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Election Calendar


- Create an election calendar indicating dates per Florida Statutes and City Charter, if applicable
 - ✓ Qualifying dates
 - ✓ Send copies of candidate oaths to the SOE for ballot placement
 - ✓ Reporting dates
 - ✓ Last day for candidates to receive contributions
 - ✓ When candidate signs can be posted within the city

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Election Calendar

DATE	EVENT	REFERENCE	REMARKS
June 1, 2023	11:00 AM - 1:00 PM	City Charter, Article 4, Section 1	City Clerk Meeting
June 15, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
June 20, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
June 25, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
July 1, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
July 15, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
July 20, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
July 25, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
August 1, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
August 15, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
August 20, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
August 25, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
September 1, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
September 15, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
September 20, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
September 25, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
October 1, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
October 15, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
October 20, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
October 25, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
November 1, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
November 15, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
November 20, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
November 25, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
December 1, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
December 15, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
December 20, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position
December 25, 2023	10:00 AM - 11:00 AM	Florida Statute 101.021	Qualifying for City Clerk Position


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Roles and Responsibilities

City Clerks – per Election Official section of the FACC manual

- Maintain receipt of any and all petitions, initiative or otherwise
- Exercise quasi-judicial authority in determining the validity of petitions
- Approve local ballot for all elections
- Furnish material for local elections
- Select polling places
- Maintain receipt of election results
- Issue payment for polling places and election workers



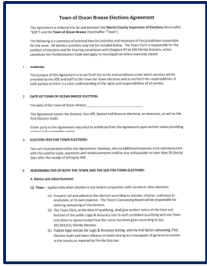
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Ride-Along Elections

City Clerks – per agreement with SOE

- Qualify city candidates
- Provide notice of Logic & Accuracy test to city candidates
- At the end of qualifying, submit candidate oaths to SOE
- Accept candidate financial reports
- Approve ballot layout for city candidates/language
- Refer all requests for vote by mail ballots to SOE



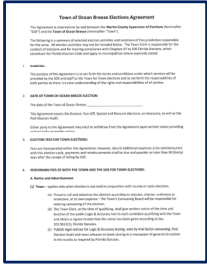
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Ride-Along Elections

SOE's – per agreement with City

- Secure polling places
- Layout, proof and deliver ballot pdfs to printer
- Upon receipt, account for and secure ballots
- Conduct public Logic & Accuracy test
- Vote by Mail process, in its entirety
- Pay election workers
- Certify election results
- Provide city clerk with certified city election results
- Conduct post election audit
- Retain election materials



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