas.com

- **Voter Education > Voter Education & Registration Events**  
  List of events where citizens can register to vote or update their voter information. During active election cycles.

- **Voter Registration > Third-Party Registration Organizations**  
  Link to Division of Elections page with requirements, procedures and forms for third-party registration organizations. Also links to list of currently registered organizations in the state.  
  **Please Note:** Before collecting voter registration applications, individuals or organizations must be registered with the Division of Elections.

- **Election Results**  
  By year; includes results by precinct.

- **Statistics > Voter Registration Statistics**  
  By election; month-end reports; precinct breakdown by district.

- **Statistics > Voter Turnout Statistics**  
  By election; By election type (lists all general elections together, all primary elections together, etc.); Municipal elections (chronology by year or by municipality), early voting turnout reports, mail ballot summary reports.
Online Resources

Florida Division of Elections - DOS.MyFlorida.com/Elections
State candidate handbook, candidate forms, state and federal candidates and statewide election results. Click on Statistics in the top header for updates on early voting and mail ballot reports. (Oath of Acquisition must be filed to view mail ballot reports.)

Florida Elections Commission - FEC.State.fl.us
Complaints alleging a violation of Chapter 104 or 106 of the Election Code are filed with the F.E.C.

Florida Commission on Ethics - Ethics.State.fl.us
An independent commission responsible for investigating and issuing public reports on complaints of breaches of the public trust by public officers and employees. The Commission also renders legally binding advisory opinions interpreting the ethics laws and implements the State's financial disclosure laws.

Data Resources

Voter records and other data orders for Pinellas County:
- Call (727) 464-4958 or email SOEIT@VotePinellas.com
  - Order a copy of the voter file – by district, municipality, or the whole county
  - Order current or past mail ballot request information
    (must be a qualified candidate with opposition)
  - Candidates are required to file an Oath of Acquisition with the Pinellas County Supervisor of Elections before placing data orders regarding mail ballot requests

- Voter Registration/Voter Education – to request a voter registration booth at a community event:
  Call (727) 464-5700 or email VoterEd@VotePinellas.com

- Candidate questions for county candidates – qualifying forms, campaign finance reports, etc.:
  Call (727) 464-4987 or email Wendy Grimes at WGrimes@VotePinellas.com

- Candidate questions for state/federal candidates – qualifying forms, campaign finance reports, etc.:
  Call (850) 245-6240 or email Kristi Bronson at ElectionRecords@DOS.State.fl.us

- Candidate questions for municipal candidates – qualifying forms, campaign finance reports, etc.:
  Call the appropriate municipal clerk, who is the supervisor of elections for municipal elections.

Legislative Changes

The information contained in this candidate handbook is subject to change.
# Offices Up for Election in 2021

<table>
<thead>
<tr>
<th>Office Title</th>
<th>Incumbent</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor (Nonpartisan)</td>
<td>Open</td>
<td>4-year</td>
</tr>
<tr>
<td>City Council District 2 (Nonpartisan)</td>
<td>Brandi Gabbard</td>
<td>4-year</td>
</tr>
<tr>
<td>City Council District 4 (Nonpartisan)</td>
<td>Open</td>
<td>4-year</td>
</tr>
<tr>
<td>City Council District 6 (Nonpartisan)</td>
<td>Gina Driscoll</td>
<td>4-year</td>
</tr>
<tr>
<td>City Council District 8 (Nonpartisan)</td>
<td>Open</td>
<td>4-year</td>
</tr>
</tbody>
</table>
Becoming a Candidate in St. Petersburg (cont.)

Definition of a Candidate - F.S. 97.021(5)
A candidate is a person to whom any one or more of the following applies:

- Seeks to qualify for nomination or election by means of the petitioning process.
- Seeks to qualify for election as a write-in candidate.
- Receives contributions or makes expenditures, or gives 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 campaign treasurer and designates a primary depository.
- Files qualifying papers and subscribes to a candidate’s oath as required by law.

Who Can Qualify as a Candidate in the City of St. Petersburg? - F.S. 99.012, 99.021
To qualify as a candidate in St. Petersburg one must meet the following requirements:

- Qualified elector (registered voter) of the City of St. Petersburg;
- Seeking office for City Council or Mayor;
- Has qualified for no other public office in the state, the term of which office or any part thereof runs concurrently with that of the office he/she seeks;
- Has resigned from any office required by F.S. 99.012(3);
- Completed the necessary candidate qualifying documents and either paid the qualifying fee for the position sought or collected the number of petition signatures required for position sought;
- Has met the residency requirements of the office sought.

Qualifications
- Must be a qualified elector (registered voter) of the City of St. Petersburg;
- Candidates for Councilmember must have been a resident of the declared district for at least the past 12 months, as of the date of the primary election and shall remain a resident of the declared district before the primary and general elections. Any candidate who does not remain a resident of the declared district prior to the primary and general elections shall be disqualified from being elected. Any candidate who is elected but does not remain a resident of the declared district prior to taking office shall be disqualified from taking office. Any Council Member who does not remain a resident of the declared district during the Council Member’s term of office shall immediately be removed from office by City Council following the procedures in Section 3.04(c) of the City Charter;
- The foregoing residency, disqualification and removal provisions in this subsection (a) (2) for a Council Member shall apply to candidates for Mayor and an elected Mayor except that a Mayor’s declared district shall be considered the entire City.
- Candidates for Mayor must have been a resident of the City for at least the past 12 months, as of the date of the primary election and shall remain a resident of the declared district before the primary and general elections. Any candidate who does not remain a resident of the declared district prior to the primary and general elections shall be disqualified from being elected. Any candidate who is elected but does not remain a resident of the declared district prior to taking office shall be disqualified from taking office. Any Council Member who does not remain a resident of the declared district during the Council Member’s term of office shall immediately be removed from office by City Council following the procedures in Section 3.04(c) of the City Charter. The foregoing residency, disqualification and removal provisions in this subsection (a) (2) for a Council Member shall apply to candidates for Mayor and an elected Mayor except that a Mayor’s declared district shall be considered the entire City.
- Candidates cannot have become and cannot be a candidate, a nominee, or representative of any political
Becoming a Candidate in St. Petersburg (cont.)

- Candidates cannot have become and cannot be a candidate, a nominee, or representative of any political party or any committee or convention representing or acting for any political party.

When Can I Announce my Candidacy?

A person can become an active/announced candidate at any time by filing a DS-DE 9 - Appointment of Campaign Treasurer and Designation of Campaign Depository form with the City Clerk (qualifying officer), which must be done before a campaign account is opened and any contributions or expenditures are made, F.S. 106.021.*

A candidate must appoint a campaign treasurer and may appoint up to three deputy treasurers. If the candidate is not the treasurer, appointing him/herself as a deputy treasurer gives the candidate access to the campaign account, and the authority to sign checks and campaign reports. A campaign treasurer is not required to be a Florida registered voter.

A candidate must also file a DS-DE 84 - Statement of Candidate within 10 days of filing the DS-DE 9 - Appointment of Campaign Treasurer and Designation of Campaign Depository, F.S. 106.023.

Is it Possible to Run for a Different Office After I Become a Candidate? - F.S. 106.021(1)(a)

Yes, candidates are permitted to run for a different office after becoming a candidate providing they:

⇒ File a new DS-DE 9 - Appointment of Campaign Treasurer and Designation of Campaign Depository, designating the new office;

⇒ Within 15 days of filing the new DS-DE 9, notify, in writing, all contributors and offer to return their contributions pro rata. Form DS-DE 86 - Request for Return of Contribution may be used for such purpose;

⇒ After 30 days notice, any contributions not requested to be returned by contributors can be used to further the campaign of the newly designated office providing the candidate disposes of any amount exceeding the contribution limit of that office; notwithstanding, the full amount of the contribution for the original office shall count toward the contribution limits specified in F.S. 106.08 for the newly designated office.
Becoming a Candidate in St. Petersburg (cont.)

Resign to Run - F.S. 99.012(2) & (3)

No person may qualify as a candidate for more than one public office, whether federal, state, district, county, or municipal, if the terms or any part thereof run concurrently.

No officer (elected or appointed) may qualify as a candidate for another state, district, county or municipal public office, if the terms or any part thereof run concurrently, without resigning from the office he/she presently holds.

- The resignation is irrevocable.
- The written resignation must be submitted at least 10 days prior to the first day of qualifying for the office sought.
- The resignation must be effective no later than the earlier of the following dates:
  - The date the candidate would take office, if elected; or
  - The date the candidate’s successor is required to take office.
Acts Prohibited by Candidates

**Paying to Speak at Political Meetings - F.S. 106.15(1)**
A candidate may not pay money or give anything of value for the privilege of speaking at a political meeting in the furtherance of his or her candidacy, nor shall anyone speaking for such a person pay money or give anything of value for such privilege.

**Using Services of State Officers/Employees - F.S. 106.15(3)**
A candidate may not use the services of any state, county, municipal or district officer or employee during working hours to further his or her candidacy.

**Contributions in a Government-Owned Building - F.S. 106.15(4)**
A person may not make, solicit or accept any political contribution in a building owned by a governmental entity. “Accept” means to receive a contribution by personal hand delivery from a contributor or his or her agent. This prohibition does not apply when a government-owned building or any portion thereof is rented for the specific purpose of holding a campaign fund raiser.

Soliciting contributions in a building owned by a governmental entity includes correspondence such as USPS mail, email or fax that is sent to a government address. As a reminder, please remove any addresses associated with the City of St. Petersburg from campaign distribution lists.

**Contributions/Expenditures and Reporting Requirements - F.S. 106.19(1)(a) & (b) & (c)**
A candidate, campaign manager, campaign treasurer, or deputy treasurer of any candidate cannot knowingly or willfully accept a contribution in excess of the limits prescribed by F.S. 106.08, fail to report any contribution required to be reported by Chapter 106 of Florida Statutes, or falsely report or deliberately fail to include any information required by Chapter 106 of Florida Statutes, or make or authorize any expenditure in violation of F.S. 106.11(4) or any other expenditures prohibited in Chapter 106 of Florida Statutes.

**Making Malicious Statements - F.S. 104.271**
A candidate may not willfully make a false and/or malicious statement about an opposing candidate; civil penalties up to $5,000 apply.

**Making False Statements About One’s Military Service - F.S. 104.2715**
A candidate who falsely represents that he or she served or is currently serving in the military violates the Florida Election Code.

**Tampering With or Unlawful Possession of Voting Equipment - F.S. 104.30**
No person shall have possession of any voting system, components, or key thereof without direct authorization from the Supervisor of Elections. No person shall tamper with or attempt to tamper with or destroy any voting system or equipment with the intention of interfering with the election process or the results.
Candidate Qualifying

Who is my Qualifying Officer? - F.S. 99.061(2)

City of St. Petersburg candidates for:

- Mayor
- City Council

The Qualifying Officer is:

Chandrahasa Srinivasa, MBA, CMC
City Clerk, City of St. Petersburg

Address: 175 5th Street North
St. Petersburg, FL 33701

Phone: (727) 893-7448
Email: chandrahasa.srinivasa@stpete.org


When

Candidate Qualifying Dates - F.S. 99.061

All qualifying papers must be received in the City Clerk’s Office by CLOSE OF BUSINESS on the last day of qualifying.

F.S. 99.061(8) - qualifying papers can be accepted beginning 14 days prior to the start of the qualifying period.

Where

- St. Petersburg City Hall: 175 5th Street North, St. Petersburg, FL 33704
- Office hours: M - F, 8:00 a.m. - 5:00 p.m.

How

Please call (727) 893-7448 to make an appointment with the Clerk’s Office if you would like to file your qualifying papers in person.

Candidate qualifying documents can also be received by mail or delivery to the City Clerk’s Office.
Candidate Qualifying (cont.)

What do I File to Qualify? - F.S. 99.061(7)(a) 105.031(4) & (5)

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<thead>
<tr>
<th>X</th>
<th>Required Documents</th>
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<tr>
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<td>DS-DE 9 Form - Appointment of Campaign Treasurer and Designation of Campaign Depository; if not already on file.*</td>
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<td>DS-DE 84 Form - Statement of Candidate; if not already on file.</td>
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<td></td>
<td>(Judicial Candidates ONLY) DS-DE 83 - Statement of Candidate for Judicial Office.</td>
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<td>Candidate Oath (forms vary according to type of office).</td>
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<td>A check drawn on the campaign account to pay the qualifying fee, unless the candidate is running for a special district office and opts not to have a campaign account.*#</td>
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<tr>
<td></td>
<td>OR A Certificate of Signature Verification, if qualifying by petition.#</td>
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# Write-in candidates are not required to pay the qualifying fee or collect petition signatures.

If My Qualifying Papers are Filed with an Error or Omission, What Will Happen? - F.S. 99.061(7)(b)(c)

If a candidate notices an error, he or she has until the end of the qualifying period to rectify. If the filing officer receives qualifying papers that do not include all items required prior to the last day of qualifying, the filing officer shall make a reasonable effort to notify the candidate and shall inform the candidate that all required items must be received by the end of qualifying. The City Clerk performs a ministerial function in reviewing qualifying papers. The Clerk may not determine whether the contents of the qualifying papers are in compliance.

After Filing as a Candidate, May I Later Change the Way My Name is to Appear on the Ballot? - F.S. 99.061(7)(a) 2. & (b)

No. This CANNOT be changed after the end of qualifying. A candidate’s name will appear on the ballot as it appears on the Candidate Oath.
Candidate Qualifying (cont.)

Forms and Fees Required to Qualify to Run for Office (Sections 99.061(7) (a), F.S., 99.092(1), F.S., and Section 5.04, St. Petersburg City Charter)

1. Form DS-DE 9, “Appointment of Campaign Treasurer and Designation of Campaign Depository” - Candidates must file this form before opening a campaign account.
2. Form DS-DE 84, “Statement of Candidate” - Candidates must file this form within ten (10) days after filing Form DS-DE 9.
3. Form DS-DE 302NP, “Candidate oath- NonPartisan Office.”
5. Incumbents must file the Statement of Filing of Form 1 “Statement of Financial Interests” and Form 6 “Full and Public Disclosure of Financial Interests” for Calendar Year 2020 and file copies of Form 1 and Form 6, initialed and dated, with the City Clerk.
6. City of St. Petersburg Nomination Application and Affidavit for Mayor or City of St. Petersburg Nomination Application and Affidavit for Councilmember Form.

What is the Qualifying Fee? - F.S. 99.092(1)

Candidates for Council: A qualifying fee of $150 or petitions with the signatures of not less than five hundred (500) qualified electors of the district in which the candidate resides.

For Mayor, a qualifying fee of $250 or petitions with the signatures of not less than one thousand (1,000) qualified electors who reside within the City limits.

Section 106.021(1) (a), F.S., requires any person seeking to qualify for election or nomination to any office by means of the petition process to appoint a treasurer and designate a primary depository prior to obtaining signatures on petitions.

Will I Get My Qualifying Fee Back if I Decide Not to Run? - F.S. 99.092(1)

The qualifying fee will be returned only if the candidate withdraws his or her candidacy BEFORE the qualifying period ends.


Section 99.095(3), F. S., requires petitions be submitted prior to NOON on May 6, 2021, the 28th day preceding the start of qualifying. Section 99.092(1), F. S., provides that your qualifying fee will be returned only if you withdraw your candidacy before qualifying ends on June 18, 2021.

After filing a DS-DE 9 - Appointment of Campaign Treasurer and Designation of Campaign Depository form with the qualifying officer, a candidate may begin collecting petition signatures. Signatures are valid only for the qualifying period immediately following the filing of the candidate’s DS-DE 9 - Appointment of Campaign Treasurer and Designation of Campaign Depository form.

Candidates must use for reproduction the Candidate Petition Card prescribed by the Division of Elections. Petition cards may be printed to include the candidate’s information and/or the voter’s information. The petition can be resized within the Division’s requirements (no smaller than 3 inches by 5 inches and no larger than 8 1/2 inches by 11 inches), but the format CANNOT be changed. For copying purposes, multiple petitions can be included per page. BUT, prior to presenting petitions to be verified by the Supervisor of Elections, the petitions must be separated.
A candidate for district office is required to put the district number on each petition. If the district number is missing, the petition is invalid.
Candidate Qualifying (cont.)

How do I Qualify by Petition? - F.S. 99.095 (continued)

Deadline for Submitting Petitions - F.S. 99.095(3)

- PRIOR TO NOON on May 27, 2021

The Supervisor of Elections must certify the number of valid signatures no later than seven days before the first day of qualifying, F.S. 99.095(3).

The Supervisor of Elections shall be paid in advance the sum of $0.10 for each petition verified (F.S. 99.097 (4)). This payment must be paid with a campaign check, with the exception of special district candidates who choose not to open a campaign account pursuant to F.S. 99.061(3). If such charges impose an undue burden on the candidate’s personal resources or upon resources otherwise available, he/she may file an Undue Burden Affidavit and the fee will be waived, F.S. 99.097(4).

If a candidate pays any person to solicit signatures on a petition, he/she may not file an undue burden oath in lieu of paying the fee for signature verification. And, if an undue burden oath has been filed and a candidate subsequently pays any person to solicit signatures on a petition, the undue burden oath is no longer valid and a fee for all signatures previously submitted to the supervisor shall be paid by the candidate, F.S. 99.097(6).

If a candidate submits the required number of valid signatures, he or she has completed qualifying by petition and a Certificate of Signature Verification will be placed in the candidate’s file.

If the required number of valid signatures are not met, the candidate may still pay the qualifying fee.

If a candidate qualifies by petition, he/she is not required to pay the filing, election assessment.

Random Sampling of Petitions - F.S. 99.097(1) 2. & (2)

If the number of petitions submitted equals at least 15% more than the required number of signatures, a candidate may request the Supervisor of Elections use the random sampling verification method in certifying petitions.

I am Running as a Write-In Candidate. Do I Have to Pay a Qualifying Fee or Collect Petitions? - F.S. 99.061(4)(b)

No. However, a write-in candidate is not entitled to have his/her name printed on any ballot. A space will be provided for voters to write in the candidate’s name on the General Election ballot.

