**MUNICIPAL ELECTIONS 101/102**
**2026 FALL ACADEMY, OCTOBER 6, 2026**
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# 2024 ORANGE COUNTY SUPERVISOR OF ELECTIONS VOTE PROCESSING EQUIPMENT USE AGREEMENT AND ELECTIONS SERVICES CONTRACT FOR MUNICIPAL ELECTIONS

This Vote Processing Equipment Use Agreement and Elections Services Contract (hereinafter referred to as the "Agreement") is hereby entered into by and between the **Orange County Supervisor of Elections Office,** (hereinafter referred to as "SOE") and the **City of Orlando, Orange County, Florida**, (hereinafter referred to as "MUNICIPALITY").

## RECITALS:

**WHEREAS,** pursuant to Section 101.34, Florida Statutes, SOE is the legal custodian of certified vote processing equipment owned by Orange County, Florida and is hereby charged with the responsibility for custody and maintenance of said equipment; and,

**WHEREAS,** MUNICIPALITY desires, or is otherwise statutorily obligated, to conduct an election that requires the use of vote processing equipment to count ballots; and,

**WHEREAS,** All vote processing equipment requires specially trained and knowledgeable individuals to program, operate and maintain said equipment; and,

**WHEREAS,** The Orange County Board of County Commissioners has authorized SOE to provide any necessary terms and conditions for the use of such voting equipment; and,

**WHEREAS,** SOE can provide the necessary personnel to program, operate and maintain said equipment; and,

**WHEREAS,** MUNICIPALITY hereby acknowledges full responsibility for any and all applicable requirements under the Florida Election Code and any provisions of the city charter or municipal ordinances which may not be addressed or included in this agreement.

**NOW, THEREFORE,** in consideration of the premises and of the mutual promises, terms and conditions stated herein SOE and MUNICIPALITY agree as follows:

SECTION 1. Recitals. The above recitals are true and correct and incorporated herein.

SECTION 2. Agreement. SOE shall provide to MUNICIPALITY such necessary vote processing equipment and services according to the terms and conditions stated in this Agreement, for the purposes of conducting a General Election to be held on **May 21, 2024**, along with the necessary equipment and services to facilitate any Early Voting sites and polling places as may be necessary and agreed upon by the parties. A runoff election would be held (if necessary) **June 18, 2024.**

EXHIBIT 1

SECTION 3. Operation and Programming Services.

DS300. For each election, MUNICIPALITY shall pay SOE One Hundred Fifty Dollars and no/100 Cents ($150.00) for the program and maintenance of one (1) DS300 tabulator and Seventy-Five Dollars and no/100 Cents ($75.00) for each additional identically programmed tabulator.

For Early Voting, MUNICIPALITY shall pay SOE Seventy-five Dollars and no/100 Cents ($75.00) for the program, maintenance, and operation of each DS300 tabulator that is identically programmed and operated as the DS300 tabulators.

ADA Equipment. For each election, MUNICIPALITY shall pay SOE One Hundred Fifty Dollars and no/100 Cents ($150.00) for the program and maintenance of one (1) ADA Voting Machines, including audio files and Seventy-five Dollars and no/100 Cents ($75.00) for each additional identically programmed machine.

For Early Voting, MUNICIPALITY shall pay SOE Seventy-five Dollars and no/100 cents ($75.00) for the program, maintenance and operation of each ADA machine that is identically programmed and operated as the Early Voting ADA machine.

High-Speed Counter. For each election, MUNICIPALITY shall pay SOE Two Hundred Dollars and no/100 Cents ($200.00) for the program, maintenance and operation of any M650 high-speed ballot counting equipment. Such fee shall include up to four (4) hours of processing time, election set-up and coordination, programming of high-speed ballot counting equipment and processing of envelopes through the automatic envelope openers. For each additional hour needed to provide the services described in this paragraph, MUNICIPALITY shall pay SOE Fifty Dollars and no/100 Cents ($50.00) per hour.

ePoll Books. For each election, MUNICIPALITY shall pay SOE Seventy-five Dollars and no/100 Cents ($75.00) for data base set-up and maintenance of each precinct tablet set-up, which includes (2) ePoll books (check in Tablets) and one (1) Help Desk Tablet per precinct. Additional epoll books will be charged at Seventy-five Dollars and no/100 Cents ($75.00) each.

Repairs. For any election, all maintenance, repairs, or other troubleshooting services for vote processing equipment, including any processors or tablets, will be performed exclusively by SOE and such services are included in all stated charges. However, SOE does reserve the right to seek reimbursement from MUNICIPALITY for any repairs or maintenance caused by any negligent or unauthorized acts by any employee or representative of MUNICIPALITY.

SECTION 4. Additional Early Voting Services for Off-Site Locations for None-Ballot-on-Demand Method.

Tablets. For each early voting site other than the office of the SOE, MUNICIPALITY shall pay SOE Three Hundred Seventy-Five Dollars and no/100 Cents ($375.00) for the program and operation of two (2) check-in stations and Seventy Five Dollars and no/100 Cents ($75.00) for each additional check-in tablet set-up fee. Such service fee includes the downloading or uploading of any necessary data. These charges are per election.

Printers. For each early Voting site other than the Office of the SOE, MUNICIPALITY shall pay SOE One Hundred and Seventy-Five Dollars and no/100 Cents ($175.00) for the programming, configuration, and set-up of any connected printer. These charges are per election.

Delivery. For each early voting site other than the office of the SOE, MUNICIPALITY shall pay SOE Two Hundred Dollars and no/100 Cents ($200.00) for the delivery, set-up and/or pick-up of any early voting equipment. These charges are per election.

SECTION 5. Other Election Charges.

Supplies. For each election, MUNICIPALITY shall pay SOE for consumable precinct supplies at a rate of One Hundred Fifty Dollars and no/100 Cents ($150.00) for each precinct and each Early Voting site. SOE will arrange pick up of precinct supplies no later than the day after the election. Municipality shall also identify and provide a secure place for precinct clerk(s) to return supplies and voted and unvoted ballots on election night.

PAPER PL/PR. For each election, MUNICIPALITY shall pay SOE the actual costs incurred to produce, print, and bind Poll Lists/Precinct Registers ("PL/PR"), including any paper or delivery costs. SOE shall have sole discretion in selecting a third-party vendor to perform the requisite printing and binding services.

Communication. For each election, MUNICIPALITY shall pay SOE for any actual costs incurred by SOE from a third-party telecommunications provider for the set-up, activation, use and deactivation of any telephone or wireless internet lines which in the SOE's sole discretion are necessitated at any voting site. MUNICIPALITY shall also pay SOE for the cost incurred for paying Poll Workers for use of personal cell phones as needed for Election Day communication. Selection of the third-party telecommunications providers shall be the preference of SOE.

Indexes. For any Street Indexes ordered or required, MUNICIPALITY

shall pay SOE Nine Dollars and no/100 Cents ($9.00) as a set-up fee, plus Twenty-five Cents ($.25) for each printed page.

Vote by Mail ballots. For each election, MUNICIPALITY shall pay SOE One Dollar and Seventy-five Cents ($1.75) for each Vote by Mail ballot request processed plus actual postage costs. MUNICIPALITY shall also pay SOE Ten Cents ($.10) for each Vote by Mail ballot signature verified. MUNICIPALITY may choose to pay return postage for Vote-by-Mail Ballots at the actual cost incurred.

Early Voting. MUNICIPALITY shall reimburse SOE for any overtime hours by SOE staff due to weekend hours for Early Voting locations including any hours accrued by SOE staff at the offices of SOE. SOE may elect to evenly apportion the costs for early voting overtime hours among various municipalities, if appropriate, but in no event shall SOE be obligated to apportion such costs. SOE shall insure that experienced SOE personnel staff each Early Voting site, in accordance with Florida law.

Notices. For each election, MUNICIPALITY shall pay SOE Twenty-five Cents ($.25) for each Notice of Election that is mailed to each eligible voter plus actual postage costs.

Fee Schedule. For each election, MUNICIPALITY shall pay SOE for any other goods or services not specifically provided for in this Agreement but that may be described or listed in the latest Municipal Fee Schedule as distributed to MUNICIPALITY. MUNICIPALITY agrees that the Municipal Fee Schedule and the prices contained therein are subject to change.

Other. For each election and upon proper notice to MUNICIPALITY, MUNICIPALITY shall pay SOE for any other election services not contemplated herein which may be needed to conduct an orderly election.

SECTION 6. Term. For each election, the terms of this Agreement begins on the Effective Date and concludes when ballots have been processed, election results have been certified, all vote processing equipment has been returned to the SOE's warehouse, an audit or recount, if applicable, has been completed. In the event of an election contest or challenge, SOE agrees to cooperate in complying with court orders and providing any public records which the SOE maintains or otherwise controls.

SECTION 7. Applicable Requirements of Florida's Election Code. MUNICIPALITY shall properly call the election in accordance with any Florida Statutes, applicable charter provisions or city ordinances. MUNICIPALITY agrees that the Municipal Clerk is responsible for the conduct of the city's elections and for insuring compliance with all applicable Florida Statutes, including the Florida Election Code and any municipal charter provisions. and ordinances. Any obligations or duties not set forth in this Agreement

shall be the sole responsibility of MUNICIPALITY. To the extent that the SOE is contractually assisting the MUNICIPALITY per this agreement, SOE shall maintain compliance with each of the statutes, codes, municipal charter provisions, and ordinances referenced above. MUNICIPALITY and SOE agree that the terms of this contract may require modification to allow compliance with any new legislation or rules promulgated by the Division of Elections as a result of any new enactments by the Florida Legislature pertaining to the Florida Election Code.

SECTION 8. Notice and Advertisement of Elections. MUNICIPALITY shall prepare and arrange for publication of all legal advertising required by state and federal statutes, city charter & city ordinances. MUNICIPALITY agrees that all advertisements of elections conducted in Orange County shall be published in both English and Spanish and that MUNICIPALITY shall be responsible for the accurate and complete translation of any such notices. SOE shall, if available, provide samples of required advertising upon request.

SECTION 9. Qualifying of Candidates. MUNICIPALITY may provide qualifying packets to candidates. MUNCIPALITY shall accept and process all qualifying papers and fees. For audio ballots, MUNCIPALITY shall collect pronunciation guides from candidates at the time of qualifying and shall submit them to SOE at the close of qualifying.

If petitions are part of the qualifying process, MUNICIPALITY shall pay to SOE Ten Cents ($.10) per name checked to verify any signatures on qualifying petitions. SOE agrees to verify any signatures for any qualifying petitions submitted by MUNICIPALITY.

In no event shall SOE issue any recommendations or make any legal determinations as to the qualifications or eligibility of any candidate for municipal office.

SECTION 10. Printing of Ballots and Ballot Services. MUNICIPALITY shall place an order for a sufficient quantity of Election Day ballots with a third-party printer as selected exclusively by SOE. MUNICIPALITY shall provide prompt payment to the third-party printer for the cost of any printed ballots or election materials. MUNICIPALITY shall also pay SOE a per ballot fee for each Vote by Mail and Early Voting ballot printed.

MUNICIPALITY shall furnish, immediately upon the conclusion of the qualifying period, all ballot information in English and Spanish including the names of the candidates as they are to appear on the ballot; the name of the Municipality; the name of the election; the title of office and/or referendum title; explanation; and questions.

SOE agrees to provide the layout of the ballot(s) based on the information furnished by MUNICIPALITY and deliver ballot layout to the approved printer. MUNICIPALITY will place ballot order with printer. Both SOE and MUNICIPALITY must sign off on ballot proof(s).

Once test ballots are received from the printer, SOE will test all vote processing equipment in accordance with the standards established by the Florida Division of Elections and any applicable Florida Statutes. Upon receipt of the printed ballots from the printer SOE shall receive, securely store, and account for all ballots until disbursed to Early Voting locations or to poll clerks. SOE shall also control and limit all access to unvoted ballots while in the possession of SOE.

SECTION 11. Poll Workers. SOE will select poll workers from a group of experienced poll workers. SOE will assign back-up poll workers to be available on Election morning. SOE shall provide MUNICIPALITY with a list of poll workers and Adopt-A-Precinct organizations and will train all poll workers in accordance with the Florida Election Code and other guidelines, procedures or regulations as followed or adopted for the conduct of elections in Orange County. Clerk for MUNCIPALITY, or a representative, shall be in attendance for poll worker training sessions, at minimum the Poll Clerk training. SOE shall distribute all necessary supplies and ballots at poll worker training sessions. SOE shall pay poll workers directly for their services at pay rates previously established by SOE.

SOE will select and train early voting staff. SOE will pay early voting staff directly for their services. MUNICIPALITY will be billed for any overtime charges incurred due to Early Voting. If additional staff through a temporary employment agency is required for Early Voting sites located at the SOE office, SOE will recruit staff through the agency and MUNICIPALITY will be billed directly for the cost incurred.

SECTION 12. Selection of Polling Places and Early Voting Sites. SOE and MUNICIPALITY shall agree on Polling Place(s) and Early Voting site(s) intended for use as a voting location. SOE shall provide MUNICIPALITY with contact information for any established County polling places. Each location shall meet the necessary ADA requirements. MUNICIPALITY shall conduct an onsite inspection of all polling places, including any early voting locations used other than the office of SOE, and confirm that such locations are accessible to disabled and elderly voters. SOE reserves the right to select a suitable alternative if any proposed site fails to meet SOE approval. If there is not already a polling place identified by SOE, then MUNICIPALITY shall provide a list of proposed polling places and early voting sites no later than ninety (90) days prior to the date of the election. MUNICIPALITY shall enter into polling place agreements, if needed, and pay any rental fees or usage fees directly to the polling place. MUNICIPALITY shall notify SOE in writing if any tables or chairs will be required. Note that each polling place must, as determined by SOE, provide a minimum number of tables and chairs. MUNICIPALITY shall pay any rental fees incurred by SOE for tables and chairs.

SECTION 13. Sample Ballots. SOE shall lay out, check, and deliver sample ballot layout to a third-party vendor for distribution to registered voters.

