




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

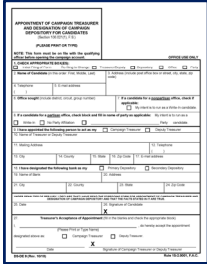


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Required Announce forms

- **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

STATEMENT OF CANDIDATE
(Revised 03/14)

OFFICE USE ONLY


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 _____

This candidate must file an affidavit with the qualified voters prior to filing with the Supervisor of Elections. Failure to file an affidavit with the Supervisor of Elections will result in the candidate's name being removed from the ballot. The candidate must file a signed affidavit with the Supervisor of Elections. The affidavit must be filed in person or by mail. The affidavit must be filed by the deadline date.

10/16/2023

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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 03/14)

OFFICE USE ONLY


I, _____
Candidate for the office of _____
do hereby swear that I am qualified to hold the office of _____
and that I am a resident of the State of Florida.

Statement of Outstanding Fees, Fines, or Penalties

I have no outstanding fees, fines, or penalties. I have no outstanding fees, fines, or penalties. I have no outstanding fees, fines, or penalties.

Signature of Candidate Date _____

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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.floridaelections.gov/Account/Login?ReturnUrl=%2F>

FORM 6 - FULL AND PUBLIC DISCLOSURE OF FINANCIAL INTERESTS
(Revised 03/14)

OFFICE USE ONLY

I, _____
Candidate for the office of _____
do hereby disclose my financial interests as follows:

Signature of Candidate Date _____


STATEMENT OF FINANCIAL INTERESTS
(Revised 03/14)

OFFICE USE ONLY

I, _____
Candidate for the office of _____
do hereby disclose my financial interests as follows:

Signature of Candidate Date _____


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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



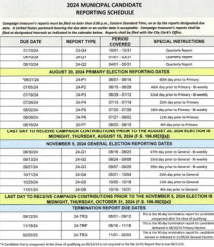
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Reports

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

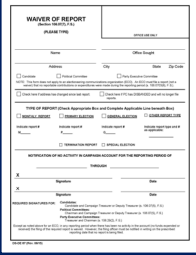


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Reports

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 sections for:

- (A) Name and Address (Incumbent and street)
- (B) Campaign Number
- (C) Report Period (Start and End Dates)
- (D) Report Type
- (E) Campaign Status (e.g., Unopposed, Defeated, Elected)
- (F) Financial Summary (Total Receipts, Total Disbursements, Total Surplus/Deficit)
- (G) Other Information (e.g., Candidate Name, Office)

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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
- Florida Elections Commission www.fec.state.fl.us
- Florida Ethics Commission www.ethics.state.fl.us
- Florida Channel <https://thefloridachannel.org>
- Florida Supervisors of Elections www.myfloridaelections.com

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