In addition, a write-in candidate’s name will not be made available to voters as part of the mail ballot kit, at early voting locations or at the polls on Election Day.
**Campaign Accounts**

*What is a Campaign Depository? - F.S. 106.021*

A campaign depository may be any bank, savings and loan association, or credit union authorized to transact business in the State of Florida. A campaign account must be separate from a personal or any other account.

A candidate must designate one primary campaign depository for the purpose of depositing all contributions received and disbursing all expenditures made by the campaign. In addition, a candidate may also designate one secondary depository for the sole purpose of depositing contributions and forwarding the deposits to the primary depository. No expenditures may be made from a secondary depository.

As soon as the DS-DE 9 - Appointment of Campaign Treasurer and Designation of Campaign Depository Form is filed with the City Clerk, a candidate may begin accepting campaign contributions and expending campaign funds in furtherance of his or her candidacy.

*When Do I Appoint a Campaign Treasurer and Name a Depository? - F.S. 106.021*

A candidate must appoint a campaign treasurer and name a depository when filing a DS-DE 9 - Appointment of Campaign Treasurer and Designation of Campaign Depository form with the qualifying officer. A candidate must file this form BEFORE opening a campaign account, accepting any campaign contributions or making any campaign expenditures.

A candidate must appoint a campaign treasurer and may appoint up to three deputy treasurers. If the candidate is not the treasurer, appointing him/herself as a deputy gives the candidate access to the campaign account, and the authority to sign checks and campaign reports. A campaign treasurer is not required to be a Florida registered voter.

*What are the Duties of a Campaign Treasurer?*

*F.S 106.021, 106.05, 106.06, 106.07, 106.08, 106.11 & 106.141*

- Keep detailed accounts of all contributions received and all expenditures made by or on behalf of the candidate. Such accounts must be kept current within two days of the date a contribution is received or an expenditure is made.
- Deposit all contributions into the campaign account by the end of five business days after receipt.
- Pay all expenditures by checks drawn on the campaign account.
- Prepare campaign treasurer reports signed by the candidate and treasurer/deputy treasurer.
- File reports with the City Clerk on or before the due date to avoid a fine for late filing.
- Keep detailed accounts of all deposits made in any separate interest-bearing account and all withdrawals made from these accounts to the primary campaign account, as well as all interest earned.
- After the campaign is over, all detailed accounts maintained by the campaign treasurer during the campaign must be preserved for the number of years equal to the term of the office to which the candidate seeks election.

A deputy campaign treasurer may exercise any of the powers and duties of the campaign treasurer when specifically authorized to do so by the campaign treasurer and the candidate.
Campaign Accounts (cont.)

May I Remove my Campaign Treasurer or Deputy Treasurer? - F.S. 106.021(2)

Yes. A candidate may remove a treasurer by written notice to the treasurer, with a copy filed with the City Clerk. A treasurer may resign by submitting a written notice to the candidate, with a copy filed with the City Clerk. The resignation is not effective until the notice is received by the City Clerk. The candidate must immediately appoint a successor, by filing a new DS-DE 9 - Appointment of Campaign Treasurer and Designation of Campaign Depository with the City Clerk.

May I use a Separate Interest-Bearing Account and May I Purchase Certificates of Deposit? - F.S. 106.021(1)(b)

Yes. A campaign treasurer or deputy treasurer may deposit funds that are in the primary campaign depository which are not currently needed for the disbursement of expenditures into a separate interest-bearing account in any bank, savings and loan association, or credit union authorized to transact business in the State of Florida.

The separate interest-bearing account shall be designated “(Name of Candidate) separate interest-bearing campaign account.”

The campaign treasurer or deputy treasurer may purchase a certificate of deposit with such unneeded funds in such bank, savings and loan association, or credit union.

The separate interest-bearing account or certificate of deposit shall be separate from any personal or other account or certificate of deposit.

The transfer of funds from a primary depository to a separate interest-bearing account or certificate of deposit must be reported on the DS-DE 94 - Campaign Treasurer’s Report - Fund Transfers form. This amount will not reflect on the summary page.

Any interest earned must be reported as a contribution to the campaign account.

What Information Must be Included on my Campaign Checks? - F.S. 106.05 & 106.11(1)

Campaign checks must contain the following information:

- Name of Candidate
- Account number and name of financial institution
- Appropriate space for:
  1. Exact amount of expenditure
  2. Signature of campaign treasurer or deputy treasurer
  3. Exact purpose of expenditure
  4. Name of payee

This information may be typed on starter checks provided until printed checks arrive.
**Campaign Contributions**

*What is the Definition of a Campaign Contribution? - F.S. 106.011(5)*

- A gift, subscription, conveyance, deposit, loan, payment, or distribution of money or anything of value, including contributions in kind having an attributable monetary value in any form, **made for the purpose of influencing the results of an election.**

- The payment, by a person other than the candidate or political committee, of compensation for the personal services of another person which are rendered without charge to a candidate for such services.

- The transfer of funds by a campaign treasurer or deputy campaign treasurer between a primary depository and a separate interest-bearing account or certificate of deposit, and the term includes interest earned on such account or certificate.

**F.S. 106.15(4)** prohibits the acceptance or soliciting of a contribution in a building owned by a governmental entity except if the building is rented for the specific purpose of holding a fundraiser.

*What is NOT Considered a Campaign Contribution? - F.S. 106.011(5)*

Services provided without compensation by individuals volunteering time on behalf of a candidate including, but not limited to, legal and accounting services or editorial endorsements.

*Who Can Make a Campaign Contribution? - F.S. 106.011(14), 106.08(5)(a) & 106.021(3)*

Any person may contribute to a candidate as long as the contributions are within the limits provided. However, a person may not make any contribution through or in the name of another, directly or indirectly, in any election.

A “person” is defined as an individual or a corporation, association, firm, partnership, joint venture, joint stock company, club, organization, estate, trust, syndicate or other combination of individuals having collective capacity, which includes a political party, affiliated party committee or political committee.

*Is There a Deadline for Accepting Campaign Contributions? - F.S. 106.08(3)(a)*

Yes. Any contribution received by a candidate with opposition in an election or by the campaign treasurer or a deputy treasurer on the day of that election or less than five days before the day of the election must be returned to the person contributing it and may not be used or expended by or on behalf of the candidate. For a Tuesday election, the deadline is midnight on Thursday prior to the election.

**NOTE:** The deadline of the Thursday prior to the Primary would **not** apply to a candidate who has no opposition in the Primary. However, the deadline prior to the General would apply because the candidate has opposition.

Contributions which are returned prior to being deposited into the campaign account may be reported to the City Clerk on the DS-DE 2 - Contributions Returned form, F.S. 106.07(4)(c).

Any contributions received by a candidate or campaign treasurer after the date on which the candidate withdraws his/her candidacy, or after the date the candidate is defeated, becomes unopposed, or is elected to office, shall be returned to the person and shall not be used or expended by or on behalf of the candidate, F.S. 106.08(3)(b).

A candidate who accepts contributions via a campaign website, e.g. PayPal, may want to consider restricting the website from accepting contributions after the deadline.
Campaign Contributions (cont.)

Are There Limits to Campaign Contributions? - F.S. 106.08

![Warning]
Yes. A candidate seeking office for Mayor or City Council cannot accept a contribution in excess of $1,000 from any one person (including family members). The contribution limit is $1,000 for the Primary Election, even if the candidate has no opposition in the Primary, and $1,000 for the General Election.

- A candidate **may not** accept contributions from a county executive committee of a political party whose contributions in the aggregate exceed $50,000 or from the national or state executive committees of a political party, including any subordinate committee of such political party or affiliated party committees, whose contributions in the aggregate exceed $50,000. For this purpose:

- Polling services, research services, costs for campaign staff, professional consulting services, and telephone calls **are not** contributions to be counted toward the contribution limits, but must still be reported by the candidate and the political party. [Political polls conducted by political party executive committees or affiliated party committees to determine the viability of a potential candidate are not contributions to the potential candidate. [F.S. 106.17]

- All other contributions are counted toward the contribution limits.

What is an In-Kind Contribution? - DE 78-23 (Division of Elections Advisory Opinion)

Anything of value in any form, made for the purpose of influencing the results of an election. In-kind contributions are subject to the same contribution limits outlined in F.S. 106.08.

Money; personal services provided by volunteers; independent expenditures [F.S. 106.011(12)]; and endorsements of three or more candidates by an affiliated party committee or political party [F.S. 106.021(3)(d)] are not considered in-kind contributions.

How do I Place a Value on In-Kind Contributions? - F.S. 106.055

The person making an in-kind contribution must, at the time of making the contribution, place a fair market value on the contribution. In-kind contributions must be reported on the campaign treasurer’s report, so it is recommended to get a written statement of value from the contributor. Travel conveyed upon private aircraft must be valued at the actual cost of per person commercial air travel for the same or a substantially similar route.

**Note:** If a candidate uses campaign materials from a previous campaign, e.g. campaign signs, as part of his/her current campaign efforts, those materials must be reported as in-kind contributions from the candidate during the reporting period in which the materials were used in the current campaign.

Can I Accept Cash Contributions? - F.S. 106.09

Yes. A candidate may accept cash contributions as long as the total cash contribution (including cashier’s check) from the same contributor does not exceed **$50 per election**. All cash contributions count towards the $1,000 contribution limit.

How Much Can I Contribute to My Campaign? - F.S. 106.08(1)(b)

There is no limit to the amount of personal funds a candidate may contribute or loan their campaign. Candidates can reimburse themselves at any time as long as funds are available.
Campaign Contributions (cont.)

Can I Accept Campaign Contributions via Debit Card?
- Division of Elections Opinion 00-03 (DE 00-03)

Yes. Accepting contributions via debit card is not specifically prohibited by Chapter 106, Florida Statutes. The Division concluded that as long as the disclosure requirements of Chapter 106, Florida Statutes, are met, a candidate, political committee or political party may accept campaign contributions via debit card.

Can I Accept or Spend Anonymous Campaign Contributions? - F.S. 106.07(4)(a) & DE 89-02

No. Florida law requires a candidate to show the source of each contribution. In the Advisory Opinion (DE 89-02), the Division of Elections (DOE) recommends that the contribution be reported on the treasurer’s report as an anonymous contribution, and that the candidate send a cover letter to the qualifying officer explaining that the contribution is anonymous and impossible to return. The DOE further recommends that candidates not spend the contribution, and at the end of the campaign, donate the amount to an appropriate entity under F.S. 106.141.

Can I Accept Campaign Contributions From PayPal? - F.S. 106.05 & DE 09-03

Yes. These contributions are limited to the same amounts and reporting requirements as all other contributions. A PayPal contribution would be reported as a check. The fee for using PayPal would be reported as an expenditure.

A candidate using PayPal may want to consider requiring a contributor to enter his/her contributor information, as part of their campaign website, prior to making a contribution through PayPal. PayPal does not require a person to enter the same information that Florida law may require a candidate to report on his/her treasurer’s report (for example: a contributor’s occupation).

Loans Made to My Campaign - F.S. 106.075

Candidates ELECTED to office who had loans exceeding $500 in value, which were accepted and used for campaign purposes within the 12 months preceding the election must be reported to the City Clerk within 10 days after the candidate’s election to office. In addition, any person who makes a contribution to a candidate to pay all or part of a loan incurred, in the 12 months preceding the election, to be used for the individual’s campaign, may not contribute more than the amount allowed in F.S. 106.08.

These loans would be reported to the City Clerk using DS-DE 73 - Campaign Loans Report and the DS-DE 73A—Campaign Loans Report Itemized.

Can I Conduct a Lottery to Raise Money for my Campaign? - F.S. 846.09

No. It is unlawful for any person to set up, promote, or conduct any lottery for money or anything of value.
**Campaign Contributions (cont.)**

**Can I Hold Fund Raisers? - F.S. 106.025**

Yes. F.S. 106.011(1) defines a campaign fund raiser as any event held to raise funds to be used in a campaign for public office.

- All money and other contributions collected with respect to a campaign fund raiser shall be deemed to be campaign contributions.
- All such contributions shall be accounted for and are subject to the limits of any other contribution.
- All expenditures made with respect to the campaign fund raiser which are made or reimbursed are to be paid with a check drawn on the campaign account of the candidate for whom the funds are to be used and shall be deemed to be campaign expenditures, accounted for and subject to the same restrictions as other campaign expenditures.
- Tickets and advertising for a campaign fund raiser are required to have a political disclaimer.
- Tickets with stubs can be used so the name, address and occupation of the contributor can be written on the stub at the time of sale and remitted to the campaign treasurer for reporting.

**Contributions by Foreign Nationals - United States Code - Title 2, Chapter 14, Subchapter 1, Section 441e**

It is unlawful for a foreign national directly or through any other person to make any contribution of money or other thing of value, or to promise expressly or impliedly to make any such contribution, in connection with an election to any political office or in connection with any primary election, convention, or caucus held to select candidates for any political office; or for any person to solicit, accept, or receive any such contribution from a foreign national.

As used in this section, the term “foreign national” means:

- A foreign principal, as such term is defined by Section 611(b)(3) of Title 22, except that the term “foreign national” shall not include any individual who is a citizen of the United States.
- An individual who is not a citizen of the United States and who is not lawfully admitted for permanent residence, as defined by Section 1101(a)(20) of Title 8.

**Title 22, Section 611(b)(3)** - the term “foreign principal” includes a partnership, association, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country.

**Title 8, Section 1101(a)(20)** – the term “lawfully admitted for permanent residence” means the status of having been lawfully accorded the privilege of residing permanently in the United States as an immigrant in accordance with the immigration laws, such status not having changed.
Campaign Expenditures (cont.)

What is the Definition of a Campaign Expenditure? - F.S. 106.011(10)(a)

Expenditure means a purchase, payment, distribution, loan, advance, transfer of funds by a campaign treasurer or deputy campaign treasurer between a primary depository and a separate interest-bearing account or certificate of deposit, or gift of money or anything of value made for the purpose of influencing the results of an election, or making an electioneering communication.

Can I Make a Campaign Expenditure? - F.S. 106.11 & 106.14

Yes. All campaign expenditures must be paid from the campaign account.

The candidate qualifying fee must be paid using a campaign check.

Only a candidate’s campaign treasurer or deputy campaign treasurer is allowed to sign checks drawn on the campaign account.

A candidate may not authorize any expenditure for the purchase of goods or services unless there are sufficient funds on deposit in the campaign account to pay the full amount of the authorized expense. F.S. 106.11(4) specifies that the term “sufficient funds on deposit” means that the funds have been delivered to the depository for deposit, not that the funds are available for withdrawal pursuant to funds availability policies of the bank.

A candidate must pay for all expenses authorized or incurred for the purchase of goods or services upon final delivery and acceptance of the goods or services.

Utility companies providing services to candidates must charge a deposit sufficient to meet all anticipated charges during a billing period. Payment for public utilities such as telephone, electric, gas, water and like services must be made when the bill is received.

F.S. 106.021(3) - No expenditure, including expenditures by a candidate or the candidate’s family, shall be directly or indirectly made or received in furtherance of the candidacy of any person, except through the campaign treasurer; provides for exceptions.

May I Use Debit Cards for Campaign Expenditures? - F.S. 106.11(2)(a)

Yes. A debit card may be used if it is obtained from the same financial institution that has been designated as the candidate’s primary campaign depository. Debit cards can be issued in the name of the treasurer, deputy treasurer or authorized user. The debit card must include the candidate’s name. No more than three debit cards can be requested or issued. A debit card cannot be used to receive cash back as part of, or independent of, any transaction for goods or services.

All receipts for debit card transactions must contain:

- The last four digits of the debit card number
- The exact amount of the expenditure
- The name of the payee
- The signature of the campaign treasurer, deputy treasurer or authorized user
- The exact purpose for which the expenditure is authorized

Yes. A candidate may establish a petty cash fund to be used by the campaign. To establish the fund, the campaign treasurer must write a check drawn from the campaign account. Cash contributions received by a candidate must not be mixed with petty cash.

Until the end of candidate qualifying, the campaign treasurer may withdraw $500 per calendar quarter from the campaign account for the petty cash fund.

After qualifying is over and until the election at which the candidate is eliminated, elected to office or becomes unopposed, the treasurer may withdraw $100 per week.

The petty cash fund must be spent in amounts less than $100. Petty cash may only be used for office supplies (pens, pencils, paper clips), transportation expenses, and other necessities. Petty cash shall not be used for the purchase of time, space, or services from communications media.

The total amount withdrawn and the total amount spent for petty cash must be reported in each reporting period. Individual expenditures of petty cash do not have to be reported, but complete records of petty cash expenditures must be kept.

Can I Use Credit Cards to Make Campaign Expenditures? - F.S. 106.125

No. Only candidates for statewide office and political committees created to support or oppose any candidate for statewide office or to support or oppose any statewide issue may obtain a credit card. These credit cards are only to be used for making travel-related campaign expenditures.

May I Draw a Salary or Pay for Personal Living Expenses From My Campaign Account? - F.S. 106.1405

No. A candidate or the spouse of a candidate may not use campaign funds to defray normal living expenses for the candidate or the candidate’s family.

Expenses actually incurred for transportation, meals, and lodging by the candidate or a family member during travel in the course of the campaign can be paid for with campaign funds.

Are There Any Limits on How Much I Spend on My Campaign? - F.S. 106.11(4)

A candidate is only limited by the funds available in his or her campaign account.