MUNICIPALITY shall review the sample ballots and confirm the accuracy of the election date, office, candidate names, polling place and all other information contained therein. SOE shall coordinate the mailing of the sample ballots to all registered voters in the municipality prior to the start of Early Voting, including accurate polling place information. MUNICIPALITY shall reimburse SOE for all costs incurred in producing and mailing sample ballots.

SECTION 14. Vote-by-Mail Ballots. MUNICIPALITY shall refer all requests for Vote-by-Mail Ballots to SOE. Unless MUNICIPALITY or the Clerk for MUNCIPALITY provides written directions to the contrary, SOE agrees to accept all requests for Vote-by-Mail Ballots by telephone, mail, or in person. SOE also agrees to mail Vote-by-Mail & overseas ballots as requested by registered voters, receive, and securely store any voted Vote-by-Mail Ballots. SOE will verify the signatures on any returned voted Vote-by-Mail Ballot certificates based on current canvassing criteria and notify voters, by all available methods, including but not limited to telephone call, email, and mail, of any issues that may be susceptible to "cure" as provided by Florida law, and to account for all Vote-by-Mail Ballots.

At the request of the MUNICIPALITY, SOE shall provide adequate staff assistance for the opening and handling of Vote-by-Mail Ballots during the counting process and shall coordinate a date for the opening and counting of such Vote-by-Mail Ballots with MUNICIPALITY. If additional staff through a temporary employment agency is required, SOE will recruit staff through the agency and MUNICIPALITY will be billed directly for the cost incurred.

The MUNICIPALITY agrees, after obtaining confirmation from its Canvassing Board, to deliver responses to the following questions regarding the directions provided from the MUNICIPALITY to the SOE regarding Vote by Mail ballots. MUNICIPALITY acknowledges that a direction of "no" to any matter other than the return postage direction may result in the MUNICIPALITY canvassing all Vote by Mail ballots without SOE staff assistance. These directions must be received by the SOE no later than the close of the municipal qualifying period for the municipal elections.

| Please initial in the appropriate box | YES | NO |
|---|---|---|
| MUNICIPALITY will use the most current SOE Canvassing Criteria. | | |

SECTION 15. Transportation of Elections Equipment and Supplies. SOE will be responsible for delivery and pick up of any voting equipment. Either the Friday or Monday prior to Election Day, voting equipment will be delivered by SOE, or a third-party representative of SOE. The

Wednesday following Election Day, voting equipment will be picked up by SOE, or a third-party representative of SOE. MUNICIPALITY shall reimburse SOE, for any and all costs incurred for equipment delivery and pickup. SOE shall have full discretion and authority to hire and employ any outside third parties to assist with or perform delivery and pick-up of voting equipment. **MUNICIPALITY IS NOT PERMITTED TO DELIVER ANY ELECTION EQUIPMENT.**

SECTION 16. Location and Storage of Voting Equipment. All voting equipment shall be stored, maintained, and located in a well-protected, secure, temperature-controlled and indoor room or facility. Once the voting equipment is delivered to a voting site or early voting site, no equipment shall be relocated without the prior written approval of SOE.

SECTION 17. Canvassing of Election Results. MUNICIPALITY shall schedule and coordinate the date(s) on which the municipal canvassing board is to assemble to canvass the results of the election. If applicable, MUNCIPALITY shall coordinate for the use of SOE facilities to conduct the canvassing board activities. MUNCIPALITY shall notice and advertise, as needed, the dates of any canvassing board meetings and provide SOE with copies of the Canvassing Board's adopted procedures (subject to reasonable approval by SOE). SOE shall provide the canvassing board with information and documents necessary to canvass the results of the election. MUNICIPALITY shall convene the canvassing board to determine which voted Vote-by-Mail Ballots are to be tabulated.

SECTION 18. Audits. SOE shall provide necessary personnel to assist Municipal Canvasing Board with the conduct of the audit as prescribed by law. MUNICIPALITY agrees to pay SOE for any additional costs as may be necessary, including overtime expenses, for conducting the audit.

SECTION 19. Post-Election Records Retention. SOE shall process affirmation forms and sort, inventory and pack all election materials for pick up by the Municipal Clerk for retention and disposition. MUNICIPALITY shall store or cause to be stored all necessary election records and ballots until expiration of retention period as prescribed by applicable Florida Statutes and rules.

SECTION 20. Voter History. SOE will make arrangements for recording voter history. The date selected for undertaking this activity may occur subsequent to the conclusion of all election dates and outside of the terms of this agreement, provided however, recording voter history will be completed in a timely manner.

SECTION 21. Other Necessary Costs. Any additional costs or fees that may be incurred by SOE in compliance with the Florida Election Code and as a direct result of either any Election, if necessary, that are not specified in this contract shall be paid for by MUNICIPALITY at rates and fees as established by SOE. Examples of such additional costs or reimbursements include, but are not limited to, the following:

A. Recounts – Any expenditure for conducting a recount, including any overtime expenses for reprogramming voting equipment, and other expenses as may be necessary to conduct a recount; and,

B. Attorney's Fees and Costs - Actual attorney's fees and costs incurred by SOE for research on any election related matter shall be invoiced by SOE for reimbursement by MUNICIPALITY. Attorney's fees incurred shall not exceed Five Thousand Dollars ($5,000.00) without mutual agreement of the MUNICIPALITY and the SOE.

SECTION 22. Indemnification and Hold Harmless. To the extent permitted by law, MUNICIPALITY shall indemnify, hold harmless and, at SOE's option, defend or pay for an attorney selected by SOE to defend SOE, its officers, agents, and employees against any and all claims, damages, injuries, losses, liabilities, and expenditures of any kind, including attorney fees, court costs, and expenses, arising out of or resulting from any or all acts of omission or commission of or by the MUNICIPALITY, its officers, agents, or employees, with respect to any election conducted pursuant to this Agreement. If any election contest pleadings are filed in a City of Orlando race, MUNICIPALITY agrees to provide the SOE with a courtesy defense at no charge to the SOE provided that there is no active negligence or willful acts alleged regarding the SOE in the pleadings and there is either no conflict of interest between MUNICIPALITY and the SOE's interests or that SOE elects to waive such conflict.

Parties recognize that MUNICIPALITY is a Florida municipal corporation and SOE is a state agency or subdivision as defined in Section 768.28, Florida Statutes and that nothing herein is intended to serve as a waiver of sovereign immunity by either party for acts or omissions to which sovereign immunity applies. Furthermore, nothing herein shall be construed as consent by SOE, as a state agency or subdivision of the State of Florida, to be sued by third parties in any matter arising out of any contract.

SECTION 23. Designation of Municipal Districts. MUNICIPALITY acknowledges that the districts for the election provided for herein shall be the current districts as they exist on the date of this Agreement, and that the SOE may rely on the current district designations established by MUNICIPALITY for the provision of assistance described within this Agreement.

SECTION 24. Compliance with Law. As to the performance of each party's obligations of this Agreement, each party shall comply with the latest local, state, and federal guidance, rules, regulations and executive orders regarding any health, safety or welfare issue, including COVID-19, and adjust such protocols as necessary.

SECTION 25. Entirety and Amendments. The Agreement embodies the entire agreement between SOE and MUNICIPALITY and supersedes all prior agreements and understandings relating to the conduct of elections. No modification, amendment or alteration to this Agreement shall be effective or binding unless submitted in writing and executed by duly authorized representatives of both SOE and MUNICIPALITY.

SECTION 26. Effective Date. The Effective Date of this Agreement shall be the latest date of execution by duly authorized representatives of SOE and MUNICIPALITY as shown on the signature page hereto.

[Signatures on following page.]

**IN WITNESS WHEREOF**, we, the undersigned, do hereby state that we have the authority to bind and obligate as promised herein, SOE and MUNICIPALITY for purposes of executing this Agreement on the dates set forth below.

| | |
|---|---|
| _____ | _____ |
| Signature | Signature |
| _____ | _____ |
| Name (Printed or Typed) | Name (Printed or Typed) |
| Orange County Supervisor of Elections | _____ |
| Title | Title |
| _____ | _____ |
| Date | Date |
| _____ | _____ |
| Witness Signature | Witness Signature |
| _____ | _____ |
| Witness Name (Printed or Typed) | Witness Name (Printed or Typed) |

Approved as to form and legality for the use and reliance of the City of Orlando, Florida

on this _____ day of _____, 20___.

_____

City Attorney

# 2025-2026 MUNICIPAL ELECTION FEE SCHEDULE
ORANGE COUNTY SUPERVISOR OF ELECTIONS

*Fee schedule is only applicable to actual charges for services or goods provided by the Supervisor of Elections Office. If additional services or goods are subcontracted to another party or entity, actual costs incurred will be charged.*

## ELECTION DAY SERVICES

### 1. POLLING PLACE ELECTIONS

A. **$300.00 per election** for election and programming services, which includes ballot layout and testing, printer liaison, and transmission of election night results
B. **$250.00 per precinct** for election equipment, which includes One (1) tabulator, eight (8) voting booths, one (1) emergency ballot box, and one (1) precinct sign
C. **$100.00 per each additional tabulator**
D. **$300.00 per election** for the programming services of ADA Voting Equipment, which includes audio ballot layout and testing
E. **$150.00 per precinct** for the first programmed ADA Voting Equipment
F. **$75.00 per each additional ADA Voting Equipment**
G. **Actual costs incurred** for equipment delivery and/or pick-up (if applicable)
H. **$150.00 per precinct** for tablet setup, which includes two (2) ePoll Books and one (1) HDOP tablet per precinct
I. **$50.00 per each additional tablet**
J. **Actual costs incurred** for Internet Mifi hotspot access, range of $50.00-$60.00 per precinct
K. **$25.00 per poll worker reimbursed for Ballot Escort Pay**
L. **$65.00 per precinct** for iPad mini setup (used by Line Walker; only if requested by the municipality)

## VOTE-BY-MAIL SERVICES

### 2. VOTE-BY-MAIL (VBM) BALLOT COUNTING

A. **$350.00 per machine**, which includes programming of high-speed ballot counting equipment, processing of envelopes through automatic envelope openers, election setup and coordination, up to four (4) hours of tabulating time
B. **$50.00 per each additional hour** of tabulating time

### 3. MAIL BALLOT ELECTIONS

A. **$350.00 per machine**, which includes programming of high-speed ballot counting equipment, processing of envelopes through automatic envelope openers, election setup and coordination, up to four (4) hours of tabulating time, printer liaison
B. **$50.00 per each additional hour** of tabulating time

## EARLY VOTING SERVICES

### 4. EARLY VOTING (EV) SITES

A. **$300.00 per EV site**, which includes two (2) check-in station tablets and two (2) ballot-on-demand (BOD) printers
B. **$250.00 per EV site**, for election equipment, which includes one (1) DS300, ten (10) voting booths and one (1) emergency ballot box
C. **$300.00 per election**, which includes setup, programming, audio ballot layout and testing of ADA Voting equipment
D. **$150.00 per EV site**, for the first programmed ADA Voting Equipment
E. **$100.00 per each additional tabulator**
F. **$100.00 per each additional** check-in tablet and ballot-on-demand (BOD) printer combo
G. **$75.00 per each additional ADA Voting equipment**



EXHIBIT 2

H. **Actual costs incurred** for ballot-on-demand (BOD) printing, cost of paper, and toner
I. **Actual costs incurred** for Internet Mifi hotspot access, range of $50.00-$60.00 per EV site
J. **Actual costs incurred** for the delivery and/or pick-up of any Early Voting equipment, range of $1,000-$1,500 per EV site

## OTHER ELECTION CHARGES

### 5. BACK-UP POLL LIST / PRECINCT REGISTER (PL / PR)

A. **Actual costs incurred** by a third-party print vendor
B. **$150.00 per precinct** setup service
C. **$0.20 per page** printing cost if done in-house, plus any paper costs

### 6. VBM AND EV BOD BALLOTS

A. **$0.2675 per ballot** for 8.5" x 11" single-sided ballots
B. **$0.3075 per ballot** for 8.5" x 11" double-sided ballots
C. **$0.2775 per ballot** for 8.5" x 17" single-sided ballots
D. **$0.3175 per ballot** for 8.5" x 17" double-sided ballots

### 7. VBM BALLOT MATERIALS AND HANDLING (IN-HOUSE)

A. **$1.95 per voter processed** plus actual postage costs incurred

### 8. VBM BALLOT MATERIALS AND HANDLING (OUTSOURCED BY SOE STAFF BASED ON WORKLOAD)

A. **Actual costs incurred** by a third-party print vendor plus actual postage costs incurred

### 9. VERIFYING VBM SIGNATURES

A. **$0.10 per each signature checked**

### 10. SAMPLE BALLOTS

A. **Actual costs incurred** by a third-party print vendor plus actual postage costs incurred

### 11. CONSUMABLE SUPPLIES

A. **$150.00 per precinct** for signage, forms, labels, etc.
B. **$240.00 per EV site** for BOD toner

### 12. NOTICE OF ELECTIONS

A. **$0.25 per notice** for all military and overseas voters plus actual postage

### 13. ELECTION SUPPORT OUTSIDE OF OFFICE HOURS

A. **Direct staff costs will be charged for any extra hours** not otherwise specified herein as determined by the SOE

### 14. ATTORNEY'S FEES AND COSTS

A. **Actual attorney's fees and costs incurred** by the SOE office will be invoiced for reimbursement to the municipality

# 2025-2026 MUNICIPAL ELECTION FEE SCHEDULE
ORANGE COUNTY SUPERVISOR OF ELECTIONS

## SALE OF VOTER LISTS

**15. MAGNETIC MEDIUM**

A. **$10.00 per CD**

## MUNICIPAL ANNEXATION BALLOT OR SPECIAL DISTRICT ISSUE

**16. DIRECT STAFF COSTS**

A. **$30.00 for each hour or partial hour** of SOE Staff member that provides services for the election; staff time charges for street changes in annexation ballot issues are directly proportional to the number of changes required and the research time for the street number ranges for each election

