



## City Clerk Candidate Qualifying & the Basics

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Martin County Supervisor of Elections

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## City Candidates

- City Clerk is the qualifying officer
- Candidates may announce their intention to run at any time
- Must file paperwork with City Clerk prior to opening a bank account, collecting or spending any money
- Candidates are required to file financial reports with City Clerk



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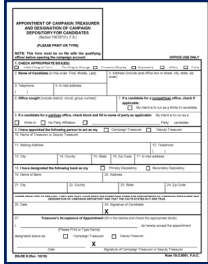
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## Required Announce forms

- **DS-DE 9** – Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates
- If candidate has a treasurer besides their self, fill out 2. One for the treasurer and one to name the candidate as the deputy treasurer



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### Required Announce Forms

**DS-DE 84 – Statement of Candidate**

- Candidate has been provided access to read and understand FS 106
- Provide hard copy or provide the link [http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0100-0199/0106/0106.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0106/0106.html)

**STATEMENT OF CANDIDATE**  
(Revised 03/21/21)

OFFICE USE ONLY

1. \_\_\_\_\_  
Candidate for the office of \_\_\_\_\_  
has been provided access to read and understand the requirements of Chapter 106, Florida Statutes.

Signature of Candidate      Date: \_\_\_\_\_

Each candidate must file an affidavit with the applicable election judge 10 days after the date of filing of candidacy. Failure to file an affidavit or the filing of an affidavit which does not comply with the applicable provisions of this chapter shall constitute a violation of the provisions of this chapter and shall be cause for disqualification of the candidate.

FD-106 (03/21/21)

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### Qualifying forms

If candidate did not previously announce, they must also file the DS-DE 9 and DS-DE 84

**DS-DE 302NP – Candidate Oath**

- Listing Name for Ballot
- Outstanding Fees or Fines
- Nickname affidavit, if applicable

**CANDIDATE OATH**  
(Revised 03/21/21)

1. \_\_\_\_\_  
Candidate Oath

I, \_\_\_\_\_  
do hereby solemnly swear that I am qualified to hold the office of \_\_\_\_\_  
and that I will faithfully and impartially discharge my duties as such officer.  
I understand that my name will appear on the ballot for the office of \_\_\_\_\_  
and I understand that I am subject to the provisions of Chapter 106, Florida Statutes, and I agree to file an affidavit with the applicable election judge 10 days after the date of filing of candidacy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Statement of Outstanding Fees, Fines, or Penalties:  
I have reviewed my records and I have no outstanding fees, fines, or penalties.  
If I do, they are listed below:  
I understand that I am required to pay any outstanding fees, fines, or penalties before I can be qualified for office.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Official: \_\_\_\_\_ Date: \_\_\_\_\_

FD-302NP (03/21/21)

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### Qualifying forms

**Form 6 - Full and Public Disclosure of Financial Interests**

- Must be filed online and provide copy to City Clerk

<https://disclosure.floridaeethics.gov/Account/Login?ReturnUrl=%2f>

**FORM 6 - FULL AND PUBLIC DISCLOSURE OF FINANCIAL INTERESTS**  
(Revised 03/21/21)

1. \_\_\_\_\_  
Candidate for the office of \_\_\_\_\_

I, \_\_\_\_\_  
do hereby solemnly swear that I am qualified to hold the office of \_\_\_\_\_  
and that I will faithfully and impartially discharge my duties as such officer.  
I understand that my name will appear on the ballot for the office of \_\_\_\_\_  
and I understand that I am subject to the provisions of Chapter 106, Florida Statutes, and I agree to file an affidavit with the applicable election judge 10 days after the date of filing of candidacy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Official: \_\_\_\_\_ Date: \_\_\_\_\_

FD-6 (03/21/21)