What is an Independent Expenditure? - F.S. 106.011(12)(a)

Independent expenditure means an expenditure by a person for the purpose of expressly advocating the election or defeat of a candidate or the approval or rejection of an issue, which expenditure is not controlled by, coordinated with, or made upon consultation with, any candidate, political committee, or agent of such candidate or committee.
What is Not Considered an Independent Expenditure? - F.S. 106.011(12)(b)

- An expenditure for the purpose of expressly advocating the election or defeat of a candidate by a person having a contract with the candidate, political committee, or agent of such candidate or committee in a given election period is not an independent expenditure.
- An expenditure for the purpose of expressly advocating the election or defeat of a candidate which is made by the national, state, or county executive committee of a political party, including any subordinate committee of the political party, an affiliated party committee, a political committee, or any other person, is not considered an independent expenditure if the committee or person:

1. Communicates with the candidate, the candidate’s campaign, or an agent of the candidate acting on behalf of the candidate, including a pollster, media consultant, advertising agency, vendor, advisor, or staff member, concerning the preparation of, use of, or payment for, the specific expenditure or advertising campaign at issue;
2. Makes a payment in cooperation, consultation, or concert with, at the request or suggestion of, or pursuant to a general or particular understanding with the candidate, the candidate’s campaign, a political committee supporting the candidate, or an agent of the candidate relating to the specific expenditure or advertising campaign at issue;
3. Makes a payment for the dissemination, distribution, or republication, in whole or in part, of a broadcast or a written, graphic, or other form of campaign material prepared by the candidate, the candidate’s campaign, or an agent of the candidate, including a pollster, media consultant, advertising agency, vendor, advisor, or staff member;
4. Makes a payment based on information about the candidate’s plans, projects, or needs communicated to a member of the committee or person by the candidate or an agent of the candidate, provided the committee or person uses the information in any way, in whole or in part, either directly or indirectly, to design, prepare, or pay for the specific expenditure or advertising campaign at issue;
5. After the last day of the qualifying period prescribed for the candidate, consults about the candidate’s plans, projects, or needs in connection with the candidate’s pursuit of election to office and the information is used in any way to plan, create, design, or prepare an independent expenditure or advertising campaign, with:
   a. An officer, director, employee, or agent of a national, state, or county executive committee of a political party or an affiliated party committee that has made or intends to make expenditures in connection with or contributions to the candidate; or
   b. A person whose professional services have been retained by a national, state, or county executive committee of a political party or an affiliated party committee that has made or intends to make expenditures in connection with or contributions to the candidate;
6. After the last day of the qualifying period prescribed for the candidate, retains the professional services of a person also providing those services to the candidate in connection with the candidate’s pursuit of election to office; or
7. Arranges, coordinates, or directs the expenditure, in any way, with the candidate or an agent of the candidate.
Campaign Expenditures (cont.)

What are the Reporting Requirements for Independent Expenditures? - F.S. 106.071(1)

A person making an independent expenditure which in the aggregate is in the amount of $5,000 or more must file a report with the qualifying officer of the candidate on whose behalf the expenditure was made at the same time as political committees that support or oppose candidates. The report must include the following information:

- The full name and address of the person making the expenditure.
- The full name and address of each person to whom and for whom each such expenditure has been made.
- The amount, date, and purpose of each such expenditure.
- A description of the services or goods obtained by each such expenditure.
- The issue to which the expenditure relates.
- The name and address of, and office sought by, each candidate on whose behalf such expenditure was made.

Can I report a “summary” or “lump sum” of transaction fees from PayPal?

Yes. A candidate can report a “summary” or “lump sum” of all transaction fees during a reporting period. The candidate, like with all reported expenditures, would provide the name, full address and purpose of the expenditure, but would provide a “summary” or “lump sum” of the transaction fees in the total monetary expense box in that line item of the report.

Campaign Financial Reporting Requirements

Reporting Campaign Contributions and Expenditures - F.S. 106.07 & 106.141

Candidates need to stay involved in managing campaign finances. Ultimately, it is the candidate’s responsibility to ensure the completeness and accuracy of the treasurer’s report. A candidate or campaign treasurer who willfully certifies the correctness of any report while knowing that such report is incorrect, false, or incomplete commits a first degree misdemeanor. F.S 106.07(5).

It is not the responsibility of the Supervisor of Elections, nor does the Supervisor of Elections have authority to investigate or ensure that all contributions and expenditures are reported. The Supervisor of Elections must accept the documents at face value.
<table>
<thead>
<tr>
<th>REPORT CODE</th>
<th>COVERED PERIOD</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
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<td>December 1 – December 31, 2019</td>
<td>January 10, 2020</td>
</tr>
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<td>February 1– February 29, 2020</td>
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<td>M3-20</td>
<td>March 1 – March 31, 2020</td>
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<td>May 11, 2020</td>
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<td>June 1 – June 18, 2021</td>
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<td>July 17 – July 23, 2021</td>
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<tr>
<td>G1-21</td>
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<tr>
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<td>October 16 – October 28, 2021</td>
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<td>August 1, 2021</td>
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<tr>
<td>TRJ-21</td>
<td>June 1 – August 30, 2021</td>
<td>August 30, 2021</td>
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<tr>
<td>TRP-21</td>
<td>August 20 – November 18, 2021</td>
<td>November 18, 2021</td>
</tr>
</tbody>
</table>
Campaign Financial Reporting Requirements (cont.)

**Deadlines for Filing Reports - F.S. 106.07(2)(a) 1.**
Campaign Finance Reports must be completed and filed electronically through the City Clerk website using the Easy Vote module no later than Midnight (Eastern Time) of the due date. Late-filed campaign finance reports are subject to the penalties prescribed under Section 106.07(8), Florida Statutes.

**Reporting Campaign Contributions - F.S. 106.07**
A campaign treasurer must report on the DS-DE 12 - Campaign Treasurer’s Report - Summary totals for all contributions received during the reporting period. An itemization of contributions received, regardless of the amount, must be reported on the DS-DE 13 - Itemized Contributions form.

The DS-DE 13 - Itemized Contributions form must contain the following:

- The full name and full address of each person or political committee who made a contribution during the reporting period, the amount, and date the contribution was received. When contributions are received from joint checking accounts, the signer of the check is the contributor.
- If a contribution is more than $100, the report must include the occupation or type of business of the contributor (unless the contribution is from a relative and the relationship is reported). The occupation or type of business must be specific. A clear description of the type of business or occupation must be provided.
- The full name, full address, occupation and principal place of business, if any, of each person who made a loan to the campaign during the reporting period, together with the amount and date the loan was received.
- A statement of each contribution, rebate, refund, or other receipt not listed above.
- The DS-DE 12 - Campaign Treasurer’s Report - Summary shall include the total contributions, loans, in-kind contributions, and other receipts by or for such candidate during the reporting period.

**Common Errors in Reporting Campaign Contributions**

- Incomplete addresses.
- Contributions over $100 without a clear description of the occupation or type of business of the contributor (unless the contribution is from a relative and the relationship is reported).
- Contributions received outside the reporting period. A contribution is considered received on the day the candidate or treasurer actually received the contribution, not the date it is deposited.
- Contributions that exceed the contribution limit of $1,000 per person, per election.
- Cash contributions that exceed the $50 limit.

**Returning Campaign Contributions - F.S. 106.07(4) & F.S. 106.08**
Contributions which are returned prior to being deposited in the campaign account must be reported on the DS-DE 2 - Contributions Returned form.

A candidate receiving a contribution in excess of the contribution limit must return to the contributor the amount over the contribution limit.

Any contribution received on the day of an election or less than five days prior to an election by a candidate with opposition must be returned.
Returning Campaign Contributions - F.S. 106.08 (continued)

Once a candidate is elected, defeated, becomes unopposed or withdraws, contributions may not be accepted. Any contribution received after this time must be returned to the contributor.

If a candidate has deposited a contribution in the campaign account that is required to be returned, he or she must report the itemized contribution, write a check from the campaign account to the contributor for the amount of the contribution, report the itemized expenditure, and explain on the form under the “Purpose of Expenditure” column the reason for returning the contribution. A candidate may wish to notify the filing officer in writing of the error so that this information can be placed in the candidate’s file.

Reporting Campaign Expenditures - F.S. 106.07

A campaign treasurer must report on the DS-DE 12 - Campaign Treasurer’s Report - Summary totals for all expenditures during the reporting period. An itemization of expenditures made, regardless of the amount, must be reported on the DS-DE 14 - Itemized Expenditures form.

The DS-DE 14 - Itemized Expenditures form must contain the following:

- The full name and full address of each person to whom expenditures have been made during the reporting period, the amount, date and purpose of each such expenditure. The purpose of an expenditure must be clear.
- The full name and full address of each person to whom an expenditure has been made for personal services, salary or reimbursed expenses and which is not otherwise reported, including the amount, date and purpose of such expenditure. Receipts for reimbursement of expenditures shall be retained by the treasurer along with the records for the campaign account.
- **The total amount withdrawn and the total amount spent for petty cash during the reporting period.** Petty Cash – A candidate does not have to report individually each expenditure made from the petty cash fund. However, complete records of petty cash expenditures must be kept, F.S. 106.12.
- The amount and nature of any separate interest-bearing accounts or certificates of deposit and identification of the financial institution in which such accounts or certificates are located.
- The amount and nature of debts and obligations owed by or to the candidate, which relate to the conduct of any political campaign.
- The DS-DE 12 - Campaign Treasurer’s Report - Summary shall include the total expenditures made during the reporting period.
- The primary purpose of an expenditure made indirectly through a campaign treasurer pursuant to F.S. 106.021(3) for goods and services such as communications media placement or procurement services, campaign signs, insurance, and other expenditures that include multiple components as part of the expenditure. The primary purpose of an expenditure shall be that purpose, including integral and directly related components, that comprises 80 percent of such expenditure.

Common Errors in Reporting Campaign Expenditures

- Incomplete addresses
- Expenditures made outside the reporting period
- Purpose of expenditures not provided
- Contribution type is incorrect
Campaign Financial Reporting Requirements (cont.)

Reimbursement for Campaign Expenses - F.S. 106.021(3)(b)

Campaign checks must be used to reimburse candidates and other individuals for campaign expenses. The full names and the purposes of reimbursements shall be reported.

Incomplete Reports - F.S. 106.07(2)(b)

An incomplete report shall be accepted on a conditional basis.

The City Clerk will inform the candidate and campaign treasurer by telephone and certified mail or other method that provides proof of delivery of the notice that the report is deemed incomplete. The treasurer must file an amended report within seven days of being notified. The amended report must include a complete account of all contributions and expenditures to be considered a complete report.

Waiver of Report - F.S. 106.07(7)

In any reporting period during which a candidate has not received contributions or made any expenditures, the filing of the required report is waived. The candidate must file a DS-DE 87 Waiver of Report.

What is the Penalty for Late Filing? - F.S. 106.07(8)

The City Clerk shall notify the candidate and campaign treasurer by telephone or mail if a report is late. Any candidate who does not file a report by the deadline will be subject to a fine for each late day.

Late filing fines must be paid from PERSONAL FUNDS (not campaign funds).

The fine shall be $50 per day for the first three days late and thereafter, $500 per day. The total of the fine cannot exceed 25% of the total contributions or expenditures, whichever is greater, for the period covered by the late report.

For reports immediately preceding each special primary election, special election, primary election and general election, the fine shall be $500 for each late day, subject to the same 25% limit.

Within twenty (20) days after receipt of the notice, a candidate may:

Pay the fine from PERSONAL FUNDS (not campaign funds) to the City Clerk

OR

Appeal the fine to the Florida Elections Commission and notify the Supervisor of Elections in writing.

The City Clerk shall notify the Florida Elections Commission if a candidate fails to pay any fines imposed.

If a candidate repeatedly files late reports, it is the City Clerk’s responsibility to notify the Florida Elections Commission.
**Disposing of Surplus Campaign Funds**

**How May Campaign Funds be Used After the Election? - F.S. 106.11(4) & (5)**

Candidates can reimburse themselves at any time as long as funds are available.

A candidate who withdraws, becomes unopposed, is defeated or elected to office may expend funds from the campaign account to:

- Purchase “thank you” advertising for up to 75 days.
- Pay for items that were previously obligated.
- Pay for expenditures necessary to close the campaign office and prepare final campaign reports.
- Dispose of surplus funds as provided in F.S. 106.141.

**Money From Separate Interest-Bearing Account or Certificate of Deposit - F.S. 106.141(3)**

A campaign treasurer of any candidate who withdraws, becomes unopposed, is defeated, or elected to office, and who has funds on deposit in any interest-bearing account or certificate of deposit, must, within seven days, transfer such funds and accumulated interest earned thereon to the primary campaign account for disposal.

However, when funds are in an account in which penalties will apply for withdrawal within the seven-day period, the campaign treasurer may transfer such funds and accumulated interest earned as soon as the funds can be withdrawn without penalty, or within 90 days after the candidate withdraws, becomes unopposed, is defeated, or elected to office, whichever comes first.

**Disposing of Surplus Campaign Funds - F.S. 106.141(4)**

Surplus funds in a campaign account must be disposed of within 90 days by any of the following means, or a combination thereof:

- Return pro rata to each contributor the funds which have not been spent or obligated.
- Donate the funds to a charitable organization or organizations which meet the qualifications of Section 501(c)(3) of the Internal Revenue Code.
- Give the funds which have not been spent or obligated to the affiliated party committee or political party of which such candidate is a member not to exceed $25,000.
- Give the funds that have not been spent or obligated:
  - In the case of a candidate for state office, to the state to be deposited in either the Election Campaign Trust Fund or the General Revenue Fund, as designated by the candidate; or,
  - In the case of a candidate for office of a political subdivision, to such political subdivision, to be deposited in the general fund thereof.
Disposing of Surplus Campaign Funds (cont.)

Filing the Termination Report - F.S. 106.141(1) & (8)(a)

A candidate who withdraws, becomes unopposed, is defeated or elected to office must, within 90 days, dispose of funds in the campaign account and file a campaign treasurer’s report reflecting the disposition of funds (Termination Report). The report must include the following information:

- The name and address of each person or unit of government to whom any of the funds were distributed and the amounts;
- The name and address of each person to whom an expenditure was made together with the amount and purpose; and
- The amount of such funds transferred to an office account together with the name and address of the bank in which the office account is located.
- If a refund check is received after the campaign account is closed and all surplus funds have been disposed of, the check may be endorsed by the candidate and the refund disposed of pursuant to F.S. 106.141. An amended termination report must be filed with the appropriate filing officer showing the refund and disposition.

F.S. 106.07(8)(b) states the fine for filing a late termination report is $50 per day for each day late, not to exceed 25% of the total contributions or expenditures, whichever is greater for the period covered by the late report.

The reporting schedule for the 2021 election cycle is as follows:

<table>
<thead>
<tr>
<th>TR = Termination Report</th>
<th>M = May</th>
<th>J = June</th>
<th>P = Primary</th>
<th>G = General</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR- May</td>
<td>TRM-21</td>
<td>May 1 – August 1, 2021</td>
<td>August 1, 2021</td>
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<tr>
<td>TR- June</td>
<td>TRJ-21</td>
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<td>TR- Primary</td>
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<td>August 20 – November 18, 2021</td>
<td>November 18, 2021</td>
<td></td>
</tr>
<tr>
<td>TR- General</td>
<td>TRG-21</td>
<td>October 29, 2021 – February 3, 2022</td>
<td>January 27, 2022</td>
<td></td>
</tr>
</tbody>
</table>

The City Clerk will notify each candidate at least 14 days before the due date, F.S. 106.141(8)(b).
Political Advertising and Disclaimers

Definition of Political Advertisement - F.S. 106.011(15)

A political advertisement is a paid expression in a communications media, whether radio, television, newspaper, magazine, periodical, campaign literature, direct mail, or display or by means other than the spoken word in direct conversation, which shall support or oppose any candidate, elected public official or issue.

Campaign business cards and campaign letterhead are forms of communication and are considered political advertising and therefore require a disclaimer.

Exceptions:

- A statement by an organization in existence before the time during which a candidate qualifies for that election, in support of or in opposition to a candidate, in that organization’s newsletter, which newsletter is distributed only to the members of that organization.
- Editorial endorsements by a newspaper, a radio or television station, or any other recognized news medium.

Definition of Communications Media - F.S. 106.011(4)

Communications media means broadcasting stations, newspapers, magazines, outdoor advertising facilities, printers, direct mail, advertising agencies, the Internet, and telephone companies; but with respect to telephones, an expenditure is deemed to be an expenditure for the use of communications media only if made for the costs of telephones, paid telephonists, or automatic telephone equipment to be used by a candidate or a political committee to communicate with potential voters but excluding the costs of telephones incurred by a volunteer for use of telephones by such volunteer; however, with respect to the Internet, an expenditure is deemed an expenditure for the use of communications media only if made for the cost of creating or disseminating a message on a computer information system accessible by more than one person but excluding internal communications of a campaign or of any group.

Miscellaneous Advertisements - F.S. 106.1437

Any advertisement, other than a political advertisement or independent expenditure, on billboards, bumper stickers, radio, or television, or in a newspaper, a magazine, or a periodical, intended to influence public policy or the vote of a public official, shall clearly designate the sponsor of such advertisement by including a clearly readable statement of sponsorship. If the advertisement is broadcast on television, the advertisement shall also contain a verbal statement of sponsorship. The section does not apply to editorial endorsements.

An expenditure made for, or in furtherance of, a miscellaneous advertisement is not considered to be a contribution to or on behalf of a candidate, and does not constitute an independent expenditure. Such expenditures are not subject to the limitation applicable to independent expenditures.

Candidate Petitions - Administrative Rule 1S-2.045 & DS-DE 104

A political disclaimer need not be on a candidate petition form; however, if the reproduced petition form is contained within a larger political advertisement, the political advertisement would have to have the
Political Advertising and Disclaimers (cont.)

Internet, Email and Other Technology
-F.S. 106.143 (10)(b)-(i)

The Technology and Elections Act provides exceptions for political disclaimers for any campaign message or political advertisement used by a candidate and the candidate’s supporters if the message or advertisement is:

- Placed as a paid link on a website, provided the message or advertisement is no more than 200 characters in length and the link directs the user to another website that complies with F.S. 106.143(1).

- Placed as a graphic or picture link where compliance with the requirements of this section is not reasonably practical due to the size of the graphic or picture link and the link directs the user to another website that complies with F.S. 106.143(1).

- Placed at no cost on a website for which there is no cost to post content for public users.

- Placed or distributed on an unpaid profile or account which is available to the public without charge or on a social networking website, as long as the source of the message or advertisement is patently clear from the content or format of the message or advertisement. A candidate or political committee may prominently display a statement indicating that the website or account is an official website or account of the candidate or political committee and is approved by the candidate or political committee. A website or account may not be marked as official without prior approval by the candidate or political committee.