**17. COUNTY CANVASSING BOARD ADS**

A. **Actual costs incurred** for any advertisement in connection with the election

**18. IF THE ANNEXATION PASSES: VOTER INFORMATION CARDS**

A. **Actual costs incurred** for voter information cards plus actual postage costs

## OTHER MISCELLANEOUS SERVICES AND CHARGES

**19. CANDIDATE PETITION VERIFICATION**

A. **$0.10 per name** as provided for in Section 99.097(4), Florida Statutes

**20. INITIATIVE PETITION VERIFICATION**

A. **$0.97 per name** as provided for in Section 100.371(11)(b), Florida Statutes

**21. COPIES**

A. **$0.15 per one-sided copy**, 8.5" x 14" max size
B. **$0.20 per two-sided copy**, 8.5" x 14" max size

**22. CERTIFIED COPIES**

A. **$1.00 per page**

**23. PRECINCT WALL MAPS**

A. **Cost determined by size per map**

**24. VOTING BOOTH SERVICE FEES**

A. **$10.00 per voting booth**

**25. EMERGENCY BALLOT BOX (EBB) SERVICE FEES**

A. **$5.00 per emergency ballot box**

**26. TABLE AND CHAIR RENTALS**

A. **$12.00 for each table**
B. **$2.00 for each chair**



Revised: 5/07/2025 DH
**Effective: 10/01/2025**

# SAMPLE ELECTION CALENDAR

| PRESIDENTIAL PREFERENCE PRIMARY and MUNICIPAL ELECTION DAY<br>March 19, 2024 | | |
|---|---|---|
| TASK | LEGAL DEADLINE | TARGET DATES |
| Deadline to submit candidates/ Charter questions with PPE | | Tuesday, December 12, 2023 |
| Overseas Vote by Mail mailing date | 45th day prior | Saturday, February 3, 2024 |
| Local Vote by Mail mailing begins | 40th-33rd day prior | Thursday, February 8, 2024 |
| SOE Office open - 9:00 AM to 4:00 PM | | Saturday, February 17, 2024 |
| Early Voting Poll Watcher deadline to clerks(noon) | 2 weeks prior | Monday, February 19, 2024 |
| Presidents Day (USPS holiday) (SOE Office OPEN) | | Monday, February 19, 2024 |
| Book Closing (SOE Office open 8:00 AM to 6:00 PM) | 29th day prior | Tuesday, February 20, 2024 |
| Public Test Legal ad published (clerks to publish) | 48 hours prior | Wednesday, February 21, 2024 |
| Sample Ballot mailing date | | Wednesday, February 21, 2024 |
| Public Test (9:00 AM) | | Friday, February 23, 2024 |
| Public Viewing of Vote-by-Mail ballot envelopes #1 - 9:00 AM to 10:00 AM | | Friday, March 1, 2024 |
| Early Voting Begins - 10:00 AM to 6:00 PM (3/4-3/17) | | Monday, March 4, 2024 |
| Election Day Poll Watcher deadline to clerks (noon) | | Tuesday, March 5, 2024 |
| Last day voter can request VBM mailed | 12th day prior | Thursday, March 7, 2024 |
| Public Viewing of Vote-by-Mail ballot envelopes #2 8:00 AM to 9:00 AM | | Friday, March 8, 2024 |
| Last day to mail VBM ballots | 10th day prior | Saturday, March 9, 2024 |
| Public Viewing of Vote-by-Mail ballot envelopes #3 8:00 AM to 9:00 AM | | Thursday, March 14, 2024 |
| Early Voting Ends | | Sunday, March 17, 2024 |
| Public Viewing of Vote-by-Mail ballot envelopes #4 8:00 AM to 9:00 AM | | Monday, March 18, 2024 |
| **ELECTION DAY (OCPS Spring Break 3/15-3/22)** | | **Tuesday, March 19, 2024** |
| Canvassing Board meets results verification, 1st unofficial 1:00 PM | | Thursday, March 21, 2024 |
| Deadline to cure VBM signatures no match, no signature & Provisional ballots (5:00 PM) | 2nd day after | Thursday, March 21, 2024 |
| Canvassing Board meets - UOCAVA Ballots, Final Certification, Audit - Noon | | Friday, March 29, 2024 |



EXHIBIT 3

**ORANGE COUNTY SUPERVISOR OF ELECTIONS**
**ELECTIONS DEPARTMENT**
**CRITERIA FOR AN IDEAL POLLING PLACE**

**LOCATION:**
-Centrally located within the precinct boundaries.
-Preferably on a major traffic route for the voters living within the boundaries.
-Because of safety concerns schools are to be a last resort in areas where no other alternative is available.

**SIZE**
-Minimum of 20' X 20' (Varies according to the number of registered voters in precinct and historical record of voter turn-out for precinct), but prefer 30' X 30' or larger
-If we are requesting 2 polling places: room must be a minimum of 40' X 40'

**ELECTRICAL OUTLETS**
-Available on all walls for Voter Check in electronic books, tabulators & voting booths

**TABLES & CHAIRS**
-At least 5 tables that are at least 6' long (not round tables)
-One chair for each poll worker and 2 chairs for disabled or elderly voters (minimum of 9, up to 15); we usually ask for 10
-If no tables/chairs available, we can provide

**PARKING**
-Parking for poll workers (can be located in alternate parking area)
-At least 25 spaces for voters
-See accessibility survey for specifics on disabled parking areas

**WALKWAYS/ DOORWAYS/HALLS**
-See accessibility survey for specifics

**RESTROOMS**
-Must be available for poll workers

**EXCLUSIVITY**
-Must be available exclusively for voting on Election Day
-No other groups can come in during day or after polls close
-Election workers need quiet for close out the day's activities

**FACILITY RULES**
-Rules and mandates from operators of the facility must be minimal and reasonable
-Smoking is not allowed in any voting room

**PAYMENT**
-Supervisor of Elections pays $250 per Election Day to any facility, which is not tax-supported unless they specify "no payment"

**LUNCH ROOM**
-Ideally, room for poll workers to eat their lunch and dinner (or a space where coolers and food can be stored)

/Users/billcowles/Downloads/Ideal Polling Place.doc
Revised 9/19/2024

EXHIBIT 4

# 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 filing officer before opening the campaign account.**

**OFFICE USE ONLY**

**1. CHECK APPROPRIATE BOX(ES):**

☐ Initial Filing of Form ☐ Re-filing to Change: ☐ Treasurer/Deputy ☐ Depository ☐ Office ☐ Party

| **2. Name of Candidate** (in this order: First, Middle, Last): (Please Print or Type Name) | **3. Address** (include PO Box or Street, City, State, Zip Code): |
|---|---|
| **4. Telephone:** ( ) | **5. Candidate's Voter Registration #:** _____ (not required for qualifying purposes) |
| **6. Email Address:** | |
| **7. Office Sought** (include district, circuit, group, or seat #): | **8. If a candidate for a nonpartisan office, check the box if applicable:** ☐ I intend to run as a Write-In Candidate. |

**9. If a candidate for partisan office, check the box and fill in the name of the party as applicable:** I intend to run as a

☐ Write-In Candidate. ☐ No Party Affiliation Candidate. ☐ _____ Party candidate.

**10. I have appointed the following person to act as my:** ☐ Campaign Treasurer ☐ Deputy Treasurer

| **11. Name of Treasurer or Deputy Treasurer:** | **12. Telephone:** ( ) | **13. Email Address:** |
|---|---|---|

| **14. Mailing Address:** | **15. City:** | **16. State:** | **17. Zip Code:** |
|---|---|---|---|

**18. I have designated the following bank as my** (check appropriate box): ☐ Primary Depository ☐ Secondary Depository

| **19. Name of Bank:** | **20. Address:** |
|---|---|

| **21. City:** | **22. County:** | **23. State:** | **24. Zip Code:** |
|---|---|---|---|

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

| **25. Date:** | **26. Signature of Candidate:** X |
|---|---|

**27. Treasurer's Acceptance of Appointment** (fill in the blanks and check the appropriate box)

I, _____ do hereby accept the appointment designated above as:
(Please Print or Type Name)

☐ Campaign Treasurer. ☐ Deputy Treasurer.

| **28. Date:** | **29. Signature of Campaign Treasurer or Deputy Treasurer** X |
|---|---|

**DS-DE 9 (Rev. 09/23)** **Rule 1S-2.0001, F.A.C.**

EXHIBIT 5

# 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.** **DS-DE 104 (Eff. 09/11)**

EXHIBIT 6

# CAMPAIGN TREASURER'S REPORT SUMMARY

(1) _____
Name

(2) _____
Address (number and street)

_____
City, State, Zip Code

☐ **Check here if address has changed**

**OFFICE USE ONLY**

**(3)** ID Number: _____

**(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)

☐ Individual (only for IE or electioneering comm.) ☐ Treasurer ☐ Deputy Treasurer

X _____
Signature

(Type name)

☐ Candidate ☐ Chairperson (only for PC and PTY)

X _____
Signature

**DS-DE 12 (Rev. 11/13)**

**SEE REVERSE FOR INSTRUCTIONS**

EXHIBIT 7

| Instructions for Campaign Treasurer's Report Summary | |
|---|---|
| (1) | **Name:** full name of the candidate, political committee, party executive committee, electioneering communications organization, or individual making an independent expenditure or electioneering communication. |
| (2) | **Address:** the full address or post office box, city, state, and zip code.<br>☐ Check the box if the address has changed since the last report filed. |
| (3) | **ID Number:** identification number assigned by the filing officer. |
| (4) | **Check the appropriate box(es).** |
| (5) | **Report Identifiers**<br>**Cover Period:** the dates this report covers (i.e., From 1/1/15 To 1/31/55). **Important**: use the appropriate cover period dates as published by the filing officer.<br>**Report Type:** refer to the filing officer's calendar of reporting dates for the correct codes to be used for each reporting period. If report is for a **special election** add "S" in front of the report code (i.e., SG3).<br>**Check one of the appropriate boxes:**<br>☐ Original: first report filed for this reporting period.<br>☐ Amendment: must summarize only contributions/fund transfers and expenditures/distributions being reported as additions or deletions. Read instructions for sequence numbers and amendment types on the back of Forms DS-DE 13A and 14A.<br>☐ Special Election Report: **Important:** once a special election report is filed, the entity is required to file all remaining reports due for the special election. |
| (6) | **Contributions This Report:**<br>Cash and Checks: total amount for this reporting period.<br>Loans: total amount for this reporting period.<br>Total Monetary: sum of Cash and Checks and Loans.<br>In-Kind: the fair market value of the in-kind contribution at the time it is given for this reporting period. |
| (7) | **Expenditures This Report:**<br>Monetary Expenditures: total amount of monetary expenditures for this reporting period.<br>Transfers to Office Account: total amount transferred to an office account by elected candidates only.<br>Total Monetary: sum of Monetary Expenditures and Transfers to Office Account. |
| (8) | **Other Distributions:** the total amount of goods and services contributed to a candidate or other committee by a PC, ECO, or PTY. |
| (9) | **TOTAL Monetary Contributions To Date:** the amount of total monetary contributions to date. Candidates keep cumulative totals from the time the campaign depository is opened through the termination report. |
| (10) | **TOTAL Monetary Expenditures To Date:** the amount of total monetary expenditures to date. Candidates keep cumulative totals from the time the campaign depository is opened through the termination report. |
| (11) | **Type or print the required officer's name and have them sign the report:**<br>☐ Candidate report: treasurer and candidate must sign.<br>☐ PC report: treasurer and chairperson must sign.<br>☐ PTY report: treasurer and chairperson must sign.<br>☐ ECO report: organization's treasurer must sign.<br>☐ IE or EC report: individual must sign (this applies when an individual acts alone to make these expenditures) |
| | **AMENDMENT REPORTS: An amendment report summary should summarize only contributions, expenditures, distributions, & fund transfers being reported as additions or deletions. Read the instructions for the sequence number & amendment type fields on the back of forms DS-DE 13, 14, 14A and 94.** |

## CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

**(1) Name** _____ **(2) I.D. Number** _____

**(3) Cover Period** ____ / ____ / ____ through ____ / ____ / ____ **(4) Page** _____ of _____

| (5) Date / (6) Sequence Number | (7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code | (8) Contributor Type | (8) Contributor Occupation | (9) Contribution Type | (10) In-kind Description | (11) Amendment | (12) Amount |
|---|---|---|---|---|---|---|---|
| / / | | | | | | | |
| / / | | | | | | | |
| / / | | | | | | | |
| / / | | | | | | | |
| / / | | | | | | | |
| / / | | | | | | | |
| / / | | | | | | | |

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

EXHIBIT 7

## INSTRUCTIONS FOR CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

(1) Candidate's full name or name of the political committee (PC), electioneering communications organizations (ECO) or party executive committee (PTY).

(2) The identification number assigned by the filing officer.

(3) Cover period dates (e.g., 1/1/15 through 1/31/15). (See filing officer's reporting dates calendar for appropriate year and cover periods.)

(4) Page numbers (e.g., 1 of 3 ).

(5) Date contribution was RECEIVED (Month/Day/Year).

(6) **Sequence Number** – Each detail line shall have a sequence number assigned to it. Sequence numbers are to be assigned within each reporting period and for each type of detail line. Thus the report type, detail line type, and sequence number will combine to uniquely identify a specific contribution, expenditure, distribution or fund transfer. This method of unique identification is required for responding to requests from the filing officer and for reporting amendments.
For example, a M1 report having 75 contributions would use sequence numbers 1 through 75. The next report (M2), comprised of 40 contributions would use sequence numbers 1 through 40. Contributions on amended M1 reports would begin with sequence number 76 and on amended M2 reports would begin with sequence number 41. See the *Amendment Type* instructions below.

(7) Type full name and address of contributor (including city, state and zip code).