**FORM 6 - FULL AND PUBLIC DISCLOSURE OF FINANCIAL INTERESTS**  
(Revised 03/21/21)

1. \_\_\_\_\_  
Candidate for the office of \_\_\_\_\_

I, \_\_\_\_\_  
do hereby solemnly swear that I am qualified to hold the office of \_\_\_\_\_  
and that I will faithfully and impartially discharge my duties as such officer.  
I understand that my name will appear on the ballot for the office of \_\_\_\_\_  
and I understand that I am subject to the provisions of Chapter 106, Florida Statutes, and I agree to file an affidavit with the applicable election judge 10 days after the date of filing of candidacy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Official: \_\_\_\_\_ Date: \_\_\_\_\_

FD-6 (03/21/21)

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## Qualifying forms

**Election Assessment – FS 99.093**  
1% of the annual salary of the office sought.

- City Clerk shall forward all assessments collected to the Florida Elections Commission within 30 days after the close of qualifying
- Any candidate who is unable to pay, shall upon written certification under oath to the qualifying officer, be exempt from paying



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## Reports

Once a candidate announces, they must file reports every quarter. Closer to the election the reports are due weekly.

- DS-DE 12** – Campaign Treasurer’s Report Summary
- DS-DE 13** – Campaign Treasurer’s Report – Itemized Contributions  
Cash - \$50 max  
Check - \$1,000 max  
In-kind - Fair market value
- DS-DE 14** – Campaign Treasurer’s Report – Itemized Expenditures

DATE DATE	REPORT TYPE	PERIOD	SPECIAL APPLICATIONS
03-15-24	DS-DE 12	01-01-2024	Quarterly Report
06-15-24	DS-DE 12	04-01-2024	Quarterly Report
09-15-24	DS-DE 12	07-01-2024	Quarterly Report
12-15-24	DS-DE 12	10-01-2024	Quarterly Report
01-15-25	DS-DE 12	11-01-2024	Quarterly Report
04-15-25	DS-DE 12	12-01-2024	Quarterly Report
07-15-25	DS-DE 12	01-01-2025	Quarterly Report
10-15-25	DS-DE 12	03-01-2025	Quarterly Report
01-15-26	DS-DE 12	05-01-2025	Quarterly Report
04-15-26	DS-DE 12	07-01-2025	Quarterly Report
07-15-26	DS-DE 12	09-01-2025	Quarterly Report
10-15-26	DS-DE 12	11-01-2025	Quarterly Report
01-15-27	DS-DE 12	12-01-2025	Quarterly Report

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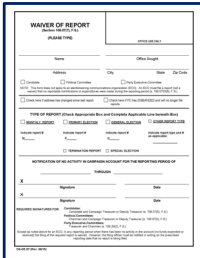
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## Reports

If a candidate does not collect or expend any money during a reporting period, they will have to file a waiver report – DS-DE 87



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### Reports

- When a candidate becomes unopposed, defeated or elected, they must file a Termination Report (TR) within 90 days
- Contributions equal Expenditures
- FS 106.141 – Disposing of Surplus Funds

The image shows a 'CAMPAIGN TREASURER'S REPORT SUMMARY' form. It includes fields for Name, Address, and Office Use Only. There are several checkboxes for reporting status, such as 'Check here if address has changed' and 'Check here if I am still an independent candidate'. It also features sections for 'Report Period', 'Total Receipts', 'Total Disbursements', and 'Total Monetary Contributions To Date'. At the bottom, there are checkboxes for 'I am not a candidate' and 'I am a candidate'.

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### Resources

- DDE Candidate Handbook <https://dos.myflorida.com/elections/forms-publications/publicationsreports>
- Florida Division of Elections <https://dos.myflorida.com/elections>
- Online Sunshine [www.leg.state.fl.us/Welcome/index.cfm](http://www.leg.state.fl.us/Welcome/index.cfm)
- Florida Elections Commission [www.fec.state.fl.us](http://www.fec.state.fl.us)
- Florida Ethics Commission [www.ethics.state.fl.us](http://www.ethics.state.fl.us)
- Florida Channel <https://thefloridachannel.org>
- Florida Supervisors of Elections [www.myfloridaelections.com](http://www.myfloridaelections.com)

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