- Distributed as a text message or other message via Short Message Service, provided the message is no more than 200 characters in length or requires the recipient to sign up or opt in to receive it.

- Connected with or included in any software application or accompanying function, provided that the user signs up, opts in, downloads, or otherwise accesses the application from or through a website that complies with F.S. 106.143(1).

- Sent by a third-party user from or through a campaign or committee’s website, provided the website complies with F.S. 106.143(1).

- Contained in or distributed through any other technology-related item, service, or device for which compliance with F.S. 106.143(1) is not reasonably practical due to the size or nature of such item, service, or device as available, or the means of displaying the message or advertisement makes compliance with subsection (1) impracticable.

Each page of your website must include the required political disclaimers, F.S. 106.011(15) &(4).
Political Advertising and Disclaimers (cont.)

**Novelty Items and Items to be Worn - F.S. 106.143(8) & (10)(a)**

Florida law makes these exceptions for political disclaimers:

- Novelty items having a retail value of $10 or less which support, but do not oppose, a candidate or issue. (Examples: pens/pencils, golf tees, Emery boards, candy)
- Items meant to be worn (Examples: T-shirts, hats, buttons)

**Advanced Approval of Political Advertisement/Written Statement - F.S. 106.143(5)**

Any political advertisement not paid for by a candidate, including those paid for by a political party, other than an independent expenditure, offered on behalf of a candidate must be approved in advance by the candidate. Such political advertisement must expressly state that the content of the advertisement was approved by the candidate, unless the political advertisement is published, displayed, or circulated in compliance with subparagraph (1)(a) 2., and must state who paid for the advertisement.

The candidate must provide a written statement of authorization to the newspaper, radio station, television station, or other medium for each such advertisement submitted for publication, display, broadcast, or other distribution. Exceptions include novelty items having a retail value of $10 or less which support, but do not oppose, a candidate and items designed to be worn by a person.

**Example:**

Political advertisement, not an independent expenditure, offered on behalf of a nonpartisan candidate:

ABC Foundation Supports the Re-Election of Jane Doe
For Mayor of the City of St. Petersburg

111 Jewel Street, Tallahassee, FL 32333
Content approved in advance by Jane Doe,
For Mayor of the City of St. Petersburg

July 15, 2019,
Dear Sir or Madam,

Please let this letter serve as my approval of the political advertisement by the ABC Foundation supporting my candidacy for Mayor of the City of City St. Petersburg.

Sincerely,
Jane Doe

**Use of Closed Captioning - F.S. 106.165**

Each candidate must use closed captioning and descriptive narrative in all television broadcasts regulated by the Federal Communications Commission that are on behalf of, or sponsored by, a candidate or must file a written statement with the qualifying officer setting forth the reasons for not doing so.

**Polls and Surveys - F.S. 106.17**

Any candidate may authorize or conduct a political poll, survey, index, or measurement of any kind relating to candidacy for public office so long as the candidate maintains complete jurisdiction over the poll in all its aspects.

State and county executive committees of a political party or affiliated party committee may authorize and conduct political polls for the purpose of determining the viability of potential candidates. Poll results may be shared with potential candidates, and polling expenditures are not considered contributions.
Political Advertising and Disclaimers (cont.)

Disclaimers on Political Advertisements - F.S. 106.143, 106.071, and 106.025

Any political advertisement and any campaign literature published, displayed, or circulated prior to, or on the day of an election must identify the persons or organizations paying for the advertisement as follows:

1. **A political advertisement paid for by a candidate** must contain the following disclaimer:
   
   “Political advertisement paid for and approved by (name of candidate), (party affiliation) for (office sought)” or “Paid by (name of candidate), (party affiliation), for (office sought).”

   Any political advertisement that is paid for by a write-in candidate and that is published, displayed, or circulated before, or on the day of, any election must prominently state:
   
   “Political advertisement paid for and approved by (name of candidate), write-in candidate, for (office sought)” or “Paid by (name of candidate), write-in candidate, for (office sought).”

   Also, the disclaimer language alternatives provided above must be verbatim as quoted in s. 106.143, F.S. Variations are prohibited by law.

2. **A political advertisement provided to the candidate as an in-kind contribution** by a political party must contain the following disclaimer:
   
   “Paid political advertisement paid for in-kind by (name political party) approved by (name of candidate), (party affiliation) for (office sought).”

   Any political advertisement made pursuant to F.S. 106.021(3)(d) must prominently state the name and address of the political committee or political party paying for the advertisement.

3. **A political advertisement paid for by an independent expenditure** must contain the following disclaimer:
   
   “Paid political advertisement paid for by (name and address of person or organization paying for advertisement) independently of any (candidate or committee).”

   Anyone who makes an independent expenditure for a political advertisement must provide a written statement that no candidate has approved the advertisement to the newspaper, radio station, TV station, or other medium for each such advertisement submitted for publication, display, broadcast, or other distribution.

   Any other political advertisement published, displayed, or circulated before, or on the day of, any election must prominently:
   
   1) Be marked “paid political advertisement” or with the abbreviation “pd. pol, adv.”
   2) State the name and address of the persons paying for the advertisement
   3) State whether the advertisement and the cost of production is paid for or provided in-kind by or at the expense of the entity publishing, displaying, broadcasting, or circulating the political advertisement.
   4) Tickets sold or advertising for fund raisers must have a political disclaimer.

By law, a candidate is not required to include, as part of the political disclaimer, the district number of the office sought. However, a candidate may want to include the district number to avoid questions or inquiries.
Incumbency and Political Advertisements - Section 106.143(6)

Only an incumbent candidate can use the word “re-elect” or “for” in his or her political advertising. For example, “Re-Elect John Smith, School Board” or “John Smith for School Board”.

A candidate who is running for an office that he or she does not presently hold must use the word “for” in political advertisements between his or her name and the name of the office for which the candidate is running. For example, “Mary Smith for School Board”.

Exceptions:

- Novelty items having a retail value ($10 or less) which support, but do not oppose, a candidate.
- Items designed to be worn by a person.
- Bumper stickers.

Statements of Endorsement - F.S. 106.143(4)

Under certain circumstances involving endorsements, written statements must be obtained by the candidate. A candidate (or another person on behalf of a candidate) cannot represent that any person or organization supports the candidate unless the person or organization that is being represented as supporting the candidate has given their approval in writing to the candidate to make the representation.

Exceptions:

- Editorial endorsements by any newspaper, radio or television station.
- Political Party publications advocating the candidacy of its nominees.
Political Advertising and Disclaimers (cont.)

**Examples of Political Advertising and Political Disclaimers**

1. Non-incumbent candidate running for nonpartisan office:

   ![ELECT John Doe For City Council](image)
   or
   ![Political advertisement paid for and approved by John Doe for City Council](image)

2. Incumbent candidate running for nonpartisan office:

   ![RE-ELECT John Doe For City Council](image)
   or
   ![Political advertisement paid for and approved by John Doe for City Council](image)

3. Disclaimer for write-in candidates:

   ![ELECT John Doe for Mayor](image)
   or
   ![Political Advertisement paid for and approved by John Doe, write-in candidate for Mayor](image)

   ![ELECT John Doe for Mayor](image)
   or
   ![Paid by John Doe, write-in candidate for Mayor](image)

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Note: The word “elect” or “re-elect” is **not** required to be used in political advertisements. However, the word “re-elect” may not be used if the candidate is not the incumbent for the office sought.
Political Advertising and Disclaimers (cont.)

Other Political Disclaimer Examples:

Billboards:

Language Other Than English
- F.S. 106.143(9)

A candidate may print his or her political disclaimer in the same language as whatever is used in the political advertisement.

Clothing:
None of the requirements of Section 106.143, Florida Statutes, to include political disclaimers, apply to campaign messages or political advertisements used by a candidate and the candidate’s supporters or by a political committee if the message advertised is designed to be worn by a person.

Bumper Stickers:
On bumper stickers, there is no requirement to use the word “for” between the candidate’s name and the office being sought in the body of the bumper sticker. [F.S. 106.143(6)]
**Campaign Solicitation**

*Telephone Solicitation, Disclosure Requirements, Prohibitions - F.S. 106.147*

Any telephone call supporting or opposing a candidate, elected public official, or ballot proposal must identify the persons or organizations sponsoring the call by stating either: “paid for by (insert name of persons or organizations sponsoring the call)” or “paid for on behalf of (insert name of persons or organizations authorizing call).” This section does not apply to any telephone call in which both the individual making the call is not being paid and the individuals participating in the call know each other prior to the call.

Any telephone call conducted for the purpose of polling respondents concerning a candidate or elected public official which is part of a series of like telephone calls that consists of fewer than 1,000 completed calls and averages more than two minutes in duration is presumed to be a political poll and not subject to the provisions above.

No telephone call shall state or imply that the caller represents any person or organization unless the person or organization so represented has given specific approval in writing to make such representation.

No telephone call shall state or imply that the caller represents a nonexistent person or organization.

Any telephone call, not conducted by independent expenditure, which expressly advocates for or against a candidate or ballot proposal requires written authorization by the candidate or sponsor of the ballot proposal that the call supports. A copy of such written authorization must be placed on file with the Supervisor of Elections by the candidate or sponsor of the ballot proposal prior to the time the calls commence.

For purposes of this section “Person” is defined as any candidate, any officer of any political committee, affiliated party committee or political party executive committee, any officer, partner, attorney, or other representative of a corporation, partnership or other business entity, and any agent or other person acting on behalf of any candidate, political committee, affiliated party committee, political party executive committee, or corporation, partnership, or other business entity.

*Registered Agent Requirements for Telephone Solicitation - F.S. 106.1475*

Any person or organization that conducts any business in this state which consists of making paid telephone calls supporting or opposing any candidate or elected public official must, prior to conducting such business, have and continuously maintain, for at least 180 days following the cessation of such business activities in the state, a registered agent for the purpose of any service of process, notice, or demand required or authorized by law and must file with the Division of Elections a notice of such registered agent. Such registered agent must be an individual who is a resident of this state, a domestic corporation, or a foreign corporation authorized to do business in this state. However, this subsection does not apply to any person or organization already lawfully registered to conduct business in this state.

Conducting business in this state as specified in the preceding paragraph includes both placing telephone calls from a location in this state and placing calls from a location outside this state to individuals in this state.

Agents shall use DS-DE 100 to register with the Division of Elections. This form requires the following information: 1. The name, address, and telephone number of the registered agent. 2. The name, address, and telephone number of the person or organization conducting business in this state as specified above.

The person or organization conducting business in this state must immediately notify the Division of Elections of any changes in the information required relating to the appointment of the registered agent.
Definition of Electioneering Communications Organization - F.S. 106.011(9)

Any group, other than a political party, affiliated party committee or political committee, whose election-related activities are limited to making expenditures for electioneering communications or accepting contributions for the purpose of making electioneering communications (as defined in F.S. 106.011(8)) and whose activities would not otherwise require the group to register as a political party or political committee under this chapter.

Electioneering Communications Organization (ECO) Registration Requirements - F.S. 106.03

Registration is solely dependent upon when expenditures are made and the amount of the expenditures.

ECOs are required to register within:

(a) 24 hours of the date on which it makes expenditures for an electioneering communication in excess of $5,000 if such expenditures occur within 30 days of a primary or special primary election or 60 days before any other election; or

(b) 24 hours after the 30th day before a primary or special primary election, or within 24 hours after the 60th day before any other election, as applicable, if it makes expenditures for an electioneering communication in excess of $5,000 before the “30/60 day” election window.

Electioneering Communications Organization (ECO) Reporting Requirements - F.S. 106.0703

ECOs shall file regular reports of all contributions received and all expenditures made by or on behalf of the organization. Reports shall be filed on the 10th day following the end of each calendar month from the time the organization is registered. If the 10th day is a Saturday, Sunday or legal holiday, the report shall by filed by the next business day.

Additionally, the ECO must file reports on the 60th day immediately preceding the primary election, and biweekly on each Friday thereafter through and including the 4th day immediately preceding the general election, with additional reports due on the 25th and 11th days before the primary election and the general election.

Campaign Finance Reports must be completed and filed electronically through the City Clerk’s website using the Easy-Vote module no later than Midnight (Eastern Time) of the due date. Late-filed campaign finance reports are subject to the penalties prescribed under Section 106.07(8), Florida Statutes.

Florida law requires detailed records and reporting information concerning the following, but not limited to: the names, addresses, occupations of contributors; transfers of funds; loans; in-kind contributions; rebates; refunds; names and addresses to whom expenditures have been made by or on behalf of.

The treasurer of the ECO shall certify as to the correctness of each report, and each person so certifying shall bear the responsibility for the accuracy and veracity of each report. Any treasurer who willfully certifies the correctness of any report while knowing that such report is incorrect, false, or incomplete commits a misdemeanor of the first degree.
**Campaign Solicitation (cont.)**

**Electioneering Communications Organization (ECO) — Political Disclaimers and Solicitation**

- *F.S. 106.1439 & 106.147*

Any electioneering communication telephone call shall identify the persons or organizations sponsoring the call by stating either: “Paid for by...(insert name of persons or organizations sponsoring the call)...” or “Paid for on behalf of ...(insert name of persons or organizations authorizing call)...” This subsection does not apply to any telephone call in which the individual making the call is not being paid and the individuals participating in the call know each other prior to the call.

**Florida Elections Commission (FEC)**

The Florida Elections Commission (FEC) is a separate and independent entity from the Division of Elections. Commissioners are appointed by the Governor from lists of names submitted by legislative leaders, F.S. 106.24.

**Automatic Fine Appeal Process**

- *F.S. 106.07(8)(c)*

Any candidate may appeal or dispute a fine for a late filed campaign treasurer’s report. The appeal must be based on unusual circumstances surrounding the failure to file on the designated due date. The candidate may request, and is entitled to a hearing before the Florida Elections Commission, which has the authority to waive the fine in whole or in part. The appeal must be made within 20 days of receipt of the notice of payment due.

The candidate must, within the 20-day period, notify the qualifying officer in writing of his or her intention to bring the matter before the Commission.

**Complaint Process - F.S. 106.25 & 106.28**

- Any person who has information of a violation of Chapters 104 or 106, Florida Statutes, shall file a sworn complaint with the Florida Elections Commission, 107 West Gaines Street, Suite 224, Tallahassee, Florida 32399-0250 or call (850) 922-4539. A complaint form may be obtained from the Florida Elections Commission at [FEC.State.fl.us](http://FEC.State.fl.us).

  - The City Clerk’s Office does not have the authority to investigate, enforce or impose penalties for the violations of Chapter 104 or 106.
  - A complaint must be filed with the Commission within two years from the date of the alleged violation.
Political Signs

Political Signs - F.S. 106.143 & 106.1435

The information in this section is general information regarding placement of political advertisement signs or advertising displays and does not include all the laws for the City of St. Petersburg. Candidates should read F.S.106.143 and 106.1435 and also become acquainted with the City of St. Petersburg (see ordinance information below, and County/Municipal contact information on page 52.)

How to File a Complaint Regarding a Political Sign

The Supervisor of Elections Office does not have the authority to investigate, enforce or impose penalties for violations of sign ordinances.

If a person believes that a candidate has violated the sign ordinance of the county or one of the municipalities, he/she may contact Pinellas County Code Enforcement at (727) 464-4761 or the municipality (see next page), to file a complaint.

Florida State Political Sign Laws

Usage and Removal of Political Campaign Advertisements:

- No signs may be erected, posted, painted, tacked, nailed, or otherwise displayed, placed, or located on or above any state or county road right-of-way.
- Candidates shall make a good faith effort to remove all political signs within 30 days after withdrawing as a candidate, being eliminated as a candidate, or being elected to office.
- If a candidate does not remove his or her campaign advertisements within 30 days, a political subdivision or government entity has the authority to remove the signs and may charge the candidate the actual cost for such removal.
- A municipality may impose additional or more stringent requirements on the use or removal of political advertisements.
- If a candidate wishes to reuse campaign signs left at the polls on Election Day, the signs must be collected by the candidate’s campaign staff prior to our poll workers removing and disposing of them after the polls close.
- Failure to remove signs within 30 days of the end of an election is a violation of F.S. 106.1435, and complaints can be directed to the Florida Elections Commission. Again, county or municipal law may be more restrictive than state law.

Pinellas County Political Sign Ordinance - Section 138-1334(c)(11)

*Applies to Unincorporated Areas Only

- Maximum of 6 sq. ft. (sign face) in residential areas.
- Maximum of 32 sq. ft. (sign face) in non-residential areas.
- Above are exempt from permitting requirements, except requirements relating to construction and safety. (Note: This means that signs have to be erected safely (not cause a sight distance problem, block view of traffic signage/signals, etc) and in conformance with any construction requirements.
- May not be located within 10 feet of a public right-of-way or within 15 feet of the intersection of a public right-of-way.
- Signs to be removed within one week after the election.
Political Signs (cont.)

Municipal Sign Regulation Contact Information:

Where City requirements are more restrictive than State law, City of St. Petersburg restrictions will apply.

For additional information, contact City of St. Petersburg Code Enforcement at (727) 893-7373 or http://www.stpete.org/codes/docs/politicalsigns.pdf.
Primary Elections

- On the Tuesday which is ten weeks prior to each general municipal election, there shall be held a nonpartisan primary election for the nomination of candidates for Council Members and Mayor, if applicable.
- The two candidates from each district receiving the highest number of votes cast be the electors of said district shall be declared the primary nominees, and be entitled to have their names printed on the ballot to be used in the general election. If a candidate for Mayor receives more than fifty percent (50%) of the votes cast in the primary, then that candidate shall be considered duly elected and shall not be required to be placed on the general election ballot. If no candidate for Mayor receives more than fifty percent (50%) of the vote in the primary election then the two candidates for Mayor receiving the highest number of votes cast by the electors at large shall be declared the primary nominees, and shall be entitled to have their names printed on the ballot to be used in the general municipal election.
- Only the names entitled to be on the ballot pursuant to this Subsection
- If there are only two (2) candidates for nomination for an office in a primary election, no primary election shall be held for that office and both candidates shall be certified by the City Clerk as candidates duly nominated for that office. In situations where there is only one candidate for nomination to an office, neither the primary election nor the general election will be held for that office and the candidate

General Elections

General Elections are considered “open” elections. All eligible voters may vote in General Elections on all candidates, issues, referenda and amendments.