(8) Enter the type of contributor using one of the following codes:
Occupation of contributor for **contributions over $100 only**. (If a business, please indicate nature of business.)

| | | |
|---|---|---|
| I | Individual | |
| B | Business | (also includes corporations, organizations, groups, etc.) |
| E | Electioneering Communications Organizations | |
| F | Political Committee | (federal or state) |
| P | Political Parties | (includes federal, state and county executive committees) |
| O | Other | (e.g., candidate surplus funds to party, etc.) |
| S | Candidate to Self | |

(9) Enter Contribution Type using one of the following codes:
**NOTE: Cash includes cash and cashier's checks.**

| Code | Description |
|---|---|
| CAS | Cash or Cashier's Check |
| CHE | Check |
| COF | Carryover Funds from Previous Campaign |
| INK | In-Kind |
| INT | Interest |
| LOA | Loan |
| MO | Money Order |
| MUC | Multiple Uniform Contributions |
| RCT | Other Receipts |
| REF | Refund (Negative Amount Only) |

(10) Type the description of any in-kind contribution received.
**Candidate's Only – If in-kind contribution is from a party executive committee and is allocable toward the contribution limits, type an "A" in this box. If contribution is not allocable, type an "N".**

(11) **Amendment Type** (required on amended reports) – To add a new (previously unreported) contribution for the reporting period being amended, enter "ADD" in amendment type on a line with ALL of the required data.
The sequence number for contributions with amendment type "ADD" will start at one plus the number of contributions in the original report. For example, amending an original M1 report that had 75 contributions means the sequence number of the first contribution having amendment type "ADD" will be 76; the second "ADD" contribution would be 77, etc. When amending an original M2 report that had 40 contributions, the sixth "ADD" contribution would have sequence number 46.
To correct a previously submitted contribution use the following drop/add procedure. Enter "DEL" in amendment type on a line with the sequence number of the contribution to be corrected. In combination with the report number being amended, this sequence number will identify the contribution to be dropped from your active records. On the next line enter "ADD" in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assign the sequence number as described above.

(12) Type amount of contribution received. **Political Committees ONLY:** Multiple uniform contributions from the same person, aggregating NMT $250 per calendar year, collected by an organization that is the affiliated sponsor of a PC, may be reported by the PC in an aggregate amount listing the number of contributors together with the amount contributed by each and the total amount contributed during the reporting period. The identity of each person making such uniform contribution must be reported to the filing officer by July 1 of each calendar year, or, in a general election year, NLT the 60th day immediately preceding the primary election.

## CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES

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

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

| (5) Date / (6) Sequence Number | (7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code | (8) Purpose (add office sought if contribution to a candidate) | (9) Expenditure Type | (10) Amendment | (11) Amount |
|---|---|---|---|---|---|
| / / | | | | | |
| / / | | | | | |
| / / | | | | | |
| / / | | | | | |
| / / | | | | | |
| / / | | | | | |
| / / | | | | | |
| / / | | | | | |

DS-DE 14 (Rev. 11/13) SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

EXHIBIT 7

## INSTRUCTIONS FOR CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

(1) Candidate's full name or name of the political committee (PC), electioneering communications organization (ECO), or party executive committee (PTY).

(2) Identification number assigned by the filing officer.

(3) Cover period dates (01/01/15 through 01/31/15). (See filing officer's reporting dates calendar for appropriate cover periods.)

(4) Page numbers (e.g., 1 of 3).

(5) Date of expenditure (Month/Day/Year).

(6) **Sequence Number** - Each detail line shall have a sequence number assigned to it. Sequence numbers are to be assigned within each reporting period and for each type of detail line. Thus the report type, detail line type, and sequence number will combine to uniquely identify a specific contribution, expenditure, distribution or fund transfer. This method of unique identification is required for responding to requests from the filing officer and for reporting requirements.

For example, a M1 report having 40 expenditures would use sequence numbers 1 through 40. The next report (M2), comprised of 30 expenditures would use sequence numbers 1 through 30. Expenditures on amended M1 reports would begin with sequence number 41 and on amended M2 reports would begin with sequence number 31. See *Amendment Type* instructions below.

(7) Full name and address of entity receiving payment (including city, state and zip code).

(8) Purpose of expenditure (if expenditure is a contribution to a candidate, also type the office sought by the candidate). **PLEASE NOTE**: This column does not apply to candidate expenditures, as candidates cannot contribute to other candidates from campaign funds. However, PCs (supporting candidates) and party executive committees contributing to candidates must report office sought (Section 106.07, F.S.).

(9) Enter Expenditure Type using one of the following codes:

| Code | Description |
|---|---|
| CAN | Candidate Expense |
| DIS | Disposition of Funds |
| DFC | Disposition of Funds to Future Campaign (effective 11/1/13) |
| DPP | Disposition of Funds to Political Party (effective 11/1/13) |
| DPV | Disposition of Funds to Petition Verification (effective 11/1/13) |
| ECC | Electioneering Communication |
| IEC | Independent Expenditure Regarding a Candidate |
| IEI | Independent Expenditure Regarding an Issue |
| MON | Monetary (Not to a Candidate) |
| PCW | Petty Cash Withdrawn |
| PCS | Petty Cash Spent |
| PPD | Pre-paid Distribution |
| REF | Refund (Negative Amount Only) |
| RMB | Reimbursements |
| TOA | Transfer to Office Account (Disposition of Funds) |

(10) **Amendment Type** (required on amended reports) - To add a new (previously unreported) expenditure for the reporting period being amended, enter "ADD" in amendment type on a line with ALL of the required data.

The sequence number for expenditures with amendment type "ADD" will start at one plus the number of expenditures in the original report. For example, amending an original M1 reports that had 75 expenditures, means the sequence number of the first expenditure having amendment type "ADD" will be 76; the second "ADD" expenditure would have sequence number 39.

To correct a previously submitted expenditure use the following drop/add procedure. Enter "DEL" in amendment type on a line with the sequence number of the expenditure to be corrected. In combination with the report number being amended, this sequence number will identify the expenditure to be dropped from your active records. On the next line enter "ADD" in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assign the sequence number as described above.

(11) Amount of expenditure.

# WAIVER OF REPORT

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

(PLEASE TYPE)

OFFICE USE ONLY

Name _____ Office Sought _____

Address _____ City _____ State _____ Zip Code _____

☐ 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)**

☐ QUARTERLY REPORT ☐ PRIMARY ELECTION ☐ GENERAL ELECTION ☐ OTHER REPORT TYPE

**Indicate report #** Q_____ **Indicate report #** P_____ **Indicate report #** G_____ **Indicate report type and # as applicable:** _____

☐ 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. 10/2023)

EXHIBIT 7

## Canvassing Board Criteria Chart

| Vote-by-Mail | Accept | Reject | Case by Case |
|---|---|---|---|
| No Signature [101.68(2)(c)1], if left uncured | | * X | |
| No signature, with cure affidavit [101.68(4)(b)] | X | | |
| Signature does not match** [101.68(2)(c)1] [98.077(4)(a), 101.65-must match the signature on file upon return of ballot], if left uncured or incomplete cure | | * X | |
| Signature does not match, received completed cure affidavit 101.68(2)(c)1] | X | | |
| Signature printed and does not match the signature on file [101.68(2)(c)1] [98.077(4)(a), 101.65], if left uncured/or incomplete cure | | * X | |
| Signature printed does not match, with completed cure affidavit [101.68(4)(b)] | X | | |
| Voter signed someone else's envelope, both voters had a request on file (only one envelope returned) | | X | |
| Voters signed each other's envelope, both voters had a request on file (both envelopes returned) | X | | |
| Certificate envelope has two signatures and both voters requested ballots, and both received the same card numbers, provided there is no violation of 101.68(1)(c) | X | | |
| Voter sends ballot in blank envelope that does not have the oath [101.64(2)] | | X | |
| Voted wrong ballot card (voter has moved/party change) [101.045 and 101.021] | | X | |
| Voter deceased or canceled since ballot returned [101.68(2)(c)2] (postmarked) | X | | |
| Late return of vote-by-mail ballot (Except UOCAVA voters) [101.67(2)] | | X | |
| Voted early or at the polls [101.69] | | X | |
| Two or more vote-by-mail ballots for the same election are returned in one mailing envelope [101.68(1)(c)] | | X | |
| **Vote-by-Mail - Cure Affidavit** | | | |
| Cure Affidavit received with Tier 1 Identification [101.68(2)(c)] | X | | |
| Cure Affidavit received with Tier 2 Identification and the cure signature matches a signature on record. [101.68(2)(c)] | X | | |
| Cure Affidavit received with Tier 2 Identification and the signature on the cure does not match** a signature on record. | | * X | |
| Cure not received prior to 5PM on the 2nd day after the election [101.68(4)] | | X | |

| First time voters who registered by mail - Special Vote-by-mail | Accept | Reject | Case by Case |
|---|---|---|---|
| Voter provides proper identification or indicates exemption [101.6923] | X | | |
| Voter does not provide proper identification or indicate an exemption by 7 pm [101.6923] | | X | |

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EXHIBIT 8

| Provisional Ballots [F.S. 101.048] | Accept | Reject | Case by Case |
|---|---|---|---|
| Voter is eligible, signature matches, correct precinct | X | | |
| Voter is eligible but did not have proper ID - Signature matches that on file | X | | |
| Voter given the provisional in error–should have voted a regular ballot | X | | |
| Voter's application was not verified by State, voter furnished additional information prior to 5 p.m. of second day. Voter deemed eligible | X | | |
| Ballot cast in wrong precinct | | X | |
| Voter name not found - not registered to vote | | X | |
| Voter moved into county- Eligible, signature matches, correct precinct [101.045] | X | | |
| Voter moved out of county | | X | |
| Voter was canceled as a Felon or for other reasons | | X | |
| Voter registered after the books closed | | X | |
| Voter's application was not verified by State, voter did not furnish additional identification by 5 p.m. of the second day | | X | |
| Voter's application was incomplete so not eligible to vote | | X | |
| Voter's signature does not match** and voter does not sign "Signature Differs" Affidavit; but signature on Provisional matches that on file in the SOE office | X | | |
| Voter's signature does not match and voter does not sign "Signature Differs" Affidavit; but voter completes the cure affidavit | X | | |
| Voter's signature does not match and does not sign "Signature Differs" Affidavit; but left uncured/incomplete | | X | |
| Voter had been sent a vote-by-mail ballot, did not surrender it, but vote-by-mail ballot not received by SOE | X | | |
| Voter's right to vote has been challenged | | | X |
| [PPP or Primary Only] Voter has disputed party affiliation; provisional ballot is the wrong party according to SOE research | | X | |
| Voter has already voted by vote-by-mail or at an early voting center | | X | |
| Voting hours extended - voter is eligible and in the correct precinct [101.049] | X | | |
| Voting hours extended - voter is eligible and NOT in the correct precinct | | X | |
| **Absentees from Overseas Voters (10 days after the election – PPP and General Election only)** | **Accept** | **Reject** | **Case by Case** |
| No Postmark or date [101.6952 and 1S-2.030] | | X | |
| Dated or postmarked on or by election day [101.6952 and 1S-2.030] | X | | |
| Dated on or before election day but postmarked later or no postmark | X | | |
| Dated and postmarked after election or dated after election with no postmark | | X | |

## Canvassing Board Criteria Chart

| State Write-In Ballot 101.6951 | Accept | Reject | Case by Case |
|---|---|---|---|
| Wait to see if we have requests - never had one | | | X |
| **Special Instances** | | | |
| Voter submitted a voted sample ballot with clear voter intent, inside of their Certificate Envelope that has a valid signature. Duplicated ballot created. | X | | |
| Voter's ballot delayed due to staff error. | | | X |
| Voter changed address, sent two ballots in separate envelopes; both ballots received, correct ballot accepted [101.045] | X | | |
| [PPP or Primary only] Voter changed political affiliation, sent two ballots in separate envelopes; both ballots received, correct ballot accepted [101.021] | X | | |
| Segregated vote-by-mail received from voter pending felony final determination. Voter contact attempted. [101.67(1)(b)] | | | X |
| Voter leaves unscanned ballot:<br>- Voter does not want to vote their ballot<br>- EBB Ballot not accepted by tabulator***<br>- Fleeing Voter **** | <br><br>X | X | <br><br>X |
| **Federal Write-In Absentee Ballot [F.S. 101.6952, 102.166]** | **Accept** | **Reject** | **Case by Case** |
| Not a registered voter in the county | | X | |
| Signed the FWAB and the signature verified, no other issues | X | | |
| No date and no postmark - received after election day | | X | |
| Dated or postmarked on election day or earlier | X | | |
| No request received, FWAB returned | | X | |
| Challenge of overseas voter based on not meeting definition of [97.021(25)] | | | X |
| Not registered by deadline - all voters | | X | |
| Signature Issue - Refer to vote-by-mail Section | | | |

**10-Day Extension for Overseas Voters:** A federal write-in absentee ballot may not be canvassed until 7 p.m. on the day of the election. 101.6952(3)(b). A federal write-in absentee ballot from an overseas voter in a presidential preference primary or general election may not be canvassed until the conclusion of the 10-day period specified in 101.6952(5). 101.6952(3)(b). Each federal write-in absentee ballot received by 7 p.m. on the day of the election shall be canvassed pursuant to ss. 101.5614(4) and 101.68, unless the elector's official absentee ballot is received by 7 p.m. on election day. 101.6952(3)(b). An absent uniformed services voter or an overseas voter who makes timely application for but does not receive an official absentee ballot may use the federal write-in absentee ballot to vote in any federal, state, or local election. 101.6952(2)(a).

***Provisional Rejection:** Per F.S. 101.68(4) until 5pm on the 2nd day after the election, the supervisor shall allow an elector who has returned a vote-by-mail ballot that does not include the elector's signature or whose signature does not match to submit an affidavit with copy of identification to cure.