A space for a write-in candidate will only appear on the ballot if someone qualified to run as a write-in candidate.

Nonpartisan Elections

All municipal elections are nonpartisan. This means candidates are not allowed to declare an affiliation with a political party, and party affiliation of the candidates are not indicated on the ballot.

Sample Ballots

Sample ballots with all contests and questions will be available approximately five weeks prior to the election.

Precinct Specific ballots can be obtained on the Pinellas County Supervisor of Elections Office approximately five weeks prior to the election.

Sample ballots are mailed to each registered household (with the exception of households in which all voters requested mail ballots) approximately three weeks prior to a primary or general election. A sample ballot is published approximately three weeks prior to a city wide Primary or General Election. Sample ballots will be emailed to those voters who choose this option.
**Ballot Format**

**Ballot Format - F.S. 101.151, 101.2512 & Administrative Uniform Ballot Rule 1S-2.032**

**Primary Election**

- Ballots will be listed alphabetically by surname in each contest.

- A candidate will be determined elected if there is no opposition.

- If there are two candidates for City Council or Mayor, the office will appear on the Primary Election ballot. The candidate with the most votes shall be declared elected.

- If there are three or more candidates for City Council or Mayor, and none receives a majority of the votes cast in the Primary, the two candidates receiving the most votes will be in a run-off in the General Election.

- Nonpartisan ballots include candidates for nonpartisan contests and ballot issues.

**General Election**

- Candidates who were nominated in the Primary Election will appear on the General Election ballot.

- If a write-in candidate has qualified, a space to write the candidate’s name will appear last in the contest.

A candidate’s name will appear on the ballot as it was written on the Candidate Oath form. Once the qualifying period has ended, this information CANNOT be changed.
Mail Ballots

Requesting a Mail Ballot- F.S. 101.62
*See pg. 9 for the 2018 Tentative Ballot Mailing Schedule

ALL registered voters may request a mail ballot. Voters are not required to provide an excuse or be absent.

How to request a mail ballot:
• Go to www.VotePinellas.com/MailBallot
• Email requests to MailBallot@VotePinellas.com (must include DOB)
• Call the Supervisor of Election’s Office at (727) 464-8683
• Fax a request to (727) 464-7636 (must include DOB)
• Visit one of the Supervisor of Elections three elections office locations (Monday - Friday, 8:00 a.m. - 5:00 p.m.)

Voters who request mail ballots will receive ballots for elections scheduled through the end of the calendar year of the second regularly scheduled general election. Voters may also request a mail ballot for a specific election. Voters may cancel requests by contacting the Supervisor of Elections office.

For ballots to be mailed, requests must be received by 5:00 p.m. on the sixth day before the election.

Voters/designees may not pick up mail ballots on the day of the election unless they sign an affidavit affirming that they are unable to go to the polls because of an emergency.

Voted mail ballots must be received at one of the three Supervisor of Elections Offices by 7:00 p.m. on Election Day.

Please note: Postal delivery service has changed. Voters are advised to allow at least ONE WEEK for their ballots to be returned by mail to the Supervisor of Elections Office.

To request a mail ballot for a voter, an immediate family member must provide the Supervisor of Elections office with the following information either in writing or by telephone [F.S. 101.62(1)(b)]:
• Voter’s name
• Voter’s address (mailing and residence)
• Voter’s date of birth
• Requester’s name (immediate family member making request)
• Requester’s address
• Requester’s driver license # (if available)
• Requester’s relationship to voter
• Requester’s signature (if a written request)

A request for a ballot to be mailed to an address other than the one in the voter’s file must be in writing and signed by the voter (does not apply to absent military or overseas voters).

An immediate family member means the designee’s spouse or the parent, child, grandparent, or sibling of the designee or of the designee’s spouse, F.S. 101.62(4)(c)4.
Mail Ballots (cont.)

Picking up a Mail Ballot
- F.S. 101.62 & 104.0616

Five days prior to an election, a voter may designate anyone to pick up a mail ballot on his or her behalf. This person may not pick up more than two mail ballots per election (does not include the designee’s own ballot or ballots for immediate family members).

In order for a designee to pick up a ballot for a voter, the designee must present picture and signature identification, written authorization from the voter, and complete an affidavit.

Any person who provides or offers to provide, and any person who accepts, a pecuniary or other benefit in exchange for distributing, ordering, requesting, collecting or delivering or otherwise physically possessing more than two mail ballots per election in addition to his or her ballot or a ballot belonging to an immediate family member commits a misdemeanor of the first degree.

Immediate family means a person’s spouse or the parent, child, grandparent, or sibling of the person or the person’s spouse.

Address and Signature Updates - F.S. 101.64, 101.65, 101.68, 97.1031 & 98.077

Mail ballots will be mailed to the voter’s mailing address on file. Mail ballots are not forwardable. Voters are encouraged to update their addresses with the Supervisor of Elections office. In-state address changes can be made over the phone, online at VotePinellas.com, by email, or by submitting a voter registration application.

The mail ballot certificate return envelope MUST be signed by the voter in order for the ballot to be counted.

A voter’s signature on the return certificate envelope/affidavit is compared with the voter’s signature on the voter file. Voters are encouraged to update their signatures on file with the Supervisor of Elections office. Signature updates can be made by completing a voter registration application. Signature updates can be made up to the time the Canvassing Board begins canvassing mail ballots.

If a certificate return envelope is retuned unsigned or if a voter’s signature on their certificate return envelope does not match their signature on file with the Supervisor of Elections Office, the voter may “cure” the unsigned certificate or signature mismatch by submitting the subscribed affidavit and copy of identification by 5:00 p.m. on the day before the election. The Canvassing Board will determine whether or not to accept a “cured” ballot.

Deadline to Return a Mail Ballot
- F.S. 101.62 & 101.69

Mail ballots must be received at one of the three Supervisor of Elections offices by 7:00 p.m. Election Day, with the exception of 10-day overseas ballots (UOCAVA ballots). In countywide general elections, ALL contests/questions, including local contests/questions, must be counted on 10-day overseas ballots.

Once mail ballots have been received by the Supervisor of Elections, the ballots are cast, and no changes can be made to the ballot and/or return certificate envelope.
Mail Ballots (cont.)

Requested Mail Ballot - Want to Vote at the Polls on Election Day - F.S. 101.69 & 101.048

A voter who received a mail ballot, but decides to vote at the polls on Election Day, needs to take the mail ballot (the entire kit) to his/her polling place. The ballot must be given to the poll worker, who will cancel the ballot and allow the voter to vote a regular ballot.

If the voter does not bring the mail ballot to the polls, the poll worker is required to verify the voter has not voted in the election. If the voter did not already vote in the election, the voter will be allowed to vote a regular ballot.

If the poll worker or the Supervisor of Elections office is unable to determine if the mail ballot has been received or if the voter refutes the Supervisor of Elections office’s determination that he/she has already voted in the election, the voter will be allowed to vote a provisional ballot. A provisional ballot is a conditional ballot that must be presented to the Canvassing Board, who will determine the validity of the ballot.

Signing Up Voters to Receive Mail Ballots - F.S. 101.62

If a candidate would like to sign up voters to receive mail ballots, the information below needs to be included. Please note: we need enough information to identify the voter.

- A statement of “I would like to receive mail ballots for future elections” followed by a check box
- A statement of “I would like to receive a mail ballot for the (state the election)” followed by a check box
- A line for the voter’s name (first, middle, last)
- A line for the voter’s date of birth and the statement “required”
- A line for the voter’s residential address (street address, apt/lot #, city, ZIP code)
- A line for the voter’s mailing address (street address, apt/lot #, city, ZIP code)
- A line for the voter’s phone number
- A line for the voter’s signature and the statement “required”

A mail ballot request form is included for photocopy. The Supervisor of Election’s office will not be able to make photocopies for a candidate’s use.

Ballot Drop-off Locations

Voted mail ballots can be dropped off at any of the three Elections Office or designated ballot drop-off location during specified days and hours.

A complete schedule is included in mail ballot kits and also available online at VotePinellas.com.

Voted mail ballots cannot be accepted at polling places. They must be received at one of the Supervisor of Elections Offices by 7:00 p.m. Election Day. [F.S. 101.67(2) and 101.6103(2)]
Canvassing Board and Mail Ballot Challenges

**Testing the Ballot Tabulating Equipment**  
*F.S. 101.5612*

Before any election, the Canvassing Board tests the ballot scanning equipment to verify it is accurately counting the votes cast for all candidates in all offices and on all issues. All candidates will be given a Canvassing Board schedule in their qualifying packets.

The ballot scanning equipment is tested no earlier than 10 days prior to the start of Early Voting for any election. There are two additional tests of scanning equipment.

Tests are conducted at the Election Service Center and are verified by the Canvassing Board. These tests are open to candidates, political parties and committees and their representatives, the public and the media.

For additional information, please visit the Supervisor of Election’s website at VotePinellas.com or call (727) 464-6108.

**Canvassing Mail Ballots**  
*F.S. 101.68*

The Canvassing Board may begin canvassing mail ballots at 7:00 a.m. 15 days prior to the election, including processing the ballots through the scanning equipment. However, results shall not be released until after 7:00 p.m. on Election Day.

If a certificate return envelope is retuned unsigned or if a voter’s signature on their certificate return envelope does not match their signature on file with the Supervisor of Elections Office, the voter may “cure” the unsigned certificate or signature mismatch by submitting the subscribed affidavit and copy of identification by 5:00 p.m. on the day before the election. The Canvassing Board will determine whether or not to accept a “cured” ballot.

**Challenge of Mail Ballots**  
*F.S. 101.6104*

Mail ballots may be reviewed for possible challenge before they are opened and separated from the return certificate ballot envelopes.

If any voter present for the canvass of mail ballots believes that any ballot is illegal due to any defect apparent on the voter’s certificate envelope, the voter may, at any time before the ballot is removed from the return certificate envelope, file with the Canvassing Board a protest against the canvass of such ballot, specifying the reason he or she believes the ballot to be illegal.

No challenge based upon any defect on the voter’s return certificate envelope shall be accepted after the ballot has been removed from the envelope.

**Public Inspection of Ballots**  
*F.S. 101.572 & 101.5614*

Official ballots may be reviewed while in the custody of the Supervisor of Elections or the Canvassing Board at any reasonable time, under reasonable conditions, after the election. However, no persons other than the Supervisor of Elections or his or her employees or the Canvassing Board shall handle any official ballot.
Optical Ballot Scanner Used at the Polling Place

Frequently Asked Questions About the DS200

- **Why is Pinellas County using paper ballots?**
  Effective July 1, 2008, the Florida Legislature mandated that all Florida voters vote a paper optical scan ballot whether voting by mail, at an early voting site or at the polls on Election Day.

- **What voting system does Pinellas County use?**
  Voters are using the Election Systems & Software DS200 (Digital Scanner), with the AutoMark Voter Assist Terminal ballot-marking device for voters with special needs or disabilities.

- **Have other counties and/or states been using this system?**
  More than 30 counties in Florida have been using voting systems manufactured by Election Systems & Software for years. Although Pinellas was one of the first counties in the country to use the latest digital scanner model, the DS200, other Florida counties began using the system in the fall of 2008.

- **What does the optical scan paper ballot look like?**
  The paper ballots look exactly like the mail ballots.

- **What happens if I make a mistake on my ballot?**
  The voter must return the ballot to a poll worker and ask for another one. The voter can have up to three ballots. The voter will be asked to place the ballot in a spoiled ballot envelope, seal the envelope and hand it to a poll worker.

- **What happens if I make a mistake on the third ballot I am allowed?**
  State law does not allow a fourth ballot to be given to a voter. The first two spoiled ballots will be in sealed envelopes, so the third ballot will need to be used.

- **Does it matter how I insert my ballot into the optical scanner?**
  No. The ballot can be placed with either end of the ballot into the scanner, with either side up.

- **How do I know that my votes are being counted?**
  The scanner screen message indicates that votes are being recorded and the ballot was accepted.

- **What happens if I do not vote in any of the contests?**
  The optical scanner will accept the ballot and count all contests voted.

- **What happens if I vote for too many candidates?**
  The optical scanner will alert the voter if too many candidates are selected in a contest, called an over-vote. The voter will have the option to accept the ballot as is or return it for corrections.

- **How will I correct a ballot with one or more overvotes?**
  An overvoted ballot cannot be corrected. A poll worker will give the voter a “spoiled ballot” envelope for the first ballot and then give the voter a new ballot.

- **Can I write in a candidate?**
  Only contests in which there is a certified qualified write-in candidate will provide a space to write in a candidate’s name and fill in the oval, and only votes for certified qualified write-in candidates will be counted.

- **Can I change my ballot once it has been scanned and accepted by the ballot scanner?**
  No. Once a ballot has been accepted, it cannot be retrieved.

- **Is there a paper trail?**
  Yes. The voter’s paper ballot secured in the ballot box is the official record of votes cast and is available for recounts or audits.
The AutoMark is an ADA accessible voting terminal that allows voters with disabilities and other special needs to mark a paper ballot privately and independently.

This voting technology includes an audio headset, Braille keypad, touch screen, two-switch paddle and sip-and-puff devices to assist voters with their ballots. The AutoMark will mark the voter’s selections on a paper ballot. From there, the voter will place the ballot in the ballot scanner, which will record his/her votes and deposit the ballot in a secure ballot box.

The AutoMark only marks the ballot. All votes are recorded on the DS200 ballot scanner.

Optical Ballot Scanner — Central Counter

The DS850

The DS850 processes and tabulates all mail ballots and provisional ballots. The DS850 will “out stack” all overvoted ballots and ballots that appear blank. These ballots are then presented to the Canvassing Board, who is responsible for determining voter intent.

Ballots that are clearly overvoted and blank will be processed through the DS850 as is. Ballots that the Canvassing Board determines voter intent are then duplicated and processed through the DS850.

To duplicate a ballot means the Canvassing Board determines voter intent and properly marks a “new” ballot that is able to be read by the DS850. All original ballots are kept as part of the election.
**Poll Watchers**

*Designation of Poll Watchers - F.S. 101.131*

- The chair of the county executive committee of a political party, chair of a political committee, or a candidate shall complete a DS-DE 125 — Poll Watcher Designation, and submit it to City Clerk’s office or fax to (727) 892-5102.

- The deadline for designating early voting poll watchers is at least 14 days prior to the start of early voting. **Forms cannot be accepted after the deadline.**

- The deadline for designating election day poll watchers is prior to Noon the second Tuesday preceding the election. **Forms cannot be accepted after the deadline.**

*Poll Watchers Qualifications - F.S. 101.131*

- A poll watcher must be a Pinellas County registered voter.

- No candidate, sheriff, deputy sheriff, police officer, or other law enforcement officer may be designated as a poll watcher.

- Candidates CANNOT serve as poll watchers if they are opposed in an election, F.S. 102.012(2).

*Poll Watcher Information and Guidelines (Early Voting Sites & Polling Places) - F.S. 101.131*

- Poll watchers shall produce identification to the precinct clerk upon entering the polling place. This information will be verified against a designated poll watcher list, made prior to Election Day.

- The City Clerk shall provide to each designated poll watcher an identification badge that identifies the poll watcher by name.

- Poll watchers must wear the ID badge while in the polling room or early voting area.

- Each political party, candidate, and political committee is permitted to have ONE poll watcher at a time in each precinct.

- Poll watchers shall not obstruct the orderly conduct of the election.

- Poll watchers may not talk to voters while in the polling place or within 100 ft. of the polling place.

- Poll watchers may not interfere in conversations between poll workers and voters.

- Poll watchers shall direct any questions/concerns or voter challenges to the precinct clerk.

- Poll watchers are permitted within the polling room to observe the conduct of voters and poll workers; however, the poll worker staff may designate a location for the poll watchers that will not interfere with voter processing. This designation may be based on site constraints and limitations.

- Poll workers are **not** required to call out a voter’s name.

- Poll watchers may not stand so close that the voter feels his/her ballot secrecy is compromised.
Poll Watchers (cont.)

- Poll watchers are required to furnish their own materials and necessities.
- Candidates cannot be poll watchers, nor can they enter any polling location except to vote.
- Poll watchers may not touch any voting equipment or materials, (For example, a ballot scanner.)
- Cell phones, cameras, tape recorders, and all other audio/visual recording devices are prohibited in the polling room. One must exit the polling location to make and receive phone calls.
- Poll watchers may not wear political advertisements or campaign paraphernalia in the polling place. This includes but is not limited to the following: clothing, campaign buttons, hats, wristbands, badges, and other similar items. (Voters are entitled to wear political/campaign paraphernalia).

Poll watchers may contact the Supervisor of Elections office at (727) 582-7851, if they have any questions regarding Florida election laws and/or procedures.
Political Activity at Polling Locations

Political Activity at Polling Locations - F.S. 102.031

Poll workers have the legal authority to maintain order at the polls.

No person may enter any polling place room or polling place where the polling place is also a polling room, or any early voting area during voting hours except for the following:

- Official Poll Watchers
- Poll Workers (Election Board)
- Supervisor of Elections & Deputy Supervisors
- Persons there to vote, persons in the care of a voter, or persons caring for such voter
- Law enforcement officers or emergency service personnel there with permission of the precinct clerk or a majority of the precinct inspectors; or
- A person, whether or not a registered voter, who is assisting with or participating in a simulated election for minors, as approved by the Supervisor of Elections.

No person, political committee or other group or organization may solicit voters (or conduct political activity) inside the polling place or within 100 ft. of the entrance to any polling place, a polling room where the polling place is also a polling room, an early voting site, or an office of the Supervisor of Elections where mail ballots are requested and printed on demand for voters who appear in person to request them.

Poll workers will designate the 100 ft. no solicitation (or no political activity) area prior to the polls opening at an early voting site or at the polls on election day. No photography is permitted in a polling place room or in an early voting site.

Definition of Solicitation - F.S. 102.031(4)(b) - Solicitation shall include, but not be limited to, seeking or attempting to seek any vote, fact, opinion, or contribution; distributing or attempting to distribute any political or campaign material, leaflet, or handout; conducting a poll except as specified below in this paragraph; seeking or attempting to seek a signature on any petition; and selling or attempting to sell any item.

Giving items such as bottled water, candy or other items to voters is strictly prohibited within the 100 ft. no solicitation (no political activity) area.

The term “solicit” or “solicitation” shall not be construed to prohibit exit polling.

Exit Polling - F.S. 102.031 and United States District Court (Case No. 06-22463-CIV-HUCK/SIMONTON)

Persons conducting exit polling must still comply with the political activities restrictions and other matters related to political issues and campaigns outlined in F.S. 102.031(4).

Definition of Exit Polling - Exit polling is defined in Judge Paul Huck’s order as, “the collection of data from a random sample of voters at a sample of polling places on Election Day. This is accomplished by unobtrusively approaching voters after they leave the polling place in a scientifically pre-determined pattern and asking if they would be willing to fill out a brief, anonymous questionnaire.”
Political Activity at Polling Locations (cont.)

Exit Polling - F.S. 102.031 and Case No. 06-22463-CIV-HUCK/SIMONTON (continued)

Persons conducting exit polling activities are allowed within the 100 ft. no political activity area.

Persons conducting exit polling are prohibited from wearing campaign paraphernalia, i.e., shirts, hats, pins. They are also prohibited from waving campaign signs, handing out campaign literature, or petitioning for signatures.

Persons conducting exit polling are prohibited from harassing or preventing a voter from approaching or leaving a polling place. **Persons conducting exit polling are ONLY able to approach, speak, or ask voters questions** **AFTER the voter has left the polling place.**

Persons conducting exit polling are encouraged to stand near the designated location within the 100 ft. no solicitation (no political activity) area.

Persons conducting exit polling must be given reasonable access to voters leaving the polling place.

Third-Party Voter Registration Organizations

**Definition of Third-Party Voter Registration Organization - F.S. 97.021(37)**

A Third-Party Voter Registration Organization means any person, entity or organization collecting voter registration applications. A third-party voter registration organization does not include a person who seeks to register to vote or collect voter registration applications from that person’s spouse, child, or parent, or a person engaged in registering to vote or collecting voter registration applications as an employee or agent of the Division of Elections, Supervisor of Elections, Department of Highway Safety and Motor Vehicles, or an official voter registration agency.

**Definition of an Affiliate Organization (of a Third-Party Voter Registration Organization) - Division of Elections Rule 1S-2.042**

An affiliate organization of a third-party voter registration organization means any person, as defined in F.S. 1.01(3), that is associated with the third-party voter registration organization as a subordinate, subsidiary, member, branch, chapter, as a central or parent organization, or through direct or indirect ownership or control. Ownership or control means substantial and effective, though not necessarily predominant, ownership or control.

**Engaging in Third-Party Voter Registration Activities - F.S. 97.0575**

Prior to engaging in any voter registration activities, the third-party voter registration organization shall file form DS-DE 119 to provide required information about its registered agent and officers. This form must also list all employee/paid registration agents collecting applications on behalf of the organization.

No Voter Registration Applications can be provided to the organization until the Division assigns it an identification number, which must be listed on each application.
Third-Party Voter Registration Organizations (cont.)

Engaging in Voter Registration Activities - F.S. 97.0575 (continued)
For each registration application collected and not turned in promptly by the third-party voter registration organization, there are fines associated:

- $50 for each registration application collected and turned in or postmarked more than 10 days after it was delivered by the applicant; $250 for each application collected and turned in or postmarked more than 10 days after it was delivered by the applicant if the agent acting on behalf of the third-party registration organization acted willfully.
- $100 for each application collected and turned in or postmarked after the voter registration deadline (book closing); $500 for each application collected and turned in or postmarked after the voter registration deadline (book closing) if the agent acting on behalf of the third-party registration organization acted willfully.
- $500 for each application collected and never turned in; $1,000 for each application collected and never turned in if the agent acting on behalf of the third-party registration organization acted willfully.

Total aggregate fines for any third-party voter registration organization are capped at $1,000 per calendar year. The Secretary of State has the ability to waive fines upon a showing that failure to deliver the voter registration applications resulted from force majeure or impossibility of performance.

Provisional Ballots

When is a Voter Entitled to Vote a Provisional Ballot? - F.S. 101.048 & F.S. 101.045
A voter is entitled to vote a provisional ballot for the following reasons:

- Voter’s name cannot be found on the EViD and eligibility cannot be verified.
- Voter refutes the supervisor’s office confirmation that he or she is not eligible.
- The electronic pollbook shows that the voter has requested a mail ballot, the voter does not have a ballot to surrender and the poll worker cannot verify that the voter has not voted.
- There is an indication on the precinct register that the voter has returned the mail ballot or has voted in the office or at an early voting site, but the voter maintains that he or she has not voted, even after a call to the office.
- There is an indication on the precinct register that the voter’s registration information has not been verified by the Department of State.
- Voter did not provide picture and signature identification.
- There is an indication on the precinct register that the voter has been challenged in this election.
- Voter is challenged at the precinct.
- A voter whose signature differs from the ID presented and the voter refuses to complete the affidavit.
- A voter who makes an out-of-county address change at the polls must vote a provisional ballot, unless the county uses electronic poll books at the polling place.

A provisional ballot is a conditional ballot whose validity is determine by the Canvassing Board. A voter who casts a provisional ballot has the right to present written evidence supporting his/her eligibility to vote to the Canvassing Board by no later than 5:00 p.m. on the second day following the election.

Provisional ballots that are accepted by the Canvassing Board will be tabulated and included in the first set of unofficial results and in the final official results. The voter will also be notified in writing that his/her ballot was accepted. If the Canvassing Board determines the voter was not eligible to vote, the certificate envelope containing the ballot will not be opened and the voter will be notified in writing why his/her ballot was not accepted.
Data Processing Orders

Requesting Voter File & Mail Ballot Information - F.S. 97.0585, 119.01 & 101.62(3)

To place a data order, call (727) 464-4958 or email SOEIT@VotePinellas.com.

VOTER REGISTRATION INFORMATION IS AVAILABLE IN THE FOLLOWING FORMATS:

- **LISTS**: Includes voter’s name, home address, mailing address (if any), party affiliation and precinct number. Data will be provided in PDF format only.

- **LABEL FORMAT**: Label file includes voter’s name, mailing address and precinct (may include voter identification number, precinct number or party affiliation). Data will be provided in PDF format only.

**Lists and Labels Available by:**

- * Precincts, Districts, Municipalities or Unincorporated Areas
- * Straight Alphabetical Order
- * Precinct/Alphabetical Order
- * Precinct/Street Address Order - Walking List
- * Household Order – LABEL FILES ONLY. One label per unique address or per unique name at address.
  
  Labels can be addressed: “To the xxxxxxxxx Family at—” or “To the registered voters at—.”
  
  Reduces number of voters selected by approximately 30-40% (which also reduces mailing postage).

- **Raw Data in .CSV (Comma Delimited) Format**: This is the standard report format for Voter File and Mail Ballot data. Record formats and list of codes for your programming needs are provided.

  * Upon request: District and/or Countywide voter history is available. A maximum of 20 elections may be included. You may designate which elections you wish to have included, subject to availability.

**NOTE:** As elections occur, the oldest election is removed from availability and replaced by the most recent election. Call the IT Department to determine availability.

- **Email/FTP Site**: Raw Data in .CSV format can be delivered via Email or FTP site

  *Email - .CSV files less than 5MB can be delivered via email

  *FTP - .CSV files larger than 5MB can be uploaded to an FTP Site for distribution

**NOTE:** All necessary documentation, such as the Oath of Acquisition, is required to be submitted before a report can be generated.
Data Processing Orders (cont.)

Requesting Voter File and Mail Ballot Information - F.S. 97.0585, 119.01 & 101.62 (3) (continued)

MAIL BALLOT INFORMATION - F.S. 101.62(3)

Only the following entities below may request and receive mail ballot request information. In addition, the information may only be used for political purposes.

- A Canvassing Board
- An election official
- A political party official
- A candidate who has completed qualifying and has opposition (Reports only available after qualifying period has started and candidate has been determined to have opposition.)
- A registered political committee

Requester is required to complete and file with the Supervisor of Elections an “Oath of Acquisition For List of Voters Requesting Mail Ballots” form, swearing he/she is a qualified entity as stated above.

For candidates whose qualifying officer is the Division of Elections, you are required to provide written confirmation that you are a qualified candidate with opposition prior to processing a request for mail ballot request information.

MAIL BALLOT REQUEST REPORTS AVAILABLE:

- “Permanent” Request File - voters on the biennial request file
- Current Election File - voters requesting mail ballots for a particular election (“Temporary”)
- Both “Permanent” and “Temporary” mail ballot requests

MISCELLANEOUS INFORMATION AND SERVICES:

- Certified Copies: $1.00 per page; no charge for certification of voter registration
- Precinct/District Maps: Costs available upon request
- Precinct/Street Maps: $3.00 per map

PLACING AND OBTAINING ORDERS:

- Orders may be placed in person, in writing, by fax, by email or by telephone.
- Any orders involving mail ballot information must meet the requirements set forth in F.S. 101.62(3).
- Orders are processed on a "First-Come, First-Served" basis. The Supervisor of Elections Office does not provide any programming services. That is the responsibility of the candidate or third-party vendor.
- Orders requiring a charge must be paid in full when picked up. Orders requiring a charge that are not picked up in person must be paid for in advance.
Election Results

Election Results Provided Election Night - F.S. 102.141(4) & Division of Elections Rule 1S-2.013

The Supervisor of Elections Office will post unofficial results to our website at VotePinellas.com after 7:00 p.m. election night. The first results posted are early voting returns and partial mail ballot returns. Precinct results will be added as they are received (via modem) from the polling places. Provisional ballot and write-in results are not available election night.

For countywide General Elections, 10-day overseas mail ballot returns will not be available until 10 days after the election (this includes ALL contests and questions, including local contests and questions, on the 10-day overseas ballots).

Unofficial Results & Determining a Recount - F.S. 102.141(5)(7), 102.166

The first set of unofficial results must be submitted to the Division of Elections no later than Noon of the third day after the Primary Election and no later than Noon of the fourth day after the General Election. The first set of unofficial results must include provisional ballots and votes for qualified write-in candidates.

If the first set of unofficial results reflect that a candidate for any office was defeated or eliminated by one-half of a percent or less of the votes cast for such office, that a candidate for retention to a judicial office was retained or not retained by one-half of a percent or less of the votes cast on the question of retention, or that a measure appearing on the ballot was approved or rejected by one-half of a percent or less of the votes cast on such measure, a MACHINE RECOUNT will be ordered. The results of a machine recount are considered the second set of unofficial results.

If the second set of unofficial results reflect that a candidate for any office was defeated or eliminated by one-quarter of a percent or less of the votes cast for such office, that a candidate for retention to a judicial office was retained or not retained by one-quarter of a percent or less of the votes cast on the question of retention, or that a measure appearing on the ballot was approved or rejected by one-quarter of a percent or less of the votes cast on such measure, a MANUAL RECOUNT will be ordered.

A candidate can choose NOT to proceed with a machine or manual recount by submitting a written request to the Supervisor of Elections office if the contest is within the boundaries of Pinellas County. Multi-County, State and Federal candidates must submit their requests to the Department of State.

The second set of unofficial results must be submitted to the Division of Elections no later than 3:00 p.m. on the fifth day after the Primary Election and no later than 3:00 p.m. of the ninth day after the General Election.

Final Official Results - F.S. 102.112

Final Official Results must be submitted to the Division of Elections by 5:00 p.m. of the seventh day after the Primary Election and by Noon of the 12th day after the General Election.
**Contest of Election**

*Filing a Contest of Election - F.S. 102.168*

The certification of election or nomination of any person to office, or of the result on any question submitted by referendum, may be contested in circuit court by any unsuccessful candidate for such office or nomination thereto or by any elector qualified to vote in the election related to such candidacy, or by any taxpayer respectively.

A contest of election must be filed with the fees prescribed with the clerk of the circuit court within 10 days after midnight of the date the official results were certified.

The grounds for filing a contest of election are as follows:
- Misconduct, fraud, or corruption on the part of any election official or any member of the Canvassing Board sufficient to change or place in doubt the result of the election.
- Ineligibility of the successful candidate for the nomination or office in dispute.
- Receipt of a number of illegal votes or rejection of a number of legal votes sufficient to change or place in doubt the result of the election.
- Proof that any elector, election official, or Canvassing Board member was given or offered a bribe or reward in money, property, or any other thing of value for the purpose of procuring the successful candidate’s nomination or election or determining the result of any question submitted by referendum.

**Manual Post-Election Audit**

*Conducting the Manual Post-Election Audit - F.S. 101.591 & Division of Elections Rule 1S-5.026*

Immediately following the certification of each election, the Canvassing Board must conduct a manual post-election audit of the voting system. However, if a manual recount is undertaken pursuant to F.S. 102.166, the Canvassing Board is not required to perform the manual post-election audit.

The Canvassing Board must randomly select a contest or question that appears on the ballot. From the contest or question that is selected, the Canvassing Board must then randomly select 2% of the precincts that were eligible to vote for that contest or question. For example, if the Canvassing Board selected a state house district contest, the Canvassing Board would select 2% of the precincts that were eligible to vote for that contest. If the Canvassing Board selected a countywide referendum question, the Canvassing Board would select 2% of all the precincts in the county.

Once the contest/question and precinct(s) have been randomly selected, the mail, early voting, election day and provisional ballots cast would be retrieved and the Canvassing Board or audit teams would manually audit the votes for the contest/question selected. The results of the manual audit would be compared to the results from the tabulation system. The Division of Elections provides the Canvassing Board with tally sheets and a report form to be completed. The results of the audit must be made available to the public within seven days of certification and must be sent to the Division of Elections within 15 days after the completion of the audit.

The random selection of the contest/question and precinct(s) and the audit process are open to the public. Notices are posted to our website at VotePinellas.com and at each of the entrances to our offices (notices must be posted at least 24 hours before each meeting).
Candidate Forms

The forms contained in this section are samples used by candidates and their campaign treasurers.

Additional copies of these forms may be obtained from the City Clerk’s Office; most of them may be downloaded and printed from the Division of Elections website below:

www.DOS.MyFlorida.com/Elections

Financial Disclosure Form 1 and Form 6
can be obtained from the Commission on Ethics website below: Ethics.State.fl.us

Please do not use the forms in this handbook. Downloaded forms may be photocopied.

- All reports and other documents required to be filed with the City Clerk are public records and are available on our website (stpete.org) and at the City Clerk’s Office. Copies of documents are available on request.
APPOINTMENT OF CAMPAIGN TREASURER
AND DESIGNATION OF CAMPAIGN
DEPOSITORY FOR CANDIDATES
(Section 106.021(1), F.S.)

(PLEASE PRINT OR TYPE)

NOTE: This form must be on file with the qualifying officer before opening the campaign account.

<table>
<thead>
<tr>
<th>1. CHECK APPROPRIATE BOX(ES):</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Initial Filing of Form</td>
</tr>
<tr>
<td>[ ] Re-filing to Change:</td>
</tr>
<tr>
<td>[ ] Treasurer/Deputy</td>
</tr>
<tr>
<td>[ ] Depository</td>
</tr>
<tr>
<td>[ ] Office</td>
</tr>
<tr>
<td>[ ] Party</td>
</tr>
</tbody>
</table>

| 2. Name of Candidate (in this order: First, Middle, Last) |
| 3. Address (include post office box or street, city, state, zip code) |

<table>
<thead>
<tr>
<th>4. Telephone</th>
<th>5. E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>(</td>
<td></td>
</tr>
</tbody>
</table>

| 6. Office sought (include district, circuit, group number) |
| 7. If a candidate for a nonpartisan office, check if applicable: |
| [ ] My intent is to run as a Write-In candidate. |

| 8. If a candidate for a partisan office, check block and fill in name of party as applicable: |
| My intent is to run as a Write-In. |
| [ ] Write-In |
| [ ] No Party Affiliation |
| [ ] __________________________ Party candidate. |

| 9. I have appointed the following person to act as my |
| [ ] Campaign Treasurer |
| [ ] Deputy Treasurer |

| 10. Name of Treasurer or Deputy Treasurer |

<table>
<thead>
<tr>
<th>11. Mailing Address</th>
<th>12. Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(</td>
</tr>
</tbody>
</table>

|----------|------------|----------|-------------|-------------------|

| 18. I have designated the following bank as my |
| [ ] Primary Depository |
| [ ] Secondary Depository |

| 19. Name of Bank |

| 20. Address |

|----------|------------|----------|-------------|

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING FORM FOR APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY AND THAT THE FACTS STATED IN IT ARE TRUE.

<table>
<thead>
<tr>
<th>25. Date</th>
</tr>
</thead>
</table>

| 26. Signature of Candidate |

| 27. Treasurer’s Acceptance of Appointment (fill in the blanks and check the appropriate block) |

| [ ] __________________________ | do hereby accept the appointment |
| __________________________ | |
| [ ] Campaign Treasurer  | [ ] Deputy Treasurer. |

| __________________________ |
| __________________________ |

| Date | Signature of Campaign Treasurer or Deputy Treasurer |

DS-DE 9 (Rev. 10/10)  
Rule 15-2.0001, F.A.C.  