****Beyond reasonable doubt;** a finding by the Canvassing Board that an elector's signatures do not match must be by majority vote and beyond a reasonable doubt. [101.68 (2)(c)]

***any races marked with clear voter intent are counted as votes, any unmarked races are counted as undervotes

**** if the ballot is counted, any races marked with clear voter intent are counted as votes, any unmarked races are counted as undervotes

| | |
|---|---|
| Date Adopted: August 29, 2024 | County Canvassing Board |
| County Judge | |
| County Commissioner | |
| Supervisor of Elections | |

CITY OF ORLANDO

**ELECTIONS**

**Qualifying Checklist with Authorization to Verify**

**Candidate Name:** _____ **Date:** _____

Qualifying requirements are set forth in Florida Laws and Orlando City Code. The following checklist is provided to assist the candidate in gathering documents. The City Clerk, as the Filing Officer, will make a reasonable effort to notify the candidate of any missing or incomplete items. All items must be received by the close of qualifying.

| | | |
|---|---|---|
| 1. | ☐ Public Records Exemption Form | Dated: _____ |
| 2. | ☐ Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates (DS-DE 9) | Dated: _____<br>☐ All boxes completed<br>☐ Signed by Candidate<br>☐ Signed by Treasurer<br>☐ VR#: _____ |
| 3. | ☐ Statement of Candidate (DS-DE 84) | Dated: _____<br>☐ Office Title<br>☐ Signed by Candidate |
| 4. | ☐ Candidate Oath Nonpartisan Office (DS-DE 302NP) | Dated: _____<br>☐ Signed by Candidate<br>☐ Nickname Affidavit<br>☐ Orange County Residence<br>☐ Signed by Notary<br>☐ Date Notarized: _____<br>☐ Notary Stamp |
| 5. | ☐ Statement of Financial Interest Form (Form 1) | Date filed with COE: _____ |
| 6. | ☐ Voter Registration Card<br>**OR**<br>☐ Certificate from SOE | Registered Address: _____<br>Date Registered: _____ |
| 7. | ☐ Valid Florida Driver's License<br>**OR**<br>☐ picture ID | Registered Address: _____<br>EXP Date: _____ |
| 8. | ☐ Proof of Residency with the following: | |
| | ☐ Homestead Exemption document<br>**OR**<br>Residential Property Lease<br>**OR**<br>Other documentation that shows intention to be a bona fide resident at their qualifying address: | Registered Address: _____<br>Exemption Year: _____<br><br>Phone number for Lessor/Landlord: _____<br><br>_____ |
| | ☐ Utility Bills<br>Type of Bill: _____<br>*(Reflects usage of utilities at a level indicating actual residence from 9/2024-8/2025)* | Registered Address: _____<br><br>☐ 9/24 ☐10/24 ☐11/24 ☐ 12/24 ☐1/25 ☐2/25<br>☐ 3/25 ☐ 4/25 ☐ 5/25 ☐ 6/25 ☐ 7/25 ☐ 8/25 |

EXHIBIT 9

| | | |
|---|---|---|
| 9. | ☐ Qualifying Fee *(Check all waivers that apply)* | |
| | ☐ 3% Qualifying Fee | ☐ $2,380.30 |
| | ☐ 2% Waiver if qualified by Alternative Method with:<br><br>☐ Notice of Intent to Collect Petitions filed<br>**AND**<br>☐ Petition Certification(s) from SOE | ☐ $1,586.87 (total amount deducted from 3% due)<br><br>☐ # of Petitions Required: _____<br><br>☐ # of Petitions Certified: _____ |
| | ☐ 1% Waiver if filed Affidavit of Financial Hardship | ☐ $793.43 (total amount deducted from 3% due)<br>☐ Signed by Notary<br>☐ Notary Stamp<br>☐ Date Notarized: _____ |
| | ☐ Campaign Account Check<br>*(Personal checks, cashiers' checks, cash, and money orders are not valid for qualifying)* | ☐ Check Number: _____<br>☐ In the Amount of: _____<br>☐ From Campaign Account<br>☐ Payable to the City of Orlando<br>☐ Signed by Treasurer or Deputy Treasurer |
| 10. | Sworn Statement of Qualification | ☐ Signed by Notary<br>☐ Date Notarized: _____<br>☐ Notary Stamp |
| 11. | Qualifying checklist with authorization to verify | ☐ Signed by Candidate |

**Candidate Acknowledgements**

All required documents for qualification have been submitted and received by the City Clerk on September _____, 2025.

_____
**Stephanie Herdocia, City Clerk**

I, _____, acknowledge that I have received a time-stamped copy of all documents that I provided and will receive notification upon completion of verification by the City Clerk of a determination of qualification for the 2025 Orlando General Election. I acknowledge that I have received a written notice of the time and location of the public pre-election testing of the automatic tabulating equipment, which will be used to count the votes for the 2025 Orlando General Election for Districts 1, 3, and 5, and the 2025 Campaign Treasurer Reports – Calendar of Reporting. Furthermore, I understand that in order for a qualifying fee to be returned, I must submit the Oath of Withdrawal before the close of qualifying.

_____ _____
**Candidate or Representative (Print)** **Candidate or Representative (Signature)**

# STATEMENT OF CANDIDATE

**(Section 106.023, F.S.)**

(Please print or type)

**OFFICE USE ONLY**

I, _____ ,

candidate for the office of _____ ;

have been provided access to read and understand the requirements of Chapter 106, Florida Statutes.

X _____ _____

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).

DS-DE 84 (05/11)

EXHIBIT 10

## 2024 GENERAL INFORMATION FOR CANDIDATES

**The information provided is a snapshot of critical information and should answer some of your questions, however, it is not comprehensive. It is your responsibility, as a candidate, to follow all relevant Florida election laws, the Maitland City Charter and Maitland City Code that might have a bearing on your filing or your qualifications to run for office.**

**GENERAL ELECTION DATE:** March 19, 2024

***RUN-OFF ELECTION DATE:** April 16, 2024 – *If needed

**CANDIDATE FOR ELECTION:** Candidates must be residents of the city for a minimum of 6 months and have the qualifications of an elector. The Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates form (DS-DE 9) and the Statement of Candidate form (DS-DE 84) must both be filed with the City Clerk before a candidate actively campaigns, this includes solicit signatures for petition forms and accept / expend any campaign contributions. *(2024 Candidate & Campaign Treasurer Handbook Chapter 4 & 7)*

**PETITION SUBMITTAL AND NONPARTISAN OATH:** Candidates must file with the City Clerk not less than 50 (50 or more) Candidate Petition forms (DS-DE 104), subscribed to by qualified electors of the city and take the Candidate Oath (DS-DE 302NP) with the City Clerk. The petition filing period begins at any time after 12:00 Noon on the 14th day prior to the start of qualifying period but no later that 12:00 Noon the 10th day prior to the start of qualifying. **Petition filing period for the 2024 Election is 12:00 Noon Monday November 13, 2023 – 12:00 Noon Friday November 17, 2023.** *(Sec. 8.04 Maitland City Charter, Chapter 97, Fla. Stat.)*

*Each candidate for whom the Orange County Supervisor of Elections has certified residency, elector status and at least fifty (50) petition signatures shall be eligible to qualify for election.*

**CANDIDATE QUALIFYING:** The first day of qualifying shall be any time after 12:00 Noon of the 50th day prior to the general city election but no later than 12:00 Noon of the 46th day prior to the general city election. For elections held concurrent with the Florida Presidential Preference Primary (FPPP) candidate qualifying dates are established in accordance with dates provided by OC SOE and set by council. Additional documents to be completed when qualifying the Statement of Financial Interests (CE FORM 1) and the notice of Logic & Accuracy (L&A) Testing. **Candidate qualifying period for the 2024 Election is 12:00 Noon, Monday, November 27, 2023 - 12:00 Noon, Friday, December 1, 2023.** *(Sec. 8.04 Maitland City Charter, Chapter 97, Fla. Stat., Section 101.5612, Fla. Stat., and Section 112.3154(2)(a) Fla. Stat.)*

**ELECTION ASSESSMENT FEE:** The election assessment must be paid at the time of qualifying in an amount equal to 1% percent of the annual salary ($7,440.72) of the office sought (F.S. 99.093). Candidates must issue a check from their campaign account, made out to the City of Maitland in the amount of **$ 74.41.** The assessment fee is forwarded to

EXHIBIT 11

the Florida Elections Commission for deposit in the Elections Commission Trust Fund. *(Section 99.093, Fla. Stat.)*

**VOTER REGISTRATION, VOTE-BY-MAIL AND EARLY VOTING:**

Orange County Supervisor of Elections
119 W. Kaley Street
Orlando, FL 32806
(407) 836-2070
https://ocelections.com

The last day to register to vote (book closing) is twenty-nine (29) days prior to the election, **Tuesday, February 20, 2024.**

Vote-By-Mail requests must be received by the Orange County Supervisor of Elections (OC SOE) no later than 5:00 p.m. twelve (12) days before the election, **Thursday, March 7, 2024.**

Early voting will begin **Monday, March 4 at 10:00 a.m.** and continue thru **Sunday, March 17, 2024, at 6:00 p.m.**

**ELECTION DAY POLLING LOCATIONS:**

7:00 AM – 7:00 PM - TBD

**OATH OF OFFICE / TAKE OFFICE:** The 2nd City Council meeting following the certification of election results of the April 8, 2024, General Election. **Monday, May 13, 2024.** *(Sec. 8.06 Maitland City Charter and Sec. 5.5-4(b) Maitland City Code)*

**CAMPAIGN TREASURER AND CAMPAIGN ACCOUNT:** A candidate may appoint a campaign treasurer or act as their own treasurer. Must be done no later than date the candidate qualifies but before any contributions are received, any expenditures are made, and any signatures are obtained on candidate petition forms. The campaign account shall be separate from any other account and must be designated with **Name of Candidate** and used only for campaign expenditures. All funds received must be deposited in the campaign account prior to the end of the fifth (5th) business day after they are received, excluding Saturdays, Sundays, and legal holidays. The treasurer shall keep detailed accounts, current within not more than two (2) days of receiving a contribution or making an expenditure. *(2024 Candidate and Campaign Treasurer Handbook Chapter 7)*

**REPORTS:** Campaign Treasurer's Report Summary (DS-DE 12), Itemized Contributions (DS-DE 13) and Itemized Expenditures (DS-DE 14) must be received in the City Clerk's Office no later than 5:00 p.m. on the due date. A candidate failing to file a report on the designated due date shall be subject to a fine payable only from personal funds of the candidate. *(Chapter 106 Fla. Stat., and 2024 Candidate and Campaign Treasure Handbook Chapter 16 & 17)*

All reports must be filed with the Clerk's Office by **5:00 p.m.** on the following dates:

Please note the State of Florida, Division of Elections, has yet to release the final calendar – DATES ARE SUBJECT TO CHANGE

**GENERAL ELECTION – MARCH 19, 2024**

| Date Due | Report | Covering Period |
|---|---|---|
| **January 10, 2024** | **Q4** | October 1 - December 31, 2023 |
| **February 23, 2024**<br>25th day prior to Election Day | | January 1 – February 16, 2024 |
| **March 8, 2024**<br>11th day prior to Election Day | | February 17 – March 1, 2024 |
| **March 15, 2024**<br>4th day prior to Election Day | | March 2 – March 14, 2024 |

***RUN-OFF ELECTION – APRIL 16, 2024**

| Date Due | Report | Covering Period |
|---|---|---|
| **April 5, 2024**<br>11th day prior to the Run-off | | *March 15 – March 29, 2024* |
| **April 12, 2024**<br>4th day prior to Run-off | | March 30 – April 11, 2024 |

| | **TERMINATION REPORTS<br>ONE DUE FROM EACH CANDIDATE** |
|---|---|
| **February 28, 2024**<br>5:00 PM | 90-Day Termination Report if unopposed after qualifying ends on December 1, 2023. (TRQ) |
| **June 17, 2024**<br>5:00 PM | 90-Day Termination Report if elected or defeated on March 19, 2024. Covering period March 10 – through report filed. (TRG) |
| **July 17, 2024**<br>5:00 PM | 90-Day Termination Report if elected or defeated on April 16, 2024, Run-off. Covering period April 7, - through report filed (TRR) |

In any reporting period there has been no activity in the account (no funds expended or received), the filing of the required Campaign Treasurer's Report Summary (DS-DE 12), Itemized Contributions (DS-DE 13) and Itemized Expenditures (DS-DE 14) report is waived. However, a Waiver of Report (DS-DE 87) must be received in the City Clerk's Office no later than 5:00 PM on the report due date. *(Section 106.07(7) Fla. Stat.)*

All fillable PDF forms may be obtained from the state at https://dos.myflorida.com. Forms may be completed electronically and emailed or printed/delivered to the City Clerk's Office. Please inform the City Clerk's Office if you need printed blank forms.

**CONTRIBUTIONS:** There is no dollar limit for a candidate making a loan (contribution) to their own campaign. Candidate campaign loans (contributions) must be recorded appropriately on the Campaign Treasurer's Report Itemized Contributions (DS-DE 13). Contributor information is required on every contribution and shall include name, address, and occupation. The contribution limit is $1,000 per contributor per election; general and run-off are separate elections. *(2024 Candidate & Campaign Treasurer Handbook Chapter 9, Sections 106.011, 106.07 and 106.075 Fla. Stat.)*

Any person making an in-kind contribution shall, at the time, place the fair market value on the contribution. (This **does** include coffees, teas, cocktail parties, etc.). *(2024 Candidate & Campaign Treasurer Handbook Chapter 9, Sections 106.011 and 106.055 Fla. Stat.)*

**No person shall make, and no person shall solicit or knowingly accept any political**

**contribution in a building owned by a government entity.** *(Section 106.15(4), Fla. Stat.)*

No contributions can be accepted on the day of the election, or less than five (5) days prior to the day of the election. All contributions received during this period must be returned to the contributor. *(2024 Candidate & Campaign Treasurer Handbook Chapter 9 and Section 106.08(3)(a), Fla. Stat.)*

**General Election:** the deadline to accept contributions is **Thursday, March 14, 2024,** at midnight.

**Run-Off Election:** the deadline to accept contributions is **Thursday, April 11, 2024,** at midnight.

**EXPENDITURES:** All expenditures must be made by check drawn on the campaign account. There must be sufficient funds on deposit to pay the full amount of the authorized expense. *(2024 Candidate & Campaign Treasure Handbook Chapter 10)*

**SURPLUS FUNDS:** The campaign treasurer of a candidate who withdraws his or her candidacy, becomes unopposed, or is eliminated as a candidate or elected to office is required to dispose of surplus campaign funds. Before disposing of surplus funds, a candidate may be reimbursed by the campaign account, in full or in part, for any previously reported contributions / loans they made to their campaign. The remaining surplus funds may be disposed of by any of the following means, or any combination thereof: (1) return pro rata share to each contributor; (2) donate to a charitable organization which meets the qualifications of Section 501(c)(3) of the Internal Revenue Code; (3) to a political subdivision to deposit in the general. *(2024 Candidate & Campaign Treasure Handbook Chapter 17)*

**PRESERVATION OF ACCOUNTS:** Accounts kept by the campaign treasurer of a candidate shall be preserved by such treasurer for a number of years equal to the term of office to which the candidate seeks election. *(2024 Candidate & Campaign Treasure Handbook Chapter 22)*

**POLITICAL ADVERTISING:** Any and all political advertisement must prominently state: "Political advertisement paid for and approved by ....., for *office sought*_____"; or "Paid by...candidate name..., for City Council Seat #...". *(Section 106.143, Fla. Stat., and 2024 Candidate & Campaign Treasure Handbook Chapter 12)*

**POLITICAL SIGNS:**

| | Non-Residential | Residential | Other Considerations | Length of Display |
|---|---|---|---|---|
| **Maitland** | Shall not exceed six (6) square feet in sign area and shall not exceed four (4) feet in height as measured from the grade | | Signs are not subject to permits or fees. For each parcel, a maximum of three (3) campaign signs may be displayed per street frontage but **shall not be placed in the right-of-way.** | 60 days prior and removed within seven (7) calendar days following the election to which it pertains. |

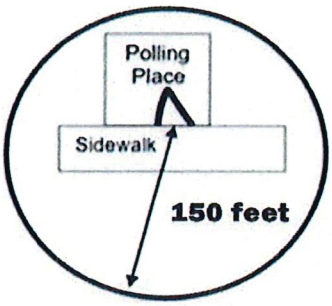
*(TABLE 5.14.6(B)(1) MAITLAND LAND DEVELOPMENT CODE)*

1st day to display: **Friday, January 19, 2024.**

Removal Deadline: **Tuesday, March 26, 2024.**

**POLLING PLACE & SOLICITATION GUIDELINES:**

No person or group may solicit voters within **150 feet** of the entrance to the polling place or early voting site. Before the polls open, the clerk or supervisor shall designate the no-solicitation zone and mark the boundaries. *(Section 102.031, Fla. Stat.)*




The words "solicit", and "solicitation" include such things as:

- Asking someone for his or her vote
- Offering to provide someone assistance to vote
- Asking for someone's opinion
- Asking / accepting a contribution
- Distributing any political or campaign material
- Conducting a poll note 'exit polling' exception below
- Asking someone for his or her signature on a petition

The only exception to the no-solicitation law is for exit polling which media or others may conduct. They may approach voters only after voters leave the polling place.

The supervisor of elections or the clerk may take any reasonable action to ensure order is maintained at the polling place. That means, if necessary, having law enforcement officers remove disruptive persons from either the polling room or from the no-solicitation zone.

**Resources:**

https://dos.myflorida.com

**Florida Election Code, including Chapter 97 – 106, Florida Statutes (Includes changes enacted after the 2023 Legislative Session**

**Candidate and Campaign Treasurer Handbook – 2024 Election Cycle**

https://www.itsmymaitland.com **Maitland City Charter / City Code**

## Candidate/Political Committee/Electioneering Communication Organization
## Reporting Dates 2024
### Municipal Election - March 19, 2024

| DUE DATE | COVERING PERIOD | REPORT CODE |
|---|---|---|
| January 10, 2024 | October 1, 2023 - December 31, 2023 | 2023 Q4 |
| February 23, 2024 | January 1, 2024 - February 16, 2024 | G1 (25th day) |
| March 8, 2024 | February 17, 2024 - March 1, 2024 | G2 (11th day) |
| March 15, 2024 | March 2, 2024 - March 8, 2024 | G3 (4th day) |
| | **If Run-off (April 16, 2024)** | |
| April 5, 2024 | March 9, 2023 - March 29, 2024 | R1 (11th day) |
| April 12, 2024 | March 30, 2024 - April 5, 2024 | R2 (4th day) |

### Termination Reports

| DUE DATE | COVERING PERIOD | REPORT CODE |
|---|---|---|
| June 17, 2024 | March 9, 2024 - June 17, 2024 | TRG (after General) (90th day) |
| July 15, 2024 | April 6, 2024 - July 15, 2024 | TRR (after Run-off) (90th day) |



EXHIBIT 12

# CANDIDATE OATH
# NONPARTISAN OFFICE

(Do not use this form if a Judicial or School Board Candidate)
Check box ***only*** if you are seeking to qualify as a write-in candidate:

☐ Write-in Candidate

OFFICE USE ONLY

**Name to appear on ballot:** _____

☐ Check box if there are two last names without hyphen. (Name cannot be changed after qualifying.)

☐ Check box if name includes nickname. (To use nickname, you must complete the Affidavit of Nickname on page 2 of this form.)

**I swear or affirm** that I am a candidate for the nonpartisan office of _____,
*(Office)*

_____, _____, _____; I am a qualified elector of _____ **County**, Florida;
*(District #)* *(Circuit #)* *(Group or Seat #)*

I am a qualified elector 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.

**I swear or affirm**, in addition to being a citizen of the United States, that: *(Check applicable box.)*

☐ **I am not** a citizen of another country. ☐ **I am** a citizen of another country, specifically _____.

**Statement of Legal Name Change:** I have not legally changed my name through a petition pursuant to s. 68.07, F.S., during the 365-day period preceding the beginning of qualifying. (This does not apply to any change of name in proceedings for dissolution of marriage or adoption of children or based on a change of name conducted with a marriage certificate.)

**Statement of Outstanding Fines, Fees, or Penalties:** *(Check applicable box. If you do owe more than $250, you must also specify the amount owed and each entity that levied the same on page 2 of this form.)*

**I do not** ☐ / **I do** ☐ owe outstanding fines, fees, or penalties that cumulatively exceed $250, for any violations of s. 8, Art. II of the State Constitution, the Code of Ethics for Public Officers and Employees under part III of chapter 112, any local ethics ordinance governing standards of conduct and disclosure requirements, or chapter 106. (s. 99.021(1)(d), F.S.)

( )

_____ _____ _____
**Signature of Candidate** Telephone Number Email Address

_____ _____ _____ _____
Address of Legal Residence City State ZIP Code

**STATE OF FLORIDA**

**COUNTY OF** _____

_____
**Signature of Officer Administering Oath**
*Affix Seal Below or, if judge, provide name, title, and court (s. 92.50, F.S.)*

Sworn to (or affirmed) and subscribed before me by means of

online notarization ☐ *OR* physical presence ☐

this _____ day of _____, 20____.

Type of Identification Produced: _____

EXHIBIT 13

**DS-DE 302NP-E (Eff. 07/08/2026)** **Emergency Rule 1SER26-3, F.A.C.**

## Phonetic Spelling of Name
(Not required for qualifying)

Print the name phonetically on the line below as you wish your name to be pronounced on the audio ballot that may be used by persons with disabilities (see attached Guide for Phonetic Spelling).

_____

## Detailed Statement of Outstanding Fines, Fees, or Penalties
(Continued)

| *Amount* | *Entity* |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

## Affidavit of Nickname
(Only required if using nickname for the ballot)

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

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. My nickname does not imply I am some other person, constitute a political slogan or otherwise associate me with a cause or issue, or that is obscene or profane.

**Signature of Candidate:** _____

**STATE OF FLORIDA**

**COUNTY OF** _____

Sworn to (or affirmed) and subscribed before me by means of

online notarization ☐ *OR* physical presence ☐

this _____ day of _____, 20____.

Type of Identification Produced: _____

_____

**Signature of Officer Administering Oath**

*Affix Seal Below or, if judge, provide name, title, and court (s. 92.50, F.S.)*

## Guide for Printing Phonetic Spelling of Candidate's Name for Audio Ballot

**(Do not submit this page to the filing officer)**

1. Use the tables below for Phonetic Spelling of Candidate's Name on page 2 of Form.
2. Use upper case for "stressed" syllables. Use lowercase for "unstressed" syllables.
3. Use dashes (-) to separate syllables.
4. Add any notes such as rhyming examples, silent letters, etc.

| Vowels | | | |
|---|---|---|---|
| **Stressed Vowel Sounds** | | **Unstressed Vowel Sounds** | |
| EE | (FEET) *feet* | uh | (SO-fuh) sofa (FING-guhr) finger |
| I | (FIT) *fit* | | |
| E | (BED) bed | | |
| A | (KAT) cat (KAD) cad | | |
| AH | (FAH-thur) father (PAHR) par | | |
| AH | (HAHT) hot (TAH-dee) toddy | | |
| UH | (FUHJ) fudge (FLUHD) flood | | |
| UH | (CHUHRCH) church | | |
| AW | (FAWN) fawn | **Certain Vowel Sounds with R** | |
| U | (FUL) full | AHR | (PAHR) par |
| OO | (FOOD) food | ER | (PER) pair |
| OU | (FOUND) found | IR | (PIR) peer |
| O | (FO) foe | OR | (POR) pour |
| EI | (FEIT) fight | OOR | (POOR) poor |
| AI | (FAIT) fate | UHR | (PUHR) purr |
| OI | (FOIL) foil | | |
| YOO | (FYOOR-ee-uhs) furious | | |

| Consonants | | | |
|---|---|---|---|
| B | (BED) bed | R | (RED) red |
| D | (DET) debt | S | (SET) set |
| F | (FED) fed | T | (TEN) ten |
| G | (GET) get | V | (VET) vet |
| H | (HED) head | Y | (YET) yet |
| HW | (WHICH) which | W | (WICH) witch |
| J | (JUHG) jug | CH | (CHUHRCH) church |
| K | (KAD) cad | SH | (SHEEP) sheep |
| L | (LAIM) lame | TS | (ITS) its |
| M | (MAT) mat | TH | (THEI) thigh |
| N | (NET) net | TH | (THEI) thy |
| NG | (SING-uhr) singer | ZH | (A-zhuhr) azure (VI-zhuhn) vision |
| P | (PET) pet | Z | (GOODZ) goods |

| Examples of Phonetically Spelled Names | |
|---|---|
| **Name on Ballot** | **Pronounced As** |
| Mishaud | mee-SHO ('d' is silent) |
| Jahn | HAHN (rhyme: fawn) |
| Beauprez | boo-PRAI (rhyme: hooray) |
| Maniscalco | man-uh-SKAL-ko |
| Tangipahoa | TAN-ji-pah-HO-uh |
| Monte | Mahn-TAI |
| Tanya | TAWN-yuh (not TAN) |
| Pittsfield | PITS-feeld |
| Hubbardston | HUH-buhz-tuhn |

# (Election Name and Year)
# RECEIPT FOR QUALIFYING FEE
# (Clerk Name)
# (City Name)

| | |
|---|---|
| DATE: | (Date) |
| NAME OF CANDIDATE: | (Name) |
| OFFICE SOUGHT: | (Title) |
| PARTY AFFILIATION: | Non-Partisan Office |
| Annual Salary of Office Sought as of (Date): | (Amount) |
| 1% Election Assessment: | (Amount) |
| **TOTAL QUALIFYING FEE:** | (Total Amount Collected) |
| METHOD OF PAYMENT: | (Check, Petition Certificate, Waiver) |
| RECEIVED BY & TITLE: | (Signature & Title) |

COPIES: Original to Candidate
Copy to Candidate File
Copy to Financial Officer

EXHIBIT 14

**PUBLIC TEST OUTLINE FOR 2024 CITY OF ORLANDO SPECIAL RUNOFF ELECTION**
Election Date: Tuesday, June 18, 2024
Public Test Date: Thursday, June 06, 2024

## 1. PUBLIC TEST

### A. What is Public Test?

The Public Test is a public demonstration of the logic and accuracy of the tabulation system that has been programmed for the upcoming election to ensure that the equipment will correctly count the votes cast for all offices and on all measures. We publicly test a random sampling of the prepared tabulating equipment using groups of ballots marked, or voted, in a pre-audited pattern.

Florida Statute 101.5612 requires that we publicly test a certain number of tabulating equipment to be used for each federal, state, and local election. Our office utilizes ES&S DS300s for counting ballots at Election Day polling places and Early Voting sites, and ES&S DS950s for counting Vote-by-Mail ballots verified at our office. For the DS300s, we must test five percent or ten units, whichever is greater. For the DS950s, we must test each machine that will be used in the election.

*Note*: ExpressVotes are not formally included in the Public Test since we do not use them as tabulating devices; rather, they are accessible ballot marking devices (BMDs). For individuals who want to check out the ExpressVote's functionality, we do have a demo machine set up just for that purpose.

### B. Date and location

The earliest that the Public Test can be conducted is 25 days before the start of the early voting period. It usually takes place in our office about two weeks prior to the beginning of early voting.

At least 48 hours prior to the Public Test, the public must be given notice of the time and location. We post information about the event on our website.

### C. How we conduct Public Test

For each voting method – Early Voting (EV), Vote-by-Mail (VBM), and Election Day (ED) – we simulate the voting process and the tabulation process. The machines are tested using set groups of ballots marked with a pre-audited test pattern (i.e., test decks).

According to Florida Statute 101.5612, the Logic and Accuracy (L&A) Test which is typically administered right before processing vote-by-mail ballots may be included in the Public Test. If the vote-by-mail tabulating equipment is not used until real ballots are to be processed, we can consider our Public Test to be our L&A Test.

The entire procedure is supervised by the County Canvassing Board (for federal, state, and local elections) or the City Canvassing Board for standalone municipal elections. The officials supervising the Public Test also review and certify the results of the test.

## 2. TEST DECKS

### A. What is a test deck?

Prior to the Public Test, all tabulating machines that will be used in the election are cleaned, prepared, and tested using a test deck. A test deck is a set of ballot styles put together for the specific purpose of covering all possible race combinations using a pre-audited voting pattern; this includes blank (unmarked) and overvoted ballots. The word "TEST" is stamped on each ballot in the test deck.