69
CANDIDATE OATH - WRITE-IN CANDIDATE

(Not for use by Judicial or School Board Candidates)

OATH OF CANDIDATE
(Section 99.021, Florida Statutes)

I, ____________________________________________

(PLEASE PRINT NAME)

am a write-in candidate for the office of __________________________, (office)

(district #), (circuit #)

I am a qualified elector of __________________________ County, Florida; I am qualified

(group or seat #)

under the Constitution and the Laws of Florida to hold the office to which I desire to be nominated or elected; I have qualified for no other public office in the state, the term of which office or any part thereof runs concurrent with the office I seek; and I have resigned from any office from which I am required to resign pursuant to Section 99.012, Florida Statutes, and I will support the Constitution of the United States and the Constitution of the State of Florida.

X

Signature of Candidate

Telephone Number

Email Address

Address

City

State

ZIP Code

Candidate’s Florida Voter Registration Number (located on your voter information card): __________________________

STATE OF FLORIDA

COUNTY OF __________________________

Sworn to (or affirmed) and subscribed before me this ______ day of ______________, 20____.

Personally Known: __________ or

Produced Identification: __________

Type of Identification Produced: __________________________

Signature of Notary Public

Print, Type, or Stamp Commissioned Name of Notary Public

DS-DE 24A (Rev. 5/11) Rule 1S-2.0001, F.A.C.
CANDIDATE OATH – NONPARTISAN OFFICE
(Not for use by Judicial or School Board Candidates)

OFFICE USE ONLY

OATH OF CANDIDATE
(Section 99.021, Florida Statutes)

I, ________________________________,

(Please print name as you wish it to appear on the ballot – name may not be changed after the end of qualifying)
am a candidate for the nonpartisan office of ________________________________,

(office) ________________________________,

(district #) ________________________________,

(circuit #) ________________________________,

(group or seat #) ________________________________,

I am a qualified elector of ________________________________, County, Florida.

I am qualified under the Constitution and the Laws of Florida to hold the office to which I desire to be nominated or elected; I have qualified for no other public office in the state, the term of which office or any part thereof runs concurrent with the office I seek; and I have resigned from any office from which I am required to resign pursuant to Section 99.012, Florida Statutes, and I will support the Constitution of the United States and the Constitution of the State of Florida.

X

Signature of Candidate

Telephone Number

Email Address

Address

City

State

ZIP Code

Candidate’s Florida Voter Registration Number (located on your voter information card): ________________________________

* Please print name phonetically on the line below as you wish it to be pronounced on the audio ballot for persons with disabilities (see instructions on page 2 of this form):

________________________________________________________________________

STATE OF FLORIDA
COUNTY OF ________________________________

Sworn to (or affirmed) and subscribed before me this ______ day of ____________________, 20__,

Personally Known: ____________________ or

Produced Identification: ____________________

Type of Identification Produced: ____________________

Signature of Notary Public

Print, Type, or Stamp Commissioned Name of Notary Public

DS-DE 25 (Rev. 5/11)

Rule 1S-2.0001, F.A.C.

71
STATEMENT OF CANDIDATE

(Section 106.023, F.S.)

(Please print or type)

I, ____________________________,

candidate for the office of ____________________________;

have been provided access to read and understand the requirements of

Chapter 106, Florida Statutes.

Signature of Candidate

Date

Each candidate must file a statement with the qualifying officer within 10 days after the Appointment of Campaign Treasurer and Designation of Campaign Depository is filed. Willful failure to file this form is a first degree misdemeanor and a civil violation of the Campaign Financing Act which may result in a fine of up to $1,000, (ss. 106.19(1)(c), 106.265(1), Florida Statutes).
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 information card)

in said state and county, petition to have the name of ______________________

placed on the Primary/General Election Ballot as a: [check/complete box, as applicable]

☐ Nonpartisan  ☐ No party affiliation  ☐ ______________________ Party  candidate for the office of ______________________

(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

State

Zip Code

Signature of Voter

Date Signed (MM/DD/YY)  [to be completed by Voter]

Rule 1S-2.045, F.A.C.

POSTULACIÓN DE CANDIDATO

Notas: - Toda la información contenida en este formulario se convertirá en registro público una vez recibido por el Supervisor de elecciones.
- Firmar más de una postulación para un candidato a sabiendas constituye un delito. [Sección 104.185, Estatutos de Florida]
- Si no se completa toda la información solicitada, este formulario carece de validez para la Postulación de candidatos.

El/La que suscribe, ______________________ votante registrado/a

(nombre en letra de imprenta tal como figura en su tarjeta de información de votante)

en el mencionado estado y condado, solicito que se incluya el nombre de ______________________ en la papeleta de elección primaria/general como: [marcar/completar casilla según corresponda]

☐ No partidista  ☐ Sin filiación partidaria  ☐ ______________________ Candidato con filiación partidaria para el cargo de ______________________

(insertar título del cargo e incluir distrito, circuito, grupo, número de escaño, si corresponde)

Fecha de nacimiento (MM/DD/AA)  O N° registro de votante

Dirección

Ciudad

Condado

Estado

Código postal

Firma de votante

Fecha firma (MM/DD/AA)  [a completar por votante]

Norma 1S-2.045, F.A.C.

Departamento de Estado, División de Elecciones

These forms can be found at http://www.stpete.org/elections/documents.php
# CAMPAIGN TREASURER’S REPORT SUMMARY

<table>
<thead>
<tr>
<th>(1)</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2)</td>
<td>Address (number and street)</td>
</tr>
<tr>
<td></td>
<td>City, State, Zip Code</td>
</tr>
<tr>
<td></td>
<td>☐ Check here if address has changed</td>
</tr>
<tr>
<td>(3)</td>
<td>ID Number: ________________</td>
</tr>
</tbody>
</table>

(4) Check appropriate box(es):
- Candidate
- Office Sought:
- Political Committee (PC)
- Electioneering Communications Org. (ECO)
- Party Executive Committee (PTY)
- Independent Expenditure (IE) (also covers an individual making electioneering communications)
- ☐ Check here if PC or ECO has disbanded
- ☐ Check here if PTY has disbanded
- ☐ Check here if no other IE or EC reports will be filed

(5) Report Identifiers

| Cover Period: From / / To / / Report Type: |
| Original | Amendment | Special Election Report |

(6) Contributions This Report

| Cash & Checks | $ , , , |
| Loans | $ , , , |
| Total Monetary | $ , , , |
| In-Kind | $ , , , |

(7) Expenditures This Report

| Monetary Expenditures | $ , , , |
| Transfers to Office Account | $ , , , |
| Total Monetary | $ , , , |

(8) Other Distributions

| $ , , , |

(9) TOTAL Monetary Contributions To Date

| $ , , , |

(10) TOTAL Monetary Expenditures To Date

| $ , , , |

(11) Certification

It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.)

I certify that I have examined this report and it is true, correct, and complete:

(Type name)  (Type name)
- ☐ Individual (only for IE)  ☐ Candidate
- ☐ Treasurer  ☐ Chairperson (only for PC and PTY)
- ☐ Deputy Treasurer
- ☐ or electioneering comm.

XSignature  XSignature

SEE REVERSE FOR INSTRUCTIONS

This form is completed using the Campaign Finance Module at https://florida.easycampaignfinance.com/
### CAMPAIGN TREASURER’S REPORT – ITEMIZED CONTRIBUTIONS

<table>
<thead>
<tr>
<th>(1) Name</th>
<th>(2) I.D. Number</th>
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<th>(3) Cover Period</th>
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<th>(5) Date</th>
<th>(6) Sequence Number</th>
<th>(7) Full Name</th>
<th>(8) Contributor Type</th>
<th>(9) Occupation</th>
<th>(10) Contribution Type</th>
<th>(11) In-kind Description</th>
<th>(12) Amendment</th>
<th>Amount</th>
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<td>金额</td>
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DS-DE 13 (Rev. 11/13)  SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

https://cityofstpetersburgfl.easyvotecampaignfinance.com/home
CAMPAIGN TREASURER’S REPORT – FUND TRANSFERS

(1) Name ____________________________ (2) I.D. Number ____________________________

(3) Cover Period _____/____/____ through _____/____/____

(4) Page _________ of __________

<table>
<thead>
<tr>
<th>(5) Date</th>
<th>(7) Name of Financial Institution</th>
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<tr>
<td>(6) Sequence Number</td>
<td>Street Address &amp; City, State, Zip Code</td>
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(8) Transfer Type | (9) Nature of Account | (10) Amendment | (11) Amount |

DS-DE 13A (Rev. 11/13) SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

https://cityofstpetersburgfl.easyvotecampaignfinance.com/home
# Campaign Treasurer's Report - Itemized Expenditures

<table>
<thead>
<tr>
<th>(5) Date</th>
<th>(7) Full Name (Last, Suffix, First, Middle) Street Address &amp; City, State, Zip Code</th>
<th>(8) Purpose (add office sought if contribution to a candidate)</th>
<th>(9) Expenditure Type</th>
<th>(10) Amendment</th>
<th>(11) Amount</th>
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DS-DE 14 (Rev. 11/13) SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES
# CAMPAIGN TREASURER’S REPORT - ITEMIZED DISTRIBUTIONS

(1) Name ________________________________  (2) I.D. Number _______________________

(3) Cover Period __/__/ through __/__/  (4) Page ____ of ____

<table>
<thead>
<tr>
<th>(5) Date</th>
<th>(6) Sequence Number</th>
<th>(7) Full Name (Last, Suffix, First, Middle) Street Address &amp; City, State, Zip Code</th>
<th>(8) Purpose (add office sought if contribution to a candidate)</th>
<th>(9)</th>
<th>(10)</th>
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SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES
CONTRIBUTIONS RETURNED  
(Section 106.07(4)(b), F.S.)  
(PLEASE TYPE)  

This report applies only to contributions received by any candidate, committee, or organization but returned to the contributor before being deposited in the campaign account.

- □ Candidate  
- □ Committee or Organization

Full Name: ____________________________  
Full Address: ____________________________  

<table>
<thead>
<tr>
<th>Full Name and Address of Contributor</th>
<th>Full Name and Address of Contributor</th>
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<tbody>
<tr>
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<tr>
<td>Amount of Contribution: $ ______</td>
<td>Amount of Contribution: $ ______</td>
</tr>
<tr>
<td>Date Received: ____________________</td>
<td>Date Received: ____________________</td>
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<tr>
<td>Date Returned: ____________________</td>
<td>Date Returned: ____________________</td>
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<tr>
<td>Amount of Contribution: $ ______</td>
<td>Amount of Contribution: $ ______</td>
</tr>
<tr>
<td>Date Received: ____________________</td>
<td>Date Received: ____________________</td>
</tr>
<tr>
<td>Date Returned: ____________________</td>
<td>Date Returned: ____________________</td>
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</tbody>
</table>

I CERTIFY THAT I HAVE EXAMINED THIS REPORT AND IT IS TRUE, CORRECT AND COMPLETE.

______________________________  
Type or Print Name of Candidate, Treasurer or Chairman

X  
Signature

DS-DE 2 (Rev. 07/10)

This form can be found at http://www.stpete.org/elections/documents.php
REQUEST FOR RETURN OF CONTRIBUTION
(Section 106.021, F.S.)

(PLEASE TYPE)

I, ________________________________, hereby request that the pro rata share of my contribution to the campaign of ________________________________ as a candidate for the office of ________________________________ be returned to me pursuant to Section 106.021(1)(a), Florida Statutes.

X

Signature

Date

________________________
Street Address

________________________
City State Zip Code

DS-DE 86 (Rev. 09/95)

This form can be found at http://www.stpete.org/elections/documents.php
# WAIVER OF REPORT

(SECTION 106.07(7), F.S.)

(PLEASE TYPE)

<table>
<thead>
<tr>
<th>Office Use Only</th>
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<th>Name</th>
<th>Office Sought</th>
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<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

- [ ] Candidate
- [ ] Political Committee
- [ ] Party Executive Committee

NOTE: This form does not apply to an electioneering communications organization (ECO). An ECO must file a report (not a waiver) that no reportable contributions or expenditures were made during the reporting period (s. 106.0703(6), F.S.).

- [ ] Check here if address has changed since last report.
- [ ] Check here if PC has DISBANDED and will no longer file reports.

## TYPE OF REPORT

(Check Appropriate Box and Complete Applicable Line beneath Box)

- [ ] MONTHLY REPORT
- [ ] PRIMARY ELECTION
- [ ] GENERAL ELECTION
- [ ] OTHER REPORT TYPE

Indicate report #

<table>
<thead>
<tr>
<th>M</th>
<th>P</th>
<th>G</th>
<th>Other report type and # as applicable</th>
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</table>

- [ ] TERMINATION REPORT
- [ ] SPECIAL ELECTION

## NOTIFICATION OF NO ACTIVITY IN CAMPAIGN ACCOUNT FOR THE REPORTING PERIOD OF

__________________________ THROUGH __________________________

X

Signature __________________________ Date __________________________

X

Signature __________________________ Date __________________________

REQUIRED SIGNATURES FOR:

- Candidates:
  - Candidate and Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)
- Political Committees:
  - Chairman and Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)
- Party Executive Committees:
  - Treasurer and Chairman (s. 106.29(2), F.S.)

Except as noted above for an ECO, in any reporting period when there has been no activity in the account (no funds expended or received) the filing of the required report is waived. However, the filing officer must be notified in writing on the prescribed reporting date that no report is being filed.

DS-DE 87 (Rev. 06/15)

This form is completed using the Campaign Finance Module at https://florida.easycampaignfinance.com/
TELEPHONE SOLICITATION
RESIDENT AGENT NOTICE
(Section 106.1475, F.S.)

(Please Type)

OFFICE USE ONLY

Name of Resident Agent

Address of Resident Agent

Telephone Number of Resident Agent

Name of Person or Organization Conducting Business

Address of Person or Organization

Telephone Number of Person or Organization

Any person or organization that conducts any business in this state which consists of making paid telephone calls supporting or opposing any candidate or elected public official must, prior to conducting such business, have and continuously maintain, for at least 180 days following the cessation of such business activities in the state, a registered agent for the purpose of any service of process, notice, or demand required or authorized by law and must file with the division a notice of such registered agent. Such registered agent must be an individual who is a resident of this state, a domestic corporation, or a foreign corporation authorized to do business in this state. Conducting business in this state as specified, includes both placing telephone calls from a location in this state and placing telephone calls from a location outside this state to individuals located in this state.

The person or organization conducting business in this state as specified must immediately notify the division of any changes in the information required.
Any person or organization that violates this section commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

DS-DE 100 (Rev. 07/10)

This form can be found at http://www.stpete.org/elections/documents.php
I, ________________________________, a candidate for the office of ________________________________ do hereby certify, pursuant to Section 99.093(2), Florida Statutes, that I am unable to pay the 1% election assessment of $_______________ to qualify for nomination or election to public office because paying the assessment would be an undue burden on my personal financial resources or on the financial resources available to me. Under penalty of perjury, I declare that I have read the foregoing and that it is a true and correct statement.

______________________________    ________________________________
Date                                Signature of Candidate

Address: ________________________________
City: ________________________________ State: ___________________________ Zip: ___________________________

Sworn to (or affirmed) and subscribed before me this ________ day of ________, 20________ by

______________________________
Signature of Notary Public – State of Florida

______________________________
Print, Type, or Stamp Commissioned Name of Notary Public

______________________________
Personally Known ________ Produced Identification ________

______________________________
Type of Identification Produced __________________________

Received by:

Name: ________________________________    Telephone: ________________________________
City: ________________________________    Date of Election: ________________________________
CITY OF ST. PETERSBURG

NOMINATION APPLICATION AND AFFIDAVIT FOR COUNCILMEMBER

STATE OF FLORIDA
COUNTY OF PINELLAS

I, ____________________________________________________________, being first duly
sworn, depose and say that I am a qualified elector of the City of St. Petersburg, Florida; that I
have not become and am not a candidate, a nominee, or representative of any political party or
any committee or convention representing or acting for any political party; that as of the date of
the primary election I shall have been a resident of District__________of the City of St.
Petersburg for at least the past twelve (12) months; and that I desire to become a candidate for
the office City Councilmember for District__________at a non-partisan primary election for
said office to be held on the 24th day of August, 2021, and hereby request to have my name
printed upon the ballot as a candidate for nomination to the office to which I aspire.

________________________________________
(Signature)

Sworn to and subscribed before me this__________day of__________________, 20_____

________________________________________
(Signature of Officer Administering Oath or of Notary Public - State of Florida)

________________________________________
(Print, type or stamp commissioned name of Notary Public)

Personally Known ☐ OR Produced Identification ☐

Type of identification produced ________________________________

affidavitch.council
CITY OF ST. PETERSBURG

NOMINATION APPLICATION AND AFFIDAVIT FOR MAYOR

STATE OF FLORIDA
COUNTY OF PINELLAS

I, _______________________________________________________________, being first duly
sworn, depose and say that I am a qualified elector of the City of St. Petersburg, Florida; that I
have not become and am not a candidate, a nominee, or representative of any political party or any
committee or convention representing or acting for any political party; that as of the date of the
primary election I shall have been a resident of the City of St. Petersburg for at least the past twelve
(12) months; and that I desire to become a candidate for the office of Mayor at a non-partisan
primary election for said office to be held on the 24th day of August, 2021, and hereby request to
have my name printed upon the ballot as a candidate for nomination to the office to which I aspire.

____________________________________________________
(Signature)

Sworn to and subscribed before me this __________ day of ___________________, 20____.

_____________________________________________________
(Signature of Officer Administering Oath or of Notary Public - State of Florida)

_____________________________________________________
(Print, type or stamp commissioned name of Notary Public)

Personally Known □ OR Produced Identification □

Type of identification produced _______________________________________________________

affidavitmayor
City of St. Petersburg

Application and Acknowledgement of Electronic Filing Information

1. CHECK APPROPRIATE BOX(ES)
   - ☐ Candidate
   - ☐ Treasurer/Deputy
   - ☐ Committee
   - ☐ Committee Treasurer

2. **Name of Candidate/Committee** (First, Middle, Last)

3. Address (include P.O. box or street, city, state, zip code)

4. Telephone

5. E-mail address

All reports of campaign finance activity must be filed with the City Clerk using the electronic campaign finance reporting system available online at [https://cityofstpetersburgfl.easyvotecampaignfinance.com](https://cityofstpetersburgfl.easyvotecampaignfinance.com) (the “System”) unless an alternative filing procedure is required by the Americans with Disabilities Act of 1990 or other applicable law.