EXHIBIT 15

## B. What is a ballot style?

A ballot style is a specific ballot layout associated with a precinct. Sometimes a precinct can have multiple ballot styles due to how that precinct is split up into political boundaries (e.g., state house district, school board district, county commission district, etc.) and the contests that are available for those districts. A voter is assigned a ballot style depending on exactly where they live within their precinct.

## C. Pre-audited marking patterns

Pre-audited ballot marking patterns are used to test the tabulation of our equipment and with expected results. There are two main pre-audited patterns: a "1-to-many" pattern (which we use to verify the correctness of our ballot layout) and a "1-2" pattern (which we use to test our tabulating equipment).

Test decks marked using the "1-2" pattern have one vote going to each candidate in an odd-numbered position and two votes going to each candidate in an even-numbered position. For instance, only the first position for each race will be marked on the first ballot in a test deck, which will be labeled "1" at the top. Only the second position for each race will be marked on the subsequent two ballots, labeled "2.1" and "2.2," respectively. Only the third position for each race will be marked on the ballot following those, labeled "3". The remaining test ballots are marked in a similar manner ("4.1", "4.2", "5", "6.1", "6.2", "7", etc.) until each candidate in that test deck receives the required number of votes following the "1-2" pattern.

The inclusion of blank (unmarked) and overvoted ballots is mandated by statute to verify that the tabulating equipment can reject such votes. For an overvoted ballot, positions are marked for each race in excess of the number of selections allowed for that race. This means that a "vote for one" contest will have at least two candidates selected, and a "vote for two" contest will have at least three candidates selected.

## D. Types of test decks

Test decks are used to check various parts of the election programming. A set is created to test the equipment and tabulation process for each voting method (Election Day, Early Voting, and Vote-by-Mail). Another set is created to verify the ballot layout itself.

To test the correctness of the ballot programming, a test deck with a "1-to-many" pattern is created. This test deck is comprised of pre-marked ballots (via proprietary election software) printed in-house using our Ballot-on-Demand (BOD) printers. After running this test deck through a vote-by-mail tabulating machine, the voting results are reviewed to ensure that all candidates and contests are accurately tallied on the ballot.

To test our Election Day equipment, a test deck with a "1-2" pattern is created for each precinct. Each precinct's Election Day test deck is comprised of every ballot style that is assigned to that precinct. The Election Day test decks use a combination of printer/vendor ballots, Ballot-on-Demand (BOD) ballots, and ExpressVote ballots.

To test our EV equipment, one EV test deck with a "1-2" pattern is created. This test deck has the fewest unique ballot styles that account for all race combinations. Just like the Election Day test decks, the EV test deck uses a combination of printer/vendor ballots, Ballot-on-Demand (BOD) ballots, and ExpressVote ballots.

To test our VBM equipment, two VBM test decks are created. One test deck is a replica of the EV test deck (i.e., contains the fewest unique ballot styles that account for all race combinations in a "1-2" pattern). The other test deck is simply a blank ballot from every single ballot style in the election. That blank test deck is run through a VBM machine to verify that the folded VBM ballots provided by VBM printer/vendor are folded in such a way that do not interfere with the oval positions on the ballot. The test decks for VBM use a combination of folded printer vendor ballots and BOD ballots.

The marked test deck ballots are a mix of hand-marked by staff and pre-marked by proprietary election software.

## 3. PUBLIC TEST PROCEDURES

### A. Test the logic and accuracy of the *Vote-by-Mail (VBM) DS950s* and transmit the results

1. We divide the VBM test deck into approximately equal parts for each DS950.
2. On each machine, we print the Zero Totals Report to indicate that there are no votes recorded, and then we run its portion of the VBM test deck through it.
3. For the first run, we have the machine sort out the blank and overvoted ballots to demonstrate that the machine can identify and separate them.
4. Once that is demonstrated, we clear the count from that first run and then scan all the test ballots (including the blank and overvoted ballots) from that machine's portion of the VBM test deck.
5. After running all test ballots, each machine prints a Voting Results Report.
6. The Public Test results are transmitted via secured local network to the tabulation system.

### B. Test the logic and accuracy of the *Early Voting (EV) DS300s* and upload the results

1. The EV test deck is divided into approximately equal parts for each machine to be tested in EV mode.
2. Each EV DS300 will be tested using its portion of the EV test deck and an Early Voting thumb drive.
3. When each machine powers on, it prints the Zero Totals Report to indicate that there are no votes recorded on that Early Voting thumb drive.
4. After each test deck portion is completely fed through its respective machine, the machine is shut down.
5. The EV thumb drives are collected from each powered down DS300.
6. The Public Test results from the EV thumb drives are uploaded into the tabulation system.

### C. Test the logic and accuracy of the *Election Day (ED) DS300s* and transmit the results

1. Each ED DS300 will be tested using the ED test deck and DS300 thumb drive of the Election Day precinct paired with it.
2. When each machine powers on, it prints the Zero Totals Report to indicate that there are no votes recorded on that DS300's thumb drive.
3. After the Election Day test deck is completely fed through its respective machine, the polls are closed on that machine and the Voting Results Report tape is printed out.
4. The Public Test results are then transmitted to the tabulation system.
5. Once the transmission is successful, the machine is shut down and the DS300 thumb drive is placed back into the Election Media Bag.

### D. Accumulate the tabulated results and certify that the *tabulation system and equipment* are ready for election use

1. The voting results from each voting method is brought into the tabulation system: the results from the VBM DS950s are transmitted over the local network, the results from the EV DS300s are uploaded from thumb drives, and the results from the Election Day DS300s are transmitted wirelessly.
2. Once all voting results are accumulated in the tabulation system, we have the system generate a summary of the election's voting results which are categorized by voting method.
3. The Canvassing Board verifies that the voting results match the expected "1-2" pattern and then signs the Public Test Certification documents for the DS950s and DS300s.
4. We then clear all test votes from all the tabulating equipment and leave a report attached to each unit to show that zero votes are recorded.
5. The DS950s that were tested during the Public Test are not used until it is time to tabulate live VBM ballots.
6. The DS300s that were tested during the Public Test are sealed and set aside in preparation for distribution.
7. The test decks and Voting Results Reports are sealed inside ballot transfer cases and all documentation used or produced in the Public Test becomes part of the public record for that election.
8. This concludes the Public Test of the tabulation system and tabulating equipment.

**PUBLIC TEST EQUIPMENT**

- **(2) DS950s to test the logic and accuracy of the *Vote-by-Mail tabulation process***
  - Both DS950s being used in the election must be publicly tested
  - The VBM test deck is split into two approximately equal parts; one part for each DS950
- **(2) DS300s to test the logic and accuracy of the *Early Voting tabulation process***
  - The two DS300s to be tested in EV mode will be the same two DS300s deployed for Early Voting
  - The election media for the EV site will be tested on these DS300s
- **(5) DS300s to test the logic and accuracy of the *Election Day tabulation process***
  - The five DS300s to be tested in ED mode will be the same five DS300s deployed for Election Day
  - The election media and the ED test deck for each of the five precincts in this election will be tested on these DS300s

# Designation of Poll Watchers

**Section 1. Election**

**Election Date:**

Select **Early Voting** or **Election Day:**

**Official Use Only**

**Section 2. Category of Authorized Persons**

**Complete Only One of the Boxes Below:**

I am a **candidate** (or candidate designee*) for the following office in this election:

I am the **chair** (or designee*) of the County Executive Committee of the following Party:

I am the **chair** (or designee*) of the following Political Committee:

* A candidate or chair as indicated above must first submit a written, signed designation to the supervisor of elections (or for statewide candidates/issues, to the Division of Elections) authorizing the designee to designate poll watchers on his or her behalf.

**Section 3. Candidate/Chair/Designee**

I request that the listed person(s) below (none of whom is a candidate or a sheriff, deputy sheriff, police officer or other law enforcement officer), who are qualified and registered voters of the county in which they will serve, be approved as poll watchers at the locations indicated below.

**Name:**

**Address:**

**Email address:**

**Phone:**

By submitting this form, I certify that I am the person listed above and I am authorized under s. 101.131, Florida Statutes, to designate poll watchers.

**Date Submitted:**

**Note: This form becomes a public record when submitted to the Supervisor of Elections.**

**Section 4. List of Designated Poll Watchers**

| Name | Date of Birth (mm/dd/yyyy) | Residential Address | Phone # | Polling Place / Early Voting Site (Either write "All Locations" or specify location) | Official Use Only: Approved (Y/N) | Official Use Only: Assigned Badge Number |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |

EXHIBIT 16



Early Voting Deadline - No later than noon at least 14 days before early voting begins
Election Day Deadline - No later than noon of the 2nd Tuesday before the election

# Designation of Poll Watchers

| Name | Date of Birth (mm/dd/yyyy) | Residential Address | Phone # | Polling Place / Early Voting Site (Either write "All Locations" or specify location) | Approved (Y/N) | Assigned Badge Number |
|---|---|---|---|---|---|---|
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Form DS-DE 125 (Eff. 8/2016) Rule 1S-2.054, F. A. C.
Page ___ of ___

Early Voting Deadline - No later than noon at least 14 days before early voting begins
Election Day Deadline - No later than noon of the 2nd Tuesday before the election

Note: This instructional page need not be included with submission of the DS-DE 125.

**INSTRUCTIONS FOR POLL WATCHER DESIGNATIONS**

1. Each candidate/political party/political committee may have only one poll watcher per polling room or early voting area at any one time.
2. A candidate whose name will appear on the ballot in a future election may not designate poll watchers for an election in which the candidate's name is not on the ballot.
3. Designation of Poll Watchers, Form DS-DE 125, must be used to request designation of poll watchers. **Separate forms must be submitted for designating Early Voting and Election Day poll watchers.** Sufficient information concerning the desired poll watcher must be completed on the form so that the Supervisor of Elections can identify the person as a registered voter in the supervisor's county.
4. Form DS-DE 125 and any attachments to it may be provided to the supervisor of elections by personal delivery, mail, fax, or email.
5. The deadlines to submit a request for poll watcher designation:

   For Early Voting (EV) -- No later than noon at least 14 days before EV begins.

   For Election Day -- No later than noon of the second Tuesday preceding the election.
6. The Supervisors of Elections must approve or disapprove the designation of poll watchers for early voting areas no later than 7 days before the start of early voting and the designations for poll watchers for polling rooms on Election Day, on or before the Tuesday before the election.

**POLL WATCHERS**

A poll watcher:

1. Must be a qualified and registered voter of the county in which they serve as poll watcher.
2. Cannot be a candidate, sheriff, deputy sheriff, policeman, or other law enforcement officer.
3. Who is designated for a specific location is not precluded from going to another polling room/EV area if the number of poll watchers at any particular polling room/EV area does not exceed the allowable number for the applicable candidate/political party/political committee.
4. Who is designated for "All locations/areas" (at-large) is not permitted to be present in a polling room/EV area at the same time as another poll watcher designated by the same candidate/political party/political committee.
5. Will be provided a Poll Watcher Identification Badge by the Supervisor of Elections. The poll watcher must wear his or her Poll Watcher Identification Badge while in the polling room or EV area.
6. Must bring his or her own materials and necessities.
7. Is allowed within the polling room to observe the conduct of the election. He or she *may not* obstruct the orderly conduct of the election.
8. May observe the voter check-in process. He or she may not come closer to the inspectors' table or the voting booths than is reasonably necessary to perform the poll watcher's functions.
9. May not speak to or otherwise interact with voters nor provide assistance to a voter in any way with the voting of his/her ballot, unless a Request for Assistance Form is completed at the voter's request.
10. May make and provide written voter challenges to the precinct clerk.
11. Shall pose any questions regarding polling place procedures directly to the precinct clerk for resolution.

Note: For further details or requirements governing the designation and conduct of poll watchers, refer to sections 101.131 and 101.111, Florida Statutes; Rule 1S-2.034 of the Florida Administrative Code; and the rule's incorporated form, DS-DE 11, which contains the Polling Place Procedures Manual.

# Statewide Vote-By-Mail Ballot Request Form

(s. 101.62. F.S.)

**To request a vote-by-mail ballot for yourself, complete only the top section.**
**To request a vote-by-mail ballot for someone who directly instructed you to do so, complete both sections.**

**Voter's Name:** _____ **Voter's Date of Birth:** ____ / ____ / ____

Voter's Florida driver license (FL DL) or Florida identification (FL ID) card number:

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

If no FL DL or FL ID, then provide last 4 digits of Social Security Number:

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

**Voter's Home Address:** _____

**City:** _____ **State:** _____ **Zip code:** _____

**Voter's mailing address for ballot:**

(only if different than home address)

_____ **City:** _____

**State:** _____ **Zip code:** _____ **Country, if outside US:** _____

Please update my ☐ **residential address** and/or my ☐ **mailing address** in my voter record with the information listed above.

Phone number (optional): _____ Email address (optional): _____

This request is good for all elections through the end of the calendar year of the next general election. If you only want a ballot for specific elections, list them here: _____

**Voter's Signature:** _____ **Date:** ____ / ____ / ____
(not required if voter is an absent uniformed services voter or overseas voter, or if request is made by a designee)

**You must also complete the section below if you are requesting a Vote-by-Mail Ballot for someone else.**

**Designee's Name:** _____

**Designee's Home Address:** _____

**City:** _____ **State:** _____ **Zip code:** _____

Designee's driver license or identification card number:

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

If no DL or ID, then provide last 4 digits of Social Security Number:

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

Phone number (optional): _____ Email address (optional): _____

**Designee's relationship to the voter:**

- ☐ Spouse
- ☐ Parent
- ☐ Child
- ☐ Grandparent
- ☐ Grandchild
- ☐ Sibling
- ☐ Parent of voter's spouse
- ☐ Child of voter's spouse
- ☐ Grandparent of voter's spouse
- ☐ Grandchild of voter's spouse
- ☐ Sibling of voter's spouse
- ☐ Voter's legal guardian
- ☐ Designee for a voter with a disability

**Designee's Signature:** _____ **Date:** ____ / ____ / ____
The voter directly instructed me to make this request for them.

DS-DE 160 (eff. 04/17/2024

Rule 1S-2.055, F.A.C.

EXHIBIT 17

CITY OF ORLANDO

# Public Records Act Exemption Form

Name: _____

The Public Records Act makes records available for review by the public upon request. Section 119.071 of the Florida Statutes exempts certain personal information of some individuals (and their spouses and children). Please read this form carefully and indicate any exemptions that apply to you.

**I. Check one**

☐ One (or more) of the below criteria applies to me, my spouse, or my parent. Please redact any exempt information in my file prior to its release.

☐ None of the below public records exemptions currently applies to me.

**II. Check the appropriate box below:**

☐ Active or former sworn or civilian law enforcement personnel, or active or former civilian personnel employed by a law enforcement agency, including correctional and probation officers, personnel of the Department of Children and Families and Department of Health whose duties include any type of child abuse, neglect, fraud, or theft investigation, and personnel of the Department of Revenue or local government whose duties include revenue collection and enforcement or child support enforcement, as set out in Sec. 119.071(4)(d)2.a

☐ Spouse of the above ☐ Child of the above

☐ Current or former nonsworn investigative personnel of the Department of Financial Services whose duties include the investigation of fraud, theft, workers' compensation coverage requirements and compliance, other related criminal activities, or state regulatory requirement violations, as set out in Sec. 119.071(4)(d)2.b.

☐ Spouse of the above ☐ Child of the above

☐ Current or former nonsworn investigative personnel of the Office of Financial Regulation's Bureau of Financial Investigations whose duties include the investigation of fraud, theft, other related criminal activities, or state regulatory requirement violations, as set out in Sec. 119.071(4)(d)2.c.

☐ Spouse of the above ☐ Child of the above

☐ Current or former firefighters certified in compliance with Sec. 633.408, as set out in Sec. 119.071(4)(d)2.d.

☐ Spouse of the above ☐ Child of the above

☐ Current or former justices of the Supreme Court, district court of appeal judges, circuit court judges, and county court judges and current judicial assistants, as set out in Sec. 119.071(4)(d)2.e. and Sec. 119.071(5)(i).

☐ Spouse of the above ☐ Child of the above

EXHIBIT 18

**Office of City Clerk**
Orlando City Hall • 400 South Orange Avenue • PO Box 4990 • Orlando, Florida 32802-4990
Phone 407-246-2251 • Fax 407-246-3613 • orlando.gov/cityclerk • cityclerk@orlando.gov

☐ Current or former state attorneys, assistant state attorneys, statewide prosecutors, or assistant statewide prosecutors, as set out in Sec. 119.071(4)(d)2.f. and Sec. 119.071(5)(i)

☐ Spouse of the above ☐ Child of the above

☐ General Magistrates, special magistrates, judges of compensation claims, administrative law judges of the Division of Administrative Hearings, and child support enforcement hearing officers, as set out in Sec. 119.071(4)(d)2.g.

☐ Spouse of the above ☐ Child of the above

☐ Current or former human resources, labor relations, or employee relations directors, assistant directors, managers, or assistant managers of any local government or water management district whose duties include hiring and firing employees, labor contract negotiation, administration, or other personal related duties, as set out in Sec. 119.071(4)(d)2.h.

☐ Spouse of the above ☐ Child of the above

☐ Current or former code enforcement officers, as set out in Sec. 119.071(4)(d)2.i.

☐ Spouse of the above ☐ Child of the above

☐ Current or former guardians ad litem, as defined in Sec. 39.820, as set out in Sec. 119.071(4)(d)2.j.

☐ Spouse of the above ☐ Child of the above

☐ Current or former juvenile probation officers, juvenile probation supervisors, detention superintendents, assistant detention superintendents, juvenile justice detention officers I and II, juvenile justice detention officer supervisors, juvenile justice residential officers, juvenile justice residential officer supervisors I and II, juvenile justice counselors, juvenile justice counselor supervisors, human services counselor administrations, senior human services counselor administrators, rehabilitation therapists, and social services counselors of the Department of Juvenile Justice, as set out in Sec. 119.071(4)(d)2.k.

☐ Spouse of the above ☐ Child of the above

☐ Current or former public defenders, assistant public defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, as set out in Sec. 119.071(4)(d)2.l.

☐ Spouse of the above ☐ Child of the above

☐ Current or former military personnel, as defined in Sec. 119.071(5)(k).

☐ Spouse of the above ☐ Child of the above

☐ Current or former investigators or inspectors of the Department of Business and Professional regulation, as set out in Sec. 119.071(4)(d)2.m.

☐ Spouse of the above ☐ Child of the above

☐ County tax collectors, as set out in Sec. 119.071(4)(d)2.n.

☐ Spouse of the above ☐ Child of the above

☐ Current or former personnel of the Department of Health whose duties include or result in the determination or adjudication of eligibility for social security disability benefits, the investigation or prosecution of complaints filed against healthcare practitioners, or the inspection of healthcare or healthcare facilities licensed by the Department of Health, as set out in Sec. 119.071(4)(d)2.o.

☐ Spouse of the above ☐ Child of the above

☐ Current or former impaired practitioner consultants are retained by an agency or current or former employees of an impaired practitioner consultant whose duties result in a determination of a person's skill and safety to practice a licensed profession, as set out in Sec. 119.071(4)(d)2.p.

☐ Spouse of the above ☐ Child of the above

☐ Current or former emergency medical technicians or paramedics certified under chapter 401, as set out in Sec. 119.071(4)(d)2.q.

☐ Spouse of the above ☐ Child of the above

☐ Current or former personnel employed in an agency's office of inspector general or internal audit department whose duties include auditing or investigating waste, fraud, abuse, theft, exploitation, or other activities that could lead to criminal prosecution or administrative discipline, as set out in Sec. 119.071(4)(d)2.r.

☐ Spouse of the above ☐ Child of the above

☐ Current or former directors, managers, supervisors, nurses, and clinical employees of an addiction treatment facility, as set out in Sec. 119.071(4)(d)2.s.

☐ Spouse of the above ☐ Child of the above

☐ Current or former directors, managers, supervisors, and clinical employees of a child advocacy center that meets the standards of Sec. 39.3035(2) and fulfills the screening requirement of Sec 39.3035(3), and the members of a Child Protection Team as described in Sec. 39.303 whose duties include supporting the investigation of child abuse or sexual abuse, child abandonment, child neglect, and child exploitation to provide services as part of a multidisciplinary case review team, as set out in Sec. 119.071(4)(d)2.t.

☐ Spouse of the above ☐ Child of the above

☐ Current or former staff and domestic violence advocates, as defined in Sec. 90.5036(1)(b), of domestic violence centers certified by the Department of Children and Families under Chapter 39, as set out in Sec. 119.071(4)(d)2.u

☐ Spouse of the above ☐ Child of the above

☐ Current or former inspectors or investigators of the Department of Agriculture and Consumer Services, as set out in Sec. 119.071(4)(d)2.v.

☐ Spouse of the above ☐ Child of the above

☐ Current county attorneys, assistant county attorneys, deputy county attorneys, city attorneys, assistant city attorneys, and deputy city attorneys, as set out in Sec. 119.071(4)(d)2.w.

☐ Spouse of the above ☐ Child of the above

☐ Current or former commissioners of the Florida Gaming Control Commission, as set out in Sec. 119.071(4)(d)2.x.

☐ Spouse of the above ☐ Child of the above

☐ Current clerks of the circuit court, deputy clerks of the circuit court, and clerk of the circuit court personnel, as set out in Sec. 119.071(4)(d)2.y.

☐ Spouse of the above ☐ Child of the above

☐ Current congressional members or public officers, as set out in Sec. 119.071(4)(d)2.z.

☐ Spouse of the above ☐ Child of the above

☐ Current or former military personnel, as defined in Sec. 119.071(5)(k)[1].

☐ Spouse of the above ☐ Child of the above

☐ Current or former United States attorneys, assistant United States attorneys, judges of the United States Courts of Appeal, United States district judges, or United States magistrates, as set out in Sec. 119.071(5)(i)[1].

☐ Spouse of the above ☐ Child of the above

☐ Victims of sexual battery, aggravated child abuse, aggravated stalking, harassment, aggravated battery, or domestic violence, as set out in Sec. 119.071(2)(j)[2].

**It is your responsibility to immediately submit a cancellation of this request in writing to the City Clerk's Office, when the exemption no longer applies.**

**Falsification of this information is a violation of the Orlando City Code.**

_____ _____

Signature Date

[1] This exemption requires a written request to exempt identification and location information from public disclosure and a written statement that the requesting party has made reasonable efforts to protect this information from being accessible through other means available to the public.

[2] This exemption requires a written request, which must include official verification that an applicable crime occurred. Such information shall cease to be exempt five years after receipt of the written request.

Campaign Sign Rules Flyer.pdf Open with Google Docs

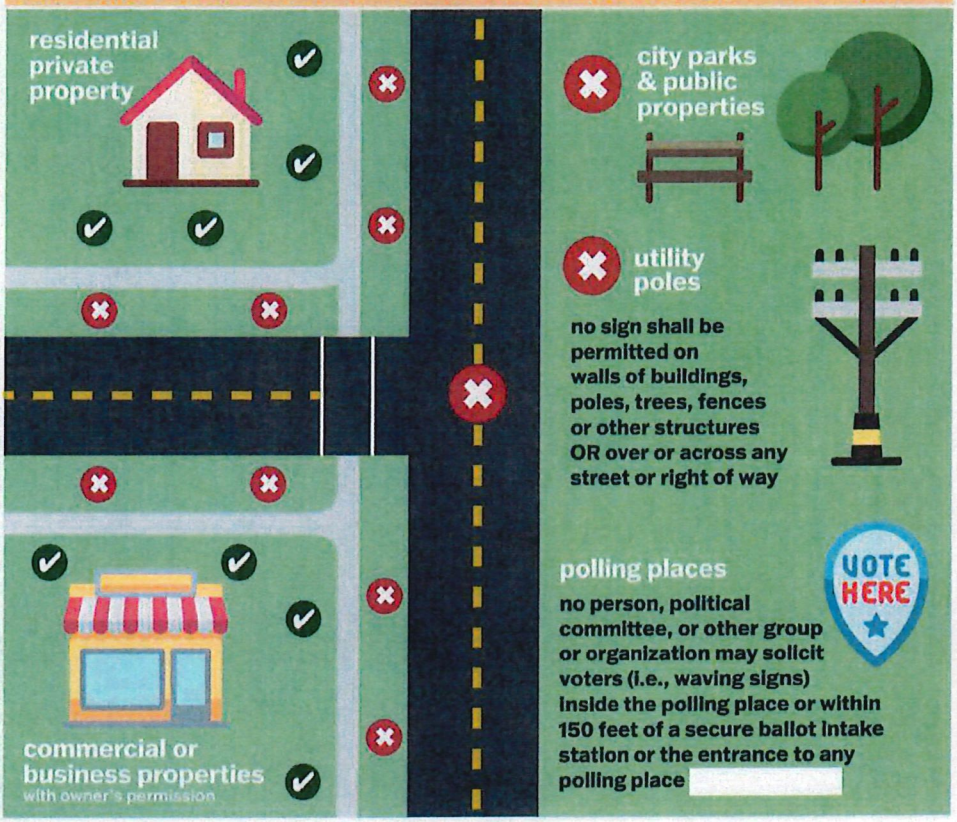
# CAMPAIGN SIGNS

shall not individually exceed
**4 square feet in area**
**6 feet in height**

limited to no more than
**2 signs per street frontage**
**1 per candidate**

shall be removed within
**7 days after the event**
**is concluded**

**SIGNS MUST BE** located behind sidewalk or 10 ft. behind curb or edge, whichever is greater.




city parks & public properties

utility poles

no sign shall be permitted on walls of buildings, poles, trees, fences or other structures OR over or across any street or right of way

polling places

VOTE HERE

no person, political committee, or other group or organization may solicit voters (i.e., waving signs) inside the polling place or within 150 feet of a secure ballot intake station or the entrance to any polling place

EXHIBIT 19

## POLITICAL SIGNS REGULATIONS

Article IV, Section 58 - Temporary signs include all signs commonly referred to as temporary election signs and temporary political signs. In accordance with Section 58-134, temporary election or political signs may be permitted in accordance with the following requirements:

1. Signs used for the purpose of supporting an election, a candidate or a referendum question shall be removed within seven (7) days after the election is concluded.

2. Each property in the City shall be allowed up to twelve (12) square feet of non-illuminated temporary signage on each street frontage. Such temporary sign(s) shall not individually exceed four (4) square feet in area nor six (6) feet in height. One such temporary signs may be either where an owner is actively attempting to sell or lease such property. Temporary signs promoting an election, or political purpose shall be limited to no more than two (2) signs per street frontage and only one per candidate. All signs must be located only on private property with the express permission of the property owner or occupant and shall be located behind the sidewalk, or ten feet behind the curb or edge or pavement, where no sidewalk is present, whichever is greater.

3. No sign shall be permitted on public property or located within any street right-of-way. All signs placed on city property or within street rights-of-way shall be subject to removal and disposal by the City. All signs placed on vacant property shall be subject to removal and disposal by the City, unless the City is informed of permission granted by the property owner.

Any candidate, election committee or organization for an electoral measure that does not conform to these provisions would be subject to the penalties provided by Section 1 -7 of the City's Code of Ordinances, or shall be subject to issuance of a civil citation under Chapter 1, Article II, of the Code of Ordinances, or may be subject to issuance of a notice to appear before the city's code enforcement board as provided under Chapter 2, Article III, Division 4 of the Code.

Prior to the imposition of any of the foregoing penalties on a candidate for political office, written notice of the violation will be delivered to the candidate's local campaign treasurer or to the candidate or their representative. If the violation is not corrected within 72 hours following delivery of such notice, the candidate will be in violation whether or not the candidate erected the signs constituting the violation.

Please call 407-599-3600 (code compliance), with any questions.