Credentials to log into the System are approved on an individual basis and may not be shared—even with member of the same campaign or committee. Each user who is approved for credentials is responsible for protecting those credentials from disclosure or compromise. Once credentials have been approved for a user, that user is deemed responsible for every report filed using those credentials until such time as the City Clerk is notified of disclosure or compromise of those credentials. Campaign or committee must immediately notify the City Clerk if any user associated with that campaign or committee becomes ineligible to hold the credentials issued to that user.

Each report must be filed before midnight at the end of the due date. Late-filed reports are subject to fines pursuant to Florida Statutes sections 106.07(8) or 106.29(3), as applicable.

By filing a report through the System, a person (i) is deemed to have electronically signed the report under oath and to have certified the correctness of the report in accordance with Florida Statutes sections 106.07(5) or 106.29(2), as applicable; (ii) is responsible for the accuracy and veracity of the report; and (iii) commits a criminal act by certifying a report that is known to be incorrect, false, or incomplete.

A report is deemed filed with the City Clerk only when the System issues a receipt confirming the date and time at which the report was filed. The system will issue a separate notice for the subsequent acceptance or rejection of the report by the City Clerk. Once a report has been filed with the City Clerk, it may be changed only by filing an amendment to that report.

The City is not responsible for providing the internet access necessary to access the System, and problems with an individual candidate’s internet access at a residence, office, coffee shop, etc. do not excuse late filing by that candidate. The City Clerk will provide an alternate filing deadline for candidates only in the event that the Reporting System is generally unavailable and all candidates are affected.

**UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ AND UNDERSTAND THE FOREGOING FORM FOR APPLICATION AND ACKNOWLEDGEMENT OF ELECTRONIC FILING INFORMATION AND THAT THE FACTS STATED IN IT ARE TRUE.**

6. Date

7. **Signature of Candidate/Committee Chair**

   X

8. **Treasurer’s Application and Acknowledgement of Electronic Filing Information** (fill in the blanks and check the appropriate block)

   I, ____________________________ (printed name), hereby acknowledge that I am representing the Candidate/Committee above as the ☐ Campaign Treasurer ☐ Deputy Treasurer

   ____________________________

   Date

   Signature of Treasurer or Deputy Treasurer

00293211
IMPORTANT NOTICE

TO: All Candidates Qualifying with the Division of Elections

FROM: Donald L. Palmer, Director
Division of Elections

DATE: February 26, 2010

SUBJECT: Use of Nickname on Ballot

The candidate oath form that must be filed during the qualifying period requires you to designate your “name as you wish it to appear on ballot.” Case law and Division of Elections Opinions 86-06 and 09-05 permit a nickname to be printed on the ballot along with one’s legal name (e.g., John J. “Bo” Jones) when the nickname is one by which the person is generally known or one that the person has used as part of his or her legal name. The Division of Elections opinions recognize that a qualifying officer may require the candidate to make a satisfactory showing that the candidate is generally known by the nickname or the nickname has been used as part of the candidate’s legal name before a nickname is printed on the ballot.

If you plan to designate a nickname on your candidate oath form other than a generally recognized shortened version of your legal name (e.g., “Rob” or “Bob” for Robert, “Bill” for William, “DJ” for David Joseph, etc.), you should provide notice of your intention to the Division of Elections well in advance of the qualifying period and make a satisfactory showing that you are generally known by the nickname or that you have used the nickname as part of your legal name. Failure to provide such information in advance may result in the Division not having sufficient time during the qualifying period to determine if the nickname may be printed on the ballot.

Attached to this Notice is an example of an Affidavit that also mentions supporting documentation that you may consider submitting to the Division of Elections in advance to show that the nickname is legitimate.

NOTE: Division of Elections Opinion 86-06 states: Descriptive information such as a title (for example, Dr. or M.D.), although not part of a person’s name, is permissible only when two persons of the same name or whose names are so similar as to reasonably cause confusion, seek
the same office." Therefore, ordinarily, even if a candidate is commonly referred to as "Doctor," "Professor," or "Colonel," those titles would not be allowed as a nickname or as a part of a nickname unless such descriptive information is reasonably necessary to avoid confusion among candidates.

If you are a candidate who does not qualify with the Division of Elections and you desire to have your nickname printed on the ballot, you should contact your qualifying officer well in advance of the qualifying period to find out what the qualifying officer’s requirements are to allow your nickname to be printed on the ballot.

KRB/kfg
Sample Affidavit for Use of Nickname on Ballot

AFFIDAVIT OF (Insert legal name of candidate)

STATE OF FLORIDA
COUNTY OF ________________

BEFORE ME, the undersigned authority, personally appeared (insert legal name of candidate), who being first duly sworn or placed under affirmation, says:

1. My legal name is _______________. I am over the age of eighteen (18) and the contents of this affidavit are true and correct.

2. I am a candidate for the office of ________________.

3. My nickname is _______________. I am generally known by this nickname or have used it as part of my legal name. I have not created the nickname to mislead voters. I plan to designate this nickname on my candidate oath as the name I wish to have printed on the ballot when I submit the candidate oath form during the qualifying period for the above office.

4. Attached are (insert #) documents that show that my nickname is one by which I am generally known or is one that I have used as a part of my legal name: (list the title of any documents or affidavits from other persons reflecting that the candidate is generally known by the nickname or that it has been used as part of the candidate’s legal name).

Further, affiant sayeth not.

____________________________
Signature of Affiant

____________________________
Printed/Typed Name of Affiant

Sworn to and subscribed before me this ___ day of ____________ 20__ by (insert legal name of candidate).

____________________________
(SEAL) Notary Public

____________________________
Printed Name

Personally known ________ or Produced Identification ________________________________

Type of Identification Produced ____________________________________________________
CITY OF ST. PETERSBURG, FLORIDA
POLITICAL SIGN AFFIDAVIT AND
HOLD HARMLESS AGREEMENT

STATE OF FLORIDA
COUNTY OF PINELLAS

I, __________________________________________ being first duly sworn, hereby file with the City Clerk of the City of St. Petersburg, Florida, this agreement for the erection, alteration, relocation or maintenance of political signs and advertising structures as defined in the City’s ordinance regulating signs in City owned rights of way (hereinafter “Sign Ordinance”) and hereby agree and affirm:

1. That I am, or will be at the time of erection, alteration or maintenance of each sign, the owner of each sign erected, altered or maintained;

2. That I will be solely responsible for compliance with the Sign Ordinance and all other ordinances or laws governing signs erected, altered or maintained pursuant to the Agreement and that all signs erected, altered or maintained pursuant to this agreement shall be erected, altered or maintained lawfully and in accordance with the ordinances of the City;

3. That any signs found erected, altered or maintained in violation of any ordinance or law may be removed by the City without notice and destroyed without liability on the part of the City or its employees or agents and that upon duly executing and filing this application and agreement, I agree that I will remove or have removed all signs within one (1) week after the election; and

4. That I agree to indemnify and hold and save the City harmless from any and all damages, loss or liability occurring by reasons of any injury of any person or property which may occur as the result of the erection of existence of any political sign supporting or purporting to support my candidacy or occasioned by any act or omission, neglect, or wrongdoing of me or my officers, agents, representatives, guests, employees, invitees, or persons erecting, removing, altering or maintaining political signs on my behalf and I will, at my own cost and expense, defend and protect the City against any and such claims or demands which may be claimed to have arisen as a result of or in connection with the existence or erection of the political sign.

____________________________________
(Signature)

The foregoing instrument was acknowledged before me this ______ day of ______________, 20____, by ______________________________________, Who is personally appeared before me at the time of notarization, and who is personally known or who has produced _____________________________ as identification and who (did/did not) take an oath.
General Information

a. The City will be strictly enforcing these regulations on a regular basis and will confiscate any political signs which are either improperly located, or which have no permit. You, the candidate, are responsible for the placement and permitting of all political signs and should be sure all of your volunteers are familiar with these regulations.

b. Large signs which are confiscated by the City for violation of these regulations may be reclaimed at the Sanitation Complex, 2001 28th Street North. Small signs that are confiscated will be destroyed. An administrative charge to cover the cost of enforcement and storage of the signs will be billed to you and must be paid prior to having the signs returned to you. If you are reclaiming a sign, please call (727) 893-7334.

c. When you, or your campaign workers, have any doubts or questions of any nature regarding signs, please call Brittany.McMullen@stpete.org (727) 892-5807.

d. If you wish to file a complaint about a possible violation of these regulations, please call (727) 893-7373 and the violation will be investigated by the City.
16.40.120.3.2. - Exempt signs.

Political signs.

1. A political sign in a residential district shall not exceed six square feet and signs in nonresidential districts shall not exceed 32 square feet. The sign shall not be illuminated. The sign placement shall have the consent of the property owner. A political sign is prohibited in the right-of-way. Regardless of who installed the sign, the property owner and tenant, if any, shall be responsible for compliance of their property and the adjacent right-of-way with these regulations. Nothing herein shall be construed to restrict the ability of the property owner and tenant to remove signs from their private property and the adjacent right-of-way.

2. No more than one political sign per candidate or issue shall be placed on a lot unless it is a lot having more than one street frontage, in which case additional signs per candidate or issue may be placed so long as there is no more than one sign per street frontage.

3. Political signs on private property or in the right-of-way shall not exceed eight feet in height. A political sign shall be located a minimum of six feet from the curb or the edge of the pavement where no sidewalk exists or, where a sidewalk exists, anywhere on the side of the sidewalk away from the street. Where there is no pavement, the signs shall be a minimum of six feet from the edge of the portion of the road used for vehicular traffic and, where a sidewalk exists, anywhere on the side of the sidewalk away from the street. No part of any sign shall be located on or extend over any portion of a sidewalk.

4. Any person wishing to place a sign or signs within a public right-of-way shall execute and file with the City Clerk a hold harmless agreement stating that, in consideration of the privilege of placing a sign or signs within the public right-of-way, the person agrees to defend and hold the City and its officers, agents and employees harmless from any and all claims, liability, costs and expenses, including attorney's fees, arising from the existence of or erection of the sign or signs. The agreement shall be filed prior to the erection of any such sign. Political signs found within the public right-of-way for which an executed hold harmless agreement has not been filed with the City Clerk shall be subject to removal and destruction without notice.

5. Political signs shall be removed not later than one week after the election. A political sign remaining on display more than one week after the election shall be deemed a free-speech sign, subject to the restrictions on the placement of such signs.

6. Exception for polling places on Election Day. On the day of an election, between the hours of 4:00 a.m. and 7:00 p.m., political signs not exceeding six square feet may be placed in the right-of-way abutting any polling place between the curb or edge of pavement and sidewalk. Each candidate or issue may have two signs for each street side at each polling place.

No part of any sign shall be placed within four feet of any part of another sign and no part of the sign shall be located on or extend over any portion of the right-of-way that is within two feet of the closest part of the curb or if there is no curb, the pavement or portion of road designed or used for vehicular traffic. Such signs shall not be removed by the City unless the sign is in a visibility triangle and exceeds 36 inches in height, or violates any of the provisions of this subparagraph.
16.40.160.1. - Generally.

A. The purpose of this section is to regulate private property and rights-of-way in proximity to the intersections of streets, alleys and driveways such that clear visibility is provided for safe traffic through the intersection. This section shall not apply in the DC and CCT-2 zoning districts because of the intensity of use, size of rights-of-way, and traffic control devices currently existing. The areas described as follows and generally shown in the following diagram are regulated as set forth in this section:

1. At street intersections: beginning at the point where the curb or pavement edge meets at the corner, or in the case of rounded corners, the point at which they would meet without such rounding; thence 45 feet from that point along the curb or pavement edge; thence diagonally to a point along the curb or pavement edge of the intersecting street 45 feet from the point of beginning; and thence to the point of beginning.

2. At intersections of alleys and vehicular driveways with streets, and at intersections of alleys with alleys and with vehicular driveways associated with commercial, industrial and office uses: beginning at the point where the curb or pavement edge of the street, alley or driveway meet at the corner, or in the case of rounded corners the point at which they would meet without such rounding; thence ten feet along the curb or pavement edge of the street or the alley if it is intersecting with a driveway, thence diagonally to a point along the curb or pavement edge of the intersecting alley or driveway ten feet from the point of beginning; and thence to the point of beginning.

3. At intersections of alleys and vehicular driveways with sidewalks: beginning at the point where the edge of the sidewalk farthest from the street meets the alley or driveway; thence five feet along the sidewalk; thence diagonally to a point along the alley or driveway five feet from the point of beginning; and thence to the point of beginning.

4. Where driveways, alleys or streets are not paved, the measurements shall be taken from the edge of that portion of the right-of-way actually used for vehicular traffic or, if that is not determinable, the edge of the right-of-way.
Visibility at Intersections

(Code 1992, § 16.40.160.1)
OATH OF ACQUISITION
FOR LIST OF VOTERS REQUESTING VOTE-BY-MAIL BALLOTS

Florida Statute 101.62(3) provides that for political purposes only the following can request a list of registered voters who have requested vote-by-mail ballots:

☐ A canvassing board
☐ An election official
☐ A political party or political party official
☐ A candidate who has filed qualification papers and is opposed in an upcoming election
☐ A registered political committee

Please check the appropriate box above and complete the following statement(s) as applicable:
I hereby swear or affirm that I am authorized to receive this information

(Print Name) ___________________________________________ (Signature) ______________________________

(Title) __________________________ (Email) ___________________________ (Phone) __________________________

I authorize the following person(s) to place and accept orders on my behalf. I assume full responsibility for payment prior to or upon receipt of the order and for the use of the information.

Designated Representative(s):

(Print Name) ___________________________________________ (Email, Phone) __________________________

(Print Name) ___________________________________________ (Email, Phone) __________________________

Signature MUST be notarized or witnessed by a Deputy Supervisor of Elections:

(A) Sworn to and subscribed before me, a Notary Public of the State of Florida, this _____ day of _________, 20____.

Signature of Notary Public: ________________________________________________________________

Print, Type, or Stamp Commissioned Name of Notary Public: ________________________________

___Personally known OR ___Produced Identification

Type of Identification Produced: ____________________________________________________________

OR

(B) Sworn to and subscribed before me, the Supervisor or Deputy Supervisor of Elections of Pinellas County, this _____ day of ______________________, 20____.

Signature of Supervisor or Deputy: ______________________________________________________

To the best of my knowledge, the information supplied on lists, labels, or cd-rom correctly reflects information supplied to the Office of the Supervisor of Elections by the registered voters of Pinellas County, Florida.

Deborah Clark, Pinellas County Supervisor of Elections
13001 Starkey Road, Largo, Florida 33773

This form can be found at www.VotePinellas.com/Candidates
Deborah Clark, Supervisor of Elections, Pinellas County

VOTE BY MAIL
AN EASIER WAY TO VOTE
VOTE POR CORREO POSTAL - UNA MANERA MÁS FÁCIL DE VOTAR

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 329 LARGO, FL

NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

POSTAGE WILL BE PAID BY ADDRESSEE

DEBORAH CLARK
SUPERVISOR OF ELECTIONS
13001 STARKEY RD
LARGO FL 33773–9900
REQUEST A MAIL BALLOT TODAY!
SOLICITE UNA BOLETA POR CORREO HOY MISMO!

- Visit VotePinellas.com
  Visite VotePinellas.com
- Call (727) 464-VOTE (8683)
  Llame al (727) 464-VOTE (8683)
- Complete and return this form (no postage required)
  Complete y devuelva este formulario (no se requiere franqueo)

TRACK YOUR BALLOT ONLINE AT VOTEPINELLAS.COM
RASTREE SU BOLETA EN LÍNEA EN VOTEPINELLAS.COM

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PINELLAS COUNTY SUPERVISOR OF ELECTIONS
MAIL BALLOT REQUEST FORM
FORMULARIO DE SOLICITUD DE BOLETA POR CORREO POSTAL

| Please cut across dotted line / Corte a lo largo de la línea punteada |

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YES! I WOULD LIKE TO VOTE BY MAIL ¡Sí! Me gustaría votar por correo postal
Mark a box to choose election(s) Marque una de las casillas para elegir las elecciones
- All Elections Todas las Elecciones
- Specific Election(s) Elecciones Específicas

<table>
<thead>
<tr>
<th>NAME/NOMBRE</th>
<th>LAST/APELLIDO</th>
<th>FIRST/NOMBRE</th>
<th>M.I.</th>
<th>BIRTHDATE (*REQUIRED)</th>
</tr>
</thead>
</table>

LEGAL RESIDENCE: Is this an address change? ☐ Yes/☐ No
RESIDENCIA LEGAL: ¿Este es un cambio de dirección?

<table>
<thead>
<tr>
<th>STREET ADDRESS/DIRECCIÓN</th>
<th>CITY/CIUDAD</th>
<th>STATE/ESTADO</th>
<th>ZIP/CODIGO POSTAL</th>
</tr>
</thead>
</table>

VOTER SIGNATURE (*Required. No power of attorney)
FIRMA DEL ELECTOR (*OBLIGATORIA. NO PODER NOTARIAL)
DAYTIME PHONE NUMERO DE TELEFONO DURANTE EL DÍA

Ballot Mailing Address: (If different from residence) *The Post Office will not forward your ballot*
Dirección Postal para la Boleta (si es distinta de la dirección de residencia) *La Oficina Postal no le remitirá su boleta*

<table>
<thead>
<tr>
<th>STREET ADDRESS/DIRECCIÓN</th>
<th>CITY/CIUDAD</th>
<th>STATE/ESTADO</th>
<th>ZIP/CODIGO POSTAL</th>
</tr>
</thead>
</table>

Mailing address valid from/la dirección postal es válida del ______/_____/______ to/hi ______/_____/______

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PINELLAS COUNTY SUPERVISOR OF ELECTIONS (Office)

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**Note:** The form includes instructions for requesting a mail ballot, including options to vote in all elections or specific ones, and requirements for legal residence. It also requests personal information and a signature, with additional details for mailing addresses and contact information.